

Toronto Southeast Presbytery - 2009-2010
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**THE UNITED CHURCH OF CANADA
TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
EXECUTIVE MINUTES**

The Toronto Southeast Presbytery Executive was called to meet on **Tuesday July 14, 2009** at 10 am at Wilmar Heights Church, 963 Pharmacy Avenue, Scarborough, Ontario. Chairperson Rev. John Lee presided.

Tom Clarke agreed to act as Secretary pro tem until a permanent Secretary is named.

IN ATTENDANCE:

Executive Members:

Order of Ministry: John Lee (chair),

Laity: Tom Clarke (Acting Secretary, Conference Exec, Finance & Property) Lynella Reid James (Agenda planning), Lynda McCowan (representing Communications)

Corresponding Members:

The corresponding members to the Executive had been invited to attend by the Chair

Order of Ministry: Lee-Ann Ahlstrom(Congregational Life & Youth), Hans van Nie(Inter-Church/Inter-Faith), *Relations*,

Laity: Bruce Galbraith (co-chair Admissions), Hannah Lee (Justice & Global Issues),

Staff: Anne Shirley Sutherland, Wendy Miller

REGRETS: Bruce Erwin (vice -chair), Alan Hall (Nominations), Harry Brown (Communications)

Clyde Harris (Treasurer), Paget Blaza (member at large), Michael Cottrell (member at large), Martha Kuile (Pastoral Oversight), John Joseph Mastandrea (Pastoral Relations), Pam Lock (co-chair Admissions), Liz Tinker (Mission & Outreach), Rev Teresa Burnett-Cole (staff)

QUORUM

Total Voting Members Present: 4

Quorum required: 1/3 of 10 (One position as yet unfilled) or 3 voting members

The Chair declared that quorum was achieved.

CALL TO ORDER:

The meeting was called to order at 10:10 a.m. by John Lee, in the Name of Jesus Christ, the Head of the Church.

WORSHIP and WELCOMING OF STAFF

John Lee led the Executive in worship which included officially welcoming Wendy Miller and Anne Shirley Sutherland to the Executive and Presbytery with a formal pledge of support. Flowers were presented to both. Unfortunately Teresa Burnett-Cole was required at a meeting at Toronto Conference office and could not attend.

CHECK IN There was a brief check in of those present as each introduced themselves, their role in the presbytery and congregational affiliation.

1. APPROVAL OF AGENDA

MOVED by Tom Clarke seconded by Lynella Reid- James that the Agenda be accepted as circulated, with the addition of "Consideration of Meeting Dates" to be included under new business.

CARRIED

2. **EXECUTIVE REPORTS**

As per the agenda note the Chair expects that for future meetings, reports will be made in writing prior to the meeting. Clarification will be made at the meeting if needed

- i. **CHAIR of EXECUTIVE** John Lee provided updates on a number of items related to the reorganization of Toronto Conference and a meeting of Presbytery Chairs, Secretaries, Conference President and the Executive Secretary. A copy of the report is attached as Appendix A.
 - a) Dedication Service for Presbytery Office will take place at the first meeting of the presbytery which will include the Toronto Conference President, Carol Gierak for which there should be an order of the day.
 - b) The next Executive meeting will include a one hour visit from the Executive Secretary who will want to discuss staffing matters. Corresponding members will be included in the meeting.
 - c) Going forward we need to plan for Anne Shirley Sutherland's involvement with the Executive
 - d) Toronto Conference Executive representation is short 1 person who needs to be recruited to join Tom Clarke and Paget Blaza. For balance the person should be order of ministry and female.
 - e) Representation on Conference bodies: TSEP needs to name representatives to a number of Toronto Conference groups including Mission Support Allocation and Interview board.
- ACTION: This needs to be an early task for the Teams involved as per the Governance Document.**
- f) Technology: TSEP and the other three presbyteries will be provided with basic technological tools including a screen and video projector. The Presbytery Secretary will be provided with a laptop. John Lee identified the need for an audio system for meetings at Wilmar Heights.
- g) Web Site: TSEP will have a presence on the Toronto Conference web site. The Communications Committee will need to decide how the site is to be used. Operationally material will be put onto the site by the Office Administrator, Wendy Miller.
- ACTION: Communications Team to develop a communications policy.**
- h) Conference call capability: Each presbytery office will have conference call capability.
- i) Budget: As with the each of the other presbyteries, TSEP has \$20,000 within the conference budget for the balance of 2009, to cover any TSEP expenses. There was a general discussion on budget both for 2009 and 2010. Tom Clarke indicated that Teams and Committees should begin to identify what their expenses might be for 2010. If there are anticipated costs in the balance of 2009, they should also be communicated to the Treasurer. The process for approving expenses needs to be worked out or clarified between Treasurer and Toronto Conference Financial Administrator.

ii. **NOMINATIONS**

Lynella Reid-James reported on behalf of Alan Hall who has agreed to act as Convenor and who she is continuing to assist in completing the nominations process that was undertaken by the SE Commission.

- a) Nominations are a work in progress for the next few months. There are a number of the gaps yet to be filled including a permanent Convenor and at least two members of Nominations, a Presbytery Secretary, an additional member-at-large for the Executive as well as Chair of Mission Strategy. There have also been some changes from the composition of Teams and positions named at the June 17, 2009 meeting
- b) The position of Secretary may be resolved this week.

- c) Harry Brown has agreed to be Convenor of the Communications Team. Because he is not a presbyter he needs to be named as a Member-at-large of the Presbytery
- d) Tom Clarke indicated that Clyde Harris, our Treasurer is in a similar position and also needs to be named.
- e) There were requests that we distribute a current list of Presbytery Teams, Executive and Committees as soon as possible even if it needs to be labelled a "work in progress."

iii. AGENDA PLANNING

The Agenda Planning Committee will meet shortly. Lynella clarified a number of matters for September. Meeting will include an order of the day for the Conference President.

iv. COMMUNICATIONS

Linda McCowan noted some of the tasks that the Communications Committee will need to deal with.

3. TEAM REPORTS

As per the agenda note the Chair expects that for future meetings, reports will be made in writing. If a team needs to make a presentation such can be requested by the Chair of the Team to the Secretary/Cheif of the Executive.

i. PASTORAL RELATIONS

No report but a meeting is planned shortly

ii. FINANCE & PROPERTY

Tom Clarke, Chair reported that Team will meet in September at a date to be confirmed. Membership could use more representation from Ordered Ministry as currently only one and representation, lay pr ordered, from former Toronto Don Valley would be useful.

iii. PASTORAL OVERSIGHT

No report

iv. ADMISSIONS

Bruce Galbraith, Co-Chair reported that the Team is well represented by people knowledgeable of the work in hand and a first meeting is planned,

v. MISSION & OUTREACH

No report

vi. MISSION STRATEGY

No Report

vii. CONGREGATIONAL LIFE & YOUTH

Lee-Ann Ahlstrom reported that the Team had yet to meet.

viii. INTER-CHURCH / INTER-FAITH

Hans van Nie reported that the Team had yet to meet

ix. JUSTICE & GLOBAL ISSUES

Hannah Lee reported that the Team had met last week

4. CLARIFICATION OF THE GOVERNANCE

Questions were raised through the meeting and Tom Clarke provided clarification. There was generally agreement that Chairs and Convenors as well as members of Teams and Committees needed to read and become familiar with the document particular as it affected the work of their group.

It was particularly noted that the teams that act as Commissions (Pastoral Relations, Admissions, and Finance and Property) need to record their decisions as proper motions and report these to the next Executive or Presbytery meeting so that they may be received and recorded in the minutes as an official record of the decision.

It was also noted that by virtue of the Toronto Conference motion that established the SE Commission and gave it authority to establish the governance for the new presbytery that governance needs to be reviewed by the Presbytery in the fall of 2009. Consequently if a problem with the Governance is evident, it can be corrected.

5. FUTURE WORK of TSEP**i. Area Ministry Project – West Don Project and East Don Project**

Tom Clarke provided a brief overview of these projects which were initiated by Toronto South and are ongoing.

- The projects were approved for funding at the Toronto Conf Sub Exec meeting of Oct 31, 2008 in the amount of \$388,052 to be allocated from the WoodGreen Trust.
- The West Don Area Ministry project is to look at the needs and opportunities for new ministry and ministry models in the downtown core currently not served by pastoral charges. The area is roughly Gerrard on the north, the Don River on the east, lakefront on the south and Sherbourne to the west. It includes Regent Park which is currently being redeveloped.
- The East Don Area Ministry project comes out the East End Conversation among the ministry personnel of 11 churches along and north and south of the Danforth, Kingston Road and the Beach. It was a conversation across presbytery boundaries including churches in the former Toronto Don Valley Presbytery. Out of the conversation came some joint ministry initiatives and a sense that working together the congregations might develop some new approaches to ministering to their neighbourhoods and a common strategy for the future.
- Although the two area ministry projects were presented as one for funding purposes, they are quite different in that the East Don is working with and through existing congregations and the West Don is seeking to plant ministries where the United Church is largely absent
- The Working Group for the West Don Area Ministry, which includes representation from congregations and Emmanuel College, has gone through a difficult process of identifying and hiring staff. As of the final meeting of Toronto South Executive, they were proposing to contract the work as a fee for service. This has raised issues with one candidate for the position about ministry status and benefits and concerns on the part of Toronto South Pastoral Relations. One matter to be resolved in an employment relationship was who would be the employer of record.
- Toronto South Executive also hoped that there would be an early opportunity in the new presbytery for Presbyters to be informed of the project and current status
- Anne Shirley Sutherland indicated that she understood that employment issue had been resolved.
- Tom Clarke indicated that he would share the Area Ministry proposal that went forward to Toronto Conference with Anne Shirley Sutherland.
- John Lee distributed for information a June 2009 update from the East End Conversation

After some questions and discussion the following motion was proposed.

MOVED by Linda McCowan and seconded by Lynella Reid-James that the Mission Strategy Team and Anne Shirley Sutherland review the status of the area ministries projects and that the Presbytery have an early opportunity to be briefed on the two projects. **CARRIED**

6. **OTHER BUSINESS**

i. **Executive Meetings**

It was agreed that Toronto Southeast presbytery Executive would meet on the second Tuesday of the month at 4:00 pm at Wilmar Heights starting on September 8, 2009

ii. **Presbytery Meetings**

Toronto South East Presbytery will meet on the following dates for the coming twelve months:

Tuesday September 15, 2009	6 pm to 9:30 pm (call to order 7:00 pm)
Tuesday November 17, 2009	6 pm to 9:30 pm (call to order 7:00 pm)
Tuesday January 19, 2010	6 pm to 9:30 pm (call to order 7:00 pm)
Tuesday March 16, 2010	6 pm to 9:30 pm (call to order 7:00 pm)
Tuesday May 18, 2010	6 pm to 9:30 pm (call to order 7:00 pm)

Meetings will be at Wilmar Heights until such time as the Presbytery is invited to meet elsewhere at a suitable venue.

CLOSING

There being no further business to come before the Executive, a Closing Prayer was offered by John Lee and the Chair adjourned the meeting at 12:15 p.m.

John Lee
Chair

Thomas Clarke
Secretary – pro tem

NEXT REGULAR EXECUTIVE MEETING
Tuesday, September 8, 2009, 4:00 pm
Toronto Southeast Presbytery Offices, Wilmar Heights Church
963 Pharmacy Ave., Scarborough, Ontario

Appendix A

Chairs Report

Summary of Chairs and Secretaries meeting with Conference President and Executive Secretary

Thursday, July 9, 2009

Dedication service for the Presbytery office.

First Executive meeting's agenda will include Dedication of the Presbytery office at the first Presbytery meeting on Tuesday, September 15.

There is no common liturgy developed; each of the Presbyteries will develop their own service. Carol will be part of the dedication services. Agenda Chair Lynella will contact Carol as to time and location.

Visits by David re staff roles

The staff people are enablers of the work rather than doers of the work.

To clarify what the staff will be doing, David will do the following prior to the meeting he will have with our Presbytery:

- **provide the job descriptions for the staff;**
- **prepare a one-page outline of the staff roles.**

We look forward to having David at September 8 Executive meeting.

Visits by Conference president, executive secretary, General Council Executive

Visits to the Presbyteries by the president, the executive secretary and the two General Council Executive representatives. Carol, the president, said that she is open to doing a learning time with the Presbyteries.

Some of the comments included:

- would prefer to have a reason for visitors being there;
- Carol would prefer that the Presbyteries be intentional in their use of visitors;
- the Presbyteries will need to spend more time getting to know one another in the initial stages.

Carol, David and the GCE reps will look at the dates when the Presbyteries are meeting and will distribute dates when the visitors are available.

It will be up to the Presbyteries to say how they want to use the visitors.

Action items from the last year

Over the last year the Conference has passed a number of motions or dealt with topics that require Presbytery action or awareness. David will distribute a list of these items.

Presbytery representation

The Conference requires Presbytery representation from each of the Presbyteries to the following:

- Executive (three persons)
- Settlement and pastoral relations (2 persons)
- Interview Committee (10 persons)
- Mission support consultation (2 persons)

David will clarify the requirements for each position and will forward the list to the group, e.g. whether representatives must be members of the Presbytery or OM or lay.

Technology

A number of topics which have been under consideration.

- projectors and screens: Each Presbytery will have a projector and a screen. The projectors are on back order and there is consultation going on about what kind of screen is required by each Presbytery. I requested a bigger motorized screen.

- laptops: Volunteer secretaries will be provided with laptops. David will check with Rose Cambourne on this, including what programs will be included.
- website: There has been some consultation with a webmaster and Conference/Presbytery representatives. There will be one website with separate sections for each Presbytery and the Conference. Each group will be responsible for providing the content for its section. The Presbytery's admin staff will forward all material to the webmaster. David will check the possibility of two way discussion page. Each team needs to prepare the content for the website in consultation with the Chair of Communication Committee.
- webinars: The Conference is discussing future technological applications which would cut down on expenses and travel.
- wireless access: Do we need this for our presbytery in the future? David will check with Rose Cambourne regarding wireless services in each of the offices. These are not available currently.
- conference calls: Each Presbytery will have the ability to use telephone conference calls. Accounts need to be set up.

Other items

A number of other topics which have been raised:

- distribution of minutes: The admin staff will send copies of Presbytery minutes to David. The volunteer secretaries do not need to look after this.
- meetings of this group: The group agreed to meet by conference call in the last couple of weeks of October to check in on how things are going. No specific date was set. Please let me know if you have any thoughts to share for this meeting.

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**Toronto Southeast Presbytery
Pastoral Relations
Minutes – July 21st, 2009**

Present: John Joseph, Larry Beech, John Brown, Beth Moore, David Wood, Harvey Bride

Regrets: all others

Correspondence: None

Agenda items: *“Follow-up Required”*

1. **Introductions** and discussed our bright moments in July

2. **Approval of Minutes**

MOTION by Larry Beech / John Joseph Mastandrea that the minutes of June 17th be approved as circulated. **CARRIED.**

3. **List of Pastoral Charges:** John Joseph handed out a list of churches in our Presbytery for review at our regular meetings

4. **Email Voting:** John Joseph presented the opportunity to vote by email – the committee agreed on this process, *but were subsequently informed that email votes would not be accepted by Toronto Conference, however Conference Calls were acceptable.*

5. **Seeking appointments (received for information)**

a. Beth Moore: St Marks interviewed 3 people. Recommended that Cheryl-Lynn Macpherson be appointed – ***waiting on approval by Board and presbytery representative***

b. Rob Oliphant seeking approval for the position of VAM for Leaside United Church.

c. Don Gillies was also approved as a VAM for Bloor Street United

d. Bloor Street is seeking supply during Martha's leave(2 year leave of absence). John recommended Eleanor Scarlett as someone who might be available in January as appointment ***John Joseph to contact Eleanor***

e. West Don Working Group Hiring person as a “missioner” with a start date on August 4th, 2009

f. Bathurst Street United Church – committee asked for recommendation for half-time – Beth recommended Stephen Mabee

6. JNAC's in process

- a. Fairlawn should be ready in mid fall.
- b. Church of the Master moving along but need a clergy representative for the transition team. Usually meet right after worship. John Joseph to make some queries. Next meeting will be August 5th after church. Janet MacKay is currently chairing the committee.
- c. Rosedale United – C.E. Presbytery rep is ???? David to find out
- d. St. Mark's wants to start in early fall – Beth will join their committee. It will be a “short-form” as they recently finished another JNAC – ***need another clergy rep for the committee***
- e. ***Birch Cliff Bluffs is doing a visioning process right now and then will move into a JNAC for the fall also – Rep: Ross Boden from St. John's. Need a clergy rep also. Beth to inquire.***
- f. Timothy Eaton to be tabled

7. Searches in Processes

- a. Eglinton St. George's in process – need ***to know the lay representative 449-6250***
- b. Leaside United – part-time – ***Susan to find out the names of the reps***
- c. ***Clarified the status of Parkwoods Confirmed the appointment of Ellen Redcliffe***
- d. John received a telephone call from Elaine Perkins asking about availability of interim ministers

8. Follow-up from minutes

- a. ***Pastoral oversight and pastoral relations to meet – propose twice a year***
- b. Training for the committee – ***follow-up at next meeting on September 22nd, 2009 – ask Theresa to attend the meeting***

Meeting closed at 7:30 p.m. (Beth agreed to note take at the next meeting)

Next Meeting: Jubilee United Church @ 6:00 pm, September 22nd, 2009 - POTLUCK

John Joseph Mastandrea, Chair

Beth Moore, Note-taker

**THE UNITED CHURCH OF CANADA
TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
EXECUTIVE MINUTES**

The Toronto Southeast Presbytery Executive was called to meet on **Tuesday September 8, 2009** at 4 pm at Wilmar Heights Church, 963 Pharmacy Avenue, Scarborough, Ontario. Chairperson Rev. John Lee presided.

Tom Clarke acted as Secretary pro tem.

IN ATTENDANCE:

Executive Members:

John Lee (chair), Michael Cottrell (Member-at-large), Paget Blaza (Member-at-large)
Tom Clarke (Secretary pro temp, Finance & Property) Lynella Reid-James (Agenda planning), John Lloyd (representing Communications in place of Harry Brown), Clyde Harris (Treasurer)

Corresponding Members:

Lee-Ann Ahlstrom(Congregational Life & Youth), Hans van Nie(Inter-Church/Inter-Faith), *Relations*,
Pam Lock (co-chair Admissions), Bruce Galbraith (co-chair Admissions), Hannah Lee (Justice &
Global Issues), John Joseph Mastendrea (Pastoral Relations), Martha ter Kuile (Pastoral Oversight),
Liz Tinker (Mission & Outreach), Malcolm Spencer (Mission Strategy), Hannah Lee, (Justice & Global
Issues)

Staff: Anne Shirley Sutherland, Wendy Miller, Teresa Burnett-Cole

Visitor:

David Allen, Executive Secretary, Toronto Conference
Mark MacLean was introduced as the incoming Secretary whose nomination will go to the Presbytery
on September 15th.

REGRETS: Bruce Erwin (vice -chair), Alan Hall (Nominations), Harry Brown (Communications), Lee-
Ann Ahlstrom (Congregational Life & Youth), Hans van Nie (Inter-Church/Inter-Faith)

QUORUM

Total Voting Members Present: 6

Quorum required: 1/3 of 9 (two positions as yet unfilled) or 3 voting members

Quorum was achieved.

CALL TO ORDER:

The meeting was called to order at 4:04 p.m. by John Lee, in the Name of Jesus Christ, the Head of
the Church.

INTRODUCTIONS:

Those present were invited to introduce themselves and the positions they are holding in the
presbytery.

DEVOTIONS

Lynella Reid-James led the Executive in a brief devotion in the form of a reflection on the challenges
we may face. A reading from 1 Peter 4: 10-11 calls us to “use your gifts to honour God.” Matthew 5
(Blessed are the Meek) can be understood as a need to be focussed. She reminded us that there is
always a tension between what others want you to do rather than what God is calling you to do. As
we move forward we need to ask ourselves in what ways does God strengthen us for this service.

The devotions concluded with a prayer which included others naming gifts they bring to the tasks ahead and the singing of Hymn 289 verses 1 & 3.

1. APPROVAL OF AGENDA

MOVED by Tom Clarke and seconded by Michael Cottrell that the Agenda be accepted as circulated, with the addition of "An update on complaints in progress" by Teresa Burnett-Cole to be included under new business.

CARRIED

2. CORRESPONDENCE

MOVED by Tom Clarke and seconded by Paget Blaza that the correspondence log be received. The correspondence log is attached as Appendix D.

CARRIED

An additional email communication arrived on September 8 from Alan Hall asking if Toronto Southeast Presbytery could suggest a person to attend the "Racial Justice Train the Trainer" event (Oct 28 -30 in Toronto). Because one of the expected participants cannot attend, there is a place for one person. Wendy Miller was asked to forward the email to Justice and Global Issues Team.

3. MINUTES

MOVED by Tom Clarke and seconded by Michael Cottrell that the minutes of the Toronto Southeast Presbytery Executive meeting of July 14, 2009 be accepted with corrections. Two corrections were noted in respect to the meeting being of the Toronto Southeast Presbytery Executive and the date of the May meeting being May 18th rather than 19th.

CARRIED

4. BUSINESS ARISING

i. NOMINATIONS

Alan Hall who had sent regrets had provided a brief report which is attached as APPENDIX A. There was some discussion regarding the need for cultural and gender balance and diversity in the executive and other positions consistent with becoming a more intercultural church. The Executive requests that an updated list of all those named to positions, Teams and Committees be available for the plenary meeting.

5. ORDER OF THE DAY: Presentation by David Allen, Executive Secretary

David Allen made a presentation which he had previously given to the other three Presbyteries dealing with many of the new ways of doing things resulting from the reorganization and in particular the role of staff in the presbytery. A point outline of his presentation is attached as APPENDIX B.

Three additional handouts were provided:

- Responsibilities of Presbytery Secretary (Volunteer) which sets out how the presbytery secretary work is supported by the Presbytery Administrative Assistant
- Report of the Toronto Conference Reorganization Steering Group (basically what was reported at the Annual General Meeting)
- Job Descriptions for the three staff in the Presbytery Office.

Among the points that David Allen emphasized were:

- That since staff are to be enablers, not doers they will not be at all meetings.
- We need to ask "why are we asking a staff person to do this particular thing."
- We need to determine how best to use staff expertise

In terms of the administrative assistant position, the job description is the same across all presbyteries. There is considerable consultation between them and with their supervisor,

Rose Cambourne. As example there are now templates for all pastoral relations and personnel type motions. There is a common contact list across all presbyters which is constantly maintained. When emails and other contact information changes Wendy Miller, Administrative Assistant for Toronto Southeast Presbytery needs to be advised as soon as possible. If anyone needs a list or contact information or assistance regarding sending out material the Administrative Assistance is the “go to” person.

As we move into our new structures and new ways, everyone should identify and keep track of issues encountered with the governance documents as there will be a need to evaluate and, as appropriate, make changes.

David Allen then invited questions.

1. Martha ter Kuile (Chair, Pastoral Oversight) asked if the pastoral relations and pastoral oversight responsibilities were separated in all four presbyteries? Response: Each presbytery governance is different and as a result he is having more meetings with staff.
2. Lynella Reid-James (Convenor, Agenda Planning) asked about minutes from Teams and how staff deals with them. Response: Although the Administrative Assistant does not support the secretary to teams as she does for Presbytery Secretary, she will receive and file and make available those that go to Executive or Plenary for inclusion in the minutes.
3. Paget Blaza (Member-at-large) commented on the work of the Communications Team of which he is also a member and the importance in our communication of “the need to identify who needs to know what.”
4. John Lee (Chair) asked how staff deal with overtime. Response: Anne Shirley Sutherland has a 40 hour week which is consistent with the defined work week of congregational ministry personnel. Teresa Burnett-Cole as ½ time has a 20 hour work week. For these two program staff there is no paid overtime but they keep track of their extra hours and work with David Allen to arrange compensating time off. The Administrative Assistant has a 35 hour work week and is entitled to compensation for any overtime as time off or pay as arranged with her supervisor.
5. John Lee (Chair) also inquired whether there was a possibility of building a database of gifts and talents of presbyters. Response: There was discussion of the ACS database software currently used for maintaining lists and personnel information. It could support additional fields of information. Presbytery would have to produce the necessary survey to obtain the data.

David concluded his presentation and was thanked by the Chair.

The corresponding members were advised that their attendance was no longer required but they could remain for the balance of the meeting if they wished.

6. **It was agreed to delay the next order of the day from 5:45 to 6:05 to deal with the remainder of Business Arising.**
7. **BUSINESS ARISING (Continued)**
 - ii. **STATUS OF AREA MINISTRIES PROJECTS**

Mission Strategy is meeting for the first time on September 9th. This item first raised in the Toronto Southeast Executive meeting of July 15, 2009 will be deferred to the next meeting. It was noted that the theme of the November meeting of presbytery is Missions and may afford an opportunity to brief the whole presbytery.
 - iii. **STATUS OF NAMING OF REPRESENTATIVES TO CONFERENCE BODIES**

There was no action on this item but Teams are reminded of need to name persons to the Mission Support Consultation (2), Settlement and Pastoral Relations Committee (1 Order of Ministry and 1 Lay), and Interview Board (10).

To accommodate a priority piece of new business the Chair asked that we suspend the next order of the day and move to the New Business item requested by Teresa Burnett-Cole.

8. NEW BUSINESS

i. Update on Complaints in Progress

Teresa Burnet-Cole, Conference Minister Pastoral Relations and Ministry Support, Toronto Southeast Presbytery reported on three outstanding complaints that Toronto South Presbytery Executive had been dealing with as of June 30, 2009. Using the same numerical reference as in the Toronto South Executive minutes, she reported as follows:

Complaint # 3: This complaint under Manual section 072 has been withdrawn.

Complaint #2: This complaint, also under Manual section 072 went to mediation which has failed and is now going to alternate dispute resolution. Because the complaint has resulted in considerable damage to the congregation, arrangements have been made to engage, through the Conference Minister, a healing circle.

Complaint # 1: This is the complaint that Toronto South had been dealing with for longest time and was made under the United Church of Canada Sexual Abuse Policy and has been handled under the procedures found in that policy. The investigative and mediative stages are done. The work with the complainant is complete. There is work still to be completed with respondent coming out of the decisions made by Toronto South Presbytery Executive in dealing with the investigators report and subsequently from other reports received on work completed by the respondent. To complete that work Toronto Southeast Presbytery needs to put a “circle of accountability” around the respondent.

Considerable discussion followed with Teresa Burnett-Cole and the Secretary, both former members of the Toronto South Executive, providing as much information as the expectation of confidentiality in these kinds of processes would allow.

The Chair requested that the adjournment be extended to 6:45 pm and there was no dissent.

It was moved by Tom Clarke and seconded by Michael Cottrell that a circle of accountability be established to oversee the work of the respondent to this complaint with representation from each of Pastoral Relations, Pastoral Oversight and Admissions, the Pastoral Charge Supervisor and one person to be named by the respondent, and

Teresa Burnett-Cole is requested to prepare terms of reference for the circle for review and approval of the Executive at its next meeting.

CARRIED

Lynella Reid-James asked that her abstention be noted.

9. REPORTS

i. Communications Committee

John Lloyd asked if he could provide a brief report on behalf of the Communication Committee which had held its first meeting. The report is attached as **APPENDIX C**.

10. NEW BUSINESS (continued)

ii. Agenda for Sep 15 Meeting of Presbytery

Because the clock was running out on the meeting the Executive could not deal with the proposed agenda but Agenda Planning was to meet shortly and would give it a closer look.

iii. 2009 Draft Budget (June – December)

A draft budget had been circulated. Clyde Harris quickly noted some changes that were required and will revise for inclusion in the September 15th Presbytery meeting. There was no time for discussion or motions or consideration of a purchase of a portable sound system for the Wilmar Heights Hall.

CLOSING

There being no further business to come before the Executive, a Closing Prayer was offered by Anne Shirley Sutherland and the Chair adjourned the meeting at 6:45 p.m.

John Lee
Chair

Thomas Clarke
Secretary – pro tem

NEXT REGULAR EXECUTIVE MEETING
Tuesday, October 13, 2009, 4:00 pm
Toronto Southeast Presbytery Offices, Wilmar Heights Church
963 Pharmacy Ave., Scarborough, Ontario

APPENDIX A:**Report from Alan Hall, Convenor of Nominations**

From: Hall, Alan [<mailto:AHall@united-church.ca>]
Sent: Tuesday, September 08, 2009 10:54 AM
To: Miller, Wendy; lsrjames@rogers.com; jjandl@rogers.com; johnleeucc@sympatico.ca
Subject: Nominations Report

I send my regrets for today's Presbytery Executive meeting. New job, day time hours, west end, TTC are all huge adjustments that I haven't adjusted to yet!

In regards to Nominations, let me say first that I think we can take a non-anxious approach this fall, seeing where the active gaps are, who the active members will be, and which cracks the dust settles into.

All critical positions are now filled (i.e.. Secretary -- thank you Mark!).

There are two member at large positions on the Executive that I suggest we hold for now, recruiting women to over the fall (note that presently Lynella is the only woman on the Exec.)

There is a vacancy on the Conference Executive, as well. It is my recommendation that we also wait on filling this. Likely it should be ministry personnel. We will be ably, in the meantime, represented by Paget and Tom.

Chair elect is another position that I think over the fall an appropriate candidate will emerge for.

The vacancy that I do think we should attend to is Nominations. John Smith has agreed to join this team. I, as I mentioned above, will have limited availability so recommend a replacement which gives us two openings. Lynella and I have a couple people in mind and are approaching them this week.

Meet well and I'll see you at the Presbytery next week.

Alan

The Rev. Alan Hall
Executive Officer Human Resources, The United Church of Canada

1 800 268 3781 ext 3141 / 416 231 7680
3250 Bloor Street West, Toronto, Ontario Canada M8X 2Y4

APPENDIX B:

**Discussions with Presbyteries regarding
staffing roles and work plans**

Living Waters Presbytery	Monday, July 20, 2009
Northern Waters Presbytery	Thursday, September 3, 2009
Toronto Southeast Presbytery	Tuesday, September 8, 2009
South West Presbytery	Wednesday, September 9, 2009

Seeing the whole picture

- dance floor/balcony image - Ron Heifetz in *Leadership without Easy Answers*
- S/N - Myers-Briggs typology
- examples
 - Presbytery offices
 - role of Executive
 - staffing in every Presbytery
 - balancing what we want with the values we hold

Moving from the balcony to the dance floor and back. Technical fixes/adaptive challenges (Heifetz)

Consistent messages in last two years

- implement what you were told to implement
- some things will work better than we thought
- some things won't work at all
- be flexible
- don't change too quickly; give the new model a chance to work
- struggle harder to see how things can be done differently

Staff positions and roles

- be enablers, not the doers
- lift the administrative burden from the volunteers
- work plans and supervision

Evaluation

- at the end of the first year - how did it go?
- did the staff spend too much time on the dance floor? not enough?
- were the expectations reasonable? too high? did we ask enough of staff?

APPENDIX C

Communications Report to Toronto Southeast Presbytery Executive - September 8, 2009

Presented by John Lloyd for Harry Brown

Committee members include: Chair Harry Brown, Manley James, John Lloyd, Paget Blaza, Lynda McCowan, John MacLennan & Wendy Miller, Anne Shirley Sullivan.

Our committee has held two meetings.

We've reviewed the mandate from the Governance doc.

Also reviewed the Toronto Conference Communications plan and decided to use it to frame our committee's goals

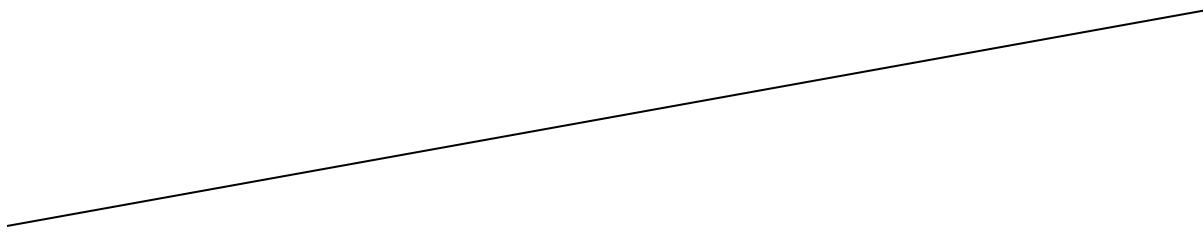
Electronic communications is one of our goals along with a plan to communicate to those without email/internet access.

The Toronto Conference communications strategy outlined eight "Conference Communication Goals" Your Southeast Communication Team has selected four of these goals which we will work to implement this year.

- 1) Ensuring that all Presbytery members have the information that they need to carry out their responsibilities, as staff, ministerial personnel, or as volunteers in various courts of the church.
- 2) Ensuring that all are aware of and share in the values, objectives and aims of the TSE Presbytery and understand their contribution to reinforcing these.
- 3) Building effective relationships with members and adherents and creating opportunities for cross-congregational action in areas of passion.
- 4) Sharing knowledge across Pastoral Charges of experiences and best practices in dealing with mission, service, changing demographics, finance and property matters.

Our committee is currently responding to a draft document, prepared by committee member Lynda McCowan and at our next meeting we intend to explore strategies to effectively achieve these goals.

It is our hope to submit these strategies to TSE Executive for approval as quickly as possible.



Appendix D

date received	via	From	Description	input required from	how dealt with
Aug 17/09	Email with letter attached	Jody Maltby, Program Minister, Living Waters Presbytery	In role as Toronto Conference liaison with national church re Stewardship, advising re availability of grant funding for M&S support in presbyteries, conditions & Oct 1 application deadline	Outreach & Mission Support Team	Forwarded to Liz Tinker, Chair O&MS
Aug 25/09	Email with attached material	Rev Kirsty Hunter Community Connections and Right Relations Commission, Living Waters Presbytery	Notice of Aug 25 th prayer service for Site 41 with letter to Tony Guergis re desired action and liturgy for prayer service	none	Wendy Miller distributed to all Toronto Southeast Presbyters and Pastoral Charges
Sep 4/09	Email with attached material	Alison L. Jordan Legal Assistant The United Church of Canada	Memo from Nora Saunders, General Secretary, UCC, re remits 1 & 2 to be considered by all presbyteries with response deadline of Nov 12, 2009; documents setting out remits 1. & 2.; response forms for Presbytery Secretary to submit results of Presbytery votes on remits	Toronto Southeast Presbytery	Placed on agenda of Sep 15 th meeting of TSEP; memo and remit documents to be sent out with agenda.
Sep 5/09	Email with memo attached	Carole Gierak, Tor. Conf. Pres., David Allen, Exec. Secty, Barbara White, rep to GC Exec, Lynella Reid-James, Rep. to GC Exec.	Changed Role of Conference Visitors with new structure; and availability of President, Executive Secretary and GCE reps for visits to Presbyteries. For Toronto Southeast this would be: November 17 Barbara White January 19 David Allen March 15 Carol Gierak May 18 Lynella Reid-James Up to Presbytery to determine how to make use of it	Agenda Planning & Executive re Agenda's for Plenary meetings	Information shared with Executive and Agenda Planning

09/10-20

APPENDICES

TS Executive Minutes – Sep 8, 2009

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**Toronto Conference
Toronto Southeast Presbytery
PLENARY MEETING
Tuesday, September 15, 2009**

Vision: To enable and support good, faithful and healthy communities of faith within our member Pastoral Charges and to provide opportunities for cross-congregational initiatives where individuals form Congregations with shared calls to specific ministries may work together.

Gathering:

The regular meeting of Toronto Southeast Presbytery Tuesday, 15 September 2009, at 7:00 p.m., convened at the Toronto Southeast Presbytery Office, 963 Pharmacy Ave., Scarborough. John Lee, Chair of Presbytery, presided.

Registered Attendance

	Roll	Present	Regrets	Absent
Ministry Personnel from Pastoral Charges* (includes VAMs)	91	47	14	31
Lay Presbyters	93	43	12	39
Ministry Personnel in Other Work	23	5	2	16
Ministry Personnel Left Without Charge	3	0	1	2
Ministry Personnel Retired	67	7	6	54
TOTALS	281	104	36	143

Corresponding (Non-voting) Present

Staff	2
Candidates	4
Visitors/Other	5
Totals	11

Quorum:

According to changes in the Manual that came into effect in 2007 quorum for this meeting was one-third of ministry personnel, including lay ministers, as well as one-third of lay Presbytery representatives, currently on the roll. A quorum was present and maintained throughout the meeting from call to order to adjournment.

6:00 pm Refreshments

7:00 pm Call To Order:

The regular meeting of Toronto Southeast Presbytery Tuesday, 15 September 2009, at 7:00 p.m., convened at the Toronto Southeast Presbytery Office, 963 Pharmacy Ave., Scarborough. John Lee, Chair of Presbytery, presided.

Introductions:

- 1) Rev. David Allen; Executive Secretary, Toronto Conference
- 2) Rev. Carol Geirak; President, Toronto Conference

7:10 pm Agenda Agenda Review

Motion: It is moved to accept the agenda as presented.

Moved: Tom Clarke

Seconded: Murray Cutler

Carried.

Governance Motion: It is moved that Toronto Southeast Presbytery;

1. grants privileges of corresponding membership to all visitors to this meeting,
2. receives for information the minutes of the TSE Executive Meetings of July 14, 2009.

Moved: Tom Clarke

Seconded: Paget Blaza

Carried.

7:20 pm New Business 1.0 Nominations Report

Motion: It is moved that TSE Presbytery name the following list as Members-at-Large being named to the respective presbytery teams:

Communications: Harry Brown

Communications: Manley James

Finance & Property: Wayne White

Treasurer Clyde Harris

Moved: Alan Hall

Seconded: Linda McCowan

Carried. (Six positions remain vacant.)

Motion: It is moved that TSE Presbytery approve the Nominations report and name the following Slate-of-Officers for 2009-10:

Chair: John Lee

Chair-elect: *Vacant*

Secretary: Mark MacLean

Treasurer: Clyde Harris

Nominations: *vacant – Alan Hall has stepped down*

Agenda Planning: Lynella Reid-James

Communications: Harry Brown

Members-at-Large: Paget Blaza & Michael Cottrell; *two positions vacant*

Corresponding Executive Members – Team Chairs

Pastoral Relations: John Joseph Mastandrea

Finance & Property: Tom Clarke

Pastoral Oversight: Martha ter Kuile

Admissions: Pam Lock & Bruce Galbraith

Mission & Outreach: Liz Tinker

Mission Strategy: Malcolm Spencer

Congregational Life: Lee-Ann Ahlstrom

Inter-Church/Faith: Hans van Nie

Justice & Global: Hannah Lee

TO Conference Exec.: Paget Blaza & Tom Clarke;

Order-of-Ministry – *vacant*

Moved: Alan Hall

Seconded: Michael Kennedy

Carried.

7:30 pm Order Of The Day

1) **Worship** – Covenanting of new leadership and dedication of new presbytery offices.

Presiding: Teresa Burnett-Cole, Carol Geirak, John Lee

8:00 pm Order Of The Day (continued)

2) Reporting and reflections from 40th General Council, Kelowna, B.C.
from General Council Commissioners: reflections appended – APPENDIX B
 GC Commissioners *reported to court

Alydia Smith*	alydia@bloorstreetunited.org
Barbara White	revbarbwhite@yahoo.ca
Chris Tindal	chris.tindal@gmail.com
Christina Boyd*	rev.christinaboyd@sympatico.ca
Clyde Harris*	caharris@look.ca
Hannah Lee*	lee.hannah@gmail.com
Jim McKibbin	jim@mckibbin.ca
John Lee*	johnleeucc@sympatico.ca
Karen Hamilton	hamilton@ccc-cce.ca
Lynella Reid-James* I	zrjames@rogers.com
Margaret Walker	margw@primus.ca
Martha ter Kuile	marthatk@rogers.com
Mary Collins	marycol30@hotmail.com
Norman Seli	nseli@jubileeunited.ca
Paul Stott	paul.stott@sympatico.ca
Vicki Obedkoff*	vobedkoff@trinitystpauls.ca

Presbytery Chair, John Lee expressed appreciation for Tom Clarke's significant efforts as pro-tem secretary and welcomed new secretary, Mark MacLean to the position.

8:30 pm New Business 2.0 Budget Presentation – Clyde Harris, Treasurer

Motion: It is moved to accept the Toronto Southeast Presbytery Budget for July 1 – December 31, 2009 as presented.

Discussion:

i) Information Sharing: Concerns were raised and echoed related to dissemination of information/documentation prior to meeting in digital format (i.e. email). Who is to bear the cost of printing and preparation of materials? Chairs of Presbytery and Communications responded; thanked members for concerns and indicated that it is hoped to move to a paperless process printing only what is essential. Review of process is ongoing and concerns are requested to be forwarded to Wendy Miller, Admin. Assistant, TSE.

ii) Travel Expenses: re: travel expenses for presbytery members on presbytery business. Tom Clarke, David Allen respond indicating a presbytery policy will be required and thus too early to tell what other presbyteries are doing as too early in the new Conference structure.

iii) Expense Process: If Chair of team/committee is operating within approved budget parameters an expense can be signed-off by team/committee Chair and submitted to Wendy Miller. If expense exceeding approved Committee budget must first be submitted to Clyde Harris, Treasurer for sign-off prior to submission to Wendy Miller. Process will be documented and distributed digitally to full court following Finance & Property Commission meeting.

iv) Treasurer's Meeting: 7:30 pm, October 6, 2009 Treasurers meeting for all Pastoral Charges with Clyde Harris. Notice as appended.

Moved: Tom Clarke

Seconded: Clyde Harris

Carried.

New Business 3.0 Concluding Business from Prior Presbytery Structures

Toronto Conference has directed that minutes of concluding meetings of presbytery and presbytery executive be approved by the new presbytery in which the respective secretaries now belong.

Motion: It is moved that minutes of the June 16, 2009 meeting of Toronto Don Valley Presbytery be approved with the amendment noted by Marg Walker that Carol Geirak is not the “outgoing” Conference President

Moved: Lynda McCowan

Seconded: Murray Cutler

Carried.

Motion: It is moved that the minutes of the April 28, 2009 meeting of Toronto Scarborough Presbytery be approved with the correction of the spelling of Lorna Joblin and Bill McHendry’s names.

Moved: Paul Hutchison

Seconded: Fran Ota

Carried.

Motion: It is moved that the minutes of the June 9, 2009 meeting of Toronto South Presbytery be approved.

Moved: Teresa Burnett-Cole

Seconded: Michael Kennedy

Carried.

Motion: It is moved that the minutes of the June 23, 2009 meeting of Toronto Don Valley Executive be approved.

Moved: Murray Cutler

Seconded: Norman Seli

Carried.

Motion: It is moved that the minutes of the June 23, 2009 meeting of Toronto Scarborough Presbytery Executive be approved.

Moved: Paul Hutchison

Seconded: Clyde Harris

Carried.

Motion: It is moved that the minutes of the June 29, 2009 meeting of Toronto South Presbytery Executive be approved.

Moved: Tom Clarke

Seconded: Ella Taylor-Walsh

Carried.

New Business 4.0 Remits From General Council – Marg Walker, General Council Rep.

The 40th General Council authorized 6 remits to be sent to presbyteries of which 2 have been received and require our vote and response by November 12, 2009 – as appended; APPENDIX C.

Motion: It is moved that Toronto Southeast Presbytery approves Remit #1 and thereby agrees that it is the duty of the Congregation to elect representatives, in full church membership, of the congregation to the Presbytery, and that the Basis of Union should be amended to reflect this policy as shown in the remit document.

Discussion:

Full Membership/Clarification: It was raised that there needs to be clarity, if not already provided, for language around “full membership” within a specific congregation? It was addressed that grammatical issues and definitions within the body of the remit are not open for review.

Moved: Marg Walker

Seconded: Lynda McCowan

Carried.

Motion: It is moved that Toronto Southeast Presbytery approves Remit # 2 and thereby agrees that the Basis of Union should be amended to reflect a consistent use of “appoint” and “elect” as shown in the remit document.

Discussion:

Nomination vs. Appointment: Questions were asked for clarification around wisdom of nominations as opposed to appointments based on skill-sets and experience. In particular related to “Interview Boards” and “Settlement”. It was raised that this might be a better for a Presbytery that meets monthly. Will title definitions be included in “definitions” section of the new Manual? It was raised that this is not for editorial comment but that these are Category 1 Remits not changing polity or spirit on editorial content of related sections in the Manual.

Moved: Marg Walker

Seconded: Paul Stott

Carried.

9:10 pm Reports of Teams**1.0 Pastoral Relations – Summary of Decisions**

Cheryl-MacPherson	Appointment to St. Mark's/transfer to TSE
Robert Oliphant	Approved as Voluntary Associate Minister (VAM) at Leaside.
Don Gillies	Approved as VAM at Bloor St.
Teresa Ramsey-McNeil	Retained on roll until June 30, 2010 (leave of absence).
Gary Redcliff	Appointment to Wexford Heights/transfer to TSE.
Lawrence Pushee	Transfer to TSE without appointment.
Susan Howard	Transfer to South West (appointment to Downsview)
Frank Dalton	Approved as VAM at Knob Hill.
Don Parsons	Transfer from Halton/Hamilton to TSE (in appointment at Eglinton St. George).
John McManiman	Retained on roll 2007-2008 and 2008-2009 (transferring to Living Waters with his 2009-2010 retained on roll form, approval by LW).

Motion: It is moved that the minutes of the Pastoral Relations Commission be accepted for information and included as an Appendix to the minutes of this meeting.

Moved: Barb White

Seconded: John Brown

Carried.

9:10 pm Announcements

Announcements to be distributed post-meeting and updated as required.

Theological Reflection

Carol Gierak – “The Spirit Nudging” – 1 Corinthians; varieties of gifts.

David Allen – remembrances for prayer, Cynthia Scott & Linda Catsuno.

David led in prayer to close.

9:30 pm Adjournment Chair, John Lee calls for Adjournment.

Next Meeting Presbytery

**6:00 pm, Tuesday, November 17th;
Toronto Southeast Presbytery Office – 963 Pharmacy Ave.
6:00 pm – Refreshment; 7:00 pm – Call to Order**

Upcoming Meetings:

January 19, 2010 – St. Andrew's UC; March 16, 2010 – location TBD;
May 18, 2010 – location TBD.

Rev. John Lee

Chair; Toronto Southeast Presbytery

Rev. Mark MacLean

Secretary; Toronto Southeast Presbytery

**APPENDIX A – Pastoral Relations Commission
Summary of MOTIONS made by Toronto Southeast Pastoral Relations Commission
June 21 through September 15, 2009**

July 21st, 2009

VAM - Rob Oliphant at Leaside

MOTION 1 : Larry Beech / Susan Smith CARRIED
That Rob Oliphant be appointed as a VAM for Leaside United Church

VAM – Don Gillies at Bloor Street

MOTION 2 Larry Beech / Susan Smith CARRIED
That Don Gillies be appointed as a VAM for Bloor Street United – same process

APPOINTMENT – Ellen Redcliffe to Parkwoods

MOTION 3 Larry Beech / Susan Smith CARRIED
That Ellen Redcliffe be appointed Retired Supply to Parkwoods United Church

July 22, 2009

TRANSFER – TERESA RAMSEY-MCNEIL to Toronto Southeast Presbytery

MOTION 1 Peter McNaughton / Susan Smith CARRIED
That the South East Presbytery Receive the Transfer of Teresa Ramsey-McNeil
effective July 26, 2009

RETAIN ON THE ROLE TERESA RAMSEY-MCNEIL

MOTION 2 Peter McNaughton / Susan Smith CARRIED
That the South East Presbytery retain on the roll Teresa Ramsey-McNeil effective July 26, 2009

July 23, 2009

TRANSFER OF The Rev. Dr. Gary Redcliffe to Toronto South East Presbytery

MOTION 1: John Brown / Beth Moore CARRIED
That the Rev Gary Redcliffe be transferred to Toronto South East Presbytery
Effective July 25 2009

August 4, 2009

Appointment of Cheryl-Lynn MacPherson

MOTION 1: Beth Moore / Johmann Kwong, CARRIED.
that the Pastoral Relations Commission of Toronto Southeast Presbytery accede to the request of St. Mark's United Church approve the appointment of Cheryl-Lynn MacPherson as United Supply, full-time at 40 hours per week from September 1, 2009 to June 30, 2010 with the following terms on a monthly basis for category B; salary \$3,043, housing allowance \$1,517, financial support for study \$200, telephone \$50, travel \$0.45 per km, moving \$1,500, vacation 4 weeks, and all other terms according to *The Manual* and;
That the Pastoral Relations Commission of Toronto Southeast Presbytery request the transfer of Rev.Cheryl-Lynn MacPherson from Northern Waters Presbytery to Toronto Southeast Presbytery both within Toronto Conference effective September 1, 2009.

August 20, 2009

Lawrence Pushee - transferring from Toronto West with no appointment

MOTION1: Malcolm Sinclair / Peter McNaughton , CARRIED
that the Toronto Southeast Presbytery Pastoral Relations Committee transfer Rev. Lawrence Pushee effective July 1, 2009 from Toronto West Presbytery to Toronto Southeast Presbytery both within Toronto Conference.

Susan Howard - transferring FROM Southeast to South West to an appointment at Downsview

MOTION 2: Malcolm Sinclair / Peter McNaughton CARRIED

That Toronto Southeast Presbytery Pastoral Relations Committee receive for information the terms of the call for Susan Howard, Ordained Minister to Downsview United Church, beginning July 1, 2009, full time 40 hours, with the following terms for category F: Salary \$38,515, housing allowance \$18,000, basic telephone \$360, financial support for study \$1,200 and all other terms according to *The Manual*.

And that the Toronto Southeast Presbytery Pastoral Relations Committee transfer Rev. Susan Howard effective July 1, 2009 from Toronto Southeast Presbytery to South West Presbytery both within Toronto Conference.

Kristin Philipson - DLM non recognized - appointment to Rosedale

MOTION 3: Malcolm Sinclair / Peter McNaughton CARRIED

That the Toronto Southeast Presbytery Pastoral Relations Commission accede to the request of Rosedale United Church and appoint Kristin Philipson, Congregational Designated Lay Minister, from August 17, 2009 to June 30, 2010, part time (24 hours), with the following terms for category A: Salary \$32,434, housing allowance \$27,840, basic telephone \$495, financial support for study \$1,200, and all other terms according to *The Manual*.

August 28, 2009VAM STATUS for Frank Dalton - Re-appoint Frank Dalton as a VAM to

Knob Hill United Church

MOTION 1: Beth Moore / Larry Beech, CARRIED

That the Pastoral Relations Commission of Toronto Southeast Presbytery Re-appoint Frank Dalton as the VAM to Knob Hill United Church.

September 10, 2009Transfer for Don Parson – transferred from Halton/Hamilton to Toronto Southeast/Toronto

MOTION 1: Barbara White / John Brown CARRIED

that the Toronto Southeast Presbytery Pastoral Relations Committee transfer Rev. Don Parsons effective January 1, 2009 from Halton Presbytery in Hamilton Conference to Toronto Southeast Presbytery in Toronto Conference.

Retained on the Roll John McManiman

MOTION 2:: Barbara White / John Brown CARRIED

that the Toronto Southeast Presbytery Pastoral Relations Commission recommend John McManiman of the Order of Ministry be Retained on the Roll of Presbytery for the pastoral years, July 1, 2007 to June 30, 2008 and July 1, 2008 to June 30, 2009.

Monday September 14, 2009LICENSING BILL KERVIN AT EMMANUEL COLLEGE

MOTION 1: Beth Moore / Malcolm Sinclair CARRIED

That the Toronto Southeast Pastoral Relations Commission continue to endorse the Marriage license for Bill Kervin continuing to be in effect in covenant with Emmanuel College.

September 15, 2009Transfer of Rev Ellen Redcliffe to Toronto Southeast.

MOTION 1 : David Wood / Larry Beech CARRIED

That Toronto Southeast Presbytery request that Rev. Dr. Ellen Redcliffe be transferred from South West Presbytery to Toronto Southeast Presbytery, both within Toronto Conference, to accept an appointment to Parkwoods Pastoral Charge effective September 1, 2009.

The Appointment of the Rev Joyce Kelley to Bloor St. United**MOTION 2 : Larry Beech / Beth Moore CARRIED**

that The Reverend Joyce Kelly appointed to be the supply minister to Bloor St. United Church from Sunday September 13, 2009 until 30 June 2010.

APPENDIX B – Commissioner Reports GC40

Rev. Christina Boyd
138 – 21 Livonia Place
Scarborough, Ontario
M1E 4W5

I was honoured to be part of GC40. It is hard to express the richness of experience in words; I wish I could transmit the experience to you through mental telepathy to avoid misinterpretations. The whole experience in a nutshell reminds me of poet Henry David Thoreau's words, "Only that day dawns to which we are awake."

The theme, "come down to the potter's house," is one of my favourite passages from the book of Jeremiah and it also connects well with my life.

Some of the highlights and learnings for me were:

1. We must come to the Potter's house, let go of what we have been and allow God to transform us.
2. The inspiring music during the worship time.
3. The worship time must not be a chore, but we can have fun in our worship and in our lives.
4. I was deeply touched by the openness, excitement and enthusiasm of Youth forum at the GC 40. Attending learning session on youth ministry was an „Aha!” moment for me, when one young person said, “people in churches say that we are their future, but we are here now, we want to be part of the church now not in the future.”
5. The challenge is to keep the excitement and enthusiasm up and implement the five themes the Council affirmed in our local congregations. I’m sure we can be instruments of change through our positive attitude and by keeping God in the centre of our lives.
6. We were asked to present a six-word story that tells our theology or who we are. For me the six-word story is: God’s light seeps through our cracks.

I thank you for giving me an invaluable opportunity to be part of GC 40.

Rev. Christina Boyd
Victoria Park United Church

Good evening!

My name is Clyde Harris and I also had the distinct pleasure of travelling to General Council 40 in Kelowna, B.C. This was a part of the country that I had never visited and I am very great-full that I had the opportunity.

Thank you Alydia for using the six word story with which I was going to open but it is ok as I wrote down many of them and can start with another. The next one that came to mind was “To the Potter’s House, molding what?” This story reminded me of the column by Michael

Webster in the July-August issue of the Observer. I am quoting Michael: “At General Council, we put the church into the hands of its people. And for the most part, the church is in good hands.” Michael goes on to comment on the mounds of paper and the hours of discussion and the 50% plus one decisions. This is fine for church related issues. Picking up Michael’s article at another point what troubles Michael “is trying to speak for three million United Church people on social

issues that generate nearly three million opinions." After five days of discussions and discernment with more discussion and time apart, I feel that the quote should have stated four million opinions.

I figured the other commissioners who were to speak this evening would give you the theological view with some of the justice view and a lot of personal thoughts on the total General Council experience. So I turned back to my six word story and changed the last word. It now reads: "To the Potter's house, molding who?" Who? There were 104 Youth in Council and 383 Commissioners. Of the Commissioners 62% were women and 38% men. Of the total participants there were 17% under the age of 20. This number was 136. Again, of the total there were 59% between the ages of 46 and 65, 18% in the category of 66 and over and 23% under the age of 46. These statistics would indicate a younger church than what we might anticipate in our Presbytery. There were a total of 815 people in the highest Court of our Church and I don't know what the age of the oldest person was but I do know the youngest was 9 weeks old. This gives me hope as I look to the future.

Another six word story – Church feels like mud, Potter approves. Our Potter is pleased to have the mud with which to start the forming. This forming comes at many different times. You have heard about the table groups and the Commissions and the plenary sessions and the worship but there was more. Meal times were great for increase your personal network, breaks were shorter but worked almost as well. I was told I shouldn't mention it but the United Church Pub every evening was one of the best. Some of us were very regular attendees and became good friends over some very deep discussions. No decisions were made during the evenings but many opinions were expressed and the debate could almost rival that of the daytime discussions. The friendships are important, I can't call them life changing or life long as it has only been a month since we last saw each other but the contacts continue thanks to the electronic world.

This General Council, my first, was very important to me and a highlight I will cherish. In three years I will be lined up to go again but if I do then someone else would miss out on a fabulous opportunity. I probably would still line up and I know how to kick shins if you get in my way.

Thank you

APPENDIX C –**Memo Remits 1&2
MEMORANDUM****TO: Presbytery Secretaries****cc. Conference Executive Secretaries****FROM: Nora Sanders, General Secretary****RE: Remit 1 Election of lay Representatives to Presbytery****Remit 2 "Appointed", "Chosen", "Elected", "Selected"****DATE: September 4, 2009**

Greetings to you as we return from summer and begin the work of implementing the directions and decisions of the 40th General Council in Kelowna.

In August, 2009, the 40th General Council authorized six remits to be sent to presbyteries. One of those remits will also go to pastoral charges.

At this time, I am sending Remits 1 and 2 to you together with a voting form for each remit. The forms are to be used to record your vote, and also contain instructions on returning the forms.

Please note that the deadline for returning the voting forms for these two remits is November 12, 2009.

The 40th General Council decided that Remits 1 and 2 are “Category 1” remits, which means they can generally be described as wording or editorial changes only. These remits are being issued now so the changes, if approved, can be incorporated into the 2010 edition of *The Manual*. The Executive of the General Council meets from November 13 to 16, 2009. At that meeting, it will declare the voting results for Remit 1 and Remit 2.

These remits require approval by a two-thirds majority of presbyteries by the deadline. If fewer than two-thirds of presbyteries have approved a remit by that date, the changes in that remit will not be included in the 2010 edition of *The Manual*.

Each remit contains a brief summary of the action of the 40th General Council and a question for discussion.

Each remit also contains the current wording of the relevant sections of the Basis of Union and the proposed new wording of the same sections.

In voting, you will be responding to both the question posed and the proposed new wording of The Basis of Union.

Your participation in this process is a vital contribution to the work of discerning God’s will for our church. May God’s blessing be upon each of you as you engage in this ministry of administration in the name of The United Church of Canada.

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**Toronto Conference
Toronto Southeast Presbytery
ADMISSIONS COMMISSION**

ADMISSIONS TEAM – September 17, 2009

Present: Andrew Cassidy, June Cavers, Bruce Galbraith, Marie Goodyear, Ann Howes, Karl Lam, Pam Lock (chair), Norm Seli, Paul Stott, Ella Taylor-Walsh.

Guests: Teresa Burnett-Cole, Michael Cottrell

Regrets: Darren Liepold, Chris Miller, Joan Silcox-Smith, Ila Vaculik

Absent: Frank Dalton, Hoon Kim

Opening: Bruce Galbraith opened with reflection and prayers.

Interview Teams:

Henry Poutiainen team: Andrew Cassidy, Marie Goodyear (recorder), Paul Stott (chair)

Hannah Lee team: Norm Seli, Karl Lam, June Cavers (recorder), Ella Taylor-Walsh (chair)

Pam & Bruce to sit in on both interviews.

Updates on Inquirers and Candidates and Admittands:

Updates were received from mentors/liaison persons about candidates. This information is contained in the updated table of inquirers, Candidates and Admittands. Thanks to Teresa for incorporating the new information to bring the table up-to-date. See Appendix A (Inquirers and Candidates List).

Interviews then occurred with the commission breaking into teams.

Future Meetings:

October 15, November 19, December 17 (tentative, only if needed)

Volunteers for Conference Interview Committee:

Pam Lock, Bruce Galbraith, Joan Silcox-Smith, Norm Seli, Ella Taylor-Walsh, June Cavers, Darren Liepold, Karl Lam, Susan McAllister (backup), Cheryl-Lynn MacPherson, Ann Howes (backup), Paul Stott (backup).

Circle of Accountability (report from Teresa)

During discussion it was suggested that when flags are raised during a person's journey towards ministry, there should be a process to deal with the situation, including a legal opinion.

Announcement

Information session with Karyn Douglas on November 11th at West Hill United to clarify the new requirements of DLM.

MOTION Paul Stott / Marie Goodyear

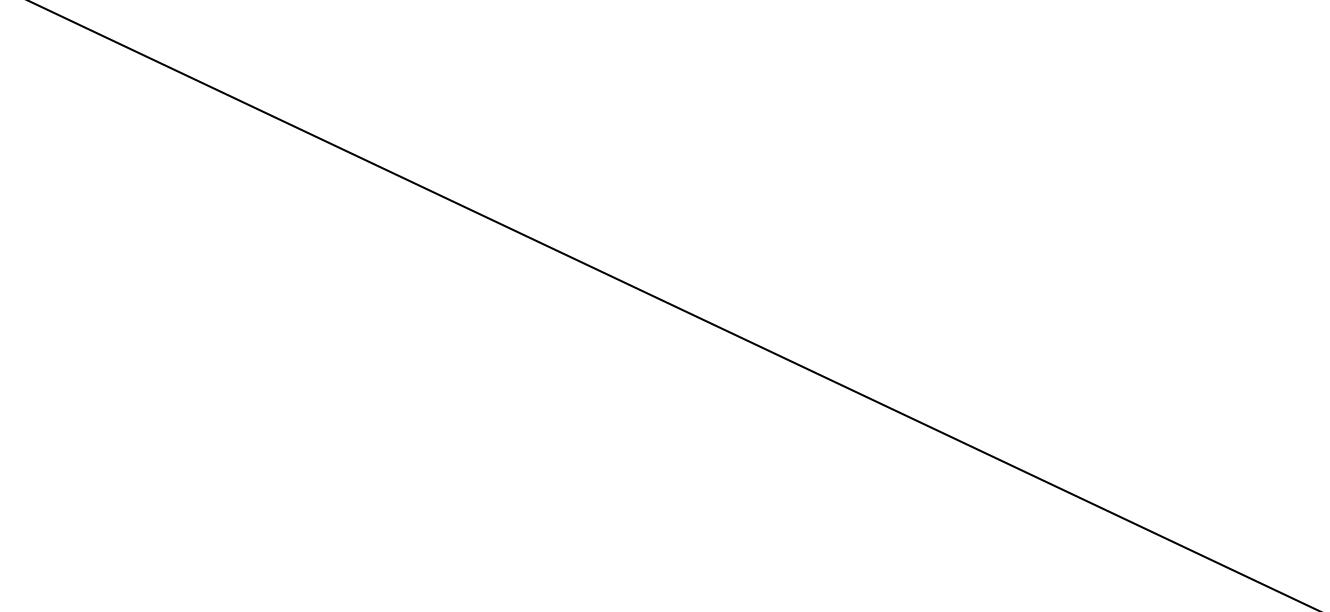
that, having completed an annual interview and reviewed the Candidate's Self-Evaluation Form and the report from his theological school, the Admissions Team of Toronto Southeast Presbytery supports the continuing candidacy of **Henry Poutiainen**.

CARRIED.**MOTION:** Karl Lam/ June Cavers.

that, having reviewed the Candidate's Self-Evaluation Form, the report from the theological school, internship evaluation, and current Police Record Check (Level 2), and having interviewed the Candidate to discern readiness and general fitness for ministry, the Admissions Team of Southeast Presbytery recommends **Hannah Lee** to Toronto Conference for Ordination at its annual meeting in June 2010.

CARRIED.**Adjournment :** 1:20pm

Pam Lock, Co-Chair & Note-taker



**THE UNITED CHURCH OF CANADA
TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM**

Minutes of the meeting of the Finance and Property Team of Toronto Southeast Presbytery, held on Monday, September 21, 2009 at 4:30 p.m. at Toronto Southeast Presbytery Offices, 763 Pharmacy Ave., Scarborough, with Thomas Clarke, Chair presiding.

PRESENT

Thomas Clarke (Chair), Clyde Harris (Treasurer), Winston Roach, Abigail Johnson, Hyacinth Robinson-Powell, Nick Walker, Wayne White, Joan Chinnery, Anne Shirley Sutherland (Staff Support)

REGRETS:

None

CALL TO ORDER

Tom Clarke called the meeting to order with several readings on the theme of hope and challenge followed by a prayer.

AGENDA:

The agenda had been previously circulated. There was an added item under updates re Riverdale United Church to be provided by Anne Shirley Sutherland.

1. Appointment of Secretary

The Chair asked for volunteers to serve as Secretary. There being none the Chair undertook to provide minutes for this meeting.

2. Review of Mandate

The Team was invited to review sections from the Governance Handbook pertaining to Administrative Teams generally and Finance and Property specifically. Among the questions and comments noted were:

- It is a big mandate for a small team, particularly those items regarding assisting congregations and acquiring knowledge of property within the presbytery;
- We will need to make Congregational Trustees and Councils aware of who we are; we need to think about educational needs of congregations. The Treasurer noted that he had already scheduled and announced at the Presbytery meeting a workshop for congregational treasurers;
- Clarification of what is meant by Extra Appeals and why it falls to this Team;
- How many manses are there in the presbytery and how many are being used as manses;
- The need to set down some policies and practices for such things as what constitutes major renovations. It was noted that Toronto South practice was officially \$50,000 but there was some thought that it should be \$100,000. It was noted that although today's \$100,000 was probably equivalent in real value to the \$50,000 of the past, the lower number did ensure that presbytery was aware, was a significant financial commitment and risk for smaller congregations, and perhaps justified a presbytery review and approval. The decision on this will be the subject of a future meeting.
- The Finance, Property and Mission Support material from the Toronto South Presbytery had been distributed as an example; it would be useful to have the Toronto Scarborough equivalent;
- General Council may have decided to become proactive in inventorying congregational real property in which case it would make sense to piggy back;

The Chair invited Team members to give some thought between meetings and over the next few meetings where our priorities may lie and where certain activities might be delegated to Team members.

Conflict of Interest

The Chair noted that in matters of property decisions we all had pastoral charge connections and needed to be cognizant of the potential for conflict of interest. A handout on Conflict of Interest developed originally by Saskatchewan Conference was distributed and is attached as APPENDIX A to these minutes.

3. Budget and Financial Matters

- i. **Current Year (July 1/09 Dec 31/09) Budget** The budget adopted by the Presbytery Plenary had been circulated with the agenda and is attached to these minutes as APPENDIX C. (Note that the PDF circulated with the agenda as additional formatting lost in conversion to WORD document.) Clyde Harris briefly outlined how it had been developed using the knowledge of previous presbytery budgets. It was necessary to move quickly in order to have access to the \$20,000 that had been set aside by Toronto Conference for presbytery expenses in the first 6 months.

ii. **Portable Sound System:**

In the current budget \$3,750 had been allocated for a portable sound system for use in the Wilmar Heights Hall and possibly other meeting venues. The Chair of Presbytery had asked Finance and Property to deal with this once the budget was approved. The Chair explained that he had a proposal with two options from Reid & Campbell, a reputable supplier of sound systems to Toronto churches.

Option 1 is a portable system, the Escort model supplied by Peavey, with 3 corded microphones and one wireless and four microphone stands.
Cost: \$2,850 plus taxes

Option 2: is a moveable system (by cart) made up of various components including a Bogen amplifier, speakers and the same microphones and stands as option 1. Cost \$2,665 plus taxes

The Chair recommended the portable system which by coincidence is identical with the unit borrowed from St. Andrews for the plenary meeting except we would be purchasing extra microphones. The ease of moving, set up and storage would justify the slightly additional price. There was discussion about the possible advantage of installing a fixed in place system. It was noted that if quality components were used it, the fixed system would be similar to Option 2 in cost except that there would be costs for a secure installation of the amplifiers and wiring up the system.

MOTION

MOVED BY Nick Walker and SECONDED BY Winston Roach that the Peavy Portable system be purchased.

MOTION CARRIED

- iii. **Presbytery Financial Policies and Procedures** Clyde Harris reported that there is an intention for the four presbytery Treasurers to gather with the Toronto Conference Financial Administrator to try to develop a common set of financial procedures for handling presbytery expenses. It makes sense to defer consideration of our own procedures until we see the outcome from that exercise.

In the interim the procedures will be as the Treasurer had set out in the Presbytery meeting of September 15, 2009, which are:

- a. For items that have been budgeted for, expense claims should be forwarded to Wendy Miller who will send them to Rose Camborne, Toronto Conference Financial Administrator for reimbursement.
- b. For items that have not been budgeted for, the Treasurer will have to review and approve.

iv. Budget 2010 There was discussion on the time line needed for the development of the budget for 2010 and it was determined that

- Nov 2 information from Teams and Committees to Clyde Harris
Treasurer compiles draft budget
Nov 9 Finance & Property reviews draft
Nov 10 Executive reviews draft budget
Nov 17 Budget to Plenary meeting for approval

The Treasurer will advise the various Chairs and Convenors of the timeline and request their input. It was noted that Mission Support should be on the same timeline.

v. Income available from invested funds for 2010

There was a brief discussion about other income accruing to the presbytery from the St. Enoch's Fund and Tri-Presbytery Fund.

The Chair had had an opportunity to raise the matter of St. Enoch's Fund with Vince Alfano of the Toronto United Church Council who continues to hold the fund. It is likely that in the event that the proposal or some variation of it to pool the former presbytery and other conference assets and establish four new presbytery funds comes to pass, the St. Enoch's fund would be considered part of the Toronto Southeast Presbytery allocation. Vince Alfano agreed to provide an estimate of available income.

Nick Walker who is Treasurer of the Tri-Presbytery Corporation advised that the corporation would consider a request for funds but likely only for a half year (January through June) because of the possible changes that have been discussed. Nick agreed to write to Liz Tinker, Chair of Outreach and Mission Support.

There was brief discussion on how these funds had been used in three presbyteries: Toronto South for Mission support, Toronto Don Valley for Mission Strategist salary, Toronto Scarborough for various grants. It was noted that Toronto Scarborough had used operating funds to support the Malvern Community Outreach Ministry. This may have to be considered in the budgeting process.

4. Sale of 129 St Clair Ave W – Deer Park United Church Building

The Chair distributed a letter of interest (LOI) outlining the basis of a very clean offer has been received to purchase the Deer Park church building in the amount of \$5,000,000. **The CONFIDENTIALITY of this document was noted.**

The Chair reviewed the key steps in the recent history of Deer Park that have lead up to the sale of the church building and this particular offer to purchase. In the current process

- The Executive of Deer Park has approved acceptance and directed the Trustees to make the necessary requests of Presbytery.
- It is understood that the Trustees had met on the 14th to deal with draft motions. A copy of those draft motions was made available to the Team but we have yet to receive the formal approved resolutions.

- The Chair has been advised that lawyers are now working on the formal agreement of purchase/sale which is not yet available but which the team will need to see before providing its consent.

The August 2008 motions that went to Toronto South regarding the sale that failed were also shared with the Team.

A draft motion was reviewed and it was agreed that the “whereas’s” provided a useful recital of the steps leading up to this sale.

MOTION re 129 St Clair Ave W.

Whereas the Congregation of Deer Park Pastoral Charge voted, in a duly constituted congregational meeting on April 29th, 2007, that “while the congregation discerns where God is calling us, the Deer Park Pastoral Charge vacate the premises at 129 St. Clair Avenue West, and relocate as a continuing congregation of the United Church of Canada to a viable place of worship”; and

Whereas the Congregation of Deer Park Pastoral Charge received for information and action the reports from three working Task Groups (Artefacts, Long Range Planning and Real Estate) at a duly constituted congregational meeting on February 17th, 2008; and

Whereas the Congregation of Deer Park Pastoral Charge at a duly constituted meeting on February 24th, 2008 directed “the Board of Trustees to proceed with the listing of the property at 129 St. Clair Avenue West, in accordance with the guidelines and procedures outlined in the *Manual* 2007, the Congregational Trustees Handbook 2004 and the Toronto South Presbytery Handbook; and

Whereas the Executive of Deer Park Pastoral Charge meeting on March 10th, 2008 appointed a Real Estate Sales Committee and endorsed the terms of reference of the Committee (re-mandated September 9, 2009) to attend to details of the sale; and

Whereas the Executive Committee of Deer Park Pastoral Charge received updated reports on the Real Estate Sales Committee on March 25th, 31st, April 14th, May 7th and August 22nd, 2008 and September 9, 2009; and

Whereas Toronto South Presbytery at its Executive meeting of April 22nd, 2008 approved the relocation of Deer Park Pastoral Charge to Calvin Presbyterian where they have continued since June 2008; and

Whereas the Executive of Deer Park United Church has in its meetings May 7th, 2008 and September 9th, 2009 directed the Trustees to proceed with the sale of said property in accordance with the terms of a proposed listing agreement; and

Whereas the Trustees of Deer Park Pastoral Charge have requested the consent of Toronto Southeast Presbytery for the sale of said property as per the draft agreement for the sale; and

Whereas the Finance and Property Team of Toronto Southeast Presbytery is empowered to act as a Commission of the Presbytery in matters falling under Manual (2007) section 335

IT IS MOVED BY Wayne White and SECONDED BY Abigail Johnson

- (a) that Toronto Southeast Presbytery approves the acceptance of The Agreement of Purchase and Sale of the church building and adjacent lands, Parts Lots 11 to 13 and Part Lots 19 to 21, Plan 325E, the City of Toronto, and known municipally as 129

St. Clair Ave West to which the Trustees hold the title, to ----- for a selling price of \$----- subject to adjustments on closing and a Vendor take back mortgage of \$2,000,000 for a term of two years at a 5% per annum interest rate payable in interest only quarterly and other terms set out in the Agreement of Sale; and

- (b) that until a proposal of the dispersal of funds from the sale by the Trustees of Deer Park Pastoral Charge of the church building at 129 St. Clair Ave. West is presented to the Finance and Property Team, the sale proceeds including any interest payments accruing from the Vendor Take Back Mortgage remain in trust (with solicitor) and that the principal and interest not be accessed until the proposed dispersal of funds is approved by the Finance and Property Team of Toronto Southeast Presbytery; and
- (c) that a copy of the full statement of sale and adjustments at closing be provided to the Finance and Property Team of Toronto Southeast Presbytery in an expeditious manner.

MOTION TO DEFER

MOVED BY Nick Walker AND SECONDED by Hyacinth Robinson- Powel that the motion re Sale of 129 Str. Clair Ave. W be deferred indefinitely.

MOTION CARRIED

Discussion followed on how the Team would deal with the formal request from the Deer Park Trustees and the Agreement of Sale. Since the United Church of Canada does not currently allow decisions by email, should the materials be in hand and a decision required before our next meeting, those materials will be distributed and the Team will be convened by conference call at a time to be established (with some likely negotiation) at the time of distribution. Anne Shirley Sutherland will determine the best method of arranging and initiating the conference call through the Toronto Conference telephone system. If action is called for while the Chair is absent in the period October 3 through 18, Anne Shirley Sutherland will organize the necessary steps.

5. Beach United Church

Abigail Johnson provided an update on the status of Beach United Church (BUC) current process regarding the sale and redevelopment of their two properties. One, on Wineva Ave., is the former Kew Beach United building and the other, four blocks to the west on Queen St. E. is the former Bellefair United. They are four blocks apart. An architectural study concluded that the congregation really only requires 16,000 sq. ft. of space for its current and future needs which is significantly less than either building currently provides.

There is considerable background material on their web site, including the architectural report by Moffat & Black, at <http://www.beachunitedchurch.com/tp40/page.asp?id=146984> which the Team members are encouraged to review.

Both properties were offered for sale in a tendering process open to receive bids from August 26th through October 1st, using CB Richard Ellis as their agent. The agent will look at bids in the week of October 6th. The BUC tendering committee will then look at top 2 or 3 bids put forward by the agent. A report will be finalized by October 16th and on October 17th BUC Guiding Council will meet to consider the report and its recommendation. On October 19th Presbytery Finance & Property commission will be able to review the recommendation which will go to an October 25th Congregational meeting for consideration and approval.

6. Property Procedures

This item was deferred for lack of time. Team members are encouraged to review the materials distributed with the agenda.

7. Updates on other Property Matters

- i. **Kimbourne Park United Church** inquired about processes regarding the sale of manses. The Chair prepared and sent the document <>*Procedures –manse sale – interim property.doc*> which was included with the agenda. No further action is required until we hear from the congregation.
- ii. **Bedford Park United Church Redevelopment** Wayne White provided a brief update on the scope and status of this project which has been in planning for a number of years. The intention is to demolish the church building at 100 Ranleigh Ave and replace it with a new building housing community and church space on the ground floor and four additional floors of seniors housing. He provided copies of "News From 100 Ranleigh Ave., Fall 2009 Volume 2, Issue 1" (See APPENDIX B to minutes) which includes a good description of the project. As reported at the plenary meeting of Presbytery on September 15, 2009, the congregation is encountering a lack of support and opposition from the city councillor for that area
- iii. **Don Mills United Church** contacted Tom Clarke regarding the selection of consultants for a feasibility study of the opportunities for future use of their church property. The feasibility was previously approved by the Executive of Toronto Don Valley Presbytery and funded by a CMHC grant. The property is not large but contains the Taylor family cemetery including the graves of the Taylors who are linked to the history of East York. There is also an adjacent small church yard cemetery. Tom attended an early part of meeting which was to interview possible consultants. He used the opportunity before the interviewees arrived to talk to the group about property matters and other congregations they might talk to about property development experiences. A second meeting was called, which Tom could not attend, to interview a third possible person described as a consultant/developer. It is not clear whether the congregation, which is aging and concerned about being able to keep up the property, has formulated any vision or hopes for their future on the site. Tom advises that Pastoral Oversight should probably become involved as well.
- iv. **Malvern Emmanuel** – The Chair and Hyacinth Robinson-Powell reported on a meeting held at Toronto United Church Council (TUCC) offices with Vince Alfano and representatives of Malvern Emmanuel (Hyacinth Robinson-Powell in her position as Chair of the Official Board and 3 others), Malvern Community Outreach Ministry (Sydney Elias), Toronto Southeast Presbytery (Tom Clarke, John Lee as Presbytery Chair and Peter McNaughton and one other from Pastoral Relations), TUCC (Vince Alfano and Tim Beard) and Tamil Christian Prayer Church (Pastor Chandrakathan and 2 others). The meeting was chaired by Bruce Ervin in his role of Pastoral Charge Supervisor for Malvern Emmanuel and Secretary of the Malvern Community Outreach Ministry.

The Malvern Emmanuel Church property at 25 Sewells Rd in Scarborough is owned by TUCC who leases it to the Malvern Emmanuel Congregation who, in turn lease space to the Tamil Christian Prayer Church (TCPC). As the meeting began Vince Alfano provided a history of the property and TUCC involvement. The purpose of the meeting was to hear a proposal from the TCPC to build an addition to the building but sufficiently isolated from the current spaces, in order that they might worship and have activities on Sunday mornings rather than late afternoon and evening. The

TCPC spoke in general terms of what they hoped might happen. All parties had an opportunity to speak to their interest in the property and its future. Hyacinth Robinson-Powell in this meeting and the F&P Team meeting spoke to the surprise in the congregation and Board when they very recently heard of what was going to be proposed. There was a free ranging discussion of matters of feasibility and in the end it was determined that TCPC would formalize its proposal and confer with TUCC, particularly Tim Beard, Acting Property Manager.

In terms of Finance and Property, Tom Clarke indicated at the TUCC meeting that since the property was owned by TUCC and was not a congregational property, the presbytery would not have the same approvals. Vince assured the meeting that regardless TUCC would do nothing without Presbytery concurrence because that is the way that they operate. It is clear, however, that Presbytery does have an interest in the well being of the Malvern Emmanuel Congregation and the Malvern Community Outreach Ministry and to that end the Pastoral Oversight Team and Mission and Outreach Team should have some role in future discussions.

- v. **Riverdale United Church** Anne Shirley Sutherland reported that she had received today a brief telephone call to the effect that Riverdale had decided to explore possible amalgamation and a first meeting with Glen Rhodes United Church was scheduled. The chair indicated that he would look into what, if anything the Governance Document says about amalgamation and advise.

8. Next & Future Meetings

Monday October 19, 2009, 4:00 pm to 6:30 pm

Monday November 9, 2009-4:00 pm to 6:30 pm

both meetings at the Toronto Southeast Presbytery Office.

9. Adjournment

The meeting was declared adjourned at 6:50 pm.

Thomas Clarke
Chair

Thomas Clarke
Secretary pro tem

CONFLICT OF INTEREST AND APPREHENSION OF BIAS GUIDELINES**FOR USE IN SASKATCHEWAN CONFERENCE****PREAMBLE**

We are a people who live in relationship. Each of us has a multitude of relationships and a multitude of interests. It is inevitable that there will be times when our relationships, interests and responsibilities collide.

In The United Church of Canada, we use a conciliar style of decision-making. That means that our decisions are made not by individuals but by groups of people of faith. It is those groups that call us into relationships of accountability, and that help us to discern and name those places where our relationships and interests come into conflict, and to act appropriately.

One of the values we uphold in our conciliar system is that of transparency. We are called to reveal our competing values and interests so that our decision-making can be honest, fair and just, and also be seen to be honest fair and just. Any appearance of bias or conflict of interest may cause our decisions to be suspect and open them to criticism.

A decision, once made, must be owned and upheld by the decision-making body. That can happen with integrity only if its members have been open and honest with each other about their relationships and interests. When we are called to make decisions on behalf of the church, we are placed in a position of both trust and power. To fail to declare our conflicts of interests is to abuse both the power and trust we have been given. j

DEFINITIONS

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The following definitions are intended be general guidelines, rather than exhaustive or prescriptive lists.

CONFLICT OF INTEREST

A *conflict of interest* exists when our participation in decision-making has the potential to:

Create a financial, personal or professional benefit for:

- Ourselves
- Our family members
- Our close friends
- A particular group, pastoral charge or institution with which we have had a significant relationship

OR

Create a situation potentially detrimental to a person, pastoral charge or group with whom we have had a negative relationship.

APPREHENSION OF BIAS

Apprehension of bias exists when a reasonable person might believe that we are in a *conflict of interest*, as described above. The appearance of bias does not mean that bias does in fact exist. However, in all our decision-making processes, we are required not only to act justly and openly, but also to be seen to act justly and openly.

PROCESS

1. When a decision is to be made, the members of the decision-making body shall have sufficient prior notice to reflect on their own potential conflicts in the situation.
2. When the decision-making body gathers, adequate time must be given at the outset to create an environment and opportunity for the group as a whole to discern areas where conflict of interest might occur, and for individual members to discern and share their particular relationships and interests of potential conflict. Individuals may then offer some suggestion about how the group can best deal with their own particular conflicts of interest.
3. The decision-making body must then decide how its members' potential conflicts will be handled. Possibilities include (but are not limited to):
 - The person absenting her/himself from all discussion and decision-making.
 - The person presenting an opinion but not participating in discussion or decision-making.
 - The person participating in discussion but not in decision-making.
 - The person participating on both discussion and decision-making.
4. Recognizing that it is often difficult to discern our own conflicts of interest, it is the responsibility of the whole group to support and challenge its members in discerning their conflicts and dealing with them appropriately.
5. Recognizing that such challenges can be uncomfortable for all concerned, they should be offered in a spirit of care and compassion for the individual, and of concern for the health of the whole group.

Approved for use in congregations of The United Church of Canada, Saskatchewan Conference, by the Executive of Saskatchewan Conference, September 2005. Please feel free to copy and distribute as needed.

NEWS FROM 100 RANLEIGH AVE.

Fall 2009

Volume2, Issue 1



Bedford Park United Church

100 Ranleigh Ave.

Toronto, Ontario M4N 1W9

Tel: (416)485-8046

www.bpu.ca

BEDFORD PARK UNITED CHURCH is committed to keeping community members informed about its building proposal. At recent community meetings, residents asked many questions, including: What will the building be like? Will there be parking? Neighbours also took the opportunity to ask questions such as: Why was the tree on the west lawn taken down?

This newsletter describes the redevelopment and answers some of the more frequently asked questions.

Why change?

In 2004, the Bedford Park United Church congregation had to make a difficult decision. The cost of maintaining the aging church at 100 Ranleigh Ave. was rising, and membership was decreasing. It could no longer keep the status quo. It had to make a change. After exploring several options,

including selling the property to a developer, it proposed constructing a new building that better meets community needs.

What will the building be like?

The main floor of the proposed building will have a chapel, nursery school and space where community groups can meet. The upper four floors will be seniors' housing.

The building exterior will blend in with local homes. Step-backs on the upper levels will reduce the overview of neighbouring homes. The building will be more than 15 metres from the curb.

Will it be energy efficient?

Unlike the existing church, the new building will be ecologically sound. Plans call for solar panels, a fountain, reflecting pool and green roof. Attention is being given to maintaining the green space on the west side.

What happened to the tree?

In September 2008, the City of Toronto issued an emergency order to remove the Norway maple on the west lawn within 10 days as the tree was hollow and in danger of falling.

Will there be parking?

It's expected that the 82 parking spaces on the two levels of underground parking will be ample for residents, visitors and building users.

What about traffic?

The proposed building is not expected to significantly increase traffic on the block. Many seniors prefer taking the TTC. Seniors who drive tend to head out in off-hours, when traffic is lighter. A circular driveway for drop-offs will reduce traffic from the road and sidewalk.

Traffic problems are a neighbourhood concern. Bedford Park

United Church is willing to join any initiatives aimed at addressing local traffic issues.

Why seniors' housing?

SPRINT (Senior Persons Resources in North Toronto) informed Bedford Park United of the crucial need for seniors' housing in the neighbourhood. The proposal responds to that need by providing 59 housing units, each with support bars, a walk-in shower and other features that enable seniors to remain independent. There will be bachelor, one-bedroom and two-bedroom units.

Will the seniors' units be rented or sold?

The vast majority of the units will be sold at market value under a

"life lease" contract.

The building's not-for-profit corporation, to be formed under the auspices of The United Church of Canada, may be able to subsidize the rent on a small number of units for seniors who otherwise couldn't afford adequate housing.

How will safety issues be addressed during construction?

The construction tender will make safety a top priority. When the building is being constructed, Bedford Park United will communicate with the school and residents on how to maximize safety.

At what stage is the proposal?

This year, the church is gathering

feedback, conducting further studies, attending Community Council and amending plans for City of Toronto approval. It's anticipated that construction will begin in 2011 and that the building will open in 2013.

How can I find out more? Bedford Park United is developing a website to keep you informed of the proposal's progress. Currently, there are three ways to learn more:

- 1) Phone the church: (416) 485-8046.
- 2) Drop by the church and check the bulletin board.
- 3) Email the church at bwhite@bpuc.ca and ask to have your email address added to the distribution list for project updates.



Toronto Southeast Presbytery**BUDGET****2009**

July 1 to December 31

REVENUE

Allocation from Toronto Conference	\$ 20,000.00
TOTAL REVENUE	<u>\$ 20,000.00</u>

EXPENSES**Executive**

Executive	\$ 300.00
Agenda Planning	\$ 100.00
Nominations	\$ 100.00
Communications	\$ 1,000.00
Total Executive	\$ 1,500.00

Commissions

Finance and Property	\$ 100.00
Pastoral Relations	\$ 300.00
Pastoral Oversight	\$ 200.00
Admissions	\$ 100.00
Total Commissions	\$ 700.00

Programs

Outreach and Mission Support	\$ 100.00
Congregational Life and Youth	\$ 250.00
Justice and Global Affairs	\$ 250.00
Inter Church Inter Faith	\$ 250.00
Mission Strategy	\$ 100.00
Total Programs	\$ 950.00

General

Presbytery Meetings	\$ 1,000.00
Office Expenses	\$ 100.00
Sound System	\$ 3,750.00
Legal & Conflict Resolution	\$ 2,000.00
Contingency	\$ 1,000.00
Total General	<u>\$ 7,850.00</u>

TOTAL EXPENSES	<u>\$ 11,000.00</u>
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Minutes - Finance and Property Team

September 21, 2009

APPENDIX C

**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
PASTORAL RELATIONS COMMISSION**

September 22, 2009
6:00 p.m. at Jubilee United Church

Present: Larry Beech, Doug Bellamy, Harvey Bride, John Brown, Johmann Kwong, John Joseph Mastandrea (Chair), Peter McNaughton, Beth Moore (Note Taker), Malcolm Sinclair, Susan Smith, Barb White, David Wood

Regrets: Joan Chinnery, Jean Day, David Lander, Rob Metcalf, Sue Metcalf

The Chair called the meeting to order at 6:45 p.m., following a pot luck supper.

Minutes

The minutes of the July 21, 2009 meeting were received for information. Approval was not required as the minutes had been presented and approved at the September 15, 2009 meeting of the Presbytery.

Relationships with Pastoral Charges

It was agreed that the pastoral charges would be assigned to Commission members who will act as a liaison with the Ministry Personnel, Board/Council Chair and Ministry and Personnel Committees of their assigned pastoral charges. The assignments are listed in Appendix A to these minutes.

Summary of Decisions (1 through 12)

The following decisions discussed by e-mail were reviewed.

1. Appointment of Cheryl-Lynn MacPherson

MOTION: Beth Moore/Johmann Kwong, that the Pastoral Relations Commission of Toronto Southeast Presbytery accede to the request of St. Mark's United Church approve the appointment of Cheryl-Lynn MacPherson as United Supply, full-time at 40 hours per week from September 1, 2009 to June 30, 2010 with the following terms on a monthly basis for category B; salary \$3,043, housing allowance \$1,517, financial support for study \$200, telephone \$50, travel \$0.45 per km, moving \$1,500, vacation 4 weeks, and all other terms according to *The Manual* and; That the Pastoral Relations Commission of Toronto Southeast Presbytery request the transfer of Rev. Cheryl-Lynn MacPherson from Northern Waters Presbytery to Toronto Southeast Presbytery both within Toronto Conference effective September 1, 2009.
CARRIED.

2. VOLUNTARY ASSOCIATE MINISTERS

MOTION: by Larry Beech / Susan Smith that the Toronto Southeast Presbytery Pastoral Relations Commission appoint the following members of the Order of Ministry as Voluntary Associate Ministers.

Rob Oliphant – Leaside United Church

Don Gillies – Bloor Street United Church

Frank Dalton – Knob Hill United Church

CARRIED.

3. Retained on Roll and Transfer of Teresa Ramsey-McNeil

Motion: Peter McNaughton / Susan Smith that the Toronto Southeast Presbytery Pastoral Relations Commission recommend that Teresa Ramsey-McNeil, of the Order of Ministry, be Retained on the Roll of Presbytery for the pastoral year, 2009-2010 while on a leave of absence.

CARRIED.

4. Appointment / Transfer of Gary Redcliffe

MOTION: John Brown / Beth Moore that the Pastoral Relations Commission of Toronto Southeast Presbytery accede to the request of Wexford Heights United Church and approve the appointment of Gary Redcliffe as Retired Supply, full-time from October 7, 2009 to January 20, 2010 with the following terms on a monthly basis for category F; salary \$3,310, housing allowance \$1,520.00, financial support for study \$100, telephone \$100 and all other terms according to *The Manual* and;

That the Pastoral Relations Commission of Toronto Southeast Presbytery request the transfer of Rev. Gary Redcliffe from South West Presbytery to Toronto Southeast Presbytery both within Toronto Conference effective October 7, 2009. **CARRIED.**

5. Transfer without appointment: Lawrence Pushee

MOTION: Malcolm Sinclair /Peter McNaughton that the Toronto Southeast Presbytery Pastoral Relations Commission approve the transfer of Rev. Lawrence Pushee effective July 1, 2009 from Toronto West Presbytery to Toronto Southeast Presbytery both within Toronto Conference.

CARRIED

6. Transfer with appointment : Susan Howard

MOTION: Malcolm Sinclair / Peter McNaughton that Toronto Southeast Presbytery Pastoral Relations Committee receive for information the terms of the call for Susan Howard, Ordained Minister to Downsview United Church, beginning July 1, 2009, full time 40 hours, with the following terms for category F: Salary \$38,515, housing allowance \$18,000, basic telephone \$360, financial support for study \$1,200 and all other terms according to *The Manual*.

And that the Toronto Southeast Presbytery Pastoral Relations Committee transfer Rev. Susan Howard effective July 1, 2009 from Toronto Southeast Presbytery to South West Presbytery both within Toronto Conference.

CARRIED

7. Transfer for Don Parson

MOTION: Barbara White/ John Brown that the Toronto Southeast Presbytery Pastoral Relations Committee transfer Rev. Don Parsons effective January 1, 2009 from Halton Presbytery in Hamilton Conference to Toronto Southeast Presbytery in Toronto Conference.

CARRIED

8. Retained on Roll John McManiman

Motion: Barbara White / John Brown that the Toronto Southeast Presbytery Pastoral Relations Commission recommend John McManiman of the Order of Ministry be Retained on the Roll of Presbytery for the pastoral years, July 1, 2007 to June 30, 2008 and July 1, 2008 to June 30, 2009.

CARRIED

John is transferring to Living Waters with his 2009-2010 retained on roll form which will be approved by Living Waters.

9. Appointment / Transfer of Ellen Redcliffe

MOTION: David Wood/ Larry Beech that the Pastoral Relations Commission of Toronto Southeast Presbytery accede to the request of Parkwoods United Church and approve the appointment of Ellen Redcliffe as Retired Supply, full-time at 35 hours per week from September 1, 2009 to February 28, 2010 with the following terms on a monthly basis for category F; salary \$3,209.58, housing allowance \$2,413.33, financial support for study \$100, telephone \$100, travel \$225 based on \$0.39 per km, and all other terms according to *The Manual* and;

That the Pastoral Relations Commission of Toronto Southeast Presbytery request the transfer of Rev. Ellen Redcliffe from South West Presbytery to Toronto Southeast Presbytery both within Toronto Conference effective September 1, 2009.

CARRIED.

10. MARRIAGE LICENSE FOR BILL KERVIN AT EMMANUEL COLLEGE

PREAMBLE

Bill Kervin has an agreement with Toronto South Presbytery concerning his license. He acts, in his capacity as Professor of Public Worship, as the resident minister of the worshipping community at Emmanuel College & Victoria University. In that capacity he has needed to do the occasional wedding. The new Principal, Mark Toulouse, has written a letter to that effect but, in the meantime, I do want to point out that there was a previous agreement in place.

MOTION: Beth Moore / Malcolm Sinclair that the Toronto Southeast Pastoral Relations Commission continue to endorse the Marriage license for Bill Kervin continuing to be in effect in covenant with Emmanuel College.

CARRIED

11. Appointment: Kristin Philipson - DLM non recognized

MOTION: Malcolm Sinclair / Peter McNaughton that the Toronto Southeast Presbytery Pastoral Relations Commission accede to the request of Rosedale United Church and appoint Kristin Philipson, Congregational Designated Lay Minister, from August 17, 2009 to June 30, 2010, part time (24 hours), with the following terms for category A: Salary \$32,434, housing allowance \$27,840, basic telephone \$495, financial support for study \$1,200, and all other terms according to *The Manual*.

CARRIED

12. The Appointment of Joyce Kelley to Bloor St. United

Motion: Larry Beech / Beth Moore that the Toronto Southeast Presbytery Pastoral Relations Commission accede to the request of Bloor Street United Church and approve the appointment of Joyce Kelly as Retired Supply from September 9, 2010 to June 30 2010 full time (40 hours), with the following terms for category F: Salary \$39,984, housing allowance \$25,020, basic telephone \$540, financial support for study \$1,250, and all other terms according to *The Manual*.

CARRIED

Ministry Personnel Seeking Change in Pastoral Relations

A request for a change in pastoral relations effective December 31, 2009 was presented and was approved on motion made by Larry Beech, seconded by John Brown and carried.

[Note: Following the meeting the request was withdrawn.]

Ministry Personnel Seeking Appointment

It was noted that David Bruce and Molly Thompson are seeking appointments.

Ministry Personnel in Challenging Circumstances

Some sensitive situations were discussed.

Churches Seeking Appointment

It was noted that the appointments of Joyce Kelley to Bloor Street United Church and of David Iverson to Fairlawn Avenue United Church were in process, with forms still to be completed.

Status of Pastoral Charges

The list of pastoral charges was reviewed.

JNACs and JSCs in Progress

David Wood agreed to act as the lay Presbytery representative for the Eglinton St. Georges Joint Search Committee. A list of pastoral charges with ongoing needs assessment or search processes underway was reviewed.

Malvern Emmanuel UC

Johmann Kwong reported on a meeting he and Peter McNaughton had attended at Toronto United Church Council to discuss the possibilities for providing more space for the Tamil congregation which currently rents space in the building. The meeting was convened by Bruce Ervin, who is the supervising minister for the congregation and a member of the steering committee for the Malvern Community Outreach Ministry. He advised that the idea of selling the building to the Tamil congregation was considered unacceptable by those at the meeting but that building an addition for that congregation's use was one possibility to be explored. Malcolm Sinclair suggested that the United Church's Architectural Resource Group could be helpful in developing plans for the Malvern building. He advised that the ARG is accessible to any church considering a major rebuilding or renovation and can be contacted through Harry Oussoren at the General Council offices.

St. Mark's Covenanting Service

Peter MacNaughton agreed to contact Cheryl-Lynn MacPherson to confirm plans for her covenanting service.

Meeting Schedule

It was agreed that the Commission would alternate between meetings with a pot luck supper at Jubilee UC and conference call meetings. The following meeting schedule was agreed to:

October 27 – 6 p.m. – Conference Call
November 24, 2009 – 6 p.m. – Jubilee UC
December 15, 2009 – Conference Call
January 26, 2010 – meeting at Jubilee UC
February 23, 2010 – 6 p.m. - Conference Call
March 23, 2010 – 6 p.m. – Jubilee UC
April 20, 2010 – 6 p.m. – Conference Call
May 25, 2010 – 6 p.m. – Jubilee UC
June 22, 2010 – 6 p.m. – Conference Call.

Adjournment: At 8:10 p.m. the Chair declared the meeting adjourned and Peter MacNaughton closed the meeting with prayer.

Beth Moore, Secretary

John Joseph Mastandrea, Chair

APPENDIX A**Pastoral Charge Assignments**

Susan Smith: Alpha Korean (EM), Bathurst Street, Beach, Bedford Park, Birchcliff Bluffs

Beth Moore: Bloor Street, Centennial-Rouge, Church of the Master, College Street, Cosburn

Harvey Bride: Deer Park, Dentonia Park, Don Mills-Thorncliffe Park, Presteigne-Woodbine, St. Andrew's

Barb White: Eastminster, Ebenezer, Eglinton St. George's, Fairlawn Avenue, Finnish (EM), Victoria Park

Doug Bellamy: Glebe Road, Glen Ayr, Glen Rhodes, Hope, Iondale Heights

Peter MacNaughton: Jubilee, Kimbourne Park, Kingston Road, Knob Hill, Knox, Agincourt

Johmann Kwong: Lawrence Park Community, Leaside, Malvern-Emmanuel, Manor Road, Metropolitan

David Wood: Northlea, Oriole-York Mills, Parkwoods, Regent Park, Deutsche Evangeliums Kirche (EM)

Larry Beech: Dewi Sant, Riverdale, Rosedale, Saint Luke's, Scarborough Bluffs, The Donway Covenant

Malcolm Sinclair: St. John's, Scarborough, St. Mark's, St. Matthew's, St. Paul's, Scarborough, Timothy Eaton Memorial

John Brown: Toronto Chinese (EM), Trinity-St. Paul's, Wanstead, West Ellesmere, West Hill, Wexford Heights.

**TORONTO CONFERENCE
Toronto Southeast Presbytery
Executive Minutes
Tuesday, October 13th, 2009**

The Toronto Southeast Presbytery Executive was called to meet on **Tuesday October 13th, 2009** at 4:00 pm at Wilmar Heights Church, 963 Pharmacy Avenue, Scarborough, Ontario. Chairperson Rev. John Lee presided with Rev. Mark MacLean as secretary.

ATTENDANCE:

Executive Members: John Lee (chair), Michael Cottrell (Member-at-large), Paget Blaza (Member-at-large), Mark MacLean (secretary) Lynella Reid-James (Agenda planning), Harry Brown (Communications), Clyde Harris (Treasurer),

Corresponding Members: Liz Tinker (Mission & Outreach)

Staff: Anne Shirley Sutherland, Teresa Burnett-Cole

QUORUM

Total Voting Members Present: 6

Quorum required: 1/3 of 9 (two positions as yet unfilled) or 3 voting members

Quorum was achieved.

CALL TO ORDER:

The meeting was called to order at 4:13 p.m. by John Lee, in the Name of Jesus Christ, the Head of the Church.

Check-In: Those present were invited to share their personal and professional context and recent experiences.

DEVOTIONS

Mark open with prayer; John offered the gospel reading for the coming Sunday from Mark 10:35-45. Questions were raised from the Word and discussion was shared. Michael closed in prayer.

APPROVAL OF AGENDA

Moved: Mark MacLean

Seconded: Harry Brown

That the agenda as presented be approved with the following additions;

- i) of an item from the Toronto United Church Council brought forward by Clyde Harris
- ii) the Circle of Accountability process by Teresa Burnett-Cole
- iii) Michael requests adjournment moved to 6:30 pm.

Carried.

CORRESPONDENCE

- **Resignation of Jane Dickson** as Presbytery Representative from Kew Beach.
Action Arising:
 - Direct correspondence to Kew Beach for action to confirm resignation at local level where responsibility for appointment lies.
 - Refer to Communications and Nominations re: thank you notes or acknowledgements for individual members from congregations.
- **Jim McKnight's** email related presbytery wide emails and various announcement requests.
Action Arising:
 - Refer to Communications Committee for policy re: announcement distribution and modes of communication of information.
- **Toronto Urban Native Ministry**, email from Richard Chambers; Secretary, Toronto Urban Native Ministry – Presbytery representative required.

Action Arising:

- Refer to Nominations to appoint Presbytery representative to sit as a member of the Board.
- **Mission & Outreach – Liz Tinker;** held over to Team reports.
- **Lake Scugog – Kim Spence, Vice-chair, Board of Directors;** request for member to be appointed from presbytery to sit on the board of the camp.

Action Arising:

- Refer to Nominations to appoint Presbytery representative to sit as a member of the Board.

MINUTES:**Moved:** Harry Brown**Seconded:** Michael Cottrell

That the minutes of the Executive Meeting of Toronto Southeast Presbytery from September 8th, 2009 be approved as presented.

Carried.**Business Arising:**

Circle of Accountability – related to complaint arising from Toronto South; referred to Staff Reports below for action.

TEAM/COMMISSION REPORTS: (APPENDIX A)**Mission and Outreach - Liz Tinker**

1. M&O team's work and timeline required to accomplish visits and reporting will only allow two days to meet Conference deadlines. Will complete and deliver applications on Monday, October 26th to Presbytery Executive for review and approval.
2. Tri-Presbytery Corporations organization has fiscal support that could be accessed by Mission & Outreach with an October 31st application deadline. Clyde and Lynella will advise Liz related to process and procedures in support of the Tri-Presbytery grants.
3. Possibilities for the M&O to continue to participate in the Educational Process of Presbytery Plenary. Lynella will confirm process and possible content of presentation with M&O.

Finance, Property and Mission Support – no report.**Admissions** – report received for information.**Pastoral Relations** – report received for information.**Pastoral Oversight – report receive for information.****Nominations** – no report; Anne Shirley Sutherland speaks to it.

John Smith has indicated continued interest and is collating information as requested and required. John has indicated that executive members need to consider bringing forward names for potential leadership as a team for leadership within the presbytery's life.

Communications – report received for information (APPENDIX B); Harry Brown speaks to it.

Moving forward Communication steam would appreciate input and responses from all executive members. The information offered is not a policy document although specific policies may be created as required as they arise. Using as a lens the information related to "building healthy congregations" as a team.

For Clarification: "TSP" will be employed as the Presbytery acronym going forward.

Agenda Planning – report received for information; Lynella Reid-James spoke to it.

Concern is raised about confused roles and duties and seeks clarification within Commissions/Teams for appropriate boundaries.

John Lee, Presbytery Chair, attempted to contact Tamil congregation about use of technology in the sanctuary with no response. Wilmer Heights' present property manager indicated he would assist with original sound system still present and functional. Fire Limit for the room is 160 people and meeting needs to be aware of this limit. Lynella will pick up conversation with property manager about meeting process.

TUCC – referred to Property.

Staff Reports

Anne Shirley Sutherland raised discussion around job descriptions for staff indicating old assumptions will not be effective going forward.

It was duly **moved and seconded** that the committee move in camera.

It was duly **moved and seconded** that the committee move back into committee of the whole.

1) Passing forward from Toronto South Presbytery related to a Sexual Harassment complaint. Complicated process with overview provided by Teresa.

Action required: create a Circle of Accountability as per the "Terms of Reference" provided.

It was moved that the Circle of Accountability as per the "Terms of Reference" (APPENDIX C) provided by Teresa Burnett-Cole be created.

Moved: Lynella Reid-James

Seconded: Harry Brown

Carried.

2) Letter of complaint received related to mental abuse by ministry personnel and official conflict resolution process failed. Ongoing requests and communication with complainant has resulted in a request for a formal hearing.

Action required: appointment of a Formal Hearing Committee as per section 075 in "The Manual". Secretary will need to send full documentation for disclosure to the Respondent.

It was moved that a Formal Hearing Committee be struck as per section 075 in "The Manual" and historic timeline of complaint provided by Teresa Burnett-Cole. Membership of the committee to be determined.

Moved: Harry Brown

Seconded: Lynella Reid-James

Carried.

Adjournment at 6:30 p.m. – a motion to extend to 7:00 pm was proposed.

Moved: Harry Brown;

Seconded: Michael Cottrell

Carried.

New Business – referred to future executive meeting

- i) Presbytery Membership – process and procedure
- ii) Presbytery Process and Vision

Closing

There being no further business to come before the Executive, a Closing Prayer was offered by John Lee and the Chair adjourned the meeting at 6:57 p.m.

John Lee , Chairperson

Mark MacLean, Secretary

NEXT REGULAR EXECUTIVE MEETING

Monday, October 26, 2009, 4:00 pm

**Toronto Southeast Presbytery Offices, Wilmar Heights Church
963 Pharmacy Ave., Scarborough, Ontario**

APPENDIX A – Team & Commission Reports**ADMISSIONS TEAM – Report from September 17th 2009 Meeting**

The following motions were passed by the Admissions Team:

That, having completed an annual interview and reviewed the Candidate's Self-Evaluation Form and the report from his theological school, the Admissions Team of Toronto Southeast Presbytery supports the continuing candidacy of **Henry Poutiainen**.

Moved: Paul Stott/seconded: Marie Goodyear. **Carried**

That, having reviewed the Candidate's Self-Evaluation Form, the report from the theological school, internship evaluation, and current Police Record Check (Level 2), and having interviewed the Candidate to discern readiness and general fitness for ministry, the Admissions Team of Southeast Presbytery recommends **Hannah Lee** to Toronto Conference for Ordination at its annual meeting in June 2010.

Moved: Karl Lam/seconded: June Cavers. **Carried**.

Pastoral Oversight - October 2009 Report to Executive

The Pastoral Oversight team met on September 23rd .

Two Pastoral Oversight Visits and one follow-up visit are planned for the fall. Lead staff is Anne Shirley Sutherland.

The Committee will be working to define a template for use in routine Pastoral Oversight visits, and to plan a visit schedule for the next triennium.

The Committee requests time (perhaps 20 - 30 minutes) on the March Presbytery agenda to introduce presbyters to the template and to encourage discussion about the purpose and priorities for pastoral oversight visiting in TSEP.

God bless,
Martha ter Kuile, Chair of Toronto Southeast Pastoral Oversight Committee

PASTORAL RELATIONS COMMISSION**Report from the minutes of September 22, 2009 at Jubilee United Church****Relationships with Pastoral Charges**

It was agreed that the pastoral charges would be assigned to Commission members who will act as a liaison with the Ministry Personnel, Board/Council Chair and Ministry and Personnel Committees of their assigned pastoral charges. The assignments are listed in Schedule A to these minutes.

Summary of Decisions

The following decisions passed by e-mail and listed on the agenda were reviewed.

- Cheryl-Lynn MacPherson – appointment to St. Mark's/ transfer to Toronto Southeast
- Rob Oliphant – approved as a VAM at Leaside
- Don Gillies – approved as a VAM at Bloor Street

- Teresa Ramsey-McNeil – retained on the roll until June 30, 2010 (leave of absence)
- Gary Redcliffe – appointment to Wexford Heights/ transfer to Toronto Southeast
- Lawrence Pushee – transfer to Toronto Southeast without appointment
- Susan Howard – transfer to South West (appointment to Downsview UC)
- Frank Dalton – approved as a VAM at Knob Hill
- Don Parsons – transfer from Halton/Hamilton to Toronto Southeast (appointment to Eglinton-St. George)
- John McManiman – retained on roll 2007 – 2008 and 2008 -2009 (transferring to Living Waters with his 2009-2010 retained on roll form to be approved by them)
- Ellen Redcliffe – appointment to Parkwoods Pastoral Charge effective September 1, 2009/transfer to Toronto Southeast from South West
- Bill Kervin – endorsement for restoration of licence to marry (cancelled in error)

PASTORAL RELATIONS COMMISSION

Report from the minutes of Tuesday, October 13th, 2009

JNACs and JSCs in Progress

David Wood agreed to act as the lay Presbytery representative for the Eglinton St. Georges Joint Search Committee. A list of pastoral charges with ongoing needs assessment or search processes underway was reviewed.

Johmann Kwong reported on a meeting he and Peter McNaughton had attended at Toronto United Church Council to discuss the possibilities for providing more space for the Tamil congregation which currently rents space in the building. The meeting was convened by Bruce Ervin, who is the supervising minister for the congregation and a member of the steering committee for the Malvern Community Outreach Ministry. He advised that the idea of selling the building to the Tamil congregation was considered unacceptable by those at the meeting but that building an addition for that congregation's use was one possibility to be explored.

Malcolm Sinclair suggested that the United Church's Architectural Resource Group could be helpful in developing plans for the Malvern building. He advised that the ARG is accessible to any church considering a major rebuilding or renovation and can be contacted through Harry Oussoren at the General Council offices.

St. Mark's Covenanting Service

Peter McNaughton agreed to contact Cheryl-Lynn MacPherson to confirm plans for her covenanting service.

Meeting Schedule

It was agreed that the Commission would alternate between meetings with a pot luck supper at Jubilee UC and conference call meetings. The following meeting schedule was agreed to:

Mission and Outreach Committee Report to Executive for October 2009

The Mission and Outreach Committee met on October 1st and 7th. Two committee members each have been assigned to visit each of the 12 applicants and some visits have been scheduled. The committee will meet again on October 23rd to discuss our visits and come to a conclusion about our recommendations. I anticipate our recommendations will be provided to the Executive by October 26th. I understand that the Executive is to forward its recommendations to Conference by October 28th. Deborah Hart and I have been assigned to attend the Conference meeting on November 3rd-4th to advocate for our Presbytery's recommendations.

In addition to its core work, the Committee, as requested, is also working on (1) a budget submission, which we understand is due November 2nd, and (2) an application to the Tri-Presbytery Corporation, which we understand is due October 31st. Because of the tight timelines for our work, we will not, as requested, be assisting in planning an educational component for the

Presbytery meeting on November 17th, but are willing to do so in the New Year, preferably between February and May.

Liz Tinker, Chair of Toronto Southeast Mission and Outreach Committee

Agenda Planning Committee Meeting

Tuesday, September 29, 2009 @ 3:00 p. m.

The Southeast Presbytery Office – 963 Pharmacy Avenue

Present: Lynella Reid-James (Chair), Lorrie Daly-Price, Marg Walker, Anne Shirley Sutherland (staff),

Mark MacLean (Presbytery Secretary)

Lynella called the meeting to order. We shared our joys and concerns as the church year begins. Lorrie opened the meeting with prayer. The agenda as circulated was approved.

There was no correspondence for the Committee.

Moved by Lorrie, seconded by Marg that the minutes of the meeting of September 10, 2009 be approved.

Carried.

Business Arising:

- There are no changes to themes & leadership developed earlier
- There was a discussion about venues for the Presbytery meetings.
- **To do:** Lynella will speak with Norm Seli re: Jubilee
- There was discussion about the roles of Agenda Planning and other teams/committees
- There is a need to tighten the guidelines and ensure adequate & timely communication
- Review of September 15 plenary meeting
- Everyone agreed that the meeting was a positive experience for those present (about 112)
- There is a need to remind people that they have to respond if they are coming for dinner.
- We had plenty of food, but more people came for dinner than had responded.
- It is also important to respond re: the meeting as well, since numbers may determine setup,
- table groups, etc
- Too much business
- Need to liaise with Communications re handling of info in between meetings
- Anne Shirley said that she's willing to take on the role as the designated staff person for presbytery meetings. Everyone was supportive and appreciative of this.

New Business

- Meeting space requirements
- setup & cleanup – custodial staff
- Sound system: Finance is looking into this, but
- There were comments that the screen in the lower hall is too small: Finance will consider
- Kitchen facilities required in other venues
- Accessibility is important
- Need accommodation for up to 200
- Piano. Comments had been received re: the piano in the lower hall. It was felt that a new piano is not required for the presbytery meetings. Renting or borrowing an electric keyboard is a possibility and better value at this time.

November 17 presbytery meeting

There are discussions around the possibility of using the sanctuary and the AV equipment there. John will speak to the minister about this.

- Food will be served downstairs at tables
- Can we get help with the kitchen & cleaning up?
- Meeting will be held in the sanctuary with table groups

- **To do:** Anne Shirley to check number of tables on hand.
- AV: There is a large screen in the sanctuary.
- The church that uses the sanctuary has a sound system
- **To do:** Lynella or Anne Shirley to inquire if it could be used, probably with their technician
- Program: Lynella provided an excellent overview of how the evening should flow.
 - the committees will be asked to determine the theme / title for the evening
 - in preparing worship, it will be suggested that the lectionary readings for the following week be used
 - the committees will be asked to develop a program which is interactive and allows time for discussion
 - The guidelines for planning, should include:
 - what do we want to share?
 - why do we want to share this?
 - how can we share this?
 - what resources do we need?
 - how can we / should we involve our guest? (GCE member or Conference Exec Secretary or President)
- **To do:** Anne Shirley will be speaking with Mission Outreach & Mission Strategy re: the worship & program

Outline for November 17th

6:00 pm Refreshments in the lower hall. (*Inglis Gray, St. Paul's will bring Empire cookies.*)

7:00 pm Call to Order / welcome / introductions: in the sanctuary- John Lee
Agenda Review & Opening Motions

7:10 pm Opening Hymn, prayer, Bible reading – led by Mission Outreach & Mission Strategy
- using the lectionary reading, if appropriate

7:25 pm Order of the day: Mission presentations with biblical reflection.

8:30pm 7th Inning Stretch John Lee /Mark MacLean
Hymn VU #79: Spirit, open my heart

8:45 pm Guest: General Council OM representative – Barb White
Introduced by Paul Stott

9:00 pm New Business - John Lee
Reports / Information
Budget

9:10 pm Announcements Mark MacLean

9:15 pm Closing Hymn VU #209: Go, Make a difference
Benediction & Adjournment – John Lee

(Agenda Planning continued)

Proposed 2010 budget

Rental of equipment – piano;
payment for tech support and use
of equipment in Sanctuary
\$1,000

Food for 5 meetings \$10,000

Honoraria for special guests \$1,000

Travel @ \$0.39 pkm ?

Miscellaneous \$500

Total: \$12,500

The donations towards supper to be checked with the treasurer.

Next Meeting: Tuesday, November 3, 2009 at 3:00 pm at Presbytery Office.

There being no further business, the meeting closed at 5:15 p.m.

APPENDIX B**Toronto Southeast Presbytery Communications Plan DRAFT #3****1. Background**

The Toronto Southeast (TSE) Presbytery of the Toronto Conference (TC) is one of four new presbyteries. It comprises three previously separate presbyteries with the objective to bring the resources within these presbyteries closer to; congregants and committees of the Presbytery and, to make the best use of the financial and human resources available.

The Communications Team acts within the Executive of the TSE Presbytery. From the Governance Handbook of Toronto Southeast Presbytery (2009), the duties and responsibilities of the Communications Team are to:

1. develop and recommend for the consideration of the Presbytery, a communications policy (strategy) that deals with information needs of Presbyters and Congregations, the tools that would be used and the means of implementation;
2. provide for the implementation of the communications strategy by recruiting appropriate people to the necessary roles and tasks and providing necessary direction and oversight;
3. Regularly assess and review the effectiveness of the communications tools of Presbytery, making modifications that are consistent with the current policy and recommending changes to the policy (strategy) as appropriate.

In its restructuring paper (Toronto Conference Restructuring Project – Communications Strategy V3.1, March 10, 2009), Toronto Conference recommended that each of the four new Presbyteries develop a communications strategy in their first year of existence. The communications strategy must ensure an understanding of the Presbytery, its role and the services it provides. Following the guidelines outlined by Toronto Conference (TC), Toronto Southeast Presbytery is committed to ensuring effective communications with its employees, volunteers, Pastoral Charges and with Conference. Using a variety of creative means and with the resources available, our mandate will be to establish communication goals, implement, and seek continuous improvement of these goals. It is important that the communications strategy be reviewed and updated on a regular basis.

2. Overall Goals/Objectives

The Toronto Conference Restructuring Project developed a Communications Strategy for the conference and its presbyteries. Outlined in the Communications Strategy were the eight Conference Communication Goals revolving around announcing, motivating, educating, informing, and supporting decision making. Toronto Southeast Presbytery supports these eight goals and has modeled its strategy to support and contribute to their success. Since the audience for which the Toronto Conference communication is intended differs from that of Toronto Southeast Presbytery, the TSE Communication Team is recommending an implementation plan targeting no more than four of these objectives broken down to the Presbytery level.

Thus, the TSE Communication Team selected the following goals for Toronto Southeast to focus on:

- Ensuring that all Presbyteries have the information that they need to carry out their responsibilities;
- Ensuring that all members and staff of the presbytery are aware of and share in the values, objectives and goals of the TSE Presbytery;
- Building effective relationships with members and adherents and creating opportunities for cross-congregational action in areas of passion;
- Sharing knowledge across Pastoral Charges of experiences and best practices in dealing with mission, service, changing demographics, finance, technology and property matters.

It is essential that we measure TSE's success in achieving these goals as well as our contribution to the overall success of our Conference's goals.

3. Key Message per Target Audience

There are key messages that the Presbytery needs to deliver to our audiences. The best messages are short and simple. What should we consider when communicating? TSE messages are evolving but may include:

- Presbytery is a resource for Congregations and individual members of those Congregations;
- Welcoming tone in messages – 'part of a large family' and understanding of the Presbytery, its role and the services it provides;
- "What can presbytery do for you?" - resources available and where.

4. Target Audience

We will be limiting our audiences within the first year of operation, to:

Internal

- 1) Presbytery committees, commissions, teams;
- 2) TSE Presbytery Executive;
- 3) TSE Presbytery Plenary;
- 4) our 58 congregations and,
- 5) Individual congregants and committees in those congregations.

Completing a communication plan(s) for the above groups would be within our capacity to accomplish this year and would be an excellent basis for future communication plan(s) in subsequent years for other groups listed below,.

External

- 1) Toronto Conference
- 2) Other presbyteries
- 3) Like-minded organizations
- 4) Policy-makers (local and national)
- 5) The media
- 6) The public - including church seeker, community groups

5. Implementation Strategy

The following are the TSE Communications Team recommended goals, strategies and activities for executing the communications strategy and achieving each of the goals. Once objectives, goals, audiences and tools have been identified, the results will be quantified in a calendar grid outlining what projects will be acted on, by whom and when.

Goal:(Information needs)

Ensure that all Presbytery members have the information that they need to carry out their responsibilities.

Strategy:

- Confirm the TSE recommended mode (tools) for internal communications, ie.
- Electronic as our primary means.
- Reduce the numbers of printed copies for information distribution
- **Circulation of information for those without e-mails**
 - we wish the communication to be as much as possible in an electronic form

- we wish to respect those who wish to receive the information but do not have access to email and will therefore send this by post.
- as an alternative those without emails will be encouraged to get information through their pastoral charge if possible.
- Develop a process flow chart to determine and validate which groups and individuals need what information.
- Determine when Presbytery can access and link to the Conference website.
- Ensure UCC and TC policies and educational opportunities are distributed within TSE.
- Utilize results from the Insight Survey (September/October 2009)

Activities:

- Ensure that contact information (e.g. email addresses) is current and accurate
- Identify alternative email contacts for presbyters or churches without email
- Educate presbyters on electronic “best practices”. With the next notice of meeting outline presbytery expectations re. information.
 - encourage people to read info such as minutes on line beforehand and to get out of the habit of having to have hard copies - make notes or print only what is necessary
 - remind people that the information will be on the screen
 - remind people that this is not just an exercise in efficiency but in good stewardship of our financial and natural resources
 - bring laptops, if absolutely must have all information at the meetings.

For future Plenary meetings, as much as possible have all information on the screen. If it requires a vote then it should be printed. Have a few copies of things like the agenda printed for those who want them or who forgot theirs and feel they need it.

Review and update with TSE Executive, the current “minutes distribution list”

- Reports of all committees need to be submitted to the TSE Executive
- Committee and Executive reports are to be distributed to the Plenary
- Reports and submissions of each of the four Presbytery Commissions will appear as an appendix to the Minutes

Notation, as of 09/21/2009 (after telephone blitz):

- 58 pastoral charges in Toronto Southeast Presbytery
- 11 presbyters who do not have email
- 4 churches identified without email

Goal: (Awareness)

Ensure that all are aware of the values, objectives and goals of the Presbytery and understand their contribution to reinforcing these.

Strategy:

Raise the profile of the new TSE Presbytery amongst presbyters.

Distribute Conference Executive values, decisions, direction statements to all staff and to volunteers as they accept a volunteer position.

Activities:

- Prior to first TSE Plenary, send forth a personal letter of welcome and introduction from Presbytery Chair.
- Recommend meeting audio/visual set-ups for optimal communication
- Establish a vehicle for Presbyters to make suggestions and provide comments to Presbytery

Goal: (Relationship)

Build effective relationships with members and adherents and create opportunities for cross-congregational actions in areas of passion.

Strategy:

Share the results of major accomplishments, decisions and support services with each Pastoral Charge (this information should be shared on the TC website as well) making our Presbytery a "community of faith"

Activities:

- Produce an information sheet (site) for Presbytery Representatives to share with their congregations
 - Suggest table groupings at Plenary to share congregations accomplishments, books read, upcoming events
-

Goal: (Sharing)

Share knowledge across Pastoral Charges of experiences and best practices in dealing with mission, service, changing demographics, finance, technology and property matters.

Strategy:

Link in to the Conference's Finance and Property Administration's best practices and guidelines

Activities:

- For "areas of passion" from the Goal above, a section (information page/site) on best practices in administrative, financial, property and mission service matters.
- Create an inventory of initiatives of congregations and, the skills and experiences resulting therefrom
- Establish forums to encourage communications and outside meetings of 'likeminded' individuals e.g., what outreach projects is your congregation involved in

6. Timeline

The four goals as set out will form the basis of our strategy for our first year as a new presbytery. The remaining goals will be revisited and addressed as time and resources permit.

7. Evaluation and Followup

The Goals also require some means to "Measure Success" – after the first, and/or second year.

APPENDIX C**Terms of Reference Circle of Accountability**

Name: Circle of Accountability

Members: Admissions, Pastoral Charge Supervisor (?), Pastoral Relations, Pastoral Oversight, Support Person to be named by Respondent

Structure:

1. The structure is dependent upon the skills amongst the circle members.
2. Someone will need to call the first meeting. Following that, there will need to be someone to chair or facilitate each meeting and someone to take notes. These individuals could rotate or be appointed by the circle members.

Goals:

1. To monitor the progress of the Respondent in completing the therapeutic and vocational work necessary to complete the rehabilitation process of the Sexual Harassment Complaint.
2. To maintain a connection between the Court of Presbytery and the rehabilitation process.

Schedule:

1. Meet once a month for a minimum of one hour.
2. The meeting would begin with a check-in process, followed by time when the Respondent could share what he has been working on. Then there would be a period when the circle members could ask him questions and reflect back to him what they are hearing, offering challenges and encouragement where appropriate.
3. Following the meeting with the Respondent, the circle would continue to meet in order to make “in camera” minutes of the meeting’s content and process. Any concerns raised at this time would be shared with the Respondent at the next meeting. The purpose of minute-taking is to give the circle members material upon which to base their final report.

Deliverables:

1. Report due, at the end of the monitoring process, which outlines the number of meetings held, whether the Respondent has completed all required work and any outstanding concerns or comments.

Principles:

The following are operating principles meant to inform the process.

1. *Personal Change Principle* – the circle is a place of support and non-judgment but it is also a place where the Respondent will be gently challenged to be “who they really want to be.” The circle helps people in the change process because it helps to articulate what they want to change about their lives.
2. *Public Accountability* – the circle gently holds people accountable to what they have agreed to do for themselves. Because this complaint affects the wider church, there is an obligation for the wider church, in this case the presbytery, to be part of the rehabilitation process.
3. *Principles of Due Diligence* – The behaviour of the Respondent has limited his ability to practice pastoral care, an integral part of his ministry. It is incumbent upon the Respondent to demonstrate, to the satisfaction of the Accountability Circle, that he understands the consequences of his actions and will not in the future act in ways that could lead to harm for another person.
4. *Principle of Performance Disclosure* – the Circle offers the Respondent the opportunity to own those places where the work is successful as well as the places where he has not yet succeeded.
5. *Principle of Self- Responsibility* – it is important that the Respondent accept responsibility for his actions rather than place blame on “coping mechanisms”, life stressors or other individuals.

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**Toronto Conference
Toronto Southeast Presbytery
Admissions Commission - October 15, 2009**

Present: June Cavers (note-taker), Bruce Galbraith (chair), Ann Howes, Paul Stott, Ella Taylor-Walsh, Ila Vaculik
Guests: Teresa Burnett-Cole
Regrets: Andrew Cassidy, Marie Goodyear, Karl Lam, Pam Lock, Darren Liepold, Chris Miller, Joan Silcox-Smith, Norm Seli
Absent: Frank Dalton, Hoon Kim

Opening: Bruce Galbraith opened with reflection and prayers.

Interview Teams:

Basil Coward team: Ann Howes, June Cavers (recorder), Paul Stott (chair)

Alydia Smith team: Bruce Galbraith, Ila Vaculik, Ella Taylor-Walsh

Anne Hines team: Bruce Galbraith, Paul Stott, Ella Taylor-Walsh, Ann Howes (chair), Ila Vaculik (recorder)

Updates on Inquirers and Candidates and Admittands:

Updates were received from mentors/liaison persons about candidates.

Interviews then occurred with the commission breaking into teams.

MOTION: Paul Stott/ Ann Howes

that, having reviewed the reports and recommendation of the Educational Supervisory Team and having interviewed the Applicant, this committee recommends Rev Basil Coward to Toronto Conference for Admission to the Order of Ministry of the United Church of Canada at its annual meeting in May 2010.

CARRIED.

MOTION: Ella Taylor-Walsh /Ila Vaculik

that, having completed an annual interview, we support the continued candidacy of Alydia Smith.

CARRIED.

MOTION: Ann Howes/ Ella Taylor-Walsh

that, having reviewed the Candidate's reports and evaluations, current Police record Check (Level 2), and having interviewed the Candidate to discern readiness and general fitness for ministry, this committee recommends Anne Hines to Toronto Conference for Ordination at its annual meeting in May 2010.

CARRIED.

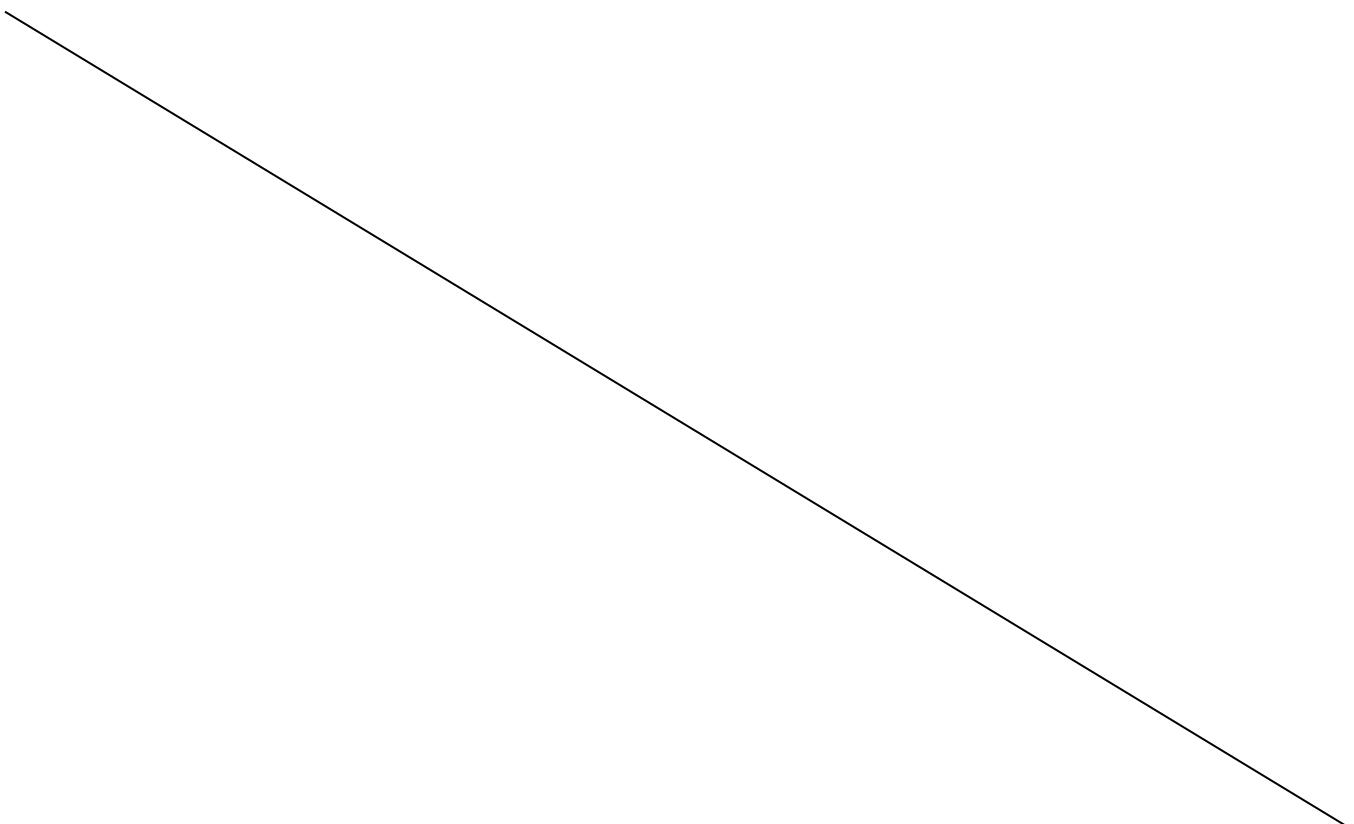
Future Meetings:

November 19, December 17 (tentative, only if needed)

Adjournment : 1:20pm

Bruce Galbraith, Co-Chair

June Cavers, Note-taker



**THE UNITED CHURCH OF CANADA
TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM**

Minutes of the meeting of the Finance and Property Team of Toronto Southeast Presbytery, held on Monday, October 19, 2009 at 4:00 p.m. at Toronto Southeast Presbytery Offices, 763 Pharmacy Ave., Scarborough, with Thomas Clarke, Chair presiding.

PRESENT

Thomas Clarke (Chair), Clyde Harris (Treasurer), Winston Roach, Abigail Johnson, Wayne White, Joan Chinnery, Anne Shirley Sutherland (Staff Support), for latter part of meeting.

REGRETS:

Hyacinth Robinson-Powell, Nick Walker

CALL TO ORDER

Tom Clarke called the meeting to order followed by a short prayer.

AGENDA:

The agenda had been previously circulated. There was an added item under New Business regarding Green Awakening.

MOVED by Abigail Johnson and SECONDED by Joan Chinnery that the agenda be adopted as amended. **MOTION CARRIED**

1. Appointment of Secretary

In the absence of a permanent secretary the Chair undertook to provide minutes for this meeting.

2. Approval of Minutes of September 21, 2009

Nick Walker had provided a number of corrections to the circulated minutes which were reviewed. Joan Chinnery needs to be added to those in attendance.

MOVED by Wayne White and SECONDED by Clyde Harris that the minutes of September 21, 2009 be accepted as amended. **MOTION CARRIED**

3. Business Arising

i. Purchase of Sound System

Because the venue for meetings of Presbytery at the Wilmar site may be changed to the sanctuary and a sound system may be available, Executive has determined that the purchase of a sound system (F&P Minutes September 21, 2009) not proceed at this time. The question of the need for a sound system is referred to Agenda Planning and may come forward in budget planning for next year.

ii. Deferred Motion re Sale of 129 St. Clair Ave W

The following motion deferred from the meeting of September 21, 2009 was brought forward for consideration. The committee reviewed the final form of the motions from the Deer Park Trustees and Agreement of Sale and Purchase dated October 16, 2009 as well as the wording of the motion.

Whereas the Congregation of Deer Park Pastoral Charge voted, in a duly constituted congregational meeting on April 29th, 2007, that “while the congregation discerns where God is calling us, the Deer Park Pastoral Charge vacate the premises at 129 St. Clair Avenue West, and relocate as a continuing congregation of the United Church of Canada to a viable place of worship”; and

Whereas the Congregation of Deer Park Pastoral Charge received for information and action the reports from three working Task Groups (Artefacts, Long Range Planning and Real Estate) at a duly constituted congregational meeting on February 17th, 2008; and

Whereas the Congregation of Deer Park Pastoral Charge at a duly constituted meeting on February 24th, 2008 directed "the Board of Trustees to proceed with the listing of the property at 129 St. Clair Avenue West, in accordance with the guidelines and procedures outlined in the Manual 2007, the Congregational Trustees Handbook 2004 and the Toronto South Presbytery Handbook; and

Whereas the Executive of Deer Park Pastoral Charge meeting on March 10th, 2008 appointed a Real Estate Sales Committee and endorsed the terms of reference of the Committee (re-mandated September 9, 2009) to attend to details of the sale; and

Whereas the Executive Committee of Deer Park Pastoral Charge received updated reports on the Real Estate Sales Committee on March 25th, 31st, April 14th, May 7th and August 22nd, 2008 and September 9, 2009; and

Whereas Toronto South Presbytery at its Executive meeting of April 22nd, 2008 approved the relocation of Deer Park Pastoral Charge to Calvin Presbyterian where they have continued since June 2008; and

Whereas the Executive of Deer Park United Church has in its meetings May 7th, 2008 and September 9th, 2009 directed the Trustees to proceed with the sale of said property in accordance with the terms of a proposed listing agreement; and

Whereas the Trustees of Deer Park Pastoral Charge have requested the consent of Toronto Southeast Presbytery for the sale of said property as per the draft agreement for the sale; and

Whereas the Finance and Property Team of Toronto Southeast Presbytery is empowered to act as a Commission of the Presbytery in matters falling under Manual (2007) section 335

IT IS MOVED BY Wayne White and SECONDED BY Abigail Johnson

- (a) that Toronto Southeast Presbytery approves the acceptance of The Agreement of Purchase and Sale of the church building and adjacent lands, Parts Lots 11 to 13 and Part Lots 19 to 21, Plan 325E, the City of Toronto, and known municipally as 129 St. Clair Ave West to which the Trustees hold the title, to ----- for a selling price of \$----- subject to adjustments on closing and a Vendor take back mortgage of \$2,000,000 for a term of two years at a 5% per annum interest rate payable in interest only quarterly and other terms set out in the Agreement of Sale; and
- (b) that until a proposal of the dispersal of funds from the sale by the Trustees of Deer Park Pastoral Charge of the church building at 129 St. Clair Ave. West is presented to the Finance and Property Team, the sale proceeds including any interest payments accruing from the Vendor Take Back Mortgage remain in trust (with solicitor) and that the principal and interest not be accessed until the proposed dispersal of funds is approved by the Finance and Property Team of Toronto Southeast Presbytery; and

- (c) *that a copy of the full statement of sale and adjustments at closing be provided to the Finance and Property Team of Toronto Southeast Presbytery in an expeditious manner.*

MOTION CARRIED

The Deer Park Trustees' motions and Agreement of Sale and Purchase are attached respectively as Appendix "A" and "B" to these minutes.

iii. Beach United

Because arrangements had been made for representations from Beach United at 5 pm it was agreed to defer this item until their arrival.

iv. Riverdale/Glen Rhodes Amalgamation Discussion

Information had been received from Riverdale United regarding their intention to enter into amalgamation discussions with Glen Rhodes; that a first meeting was to be arranged to start those discussions and that they were requesting presbytery representation at those discussions.

After brief discussion, Finance and Property Team was of the opinion that in the first stages of amalgamation discussions Pastoral Oversight needed to be involved. In our Governance decisions re amalgamations are the responsibility of the Executive who should coordinate any necessary presbytery engagement. Finance and Property can provide any necessary direction and advice re property matters when they become part of the discussion.

v. Beach United – Property Sale

Tom Steele, Treasurer of Beach United joined the meeting

The Team had received with the agenda a summary document "Beach United Church – Property Decision Preparation Material for Guiding Council, Trustees, Presbytery Commission on Finance and Property, and Congregation" which is attached as Appendix "C"

Tom Steele reviewed the processes by which Beach United had been dealing with the two properties that resulted from the amalgamation of the congregations: Beach East (former Kew Beach United Church) and Beach West (former Bellefair United Church). He shared with the team two documents: a spreadsheet outlining the offers received and the rationale for consideration or rejection and the financial analysis resulting from the preferred offer. These were reviewed and returned at the end of the meeting.

In summary the process and results were

- As approved by Toronto South Presbytery, both properties were tendered for sale using CBE Richard Ellis as the agent.
- 11 offers were received, 9 on the Bellefair site and 2 on the Kew Beach site
- Offers were reviewed by CBE Richard Ellis and 7 eliminated leaving a short list of 4 for detailed consideration
- A preferred offer was selected for the Bellefair site which met the criteria and financial objectives set out for the property exercise
- This has been accepted by Guiding Council and trustees directed to proceed with necessary approvals and actions. A congregational meeting will be held on Oct 25th

- There are confidentiality issues around the actual price and name of purchaser which are typical around commercial property transactions. Note added: an email was received confirming the buyer was not waiving confidentiality until expiry of the conditional periods.

Members of the Team asked a number of questions for clarification. It was noted that the financial analysis include both a 10% tithe on the proceeds and a draw on invested funds to complete the project. This raises the question of a possible surplus when presented in this way which may not be the intent of either congregation or presbytery.

Because the actual Agreement of Purchase and Sale was not in hand, approval at this time was not possible but was required by October 31, 2009.

The Chair advised Tom Steele of a letter received October 13th written by a member of the Beach Congregation expressing concern about the procedures regarding the property decisions. Tom Steele and Abigail Johnson were aware of the concern. The Chair read the covering letter for the benefit of the members of the Team and Tom Steele responded to the points raised most particularly that the Real Property Review Process Committee recommendation of keeping the Bellefair site was beyond their mandate and in any case based on the tenders subsequently received for the Kew Beach site would not have resulted in sufficient funding for the necessary renovations.

Tom Steele left the meeting. Anne Shirley Sutherland had joined the meeting during this discussion

The Team continued its discussion and determined that it would meet by Conference Call on Monday afternoon, October 26, 2009 to consider the request to approve the sale of property. For that meeting the full resolutions from trustees would be in hand together with the proposed agreement of purchase and sale. Abigail Johnson would not be available for that meeting.

In the matter of the letter of concern, no member of the team felt that the concerns raised were justified. The Chair was directed to respond in an appropriate fashion expressing our confidence in the processes followed.

vi. Don Mills United Church – Proposed Sale of Property

On October 6, 2009 Edith-Ann Shantz of Don Mills United Church forwarded an email to Tom Clarke and Anne Shirley Sutherland advising that they had received a proposal dated September 30, 2009 to purchase the church property at 126 O'Connor Dr. (Pape & O'Connor) and attaching the minutes of a September 30, 2009 meeting of the Don Mills Trustees. A faxed copy of the proposed Agreement of Purchase and Sale was subsequently forwarded to the Presbytery office. Both documents were provided to the Team.

The Chair advised that this development was a complete surprise as his discussion with the minister and meeting with members of Don Mills was in regard to a their using a grant from CMHC to engage a consultant about potential redevelopment of the Church property. They were scheduled to meet with two potential consultants but did not proceed with either and in a subsequent communication from Edith-Ann Shantz, the Chair was advised they were going to meet with a developer/consultant. The Chair, in the earlier meeting had cautioned about the potential problems of conflict of interest with utilizing a developer. Anne Shirley advised that she had been trying to make telephone contact with Edith Ann Shantz over the past week without success.

After a review of the documentation the Finance and Property Team was not of a mind to consider approval for a number of reasons:

- a. No request for approval to list for sale was requested or approved which is a necessary first step
- b. The offer did not appear to have been result of a market listing; i.e., it was not as a result of an open sale
- c. It was not clear that trustees had been directed by the Board or Congregation nor was there a clear resolution of the Trustees requesting consent of Presbytery
- d. The vision and intention of the congregation for the future was not clear, nor was there any apparent financial plan relating to the proposed property arrangements.

It was agreed that these points needed to be conveyed to the congregation perhaps through an offer of a meeting and that they likely needed our concern and support as we proceed. The Chair who had met with some of them previously agreed to undertake this.

4. Budget and Financial Matters

i. Current Year (July 1/09 Dec 31/09) Budget

Clyde Harris advised that as yet there was nothing to report.

ii. Update re Presbytery Financial Policies and Procedures

The intended meeting of Presbytery Treasurers and Toronto Conference Finance Administrator has not been arranged and is a necessary first step to developing procedures.

iii. Income available from invested funds for 2010

The Treasurer reported some confusion in the budgeting process between Operating Budget and these other funds. Expenditures of these other funds would not be part of the Operating Budget.

If and when these funds are available they would have to be conveyed to Toronto Conference and held for the use of the Presbytery. When the monies were allocated Toronto Conference would issue the cheques because the presbytery has no means of holding funds.

iv. Other

Clyde Harris reported that despite problems with accessing this venue and a sudden change to Wexford Heights, the Treasurers Workshop had been a most successful event with 24 persons attending. Bill Kennedy and Erik Mathieson from General Council Office were available as resource persons. There was good response to the sharing of information from those attending. This was confirmed by Abigail Johnson on behalf of the Beach representatives. There was brief discussion on how to identify and encourage other Treasurers to attend.

5. NEW BUSINESS

i. Tri-Presbytery and Budgeting

See item 4. iii above

ii. Green Awaking Network Project

Clyde Harris had forwarded a request and a briefing note (See Appendix "D") from the Green Awaking Network for Toronto Southeast Presbytery support for The Energy Consumption Project which is utilizing a Centennial student to gather data from United Churches on energy consumption and cost over the past three year.

The Team agreed that this was a useful project, worthy of our endorsement and directed the Chair to communicate that to the congregations of Toronto Southeast Presbytery.

6. Next & Future Meetings

Monday October 26, 2009, 2:00 pm to 4:00 pm by Conference Call

Monday November 9, 2009-4:00 pm to 6:30 pm at the Toronto Southeast Presbytery Office.

7. Adjournment

Wayne White offered a closing prayer.

ON MOTION by Clyde Harris, SECONDED by Abigail Johnson the meeting was declared adjourned at 6:45 pm.

Thomas Clarke
Chair

Thomas Clarke
Secretary protem

DEER PARK UNITED CHURCH**Motions for the Board of Trustees:*****To receive the Real Estate Sales Committee Report***

Moved by Margaret Duff and seconded by Louise Dicken that the Executive of Deer Park Pastoral Charge receive the report of the Real Estate Committee.

To endorse and act on the recommendation of the Real Estate Sales Committee

Moved by Gordon Emerson and seconded by Margaret Duff that:

Whereas the Congregation of Deer Park Pastoral Charge at a duly constituted meeting on February 24th, 2008 directed "the Board of Trustees to proceed with the listing of the property at 129 St. Clair Avenue West, in accordance with the guidelines and procedures outlined in the *Manual 2007*, the Congregational Trustees Handbook 2004 and the Toronto South Presbytery Handbook; and

Whereas the Executive Committee of Deer Park Pastoral Charge meeting on March 10th, 2008 appointed Real Estate Sales Committee and endorsed the terms of reference of the Committee to attend to details of the sale; and

Whereas the Board of Trustees of Deer Park Pastoral Charge received updated reports on the Real Estate Sales Committee on March 25th, 31st, April 14th, May 7th, and August 22nd, 2008; and April 19th, 2009; and

Whereas the Executive Committee of Deer Park Pastoral Charge received and considered a revised report, recommendation and draft agreement for the listing and sale of the Property from the Real Estate Sale Committee on September 9th, 2009;

BE IT RESOLVED THAT the Board of Trustees of Deer Park Pastoral Charge endorse the report of the Real Estate Committee and to act on the recommendations as outlined.

To seek permission from Toronto South Presbytery

Moved by Gordon Emerson and seconded by Marie Goodyear that:

Whereas the Congregation of Deer Park Pastoral Charge voted, in a duly constituted congregational meeting on April 29th, 2007, by a majority of 71% in agreement with the recommendation that "while the congregation discerns where God is calling us, the Deer Park Pastoral Charge vacate the premises at 129 St. Clair Avenue West, and relocate as a continuing congregation of the United Church of Canada to a viable place of worship"; and

Whereas the Congregation of Deer Park Pastoral Charge received for information and action the reports from three working Task Groups (Artefacts, Long Range Planning and Real Estate) at a duly constituted congregational meeting on February 17th, 2008; and

Whereas the Congregation of Deer Park Pastoral Charge at a duly constituted meeting on February 24th, 2008 directed “the Board of Trustees to proceed with the listing of the property at 129 St. Clair Avenue West, in accordance with the guidelines and procedures outlined in the *Manual 2007*, the Congregational Trustees Handbook 2004 and the Toronto South Presbytery Handbook; and

Whereas the Executive of Deer Park Pastoral Charge meeting on March 10th, 2008 appointed a Real Estate Sales Committee and endorsed the terms of reference of the Committee (re-mandated September 9, 2009) to attend to details of the sale; and

Whereas the Executive Committee of Deer Park Pastoral Charge received updated reports on the Real Estate Sales Committee on March 25th, 31st, April 14th, May 7th and August 22nd, 2008 and September 9, 2009; and

Whereas Toronto South Presbytery at its Executive meeting of April 22nd, 2008 approved the relocation of Deer Park Pastoral Charge to Calvin Presbyterian on a short-term basis; and

Whereas the Executive of Deer Park United Church has in its meetings May 7th, 2008 and September 9th, 2009 directed the Trustees to proceed with the sale of said property in accordance with the terms of a proposed listing agreement; and

Whereas the Trustees have received and considered in this special meeting a report, recommendation and draft agreement for the sale of the Property from the Building Sale Committee;

NOW THEREFORE BE IT RESOLVED THAT:

We, the Trustees of the Congregation of Deer Park Pastoral Charge, having received the direction of the Executive Committee of Deer Park Pastoral Charge to do so, hereby request the consent of Toronto Southeast Presbytery under Section 267(b) of the *Manual 2007*,

- a) To the sale of the Deer Park Church Property, the legal description Part Lots 11 to 13, and Part Lots 19 to 21, Plan 325E, the City of Toronto, and the municipal address of which is 129 St. Clair Avenue West, including church building and adjacent grounds;
- b) The said Agreement of Sale is hereby approved, and the Chair and the Secretary of the Board of Trustees are hereby authorized and directed to execute and deliver the said Sales Agreement and any other agreements (including a formal Agreement of Purchase and Sale) required in connection therewith on behalf of the Trustees subject to such minor amendments thereto as the Trustees so executing it may approve, such execution to be conclusive evidence of that approval; and
- c) Notwithstanding anything to the contrary herein, the Sales Agreement shall not become effective until consent to the Sales Agreement has been given by the Toronto Southeast Presbytery of The United Church of Canada; and the Trustees are hereby authorized to make application to Toronto Southeast Presbytery for such consent.

09/10-78

APPENDIX B TSP Finance and Property - October 19, 2009
Agreement of Sale and Purchase for 129 St. Clair Ave East (Deer Park UC)

09/10-80

APPENDIX B TSP Finance and Property - October 19, 2009
Agreement of Sale and Purchase for 129 St. Clair Ave East (Deer Park UC)

09/10-82

APPENDIX B TSP Finance and Property - October 19, 2009
Agreement of Sale and Purchase for 129 St. Clair Ave East (Deer Park UC)

09/10-84

APPENDIX B TSP Finance and Property - October 19, 2009
Agreement of Sale and Purchase for 129 St. Clair Ave East (Deer Park UC)

09/10-86

APPENDIX B TSP Finance and Property - October 19, 2009
Agreement of Sale and Purchase for 129 St. Clair Ave East (Deer Park UC)

**Beach United Church
Property Decision Preparation Materials
For Guiding Council, Trustees, Presbytery Commission on Finance and Property,
and Congregation**

The following information is provided in preparation for the upcoming meetings of these groups. Additional information will be provided at the actual meetings. The recommendation arising from the Guiding Council meeting will be presented at the other meetings for endorsement and support.

Background

In May, 2009, the congregation of Beach United Church (BUC) voted overwhelmingly in favour of a motion containing three recommendations from the Guiding Council. These are: 1) that BUC implement Alternative 3 from the recent property alternatives presentations, 2) that BUC set an overall spending limit of \$5.0m for this project, 3) that in order to obtain secure sale revenue numbers with which to make a decision about which property to renovate and enhance, a tendering process be undertaken involving both properties.

In June, 2009, the Presbytery Committee on Finance and Property reviewed the preparation work for this tendering process and approved its implementation.

The date of September 30, 2009 marked the close of bids. A Tendering Committee of Guiding Council, in conjunction with the realtors from CBRichard Ellis and legal council, has reviewed all bids and will provide detailed information as outlined below.

As a reminder, Alternative 3 involves:

- the removal of the non-sanctuary portion of the building
- a significant redesign and renovation to the interior and exterior of the sanctuary portion such that all required attributes are housed in an efficient and attractive configuration within the sanctuary portion plus a small addition.

Some Results from the Tendering Experience

- Over ten offers were received
- Several bidders intend to work with the existing structure of the building in some way
- Many of the bidders are well established companies, with respected reputations in the industry
- All bidders are aware of the potential for Heritage Property listing or designation. In Toronto, the Anglican, Roman Catholic and United churches are working together to establish appropriate understandings with the City and Heritage Board regarding the impact of historical designation on church properties
- The Tendering committee is encouraged by the quality of several of the offers

Why Not Full Information Sharing Now

BUC is in a sensitive business transaction and the right outcome is very important to all parties involved. Consequences of inappropriate communications can include withdrawal of important offers, requests to reduce offer amounts, denial of building permits. With three committee-size groups plus the full congregation, specific and

intentional measures will be taken to safeguard all information that has the potential for inappropriate communication. The risks of not doing so are simply too great. Thus, at the three groups' meetings, details of offers will be provided in camera, and the return of those details will be requested after the meeting has finished with them. Unfortunately, the nature of congregational meetings requires that details of offers cannot be shared at that meeting, and the presentation there will reference the work and the outcomes of the meetings of the Guiding Council, Trustees and Commission on Finance and Property. Once the transaction is completed, further information can be provided to the congregation.

Review of Financial Analysis of Property Decision

At the meetings of Guiding Council and of Congregation in May, 2009, the financial factors involved in the property decision were outlined using the format below, and included only estimated amounts for revenue resulting from a property sale.

Factors

Gross Sale Price _____

Less -

Sale Transaction Fees, 4% _____

Equals Sale Proceeds = _____

Less -

Mortgage re-payment, \$86,000 _____

Equals Actual Sale Revenue = _____

Less -

Partnering with Wider Ministries, 10% _____

Equals Net Revenue from Sale = _____

Plus +

Other Revenue Sources

- 1) Trust Funds, approx. \$600,000 available
- 2) Mortgage supported by parking revenue
\$65,000 annual revenue _____

Equals

Total Revenue Available for Building Renewal Project,
including 20% design and construction contingencies.

= _____

Decision Factors for Guiding Council

Guiding Council will consider the questions related to each of these issues at its in-camera session prior to reaching a full recommendation on property sale.

- 1) How best to support our ministries through building design and location
- 2) Paying for Alternative 3 capital project
- 3) Long-term sustainability of BUC
- 4) Including parking, or not
- 5) Wider church ministry partnerships

Outcomes and Benefits

After reviewing all of the offers, and considering all of the related factors, the Guiding Council has reached a decision regarding which purchase offer to accept. Its recommendation will be provided at the meeting of the congregation on October 25 starting at 10:30am. This offer will provide the following benefits:

- the financial offer will provide flexibility in the design and renovate process of the remaining property, with the potential of surplus funds available for additional ministries in keeping with our vision
- the offer includes consideration for current tenants in the building, providing them with a degree of stability during this change
- the offer will support our initiatives to partner with wider ministries, with both financial and participatory resources
- the offer includes no restrictive or prohibiting conditions
- the bidder is a well-known and respected property development and management company, with a record of similar, community-appropriate projects in Toronto
- the bidder's stated intention is to work with the existing exterior structure of the building in keeping with the history and context of the Beach community

Briefing Note: Green Awakening Network Energy Consumption Baseline Project**What are we requesting from Presbyteries?**

A meeting with Centennial College has provided the Green Awakening Network with an unexpected opportunity to have a full-time twelve-week intern to help with this project. We are asking that South East Presbytery through its executive endorse the project and send an immediate communication to pastoral charges encouraging them to participate in it. Due to the unexpected offer from Centennial College the current phase of the project will run from October 12th to January 9th.

The Energy Consumption Project in outline and its purpose

The project involves gathering energy consumption statistics for individual congregations for a period covering the last three years. This information will be obtained from a congregation's utility bills. Gathering the information will enable us to establish energy and carbon emission baselines or 'footprints' for individual congregations and a footprint for each presbytery as a whole. This information will:

- offer a starting point from which we can measure the effectiveness of a congregation's attempts to increase the energy efficiency of its buildings
- give information that will be helpful to presbyteries in promoting energy-efficiency and green-house gas reduction targets in response to the resolution of the 40th General Council which reaffirmed the United Church's commitment to ecological justice and encourages pastoral charges to reduce carbon dioxide emissions, conduct energy audits, and plan for improvements to their buildings.
- give direct encouragement to congregations to undertake energy saving measures as it will provide an indication of the sorts of tangible savings energy-efficiency measures will provide to them.
- taking measures to reduce our carbon emissions from a measurable baseline will assist the United Church in its leadership within the local campaign of City of Toronto to reduce the carbon footprint of the city by specific targets over the next twenty years.

What will happen?

After preparation and training in the week beginning October 12th, the Centennial student will be visiting congregations in prearranged appointments to gather the necessary data. This will involve having access to the congregation's utility bills for the past three years. The information about energy consumption and energy cost will be recorded for analysis, but no account numbers will be recorded. The GAN team will communicate with congregations to make these appointments.

We are also encouraging a member of the congregation who knows the building to be present so that the student can gather information about the age of the building and the steps the congregation has already taken to improve its energy efficiency.

Once the information has been gathered and analyzed each participating congregation will receive a one page report - probably in early January 2010 - graphing energy use and consumption patterns and indicating the tonnes of carbon emitted through that

energy use. Some suggestions as to steps they could take to reduce the energy/carbon footprint will also be given dependent on what measures the congregation has already undertaken.

We estimate that the current 12 week placement could produce information for about 40 of the 104 United Church congregations with the bounds of the City of Toronto. Further information gathering will take place under the Green Awakening program in early 2010.

Who will be involved?

The student selected for this task, *Harshadray Nayak*, is a mature student with wide experience in project management and information analysis. He is in the final semester of his Post-Diploma in Project Management course at Centennial College and the project will be his internship for that course.

Tom Cullen of Fairlawn United Church and a member of the Green Awaken Steering Team will be supervising the student and monitoring the project. *Ron Ewart* of Toronto United Church Council is the overall Project Manager of the Green Awakening Network and will work closely with Tom and Harshadray.

South West Presbytery's Building and Environment Commission have already indicated their full support and participation and will be requesting the support of their presbytery coordinating council on Wednesday.

Are there any costs involved?

The costs of this stage of the information gathering will be covered by the Green Awakening Network from its 2009 Live Green funding.

What is the Green Awakening Network?

The Green Awakening Network (GAN) is a network of churches and faith communities in the Toronto area committed to responding to the challenge of climate change by reducing the carbon footprint of their buildings and their congregation members. While the focus is on congregations of the United Church of Canada, GAN encourages cooperation with other faith communities and environmental groups in local clusters. Through these collaborations we hope our congregations can be catalysts for action with the wider community. Currently, there are over 40 members in the Network, representing faith communities across Southern Ontario.

Formed in 2008 through an initiative spearheaded by TUCC, and funded by the City of Toronto's Live Green Toronto Community Investment Program in 2009, GAN works with a number of partners including the Centre for Church Development Leadership (Toronto United Church Council), Greening Sacred Spaces-Faith and the Common Good (GSS), and local KAIROS groups. The activities of the Network are coordinated by a steering team of volunteers currently representing seven Toronto United Church congregations.

Further information about the network and its activities are available at:

<http://www.tucc.ca/churchdevelopment/green-awakening-network.html>

Prepared by Ron Ewart for the Green Awakening Network

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AGREEMENT OF PURCHASE AND SALE

THIS AGREEMENT made this 16th day of October, 2009.

B E T W E E N:

CHAPPEL COURT ESTATES INC.,

(hereinafter referred to as the "Purchaser")

OF THE FIRST PART;

- and -

**THE TRUSTEES OF DEER PARK UNITED CHURCH
C/O THE UNITED CHURCH OF CANADA,**

(hereinafter referred to as the "Vendor")

OF THE SECOND PART.

The Purchaser hereby agrees to purchase from the Vendor, and the Vendor agrees to sell, all and singular that certain parcel of tract of land and premises situate, lying and being in the City of Toronto (the "Municipality"), municipally known as 129 St. Clair Avenue West, Toronto, containing .64 acres and a 38,500 square foot building, being Part Lots 11 to 13, 19 to 21, Plan 325E Toronto as in OS24414, except EM43497 and OS38605; T/W EM9210, City of Toronto – PIN 21191-0075 (LT) (hereinafter referred to as the "Lands"), for the purchase price and on and subject to the terms and conditions as are more particularly hereinafter set out:

1. The purchase price of the lands is the sum of FIVE MILLION DOLLARS (\$5,000,000.00), in lawful money of Canada, payable as follows:

- (a) The sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) as a deposit shall be paid to the Purchaser's solicitors within two (2) business days of acceptance of this Agreement of Purchase and Sale (the "Agreement"), to be held pending completion or other termination of this Agreement, and to be credited on account of the purchase price on closing;
- (b) The sum of TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00) shall be paid to the Purchaser's solicitor as a further deposit two (2) business days following the date upon which the Purchaser waives its condition set out in Section 4 herein. All deposits paid pursuant to this Section 1 (the "Deposits") are to be invested in an interest bearing account or term deposit of one of the five (5) largest Schedule 1 Canadian chartered banks bearing the highest rate of interest available for such accounts or Deposits. The Deposits shall be credited to the purchase price on closing and paid to the Vendor, and interest accrued on the Deposits shall be paid to the Purchaser at or as soon as reasonably possible following closing. The Deposits and all interest accrued thereon shall be returned to the Purchaser forthwith without deduction in the event of any termination of the Agreement other than solely as a result of default by the Purchaser or thereunder, and to be credited on account of the purchase price on closing;
- (c) The sum of TWO MILLION SIX HUNDRED AND FIFTY THOUSAND DOLLARS (\$2,650,000.00) shall be paid to the Vendor in cash or by certified cheque on the closing date, subject to the usual and any other adjustments set out in this Agreement;
- (d) For the balance of the purchase price, the Purchaser agrees to give and the Vendor agrees to take back a first mortgage on the following terms and conditions:
 - (i) The mortgage shall mature two (2) years after the closing date;

- (ii) The mortgage shall bear interest at the rate of five percent (5 %) per annum, calculated and payable interest only quarterly from and after the closing date;
- (iii) The mortgage shall contain those further provisions as are more particularly set out on Schedule "B" to this Agreement.

2. The purchase price includes the plans, surveys, drawings, engineering studies, plans and reports, specifications, studies, soil, environmental and all other reports, tax information, including outstanding reassessments or appeals, insurance policy listed in Schedule A (collectively called the "Documents for Inspection"), all of which have been paid for in full by the Vendor and all of which are free and clear of any lien thereagainst. The Vendor covenants to forthwith deliver all of the Documents for Inspection to the Purchaser within five (5) business days after the date of acceptance of this Agreement by the Vendor (the "Date of Acceptance"), to be held by the Purchaser pending completion or other termination of this Agreement, and to be returned to the Vendor in the event this transaction is not successfully completed for any reason whatsoever. The Purchaser acknowledges having received all such Documents for Inspection as stated in Schedule "A".

3. The closing date of the transaction herein contemplated shall be that date which is thirty (30) days after the date upon which all or the last of the Development Condition (as hereinafter set out) has been waived by the Purchaser.

4. This Agreement is conditional for a period (the "Conditional Period") of ninety (90) days following the Date of Acceptance upon the Purchaser satisfying itself, in its sole discretion, as to the economic feasibility and marketability of the Lands, and, upon the Purchaser satisfying itself in its sole discretion that the Lands may be developed for such purposes within such time, at such costs, in such manner, and on such terms as may be satisfactory to the Purchaser, that existing subsoil conditions and environmental conditions are satisfactory for servicing and development purposes, that the Lands may be rezoned for residential and/or commercial purposes in accordance with the Purchaser's zoning requirements therefore, and that the Lands may be developed for within such time frame as may be acceptable to the Purchaser (all of the foregoing being hereinafter collectively referred to as the "Development Condition"). If the Purchaser determines that the Development Condition has been satisfied, the Purchaser shall have the right by delivery of written notice to the Vendor on or before the expiration of the Conditional Period to waive the Development Condition and to proceed with this Agreement. If written notice of waiver of the Development Condition is not delivered to the Vendor on or before the expiration of the Conditional Period, this Agreement shall automatically become null and void, in which event the Vendor shall forthwith repay to the Purchaser all deposits without deduction, the Purchaser shall return to the Vendor all copies of the Documents for Inspection in its possession or under its control and all parties to this Agreement shall thereafter be relieved of any obligation or liability hereunder.

5. By no later than fifteen (15) business days prior to closing, the Vendor shall have used best efforts to assist the Purchaser to obtain reliance letters for any environmental reports delivered as part of the Documents for Inspection, addressed to the Purchaser and its lenders and financial investors, subject to the same terms and conditions as are applicable to the Vendor.

6. The Vendor warrants, both as of the Date of Acceptance hereof and as of the closing date of this Agreement, as follows:

- (a) The Vendor is the registered owner of the Lands with a good and marketable title thereto in fee simple;
- (b) No portion of the Lands have been expropriated by any authority having jurisdiction in that regard, nor has the Vendor or any person associated with or acting on behalf of the Vendor received notice of intention to expropriate from any authority having jurisdiction in that regard;
- (c) All existing mortgages or encumbrances affecting the Lands are in good standing without default whatsoever as of the Date of Acceptance hereof, and, in aggregate, secure for principal an amount less than the purchase price herein.

Compliance with each of the foregoing warranties on the part of the Vendor is a condition of the completion of this Agreement, which condition is expressed to be for the sole

benefit of the Purchaser, and which the Purchaser may waive, either in whole or in part, by notice in writing delivered to the Vendor on or before the closing date. All such warranties shall not merge on closing, but shall survive closing.

7. The Purchaser acknowledges that the Lands do not include any fixtures and chattels, including without limitation stained glass windows, pews and other sanctuary furnishings, which the Vendor chooses to remove from the Lands prior to Closing. The Vendor expressly reserves the right to remove any such fixtures and chattels from the Lands prior to the closing date with the appropriate approvals of the City of Toronto, (provided that if approval for the removal of certain stained glass windows is pending at the time of the closing date, the Vendor shall be permitted to authorize their removal to third party premises selected by it, to be released to the Vendor only upon approval of the City of Toronto). Should any stained glass and/or doors be removed from the exterior walls of the building, the Vendor shall arrange to have the openings closed or covered and reasonably protected to satisfaction of the Purchaser at least 10 days prior to the closing date. All costs relating to the removal of fixtures and chattels shall be the Vendor's responsibility. Any fixtures and chattels not removed by the Vendor prior to the closing date shall become the property of the Purchaser on closing. The Purchaser further acknowledges that the Vendor shall, under no circumstances, providing it has exercised reasonable care, be required to replace, repair or re-improve the Lands or the improvements on the Lands which may be damaged or deficient as a result of said removal.

8. During the Conditional Period, the Purchaser and its consultants and representatives will be afforded unrestricted access to the Lands to inspect and conduct testing of the Lands provided that the Purchaser shall provide at least two (2) business day's notice to the Vendor in respect of its intended access to the Lands. The Vendor shall be entitled to have a representative present during any such tests. The Purchaser shall correct expeditiously any damage caused by such tests. The Purchaser agrees to indemnify and save harmless the Vendor from and against any liabilities, costs, losses or damages that the Vendor may suffer or incur as a result of, or in connection with, the conduct of such tests by or on behalf of the Purchaser or those for whom the Purchaser is, in law, responsible. In the event of this Agreement being terminated by either party prior to closing, the deposit monies shall not be released to the Purchaser until all such damage has been satisfactorily repaired or restored.

9. On the acceptance of this Agreement of Purchase and Sale, the Purchaser shall deliver to the Vendor two cheques payable to Deer Park United Church each in the amount of \$15,000, one post-dated to the date which is 30 days subsequent to the Date of Acceptance of this Agreement of Purchase and Sale (the "First Cheque") and one post-dated to the date which is 60 days subsequent (the "Second Cheque"). Provided the Purchaser has not provided written notice that it will not be waiving the Development Condition (and has thus terminated this Agreement of Purchase and Sale) prior to the date of the respective post-dated cheque, the Vendor may apply such monies to any utility, maintenance, security and insurance costs (together, "Carrying Costs") it incurs in connection with the Lands and the buildings thereon during the 60 day period (the "0-60 day Support Period") in the case of the First Cheque commencing with the first day of the Conditional Period and during the 61st to the 90th days of the Conditional Period (the "61-90 day Support Period") in the case of the Second Cheque. Such monies shall be non-refundable except as expressly set out herein and are available to the Vendor regardless of whether the Development Condition is waived during the 0-60 day Support Period or the 61-90 day Support Period. If the Vendor incurs less than \$15,000 of Carrying Costs during the 0- 60 day Support Period, it shall return the balance of \$15,000 less the Carrying Costs incurred during the 0-60 day Support Period to the Purchaser at the end of the 0-60 day Support Period. If the Vendor incurs less than \$15,000 of Carrying Costs during the 61-90 day Support Period, it shall return the balance of \$15,000 less the Carrying Costs incurred during the 61-90 day Support Period to the Purchaser at the end of the 61-90 day Support Period. In the event that the transaction is terminated prior to the date of the First Cheque, then both such cheques shall be returned to the Purchaser uncashed, and in the event the transaction is terminated prior to the date of the Second Cheque, then the Second Cheque shall be returned to the Purchaser uncashed.

10. This Agreement is made subject to compliance with the conditions and requirements of Section 50 of The Planning Act, 1990, as amended, which compliance shall be obtained by the Vendor at its sole expense. The Transfer/Deed shall, save for the Land Transfer Tax Affidavit, be prepared in registerable form at the expense of the Vendor, and any Charge/Mortgage to be given back by the Purchaser to the Vendor at the expense of the Purchaser. If requested by the Purchaser, the Vendor covenants that the Transfer/Deed to be

delivered on completion shall contain the statement contemplated by Section 50(22) of the Planning Act R.S.O. 1990, as amended.

11. The Vendor covenants and agrees to produce and register, on or before the closing date, valid discharges of all existing mortgages, charges or encumbrances whatsoever affecting title to the subject lands, and, to discharge, or otherwise remove from title all easements, right-of-way, restrictions, or any other matter affecting the title to the subject lands or the use thereof which are not specifically permitted pursuant to the provisions of this Agreement and other than Permitted Encumbrances as hereinafter defined. For the purpose of this section, "Permitted Encumbrances" means (a) the reservations in the original grant from the Crown and the qualifications on the registration under the Land Titles Act as shown on the parcel register for the property, (b) minor title defects that do not materially affect the value or Purchaser's proposed uses of the property, (c) all easements and rights of way registered against title to the property, and (d) the listing and/or designation of the property on the City of Toronto's Inventory of Heritage Properties.

12. The Vendor shall not be bound to produce any abstract of title, title deeds, survey (except as may otherwise be provided in this Agreement) or other evidence of title, other than those in the Vendor's possession or control. The Purchaser is to examine the title to the lands at the Purchaser's own expense and is to have until the end of the Conditional Period for that purpose, and shall be deemed to have waived all objections to title not furnished to the Vendor in writing within that time and by such omission to put objections in writing within that time, shall be deemed to have accepted the Vendor's title with respect thereto. Notwithstanding anything to the contrary contained in this Agreement, the closing date shall not be established prior to the expiration of time hereinbefore limited for submission of requisitions by the Purchaser, unless waived by the Purchaser. Should any valid objection to title be raised which the Vendor is unable to remove and which the Purchaser will not waive, this Agreement shall be null and void, all deposit monies shall forthwith be repaid by the Vendor to the Purchaser without deduction and thereafter all parties shall be relieved of any obligations or liabilities hereunder.

13. (a) Subject as herein provided, the Vendor covenants to convey title to the lands to the Purchaser free from encumbrance. Realty taxes if payable by the Vendor, shall be apportioned and allowed to the date of completion (the date itself to be apportioned to the Purchaser). The Vendor covenants to provide evidence satisfactory to the Purchaser on closing that the Vendor is not a non-resident of Canada, within the meaning of Section 116 of The Income Tax Act, Canada, or, if the Vendor is a non-resident of Canada, to provide the appropriate certificate required pursuant to the provisions of Section 116, The Income Tax Act, Canada. Unless otherwise expressly provided in this Agreement, the Vendor covenants and agrees to deliver vacant possession of the lands to the Purchaser on closing, compliance with which covenant on the part of the Vendor is a condition, for the sole benefit of the Purchaser, of the completion of this Agreement, which condition may be waived by the Purchaser on or before the closing date.

(b) The Purchaser acknowledges that the Lands, including without limitation the structural elements, foundation, roof, and appurtenances and the electrical, mechanical, plumbing and other systems and facilities of the building on the Lands, is being purchased in as-is where-is with all faults condition as of the date of this Agreement and as of the closing date. The Purchaser acknowledges that all or part of the Lands have been used for church purposes and that the Vendor makes no representation or warranty as to the fitness, potential uses, environmental condition or redevelopment potential of the Lands. The Purchaser acknowledges that it is purchasing the Lands for their future redevelopment potential with minimal value associated with the building on the Lands and that it has been advised by the Vendor that the building has no furnace or other source of heating. The Purchaser is responsible for carrying out its own due diligence, searches, investigations and inspections in order to satisfy itself as to all matters concerning the condition of the Lands.

14. The Purchaser represents that it is now or will by no later than the closing date be registered for the purposes of the Goods and Services Tax ("GST") in accordance with the applicable provisions in that regard pursuant to the Excise Tax Act of Canada, as amended. The Purchaser covenants to deliver a Statutory Declaration on closing confirming its GST registration number, which shall be conclusive of such GST registration, and shall preclude the Vendor from collection of GST from the Purchaser on closing. The Purchaser further covenants to deliver an indemnity in favour of the Vendor on closing as to any obligation or liability for payment of GST arising from completion of this Agreement.

15. (a) The Purchaser shall have the right to assign this Agreement to any person or persons, corporation or corporations as may be designated by the Purchaser in its discretion, or to cause title to the subject lands to be taken in a name other than the Purchaser herein (any party so designated by the Purchaser being hereinafter referred to as the "assignee"), provided that the Purchaser delivers to the Vendor, a written covenant of such assignee to be bound by the provisions of this Agreement, and the Purchaser hereinbefore originally named shall remain jointly and severally liable with the assignee for the Purchaser's obligations under this Agreement, and, such assignee shall be deemed to be the party hereinbefore originally named as the Purchaser. The Vendor may not assign its rights under this Agreement.

(b) The Purchaser acknowledges that the Trustees of Deer Park United Church are executing this Agreement and all other documents relating to it in their capacities as Trustees appointed under the Trust of Model Deed annexed as Schedule "A" to The United Church of Canada Act, S.O. 1925, chapter 125 (as amended) and not in their personal capacities and that such Trustees shall have no personal liability pursuant to this Agreement. In the event of default by the Vendor, the Purchaser's recourse shall be limited to the assets held by the Vendor as Trustees.

16. The Vendor further covenants and agrees to provide evidence on closing satisfactory to the Purchaser that there are no outstanding or potential rights or claims which may affect the title or the use of the subject lands pursuant to the provisions of The Family Law Act, or any amendments thereto.

17. The parties hereto agree that there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the Lands other than as expressed in writing in this Agreement. The parties also agree that the provisions hereof shall be construed in accordance with the laws of the Province of Ontario and if any provision of this Agreement is invalid or unenforceable by rule or law or public policy then that provision shall be severed herefrom and all other provisions hereof shall not be affected thereby but shall remain in full force and effect.

18. All covenants, warranties and agreements on the part of both the Vendor and Purchaser herein contained which have not been fully observed or performed at the time of delivery of a deed or transfer for all or any part of the Lands shall remain in full force and effect and shall not be deemed to have merged on delivery of such transfer or deed, and shall bind the respective party until compliance therewith in full.

19. The Vendor's obligation to complete the sale of the property is subject to the following condition (which may be waived by the Vendor):

- By no later than 20 days after the acceptance of the Agreement, the Vendor shall have obtained any required approvals of this Agreement by The United Church of Canada or its constituent bodies including, without limitation, approval of the Board and/or congregation of Deer Park United Church and approval of the Agreement by the Toronto Southeast Presbytery of The United Church of Canada.

This condition may be waived by the Vendor by delivery of written notice to the Purchaser within the 20 day period, failing which this Agreement shall be terminated, with all deposits and accrued interest returned to the Purchaser and all Documents for Inspection and any copies of them in the possession or control of the Purchaser returned to the Vendor.

20. Time shall remain of the very essence of this Agreement, and no extension of time for the making of any payment or the doing of any act hereunder shall be deemed to be a waiver or a modification of or affect this provision.

21. Any notice herein provided, permitted or required to be given by the Purchaser to the Vendor shall be sufficiently given if delivered personally or by electronic facsimile transmission or (unless otherwise expressly provided herein) if sent by registered mail in one of Her Majesty's Post Office boxes in the City of Toronto, to the Vendor or to its solicitors, at the respective addresses hereinafter set out, and any such notice given by the Vendor to the Purchaser shall be sufficiently given if delivered personally or by electronic facsimile transmission or mailed as aforesaid to the Purchaser or to the Purchaser's solicitors, Messrs. Goldman, Spring, Kichler & Sanders LLP, Attn: Steven A. Kichler, 40 Sheppard Avenue West, Suite 700, Toronto, Ontario, M2N 6K9. Any such notice may be given by the solicitors for the

party giving notice, and if delivered personally or by electronic facsimile transmission shall be conclusively deemed to have been given on the day of delivery or electronic facsimile transmission or if mailed as aforesaid shall be conclusively deemed to have been received on the third business day (Monday to Friday, excluding statutory holidays) following the day on which such notice is mailed as aforesaid (except during a postal strike in which case such notice shall be delivered personally). Either party may, at any time, give written notice to the other of any change of address of the party giving such notice and from and after the giving of such notice the address therein specified shall (in the absence of knowledge to the contrary) be deemed to be the address of such party for the giving of notices thereafter. Tender of money or documents hereunder may be made upon or by the Vendor or the Purchaser or any party acting for them and money may be tendered by negotiable cheque certified by a chartered bank.

22. The parties may rely upon executed copies of this Agreement and its acceptance or amendments thereto which are delivered by electronic facsimile transmission to the same extent as if such transmission of the Agreement or amendments sent by electronic facsimile transmission were originals.

23. This Agreement may be executed in several counterparts, each of which is a copy of this Agreement printed in pdf format, and as so executed shall constitute one Agreement, binding on all the parties hereto, notwithstanding that all the parties are not signatories to the original or the same counterpart.

24. This Agreement shall be irrevocable by the Purchaser until the 18th day of October, 2009, after which time if not accepted, this Agreement shall be null and void.

DATED at Toronto, this 16th day of October, 2009.

IN WITNESS WHEREOF the Purchaser has hereunto affixed its corporate seal under the hands of its officers duly authorized in that behalf.

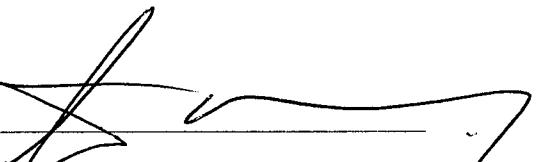
Purchaser's Address:

1010-22 St. Clair Avenue East
Toronto, ON M4T 2S3

Attn: Steve Diamond

CHAPPEL COURT ESTATES INC.

Per:


[I/we have the authority to bind the corporation]

Purchaser's Solicitor's Address:

Goldman, Spring, Kichler & Sanders LLP
700-40 Sheppard Avenue West
Toronto, ON M2N 6K9

Attn: Steven A. Kichler

The Vendor hereby accepts the above Agreement and covenants and agrees to be bound by the terms thereof this 16th day of October, 2009 (the "Date of Acceptance").

Vendor's Address:

c/o The United Church of Canada
300 - 3250 Bloor Street West
Toronto, ON M8X 2Y4

Attn: Mr. Erik Mathiesen

THE TRUSTEES OF DEER PARK
UNITED CHURCH

Per: H. P. W.

Trustee

Per: Margaret Dryfus

Trustee

On behalf of all the Trustees

Vendor's Solicitor's Address:

A. Beth Moore
Barrister and Solicitor
2600 Danforth Avenue
Toronto, ON M4C 1L3

SCHEDULE "A"

DOCUMENTS FOR INSPECTION

Documents contained on a CD delivered to the Purchaser with a covering letter of Gowlings dated October 7, 2009. The Purchaser confirms such delivery constitutes fulfilment of the requirement that the Vendor deliver the Documents for Inspection.

SCHEDULE "B"

1. **PROVIDED** that the Chargor shall have the right to prepay the whole or any part of the principal sum hereby secured at any time and from time to time without bonus, upon thirty (30) written notice to the Chargee.
2. **PROVIDED FURTHER** that the Chargor shall have the right to obtain at any time and from time to time a partial discharge or discharges of this Charge as follows, as determined by the Chargor:
 - (a) If the lands which are the subject of this Charge (the "Lands") are not included in a registered Plan of Condominium or Plan of Subdivision or approved site plan, upon payment on account of principal of a sum bearing the same proportion to the principal balance outstanding under this Charge at the time of partial discharge that the area of land to be partially discharged bears to the total area of undischarged Lands immediately prior thereto; or
 - (b) If the Lands are contained within a single registered Plan of Condominium or single Plan of Subdivision or single approved site plan, upon payment on account of principal of a sum bearing the same proportion to the principal balance outstanding under this Charge at the time of partial discharge that the area of the lot(s)/unit(s)/block(s) to be partially discharged bears to the total area of the lot(s)/unit(s)/block(s) contained within the said Plan of Condominium or Plan of Subdivision or approved site plan; or
 - (c) If the Lands are to be phased or divided by registration of more than one (1) Plan of Condominium or Plan of Subdivision or approved site plan, the Chargor shall have the right to obtain, from time to time, partial discharges of this Charge with payment to be made based on the proportion that the area of each such Plan of Condominium, Plan of Subdivision or approved site plan (each such area being a separate "Plan Area") bears to the total area of undischarged Lands immediately prior to the time of the first partial discharge under this subparagraph (c) (each such proportion being the respective "Plan Percentage" with respect to each Plan Area) multiplied by the principal balance outstanding under this Charge at the time of the first partial discharge under this subparagraph (c) (each such discharge amount for each Plan Area being the respective "Plan Discharge Amount"). In addition, the Chargor shall have the right to obtain, from time to time, partial discharges of this Charge for each lot or unit or block within a Plan Area, upon payment on account of principal of a sum bearing the same proportion to the respective Plan Discharge Amount for that Plan Area that the area of the lots or units or blocks to be partially discharged bears to the total area of undischarged lots, units and blocks contained within such Plan Area. The area for each Plan Area as well as the area for each lot, unit and block within a Plan Area shall be determined by a certificate of an Ontario Land Surveyor engaged by the Chargor, at its sole cost and expense, and such certificate of area shall be absolutely determinative thereof;
- as the appropriate case may be, together with interest thereon to the date of payment, provided, however, that no such partial discharge shall leave landlocked or otherwise unmarketable any undischarged Lands. For the purpose of any partial discharge of this Charge, the Chargor shall, at its sole cost and expense, obtain compliance with the provisions of The Planning Act, R.S.O. 1990, as amended.
- Provided that the Chargor is not in default of any of its obligation under the Charge and that the security of the Charge is not materially impaired thereby, the Chargee shall execute upon request and without payment of any kind, all plans and other material necessary to enable the Chargor to develop the Lands and will otherwise give such consents, releases or assurances as the Chargor shall require in such development, including but not exhausting the generality of the foregoing:
 - (a) Engineering, financial, site plan, condominium and subdivision agreements required by the Municipality to be executed by the Chargee;

- (b) Any consent or consents required to be executed in order to have the Lands entered under The Land Titles Act registration system or required to register any Plan of Condominium or Plan of Subdivision or Reference Plan of the Lands or any part thereof;
- (c) Any consent or consents required to be executed in order to have the Lands or any part thereof re-zoned or divided;
- (d) To execute a postponement of the Charge in favour of any easement required to be granted by the Chargor for any utility or public purpose; and
- (e) To grant, if necessary, partial discharges for the purpose of conveying or dedicating any of the Lands for public roads or for widening of existing public roads or for the purpose of conveying or dedicating any of the Lands that are to be conveyed by the Chargor without payment to any Municipality or to the Province of Ontario or to any conservation authority or water resources commission or to any public or private utility, including without limitation, Municipal reserves, parklands, walkways, road widenings and roads, or for any other public purpose,

provided however that the Chargee shall not be required to undertake or assume any financial or other obligation. The Chargor shall pay reasonable solicitor's fees of the Chargee in connection with the execution of any documents referred to in this section. The Chargor will indemnify and save harmless the Chargee from any costs, expenses or other liabilities which it may incur in or about any document executed at the Chargor's request under this section.

- 4. The Chargee shall grant a partial discharge for any Lands required for a school site, park, recreational or other public area by any authority having jurisdiction thereof in exchange for the amount payable for partial discharge purposes calculated in accordance with the provisions of paragraph 2 above.
- 5. All prepayments of principal and payments of principal shall be credited to the amounts required to be paid at any future date in order to obtain partial discharges of this Charge.
- 6. The Chargee hereby covenants and agrees that upon five (5) business days' notice, he or his appointee will execute any documentation referred to herein.
- 7. The Chargor, its agents, employees or contractors, may conduct building operations upon the Lands including without limiting the generality of the foregoing, demolition or removal of any existing building, surveying, grading, excavation, installation of services and all acts incidental to the development of the Lands at any time and from time to time and without payment and without the same being deemed acts of waste.
- 8. The Chargee covenants and agrees that it shall execute and deliver to the Chargor, within five (5) business days of written request by the Chargor, and without payment to the Chargee, a Charge statement setting out the status of this Charge, in such detail as the Chargor may require.
- 9. The Charge shall incorporate the Dye & Durham Standard Charge Terms Form Number 200033 if electronically registered, or if not Form Number 9320, provided that the Charge shall specify the exclusion of clause number 14 thereof.
- 10. The principal amount of this Charge plus interest and all other amounts owing to the date of payment shall be fully due and payable upon any sale or transfer of the Lands, at the option of the Chargee.
- 11. The Chargee may at any time assign the Charge to The United Church of Canada or any legal entity designated by The United Church of Canada without the consent of the Chargor.

**THE UNITED CHURCH OF CANADA
TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM**

Minutes of the meeting of the Finance and Property Team of Toronto Southeast Presbytery, held on Monday, October 26, 2009 at 2:00 p.m. by Conference Call

PRESENT

Thomas Clarke (Chair), Clyde Harris (Treasurer), Winston Roach, Wayne White, Joan Chinnery, Hyacinth Robinson-Powell, Anne Shirley Sutherland (Staff Support).

REGRETS:

Abigail Johnson, Nick Walker

GUESTS:

Tom Steele and Ron Fitton from Beach United Guiding Council participated in the initial part of the meeting.,.

CALL TO ORDER

Tom Clarke called the meeting to order followed by a short prayer.

AGENDA:

MOVED by Clyde Harris and SECONDED by Wayne White that the agenda be adopted as circulated. **MOTION CARRIED**

1. Appointment of Secretary

In the absence of a permanent secretary the Chair undertook to provide minutes for this meeting.

2. Deferral of Consideration of Minutes of October 19, 2009

MOVED by Joan Chinnery and SECONDED by Winston Roach that consideration of the minutes of October 19, 2009 be deferred until the next meeting. **MOTION CARRIED**

3. Consideration of Request from Beach United to Sale of 2000 Queen St East (formerly Bellefair United Church).

The committee had previously received the Agreement of Purchase and Sale for 2000 Queen St East dated September 30, 2009 and final form of Trustees motions Appendix "A".

The Chair invited questions for Tom Steele and Ron Fitton.

- Winston Roach inquired about the congregational meeting of October 25th to which Ron Fitton responded that
 - The business had been interwoven with worship, that this was very effective and that he would recommend it to others
 - The result was very positive with 83.2% approving the recommendation from Guiding Council. Broken out there were 146 members participating of whom 124 were in favour and 22 opposed; 21 adherents of whom 15 were in favour and 6 opposed.
- Clyde Harris noted that schedule B did not list leases or contracts and asked whether there were any. Tom/Ron responded
 - that a list would be provided as part of final approval
 - that the Bell Mobility lease was the main one and there was provision for sale and renovation
 - confirmed for Winston Roach that the Bell Mobility lease of earlier in 2009 still stands
 - there were other rental agreements all with June 30, 2010 expiry

- buyer would likely want to renew/extend rentals because of desire for income from property while buyer develops his plans
- Clyde Harris noted spelling inconsistencies between Beach (correct) and Beech in the document.
- Winston Roach inquired what would happen to the building plans and costs should there be significant delays from such things as strikes. Ron Fitton responded that there was an absolute cap of \$5,000,000 on the renovation costs and he doubted that the congregation would want to spend more than that “on themselves”. Consequently the building would be modified to fit that cap.

The Chair invited any questions from the Beach representatives

- Ron/Tom inquired about other approvals to the sale and who signs. The Chair responded that
 - With the approval of presbytery Beach Trustees signature was sufficient
 - There may be a need to provide a certification of the Presbytery approval and this would be requested by the lawyers and provided by the Presbytery executive in the form of a certified extract from the minutes.
 - When the renovation plans were completed, presbytery would have to approve the expenditure of funds.

Chair thanked Tom Steele and Ron Fitton and they left the meeting.

Draft motions had been circulated. Various Team members noted errors that needed correcting and these were made before the motions were brought forward.

MOTION FOR SALE OF 2000 QUEEN ST. EAST

Whereas the Beach Pastoral Charge which came into being by amalgamation of Kew Beach and Bellefair pastoral charges on July 1, 2007 has undertaken a process of discernment of its real property needs which resulted in a process of tendering for sale approved by Toronto South Presbytery at the Executive meeting of June 29, 2009, and

Whereas the Guiding Council of Beach United Church at its meeting of October 17, 2009 has decided on a suitable offer of purchase of the Beach West (former Bellefair United Church) property and directed the Trustees to proceed with the sale of said property in accordance with the terms of a proposed Agreement of Purchase and Sale; and

Whereas the Trustees of Beach Pastoral Charge at its meeting of October 18, 2009 have requested the consent of Toronto Southeast Presbytery for the sale of said property as per the Agreement for Purchase and Sale; and

Whereas the Finance and Property Team of Toronto Southeast Presbytery at its meeting of October 19, 2009 has been briefed on the results of the tendering process, the rationale for the acceptance of a preferred offer and the financial plan for the use of the proceeds from sale, and

Whereas the Finance and Property Team of Toronto Southeast Presbytery has reviewed the Agreement of Purchase and Sale dated September 30, 2009, and

Whereas the Finance and Property Team of Toronto Southeast Presbytery is empowered to act as a Commission of the Presbytery in matters falling under Manual 2007 section 335,

IT IS MOVED BY CLYDE HARRIS and SECONDED BY WINSTON ROACH

- a) that Toronto Southeast Presbytery approve the sale of the church building and adjacent lands of Beach West United Church, formerly Bellefair United Church, at 2000 Queen Street East, fronting on the north side of Queen St. E. in the city of Toronto and having a frontage of 101.6 feet [more or less] by a depth of 170 feet [more or less] and legally

- described as Plan 5E, lots 9-11, City of Toronto PIN 210040313 to the buyer and for the price and other conditions as set out in the Agreement of Purchase;
- b) that until a proposal for the use of funds from the sale by the Trustees of Beach Pastoral Charge of 2000 Queen St East is presented to the Finance and Property Team and on the recommendation of the Team and pursuant to Section 334 (b) of the Manual 2007, approved by the Executive of Toronto Southeast Presbytery, the sale proceeds remain in trust with solicitor of Beach Pastoral Charge; and
 - c) that a copy of the full statement of sale and adjustments at closing be provided to the Finance and Property Team of Toronto Southeast Presbytery in an expeditious manner; and
 - d) that, for reasons of confidentiality consistent with commercial property transactions, the Agreement of Purchase and Sale be appended to the minutes of this meeting no sooner than the completion date as set out in Schedule A to the Agreement (60 days following the waiver of Buyers Conditions for which the buyer has 60 days following acceptance of the Agreement by both parties.)

MOTION CARRIED

In the discussion to the motion the Chair shared his conversation with Cynthia Gunn, General Council Legal Counsel regarding the confidentiality issues of these kinds of sales. She agreed that confidentiality was a feature of urban commercial transactions and did not fit into the transparency usually seen in the past in Presbytery motions re sales of property. She noted that our minutes should make clear that our Team had seen and reviewed the documents; i.e., that we had full information and that there be some provision for accessing the documents once the confidentiality period had passed.

Other discussion of the motion noted that (b) referred not to detailed plan for renovation but the financial plan for use of the proceeds of sale and that (d) should involve a subsequent motion by Finance and Property to formally release the Agreement and attach to minutes as Appendix "B".

A suggested motion regarding surplus was not brought forward pending further discussion with Beach United.

4. Confidentiality and Release of Information re Deer Park sale.

The Chair noted that there may be similar confidentiality issues with the Deer Park sale in that the buyer name and purchase price are in the minutes of September 21, 2009 as already approved. He suggested that we agree to remove those references pending resolution and/or expiry of the confidentiality issue.

MOTION

MOVED BY WINSTON ROACH AND SECONDED BY CLYDE HARRIS That the September 19, 2009 minutes be redacted to remove reference to the buyer and purchase price of 129 St Clair Ave West and the Agreement of Purchase and Sale not be attached to any minute until the confidentiality issues are clarified or expire.

MOTION CARRIED

5. Next & Future Meetings

Monday November 9, 2009-4:00 pm to 6:30 pm at the Toronto Southeast Presbytery Office.

6. On a MOTION BY Joan Chinnery, SECONDED by Hyacinth Robinson-Powell
the meeting was declared adjourned at 2:40 pm.

Thomas Clarke
Chair

Thomas Clarke
Secretary protem

**Beach United Church: Trustees Motions
October 18, 2009**

Motions for the Board of Trustees:

To endorse and act on the request of Guiding Council of Beach United Church:

After following the Presbytery-approved tendering process, and after discussion and decision-making at the Guiding Council meeting of October 17, 2009, the Guiding Council directed the Board of Trustees to endorse and act on the request to sell the Beach West property as outlined in the tendering process report.

To seek permission from Toronto South Presbytery:

Moved by Jim McKibbin and seconded by Jane Monro that:

Whereas the Guiding Council has in its meeting of October 17, 2009 directed the Board of Trustees to proceed with the sale of Beach West in accordance with the terms of a proposed listing agreement; and

Whereas the Board of Trustees has received and considered a report and recommendation from Guiding Council in a special meeting of October 18, 2009, for the sale of Beach West property;

NOW THEREFORE BE IT RESOLVED THAT:

We, the Board of Trustees of the congregation of Beach United Church having received the direction of the Guiding Council to do so, hereby request the consent of Toronto Southeast Presbytery under Section 267(b) of the *Manual 2007*,

- e) To the sale of Beach West United Church, formally Bellefair United Church at 2000 Queen Street East, fronting on the north side of Queen St. E. in the city of Toronto and having a frontage of 101.6 feet [more or less] by a depth of 170 feet [more or less] and legally described as Plan 5E, lots 9-11, City of Toronto PIN 210040313
- f) The said Agreement of Sale is hereby approved, and the Chair of the Board of Trustees is hereby authorized and directed to execute and deliver the said Sales Agreement (including a formal Agreement of Purchase and Sale) required in connection therewith on behalf of the Trustees subject to such minor amendments thereto as the Trustees so executing it may approve, such execution to be conclusive evidence of the approval; and

Notwithstanding anything to the contrary herein, the Sales Agreement shall not become effective until the consent to the Sales Agreement has been given by the Toronto Southeast Presbytery of The United Church of Canada; and the Trustees are hereby authorized to make application to Toronto Southeast Presbytery for such consent.

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Agreement of Purchase and Sale

Form 100

for use in the Province of Ontario

This Agreement of Purchase and Sale dated this 30 day of September, 20 09,
BUYER, Reserve Properties Limited "In Trust" (Full legal names of all Buyers), agrees to purchase from

SELLER, The Trustees of Beach United Church (Full legal names of all Sellers) the following

REAL PROPERTY:

Address: 2000 Queen Street East fronting on the north side
of Queen Street East in the City of Toronto
and having a frontage of 101.6 feet more or less by a depth of 170 feet more or less
and legally described as Plan 5E, Lots 9 to 11, City of Toronto (PIN 210040313) ("the property").
(Legal description of land including easements not described elsewhere)

PURCHASE PRICE: Five Million - One Hundred & Fifty Thousand Dollars (CDN \$) \$5,150,000

DEPOSIT: Buyer submits Herewith (Herewith/Upon acceptance/as otherwise described in this Agreement)

Two Hundred Fifty Seven Thousand - Five Hundred Dollars (CDN \$) \$257,500

By certified cheque payable to A. Beth Moore in trust "Deposit Holder" to be held in trust pending completion or other termination of this Agreement and to be credited toward the Purchase Price on completion. For the purposes of this Agreement, "Upon Acceptance" shall mean that the Buyer is required to deliver the deposit to the Deposit Holder within 24 hours of the acceptance of this Agreement. The parties to this Agreement hereby acknowledge that, unless otherwise provided for in this Agreement, the Deposit Holder shall place the deposit in trust in the Deposit Holder's non-interest bearing Real Estate Trust Account and no interest shall be earned, received or paid on the deposit.

Buyer agrees to pay the balance as more particularly set out in Schedule A attached.

SCHEDULE(S) A and B

attached hereto form(s) part of this Agreement.

1. **IRREVOCABILITY:** This Offer shall be irrevocable by Buyer until 3:00 PM on the 30th day of October 20 09, after which time, if not accepted, this Offer shall be null and void and the deposit shall be returned to the buyer in full without interest.
2. **COMPLETION DATE:** This Agreement shall be completed by no later than 6:00 p.m. on the See Sch. A Clause 11 day of 20. Upon Completion, vacant possession of the property shall be given to the Buyer unless otherwise provided for in this Agreement. See Paragraph 12 of Schedule A to this Agreement.
3. **NOTICES:** Seller hereby appoints the Listing Brokerage as Agent for the purpose of giving and receiving notices pursuant to this Agreement. Only if the Co-operating Brokerage represents the interests of the Buyer in this transaction, the Buyer hereby appoints the Co-operating Brokerage as Agent for the purpose of giving and receiving notices pursuant to this Agreement. Any notice relating hereto or provided for herein and shall be in writing. This offer, any counter offer, notice of acceptance thereof, or any notice, shall be deemed a given and received, when hand delivered to the address for service provided in the Acknowledgement below, or where a facsimile number is provided herein, when transmitted electronically to that facsimile number.

FAX NO. 416-362-8085 (For delivery of notices to Seller)

FAX NO. 416-4110-2878 (For delivery of notices to Buyer)

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

4. CHATTELS INCLUDED: _____
5. FIXTURES EXCLUDED: See section 3(a)(vi) of Schedule A re Seller's list of excluded chattels and fixtures.
6. RENTAL ITEMS: The following equipment is rented and not included in the Purchase Price. The Buyer agrees to assume the rental contract(s), if assumable: Direct Energy – two hot water heaters
7. GST: If this transaction is subject to Goods and Services Tax (GST), then such tax shall be in addition to _____ the Purchase Price.
(included in/in addition to)
- If this transaction is not subject to GST, Seller agrees to certify on or before closing, that the transaction is not subject to GST.
8. TITLE SEARCH: Buyer shall be allowed until 6:00 p.m. on the _____ day of 20th day prior to completion .20 .09
(Requisition Date) to examine the title to the Property at Buyer's own expense and until the earlier of: (i) thirty days from the later of the Requisition Date or the date on which the conditions in this Agreement are fulfilled or otherwise waived or, (ii) five days prior to completion, to satisfy Buyer that there are no outstanding work orders or deficiency notices affecting the Property, and that its present use:
(church) may be lawfully continued. If within that time any valid objection to title or to any outstanding work order or deficiency notice, or to the fact the said present use may not lawfully be continued and that the principal building may be insured against risk of fire. Seller hereby consents to the municipality or other governmental agencies releasing to Buyer details of all outstanding work orders or deficiency notices affecting the Property, and Seller agrees to execute and deliver such further authorizations in this regard as Buyer may reasonably require.
9. FUTURE USE: Seller and Buyer agree that there is no representation or warranty of any kind that the future intended use of the property by Buyer is or will be lawful except as may be specifically provided for in this Agreement.
10. TITLE: Provided that the title to the property is good and free from all registered restrictions, charges, liens, and encumbrances except as otherwise specifically provided in this Agreement and save and except for (a) any registered restrictions or covenants that run with the land providing that such are complied with; (b) any registered municipal agreements and registered agreements with publicly regulated utilities providing such have been compiled with, or security has been posted to ensure compliance and completion, as evidenced by a letter from the relevant municipality or regulated utility; (c) any minor easements for the supply of domestic utility or telephone services to the property or adjacent properties; and (d) any easements for drainage, storm or sanitary sewers, public utility lines, telephone lines, cable television lines or other services which do not materially affect the present use of the property. If within the specified times referred to in paragraph 8 any valid objection to title or to any outstanding work order or deficiency notice, or to the fact the said present use may not lawfully be continued, or that the principal building may not be insured against risk of fire is made in writing to Seller and which Seller is unable or unwilling to remove, remedy or satisfy or obtain insurance and except against risk of fire in favour of the Buyer and any mortgagee, (with all related costs at the expense of the Seller), and which Buyer will not waive, this Agreement notwithstanding any intermediate acts or negotiations in respect of such objections, shall be at an end and all monies paid shall be returned without interest or deduction and Seller, Listing Brokerage and Co-operating Brokerage shall not be liable for any costs or damages. Save as to any valid objection so made by such day and except for any objection going to the root of the title, Buyer shall be conclusively deemed to have accepted Seller's title to the property.
11. CLOSING ARRANGEMENTS: Where each of the Seller and Buyer retain a lawyer to complete the Agreement of Purchase and Sale of the Property, and where the transaction will be completed by electronic registration pursuant to Part III of the Land Registration Reform Act, R.S.O. 1990, Chapter L4 and the Electronic Registration Act, S.O. 1991, Chapter 44, and any amendments thereto, the Seller and Buyer acknowledge and agree that the exchange of closing funds, non-registered documents and other items (the "Requisite Deliveries") and the release thereof to the Seller and Buyer will (a) not occur at the same time as the registration of the transfer/deed (and any other documents intended to be registered in connection with the completion of this transaction) and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release same except in accordance with the terms of a document registration agreement between the said lawyers. The Seller and Buyer irrevocably instruct the said lawyers to be bound by the document registration agreement which is recommended from time to time by the Law Society of Upper Canada. Unless otherwise agreed to by the lawyers, such exchange of the Requisite Deliveries will occur in the applicable Land Titles Office or such other location agreeable to both lawyers.
12. DOCUMENTS AND DISCHARGE: Buyer shall not call for the production of any title deed, abstract, survey or other evidence of title to the property except such as are in the possession or control of Seller. If requested by Buyer, Seller will deliver any sketch or survey of the property within Seller's control to Buyer as soon as possible and prior to the Requisition Date. If a discharge of any Charge/Mortgage held by a corporation incorporated pursuant to the Trust and Loan Companies Act (Canada), Chartered Bank, Trust Company, Credit Union, Caisse Populaire or Insurance company and which is not to be assumed by Buyer on completion, if not available in registrable form on completion, Buyer agrees to accept Seller's lawyer's personal undertaking to obtain, out of the closing funds, a discharge in registrable form and to register same, or cause same to be registered on title within a reasonable period to time after completion, provided that on or before completion Seller shall provide to Buyer a mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, and, where a real-time electronic cleared funds transfer system is not being used, a direction executed by Seller directing payment to the mortgagee of the amount required to obtain the discharge out of the balance due on completion.
13. INSPECTION: Buyer acknowledges having had the opportunity to inspect the property and understands that upon acceptance of this Offer there shall be a binding agreement of purchase and sale between Buyer and Seller. The Buyer acknowledges having the opportunity to include a requirement for a property inspection report in this Agreement and agrees that except as may be specifically provided for in this Agreement, the Buyer will not be obtaining a property inspection or property inspection report regarding the property.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

14. **INSURANCE:** All buildings on the property and all other things being purchased shall be and remain until completion at the risk of Seller. Pending completion, Seller shall hold all insurance policies, if any, and the proceeds thereof in trust for the parties as their interests may appear and in the event of substantial damage, Buyer may either terminate this Agreement and have all monies paid returned without interest or deduction or else take the proceeds of any insurance and complete the purchase. No insurance shall be transferred on completion. If Seller is taking back a Charge/Mortgage, or Buyer is assuming a Charge/Mortgage, Buyer shall supply Seller with reasonable evidence of adequate insurance to protect Seller's or other mortgagee's interest on completion.
15. **PLANNING ACT:** This Agreement shall be effective to create an interest in the property only if Seller complies with the subdivision control provisions of the Planning Act by completion and Seller covenants to proceed diligently at his expense to obtain any necessary consent by completion.
16. **DOCUMENT PREPARATION:** The Transfer/Deed shall, save for the Land Transfer Tax Affidavit, be prepared in registrable form at the expense of Seller, and any Charge/Mortgage to be given back by the Buyer to Seller at the expense of the Buyer. If requested by Buyer, Seller covenants that the Transfer/Deed to be delivered on completion shall contain the statements contemplated by Section 50(22) of the Planning Act, R.S.O. 1990.
17. **RESIDENCY:** Buyer shall be credited towards the Purchase Price with the amount, if any, necessary for Buyer to pay to the Minister of National Revenue to satisfy Buyer's liability in respect of tax payable by Seller under the non-residency provisions of the Income Tax Act by reason of this sale. Buyer shall not claim such credit if Seller delivers on completion the prescribed certificate or a statutory declaration that Seller is not then a non-resident of Canada.
18. **ADJUSTMENTS:** Any rents, mortgage interest, realty taxes including local improvement rates and unmetered public or private utility charges and unmetered cost of fuel, as applicable, shall be apportioned and allowed to the day of completion, the day of completion itself to be apportioned to Buyer.
19. **PROPERTY ASSESSMENT:** The Buyer and the Seller hereby acknowledge that the province of Ontario has implemented current value assessment and properties may be re-assessed on an annual basis. The Buyer and the Seller agree that no claim will be made against the Buyer and the Seller or any Brokerage or Salesperson for any changes in property taxes as a result of a re-assessment of the property.
20. **TIME LIMITS:** Time shall in all respects be of the essence hereof provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by Seller and Buyer or by their respective lawyers who may be specifically authorized in that regard.
21. **TENDER:** Any tender of documents or money hereunder may be made upon Seller or Buyer or their respective lawyers on the day set for completion. Money may be tendered by bank draft or cheque certified by a Chartered Bank, Trust Company, Province of Ontario Savings Office, Credit Union or Caisse Populaire.
22. **FAMILY LAW ACT:** Seller warrants that spousal consent is not necessary to this transaction under the provisions of the Family Law Act, R.S.O. 1990 unless Seller's spouse has executed the consent hereinafter provided.
23. **UFFI:** Seller represents and warrants to Buyer that during the time Seller has owned the property, Seller has not caused any building on the property to be insulated with insulation containing ureaformaldehyde, and that to the best of Seller's knowledge no building on the property contains or has ever contained insulation that contains ureaformaldehyde. This warranty shall survive and not merge on the completion of this transaction, and if the building is part of a multiple unit building, this warranty shall only apply to that part of the building which is the subject of this transaction.
24. **CONSUMER REPORTS:** The Buyer is hereby notified that a consumer report containing credit and/or personal information may be referred to in connection with this transaction.
25. **AGREEMENT IN WRITING:** If there is conflict or discrepancy between any provision added to this Agreement (including any Schedule attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement including any Schedule attached hereto, shall constitute the entire Agreement between Buyer and Seller. There is no representation, warranty, collateral agreement or condition, which affects this Agreement other than as expressed herein. For the purposes of this Agreement, Seller means vendor and Buyer means Purchaser. This Agreement shall be read with all changes of gender or number required by the context.
26. **TIME AND DATE:** Any reference to a time and date in this Agreement shall mean the time and date where the property is located.
27. **SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms herein.

SIGNED, SEALED AND DELIVERED in the presence of:

(Witness)

(Witness)

I, the undersigned Seller, agree to the above Offer. I hereby irrevocably instruct my lawyer to pay directly to the Listing Brokerage the unpaid balance of the commission together with applicable Goods and Services Tax (and any other taxes as may hereafter be applicable), from the proceeds of the sale prior to any payment to the undersigned on completion, as advised by the Listing Brokerage to my lawyer.

SIGNED, SEALED AND DELIVERED in the presence of:

(Witness)

(Witness)

IN WITNESS whereof I have hereunto set my hand and seal:

Reserve Properties Limited "in Trust"

(Buyer/Authorized Signing Officer)

(Buyer/Authorized Signing Officer)

(Seal)

DATE 9/30/09

(Seal)

DATE _____

(Seal)

IN WITNESS whereof I have hereunto set my hand and seal:

The Trustees of Beach United Church

(Seller/Authorized Signing Officer)

The Trustees of Beach United Church

(Seller/Authorized Signing Officer)

(Seal)

DATE _____

(Seal)

DATE _____

(Signature of Buyer or Seller)

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

SPOUSAL CONSENT: The undersigned spouse of the Seller hereby consents to the disposition evidenced herein pursuant to the provisions of the Family Law Act, R.S.O. 1990, and hereby agrees with the Buyer that he/she will execute all necessary or incidental documents to give full force and effect to the sale evidenced herein.

DATE
(Seal)

(Witness) _____ (Spouse) _____

CONFIRMATION OF ACCEPTANCE: Notwithstanding anything contained herein to the contrary, I confirm this Agreement with all changes both typed and written was finally

Executed by all parties at _____ a.m./p.m. this _____ day of _____, 2009

INFORMATION ON BROKERAGE(S)

Listing Brokerage	CB Richard Ellis Limited	Tel No.	416-362-2244
145 King Street West, Suite 600, Toronto	M5H 1J8	Fax No.	416-362-8085
Co-op/Buyer Brokerage		Tel No.	

ACKNOWLEDGEMENT

I acknowledge receipt of my signed copy of this accepted Agreement of Purchase and Sale and I authorize the Agent to forward a copy to my lawyer.

I acknowledge receipt of my signed copy of this accepted Agreement of Purchase and Sale and I authorize the Agent to forward a copy to my lawyer.

(Seller) DATE _____
 (Seller) DATE _____
 Address for Service _____ Tel No. _____
 Seller's Lawyer A. Beth Moore
 Address 2600 Danforth Ave., Toronto, ON M4C 1L3
 416-699-9829 416-699-8905
 Tel No. Fax No.

(Buyer) DATE _____
 (Buyer) DATE _____
 Address for Service _____ Tel No. _____
 Buyer's Lawyer _____
 Address _____
 Tel No. Fax No.

FOR OFFICE USE ONLY

COMMISSION TRUST AGREEMENT

To: Co-operating Brokerage shown on the foregoing Agreement of Purchase and Sale:
 In consideration for the Co-operating Brokerage procuring the foregoing Agreement of Purchase and Sale, I hereby declare that all moneys received or receivable by me in connection with the Transaction as contemplated in the MLS rules and Regulations of my Real Estate Board shall be receivable and held in trust. This agreement shall constitute a Commission Trust Agreement as defined in the MLS Rules and shall be subject to and governed by the MLS rules pertaining to Commission Trust.
 DATED as of the date and time of the acceptance of the foregoing Agreement of Purchase and Sale

Acknowledged by:

Signature of Listing Brokerage or authorized representative

Signature of Co-operating Brokerage or authorized representative

INITIALS OF BUYER(S): 

INITIALS OF SELLER(S): 

Schedule A
Agreement of Purchase and Sale

Form 100

for use in the Province of Ontario

This Schedule is attached to and forms part of the Agreement of Purchase and Sale between:

BUYER, Reserve Properties Limited "In Trust"

SELLER, The Trustees of Beach United Church

For the purchase and sale of 2000 Queen Street East, Toronto

dated the 30 day of September, 2009

Buyer agrees to pay the balance as follows:

1. Payment of Purchase Price

The Buyer herein shall pay the balance of the Purchase Price to the Seller as follows:

- (a) The Buyer agrees to pay the further deposit of \$15,000, to the Deposit Holder immediately upon waiver or satisfaction of the Buyer's Conditions as set out in Paragraph 4 of this Schedule A to be held on the same terms and conditions as set out in Paragraph 2 of this Schedule;
- (b) On the Closing Date, the Buyer agrees to pay the balance of the Purchase Price, subject to the usual adjustments (see Paragraph 11 of this Schedule A), to the Seller by certified cheque or bank draft.

- 2. The Seller and Buyer hereby authorize the Deposit Holder to place all deposits in an interest bearing account or term deposit with all interest earned on such deposits to belong absolutely to the Buyer unless the Buyer shall, by reason of the Buyer's default pursuant to the terms of this Agreement, forfeit the aforesaid deposit, in which event the Seller shall be entitled to retain all such interest earned.**

3. Seller Deliveries

- a) Within three (3) business days following acceptance of this Offer by both parties, the Seller shall provide the following information to the Buyer:
 - i) A copy of an existing survey of the Property dated September 14, 2009 prepared by Michael J. Clancy Surveying Ltd.;
 - ii) Copies of any leases and rental agreements affecting the property that, according to their terms, may continue after the Completion Date;
 - iii) Copies of any maintenance agreements or service contracts affecting the property that, according to their terms, may continue after the Completion Date;
 - iv) Copy of the 2009 Current Year Phased – in Assessment for the property;
 - v) Copies of any plans, as-built drawings, warranties, insurance coverage, inspection reports and environmental reports with respect to the property that are in the Seller's possession or control; and
 - vi) A list of chattels and fixtures to be excluded from the purchase.
 - vii) A schedule of property operating costs for the past three years

The information provided to the Buyer as set out in Paragraph 3 a) of this Schedule A shall constitute the "Seller Deliveries". The Seller makes no representation or warranty as to the truth, accuracy or completeness of the matters set out in any of the Seller Deliveries and the Buyer acknowledges that it must conduct its own investigations and due diligence to confirm such matters in connection with all of the Seller Deliveries.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

If the transaction contemplated pursuant to this Agreement is not completed for any reason, then the Buyer shall promptly return to the Seller all Seller Deliveries and copies thereof, delivered or otherwise obtained pursuant to the provisions of this Agreement.

- b) Within five (5) business days of acceptance of this Agreement by both parties the Seller covenants to deliver to the Buyer letters of authorization provided by the Seller and directed to the usual governmental and other authorities having jurisdiction over the Property to release any information and copies of documents in their possession regarding the Property provided that under no circumstances shall such letters of authorization require or permit inspection of all or part of the Property by such governmental and other authorities having jurisdiction.

4. Capacity of Seller

The Buyer acknowledges that the Church Trustees who comprise the Seller are executing this Agreement and all other documents relating to it in their capacities as Trustees appointed under the Trusts of Model Deed annexed as Schedule A to The United Church of Canada Act, S.O. 1925, chapter 125 (as amended) and not in their personal capacities and that such Trustees shall have no personal liability pursuant to this Agreement. In the event of default by the Seller, the Buyer's only recourse shall be limited to the assets held by the Seller as Trustees.

5. Buyer's Conditions

- (a) Buyer shall have until 4:00 PM on the 60 day following the acceptance of this Agreement by both parties (the "Condition Date") to satisfy itself in its sole and absolute discretion as to the following (the "Buyer's Conditions"):

- i. The Seller Deliveries;
- ii. The results of any other engineering, environmental, consulting and other reports concerning the Property that the Buyer deems relevant, all, except for the Seller Deliveries, to be obtained at the Buyer's own expense.

- (b) In the event that the Buyer, prior to the Condition Date, is not satisfied with the Buyer's Conditions the Buyer shall have the right to deliver notice in writing to the Seller at any time prior to the Condition Date terminating this Agreement in which event all deposit money together with any interest thereon shall forthwith be repaid without deduction to the Buyer and this Agreement shall become null and void and the parties hereto relieved of any obligation and liability hereunder.

- (c) In the event notice in writing to the Seller waiving the Buyer's Conditions is not delivered on or before the Condition Date the Buyer's Conditions shall be deemed to have not been satisfied, in which event all deposit money together with any interest thereon shall forthwith be repaid without deduction to the Buyer and this Agreement shall become null and void and the parties hereto relieved of any obligation and liability hereunder.

INITIALS OF BUYER(S):



INITIALS OF SELLER(S):



(d) The Buyer and its representatives shall be allowed reasonable access to the Property during normal business hours, as required by the Buyer from time to time following acceptance of this Agreement by both parties, upon a minimum of 24 hours notice to the Seller and subject to the rights of any tenants under their leases and the Buyer shall be entitled to carry out such reasonable tests and inspections including environmental inspections and testing and geotechnical investigations, building audits, surveying and inspection work as the Buyer may deem necessary and prudent in the circumstances, all at the Buyer's sole expense, provided the Buyer shall be responsible for and shall correct expeditiously any damage caused by such inspections. The Seller shall be entitled to have a representative present during any tests that may result in damage to the Property. The Buyer also covenants to indemnify and save harmless the Seller from and against any liabilities, costs, losses or damages that the Seller may suffer or incur as a result of, or in connection with, the conduct of such tests and inspections by or on behalf of the Buyer or those for whom the Buyer is, in law, responsible. In the event of termination of this Agreement on or before the Condition Date, the deposit monies shall not be released to the Buyer until all such damage has been satisfactorily repaired or restored.

6. Buyer's Assumption of Leases and Contracts

The Buyer agrees that, in the event that it waives the Buyer's Conditions set forth in paragraph 5 herein, that it shall assume on the Closing Date the leases and contracts which are listed in Schedule B and any other leases and other contracts which it confirms in writing to the Seller that it shall assume by providing notice in writing to the Seller on or before the Condition Date. The Seller and the Buyer shall cooperate in obtaining any consents required for the assumption of such leases and contracts by the Buyer. The Seller shall be responsible for the performance and payment of all of the Seller's obligations and covenants under such leases and contracts prior to the Closing Date and shall terminate and be responsible for all costs and expenses in all leases and contracts not assumed by the Buyer. The Buyer shall assume and be responsible for the performance and payment of all the Seller's obligations and covenants in the leases and contracts which it assumes from and after the Closing Date.

7. Assignment

The Buyer shall have the right at any time after waiver or satisfaction of the Buyer's Conditions to assign this Agreement and the benefit of all covenants herein contained subject to the prior written consent of the Seller, provided that, in the event of any such assignment, the Buyer shall remain jointly and severally liable with the assignee for the performance of all the covenants of the Buyer herein contained.

8(a). Closing Deliveries - Seller

On the Closing Date, the Seller shall deliver to the Buyer the following documents and other matters hereinafter set out, the delivery of which by the Seller is a condition of Closing, for the Buyer's sole benefit, which the Buyer may waive in whole or in part, by notice in writing to the Seller on or before Closing:

- i. An undertaking to readjust all items contained in the statement of adjustments;
- ii. Such further deeds acts, things, certificates and assurances as may be required in the opinion of the Buyer's solicitors, acting reasonably, for more perfectly and absolutely transferring, assuring to and vesting in the Buyer title to the Property, free and clear of any mortgage, lien, charge or encumbrance; and
- iii. An assignment of the tenant leases and contracts that the Buyer is assuming as provided herein in form and content satisfactory to the Seller, executed by the Seller.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

8(b). Closing Deliveries – Buyer

On the Closing Date, the Buyer shall deliver to the Seller the following documents and other matters hereinafter set out, the delivery of which by the Buyer is a condition of Closing, for the Seller's sole benefit, which the Seller may waive in whole or in part, by notice in writing to the Buyer on or before Closing:

- (i) A Statutory Declaration that the Buyer is a registrant within the meaning of Part IX of the Excise Tax Act of Canada (the "Act") and that the Buyer's registration is in full force and effect;
- (ii) Reasonable evidence of the Buyer's registration under the Act;
- (iii) An Undertaking by the Buyer to remit any tax exigible under the Act in respect of this transaction and to indemnify the Seller against all loss, costs and damages resulting from the Buyer's failure to do so;
- (iv) An Undertaking to readjust all items contained in the statement of adjustments;
- (v) An agreement to accept the assignment of the tenant leases and contracts which the Buyer is assuming in the form described in Subsection 8(a)(iii) of this Schedule A, duly executed by the Buyer; and
- (vi) A Statutory Declaration that the Buyer is not a non-resident of Canada within the meaning of the Income Tax Act.

(vii) An estoppel certificate in Buyers standard form from each tenant listed on Schedule B

9. Representations and Warranties

The Seller represents warrants and covenants to the Buyer that:

- i) As of the date of this Agreement and at the Closing Date it has not received any notice of any proposed expropriation with respect to the Property or any part thereof;
- ii) The Trustees who constitute the Seller are the Trustees of the Beach Congregation of The United Church of Canada. The Trustees and Congregation are governed by the provisions of The United Church of Canada Act, 14-15 George V, chapter 100 and The United Church of Canada Act, S.O. 1925, chapter 125 as amended (the "Provincial Act") and the Trustees have been duly appointed pursuant to the Trusts of Model Deed annexed as Schedule A to the Provincial Act and are authorized to enter into this Agreement as the Seller and the Seller has obtained all church approvals required for the sale of the Property to the Buyer.

10. As-Is, Where-Is

The Buyer acknowledges that the Property, including without limitation the structural elements, foundation, roof and appurtenances and the electrical, mechanical, plumbing and other systems and facilities of the building on the Property, is being purchased in as-is where-is with all faults condition as of the date of this Agreement and as of the Completion Date. The Buyer acknowledges that all or part of the Property has been used for church purposes and that the Seller makes no representation or warranty as to the fitness, potential uses, environmental condition or redevelopment potential of the Property. The Buyer is responsible for carrying out its own due diligence, searches, investigations and inspections in order to satisfy itself as to all matters concerning the condition of the Property.

INITIALS OF BUYER(S):



INITIALS OF SELLER(S):



11. Completion Date

This Agreement shall be completed 60 days after waiver of the Buyer's Conditions as set out in Paragraph 4 of this Agreement (the "Completion Date"). In the event that the Registry and/or Land Titles Office is not open for business on such date, closing shall take place on the next business day that the Registry and/or Land Titles Office is open for business.

12. Possession

On the Completion Date, the Seller shall deliver vacant possession of the Property to the Buyer subject to the rights of any tenant under its lease or rental agreement that is being assumed by the Buyer under the terms of this Agreement.

13. Leases and Contracts

From and after acceptance of this Agreement by both parties, the Seller shall not enter into or amend or vary any lease or contract with respect to the Property which may continue beyond the Completion Date, or consent to any extensions, renewals, sublets or assignments of any lease or contract which may result in the lease or contract continuing after the Completion Date without the prior written consent of the Buyer which approval may be given or withheld in the sole and absolute discretion of the Buyer.

14. Statutory Disclosure Requirements

The Buyer shall cooperate with the Listing and Co-operating Brokerages regarding such disclosures as may be required by the Proceeds of Crime (Money Laundering) and Terrorist Financing Act (Canada) and/or the Guidelines issued by the Financial Transaction and Reports Analysis Centre of Canada.

15. General

In the event of a conflict between the provisions of this Schedule A and the provisions elsewhere in this Agreement, the provisions of this Schedule A shall prevail.

INITIALS OF BUYER(S):



INITIALS OF SELLER(S):



Schedule B
Agreement of Purchase and Sale

This Schedule is attached to and forms part of the Agreement of Purchase and Sale between:

BUYER, Reserve Properties Limited "In Trust"

SELLER, The Trustees of Beach United Church

For the purchase and sale of 2000 Queen Street East, Toronto

dated the 30 day of September, 20 09

LEASES AND CONTRACTS TO BE ASSUMED BY THE BUYER

INITIALS OF BUYER(S):



INITIALS OF SELLER(S):



TORONTO SOUTH EAST PRESBYTERY
Pastoral Relations Commission
Tuesday October 27, 2009 Conference Call

1. **Present:** Doug Bellamy, John Brown , Teresa Burnett-Cole, Johann Kwong , David Lander, John Joseph Mastandrea (Chair), Peter McNaughton, Beth Moore, Susan Smith, David Wood
2. **Regrets:** Larry Beech, Harvey Bride, Barb White, Malcolm Sinclair
3. **WELCOME** John Joseph Mastandrea convened the meeting at 6:05 p.m.
4. **NOTE TAKER** Peter McNaughton agreed to take notes
5. **Review and Approval of Minutes**

MOTION by David Wood / John Brown that the minutes of the September 22, 2009 meeting be approved as written

CARRIED.

6. **Correspondence Log**

There was no correspondence reviewed

7. **Minister Seeking Transfer**

MOTION by David Lander / David Wood, that William Ford be transferred from Newfoundland Labrador Conference East District to Toronto South Presbytery.

CARRIED.

8. **Ministry Personnel Previously Seeking change in Pastoral relations**

<**MOTION:** Duly Moved and Seconded that the committee move in camera to discuss individual situations. > **CARRIED.**

<**MOTION:** Duly Moved and Seconded that the committee move back into committee of the whole.> **CARRIED.**

9. **Ministers being Appointed**

MOTION by Peter McNaughton, seconded by John Brown, that Malcolm Spencer be appointed to Temporary Supervisory Ministry Status for Glen Rhodes United Church by Toronto South East Presbytery for Glen Rhodes Council meeting of November 18, 2009. **CARRIED.**

The roles, remuneration and other considerations are unchanged as outlined in April 23 with the following exceptions:

MOTION by Susan Smith, / Johann Kwong, that the Pastoral Relations Commission accede to the request of Beach United and extend the appointment of Ann Morwood as supply minister in half time ministry

(80 hours per month) for the period December 1, 2009 - May 31, 2010 with the following terms for category F: Salary \$43,521.95 – includes a 13% premium - (pro-rated) Housing Allowance \$23,000 (pro-rated), Cell phone expenses up to \$25/mth, Financial Support for Study \$1,500 (pro-rated) and the following:

2 weeks vacation, including three Sundays; and 11 days of Study Leave over the course of this contract. Vacation and study leave dates to be coordinated with the Ministry and Personnel Committee and the other members of the Ministry Team.

Should the appointment be terminated without cause before the end of the appointment period by action of the Presbytery, BUC will continue salary and benefits until the earlier of (i) the termination date of the appointment, and (ii) the date which is 90 days after the date on which you are first notified that your appointment is being terminated. Payment of salary and continuance of benefits for that period will satisfy all of the obligations of BUC to you with respect to remuneration for the appointment, including any statutory obligations for termination or severance pay.

and all other terms according to The Manual.

CARRIED.

10. Ministry Personnel Seeking Appointment

No new

11. Ministry Personnel in Challenging Circumstance –

<**MOTION:** Duly Moved and Seconded that the committee move in camera to discuss individual situations. > **CARRIED.**

<**MOTION:** Duly Moved and Seconded that the committee move back into committee of the whole.> **CARRIED.**

12. Churches Seeking Appointment

No new

13. Churches in Challenge-

John Joseph Mastandrea has met with two lay members, formerly of Northlea United, who are now at Leaside United. An in camera discussion followed.

14. Churches In Process of Appointment –

- Bloor St. Appointment of Joyce Kelley. Teresa Burnett-Cole will follow up regarding the paper work. An in-camera discussion followed.
- Fairlawn Ave. appointment of Steve Iverson to June 30, 2010. The appointment forms are to be delivered to John Joseph Mastandrea

15. JNAC in Process

St. Mark's JNAC is proceeding well. A congregational meeting is scheduled for December 13, and recommendations arising will proceed to the Pastoral Relations Commission meeting on December 15, 2009. It is hoped that the search process can begin early in the new year.

Fairlawn United has scheduled a congregational meeting to review the report of the JNAC. The JNAC is focusing on ministry needs after June, 2010.

Church of the Master JNAC will present recommendations to Council on November 15. These recommendations should come to Pastoral Relations Commission on November 24.

16. Pastoral Charges in Search Process

Eglinton St. Georges- Clergy Rep Malcolm Sinclair and Lay Rep David Wood. The search process was in abeyance over the summer, but has resumed. The Search Committee will next meet on November 4, 2009, and may be recommending a candidate at that time.

17. OTHER BUSINESS

Covenanting Service between Presbytery, St. Mark's and Cheryl-Lynn MacPherson was held October 25, 2009. Services for Ellen Redcliffe, Parkwoods, and Don Parsons, Eglinton-St. Georges may need to be arranged.

David Wood reported on his visit to Deutsche Evangeliums Kirche. Although the congregation is elderly, there is a good spirit.

Susan Smith reported that the Minister at Alpha Korean is doing well. A student has applied to begin the candidacy process. Teresa Burnett-Cole will follow up regarding the whereabouts of the paperwork.

David Wood enquired about Regent Park, who have an ordained supply minister leading services. Deborah Dineen will be consulted to ascertain if support is needed for the congregation.

It was noted that correspondence has not been sent to congregations indicating who their Pastoral Relations contacts are. Commission members are to contact Ministry Personnel on a ‘cold call’ basis.

18. **ADJOURNMENT:** The meeting adjourned at 6:50 P.M. with prayer led by Teresa Burnett-Cole.
19. **NEXT MEETING** November 24 6 pm Potluck Supper and meeting at Jubilee United Church

Beth Moore, Secretary

John Joseph Mastandrea, Chair

**THE UNITED CHURCH OF CANADA
TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM**

Minutes of the meeting of the Finance and Property Team of Toronto Southeast Presbytery, held on Monday, November 9, 2009 at 4:00 p.m. at Toronto Southeast Presbytery Offices, 763 Pharmacy Ave., Scarborough, with Thomas Clarke, Chair, presiding.

PRESENT

Thomas Clarke (Chair), Clyde Harris (Treasurer), Winston Roach, Wayne White, Joan Chinnery, Hyacinth Robinson-Powell, Abigail Johnson, Nick Walker, Anne Shirley Sutherland (Staff Support).

REGRETS:

CALL TO ORDER

Tom Clarke called the meeting to order followed several short readings and a prayer.

AGENDA:

MOVED by Nick Walker and SECONDED by Wayne White that the agenda be adopted with the addition of two further requests from 2009 to be included with that item.

MOTION CARRIED

1. Appointment of Secretary

In the absence of a permanent secretary the Chair undertook to provide minutes for this meeting.

2. Approval of Minutes of October 19, 2009 and October 26, 2009:

Several typos and spelling errors were noted including the spelling of Tom Steele.

MOVED by Clyde Harris and SECONDED by Winston Roach that the minutes of October 19, 2009 are adopted as corrected.

MOTION CARRIED

MOVED by Joan Chinnery and SECONDED by Hyacinth Robinson-Powell that the minutes of October 26, 2009 are adopted as corrected.

MOTION CARRIED

3. Business Arising

i. Riverdale/Glen Rhodes Amalgamation Discussions

Anne Shirley Sutherland reported that the congregations have realized that the process will take longer than they may have previously thought and are now looking at a June 2010 date. David Lander has been recruited as a presbytery representative to be part of their discussions.

ii. Don Mills Property Redevelopment

The Chair reported on his conversations with Edith-Anne Shantz, minister to Don Mills and a meeting with members of their Board subsequent to the Team's October 26th meeting. At the meeting he provided the reasons why the Team had not acted on the proposed Agreement of Purchase and Sale. Subsequent to the meeting the minister forwarded an email which proposed a process of issuing a Request for Proposal. The Chair had asked for clarification on several points which had not been received. (Note added: Edith-Anne had been away in Cuba until a day or so after the Team meeting)

The Team agreed and the Chair will advise Don Mills Pastoral Charge that a Request for Proposal process is an acceptable way of identifying a potential developer to work with in the purchase and redevelopment of the property with a remaining United Church presence. The Team would want to see and consider for approval a draft of the Request for Proposal before it is issued.

4. Treasurers Report

i. Current Year (July 1/09 to December 31/09)

The Treasurer shared a financial report provided by the Toronto Conference Financial Administrator showing presbytery expenses up to Nov 5, 2009 of \$436.64 of which the first meeting costs netted out as \$380.17. A version of the expense report is attached as **APPENDIX A**.

ii. Request for Additional Expenditures from 2009 Budget

John Lee, Chair of Presbytery had forwarded a request for Finance & Property consideration of three items to be funded from \$9,000 of 2009 budget that was unallocated.

- **\$ 2,000 for Executive retreat**
- **\$ 4,000 for technical support/ development for presbytery recognized websites**
- **\$ 3,000 for presbytery promotional material**

The Chair had previously received a separate communication from Harry Brown on behalf of communications for \$2,600 with mock ups attached. They propose to produce a bookmark, 400 per congregation/mission unit as a device to celebrate and lift up building healthy, faithful communities of faith and the partnership between and among presbytery and the congregations/mission units.

The Treasurer expressed concerns that first two items could not be completed by December 31, 2009 and as such could not be charged to the 2009 budget. Although the rationale provided for the second referred to Manley James' presentation at September Presbytery, members of the Team did not see the connection and found the proposal ambiguous. It was noted that the Presbytery website was actually on the Conference Website and upgrades would be Conference responsibility. It was also noted that Toronto Conference would have a technology fund of \$100,000 in place in June 2010. For the third item Harry Brown had provided assurance that the materials would be produced by the end of the year. After discussion the Team felt that it could not recommend the first two items but would recommend the third.

MOVED by Clyde Harris and SECONDED by Joan Chinnery that the Property and Finance Team recommends that the Executive authorize the expenditure of up to \$3,000 by the Communication Committee for a promotional bookmark as a variance to the 2009 approved budget.

MOTION CARRIED

iii. Update re Financial Policies and Procedures

No action as yet as Treasurer is waiting for Toronto Conference to convene a meeting of Presbytery Treasurers.

5. Budget 2010 (order of the Day 5:00 pm)

Clyde Harris, Treasurer, introduced the budget by advising that request for expenditure as received from the Executive and Chairs of Teams, amounted to \$44,050 whereas our Grant from Toronto Conference for 2010 was only \$30,000. Hence the draft budget showed deficit of \$ 14,050. He further advised that when the new Toronto Conference assessment formula was agreed to for implementation in for the 2010 budget year, it was the hope and

expectation that there would be no additional presbytery assessment in that first year as pastoral charges would be getting used to both a different calculation and in a significant number substantially higher assessments. There was no suggestion from the Team that a presbytery assessment be part of the budget. The Treasurer also provided a spreadsheet showing the breakdown of the requests from each unit. It was agreed we need to recommend a balanced budget.

There was considerable discussion as to how to proceed. Members of the Team identified the lack of an overriding vision for prioritizing budget expenditures and the need for both vision and narrative to support future budget exercises. This year there was no time to seek additional information or engage in more dialogue. The Treasurer and the Team agreed that in the New Year, as early as January, we needed to develop a clear budget building process for the 2011 budget.

By looking at the larger requests, the following reductions were proposed.

- \$4,850 from Executive by reducing allocation for workshops and training, noting that other teams had included some modest requests for same;
- \$7,500 from Agenda planning by reducing the allocation for meeting costs to \$2,500 based on the food costs for September of \$380. It was felt we could not spend one third of the budget on our own care and feeding;
- \$1,000 from communications on the assumption that they would focus more on electronic media;
- \$ 500 from Admissions by reducing the allocation for honorarium/bursaries from \$2,000 to \$1,500.
- \$1,000 from Congregational Life and Youth, noting that there total allocation of \$6,000 would still allow them significant funds for programming, leadership development, faith development as they has requested

The remaining balance of the \$30,000 would be a small contingency.

MOVED by Nick Walker and SECONDED by Wayne White that Finance and Property Team recommend an expense budget of \$29,200 to the Executive with details to be provided by the Treasurer based on our discussion.

MOTION CARRIED

6. Requests for Expenditures (Continued)

i. Request for Reimbursement to Victoria Park

The Finance and Property Team received a request from John Lee, Chair of Presbytery to cover the costs of pulpit supply for Christina Boyd while she attended General Council. The request was discussed at considerable length and through the background knowledge of some of those present, the Team were made aware of the complexity of the issue. There were also some matters that were not clear such as who is requesting payment or reimbursement and whether there was any indication of who in Toronto Scarborough Presbytery may have made or implied a commitment beyond the life of that presbytery.

MOVED by Abigail Johnson and SECONDED by Wayne White that Finance and Property Team recommends that the Executive consider a mediative process to resolve the issue of payment of supply at Victoria Park pastoral charge.

MOTION CARRIED

ii. Request for Support to attend “River Running” Intercultural Workshop

A request for support had been received from a member of Donway Covenant. Anne Shirley Sutherland noted that it had also been forwarded to Congregational Life and Youth Team. The Treasurer noted that the CL&Y had funds remaining in their 2009 allocation. Since Intercultural Church is part of the mandate of CL&Y they should be

making the decision and have the means to act if they so wish. The Chair will reply to the request (email) as per the discussion and Anne Shirley Sutherland will follow up.

7. Sale of Manor Road Manse – need to amend Toronto South Motion

The Team reviewed correspondence from the Manor Road Trustees and their solicitor, Beth Moore, advising that the description of the property in the motion of Toronto South Executive approving the sale was incorrect and requesting that the motion be amended.

Motion Amending Sale Motion For Manor Road Manse

Whereas Toronto South Presbytery Executive in its meeting of June 29, 2009 approved the sale of the Manor Road United Church manse as per the following motion: “**Moved by Penny Keel and seconded by Dorothy Amos that Toronto South Presbytery approve the acceptance of The Agreement of Purchase and Sale, from the Trustees of Manor Road Pastoral Charge, of a manse, known municipally as 236 Manor Road, Toronto, Ontario and legally described as Lots 36 to 40, Plan 1787, to which the Trustees hold the title, for a selling price of \$1,095,200, with a down payment of \$50,000., the balance due by cash or certified cheque on the closing date of November 30, 2009, or earlier as agreed to by the parties.**”, and

Whereas legal counsel acting for Manor Road Pastoral Charge has advised that legal description of the property in said motion is an error and has requested that it be corrected before the closing of the sale on November 30, 2009.

IT IS MOVED by Winston Roach and SECONDED by Wayne White that the motion of Toronto South Presbytery Executive of June 29, 2009 approving the acceptance of The Agreement of Purchase and Sale be amended by deleting “Lots 36 to 40” and substituting “Lot 36”, and

That this action be noted in the minutes of the June 29, 2009 meeting of the Executive of Toronto South Presbytery.

MOTION CARRIED

8. Inquiry from Leaside United re Strategic Planning

An email inquiry was received from Fraser Holman, Leaside Pastoral Charge, regarding any advice and/or assistance we might provide in regard to planning for future space and building needs. Nick Walker agreed to contact him, clarify what they might be seeking and advise as he is able.

9. Bloor Street United Church

Chair reported briefly on a conversation he had with Michael Hilliard regarding the history of their redevelopment initiatives which had not produced a satisfactory result. The congregation had recently agreed to remain in their present building s for 10 years. However, more recently developers have made new approaches which may open up the discussion again. He agreed that he would brief the Team in January.

10. Next & Future Meetings

Monday December 14, 2009 4:00 pm to 6:30 pm – an optional meeting at call of Chair if urgent matters require it

Monday January 11, 2010 4:00 to 6:30 pm, both at the Toronto Southeast Presbytery Office.

January agenda to include: Bloor Street briefing, Nick Walker re Leaside, Clyde Harris re developing a budget process.

Hyacinth Robinson-Powell advised that she would be out of the country for December, January and February.

11. On a MOTION BY Hyacinth Robinson-Powell, SECONDED by Abigail Johnson
the meeting was declared adjourned at 6:40 pm.

Thomas Clarke
Chair

Thomas Clarke
Secretary protem

**TORONTO CONFERENCE
Toronto Southeast Presbytery
Financial Report
November 2009**

	Date	Num	Name	Memo	Amount
E150 – Presbyteries					
E153 - Toronto Southeast					
Commission & Committee Expenses					
	17/09/2009	16687	Connie Capes-Leslie	Congregation Life & Youth Team Lunc	<u>56.47</u>
Total Commission & Committee Expenses					56.47
General Office Expenses					
	22/07/2009	16543	Wendy Miller Reliable Copier Ltd	TSE Petty Cash Fund	200.00
	05/08/2008	16584	Lynella Reid- James	Photocopier - Toronto Southeast	440.97
	05/08/2008	16586	Reliable Copier Ltd	Staff Gifts - TSE	73.01
	10/09/2009	16655		Photocopier - Toronto Southeast	1,060.53
	17/09/2009	16681	Bell Canada.	Telephone Charges -TSE	86.56
	08/10/2009	16722	United Church Resource Dist Various		131.33
	20/10/2009	16764	Bell Canada. Citi Cards Canada Inc.	Telephone Charges	86.55
	01/11/2009	16818		General supplies	231.07
	05/11/2009	16833	Wendy Miller	W. Miller (October)	<u>35.27</u>
Total General Office Expenses					2,345.29
Meeting Costs					
	24/09/2009		Misc.	Cash Received from September 15 Pr	-144.00
	08/10/2009	16741	Wendy Miller	Food - September meeting	30.71
	10/15/2009		Visa Charges	Food - September meeting	<u>493.46</u>
					380.17
Total E153 - Toronto Southeast					2,781.93
Less General Office Expenses (Covered by Central Conference Budget)					<u>2,345.29</u>
TOTAL	Net Costs of Toronto Southeast Presbytery				436.64

**Toronto Conference
Toronto Southeast Presbytery
Executive Minutes**

November 10, 2009 – 963 Pharmacy Avenue, Toronto

Vision: The Vision of Toronto Southeast Presbytery is to enable and support good, faithful and healthy communities of faith within our member Pastoral Charges and to provide opportunities for cross-congregational initiatives where individuals from Congregations with shared calls to specific ministries may work together.

Present: John Lee (chair), Mark MacLean (secretary), Harry Brown (communications), Clyde Harris (treasurer), Lynella Reid-James (agenda planning), Anne Shirley Sutherland (staff), Paget Blaza (member at large), Michael Cottrell (member at large), John Lloyd (communications).

Call to Order

Worship – Michael Cottrell

Agenda Review

Two additions were added to the agenda under “New Business”

- i) Letter from Rev. Peter McNaughton Re: Covenanting Services.
- ii) Appointment of Executive to Formal Hearing Committee.

Moved: Mark MacLean

Seconded: Harry Brown

Carried

Correspondence – Received as presented:

- 1) **Oct 27** – Murray Cutler: Extra Appeal and Building Status: Ina Gage are moving into their new build later in November
- 2) **Oct 14** - Diane Bosman, Committee Member Service – appointment of Joan McCalmont to the Roman Catholic-United Church Dialogue of the General Council

Approval of Minutes – Approved as Presented, Executive Meeting October 26th

Moved: Mark MacLean

Seconded: Lynella Reid-James

Carried

Business Arising

I) Creation of Circle of Accountability: The Circle of Accountability has been created with full membership under the mandate as presented by presbytery staff. As yet it has not met but will in coming weeks.

II) Formation of Formal Hearing Committee: Membership is confirmed and is made up of; Ruth Nicholls, Peter Wyatt, Cheryl-Lynn MacPherson, Gretta Vosper and Orville Green.

III) Appointment to Joint Congregational Committee: There has been an appointment to the Joint Congregational Committee between Glen Rhodes and Riverdale United Churches from the presbytery in the person of Rev. David Lander.

Team Reports:

1. **Communications – John Lloyd & Harry Brown:** Bookmark initiative is presented. Communications has developed a model for a bookmark to be distributed at presbytery's expense to all congregations. Each congregation will receive 400 bookmarks to highlight the work and partnership of presbytery and our congregations. This amount will be adjusted according to congregational size but is hoped to be a vehicle for internal communication within congregations about the work of the presbytery.

After the presentation John Lloyd was excused from the meeting with thanks.

2. Nominations – Anne Shirley Sutherland:

- A. It was reported that at the moment the Nominations group was essentially non-functional. The team requires a chair to move forward and to have a complement of people to achieve its mandate.
- B. It was reported that Toronto Southeast requires a third appointment to Toronto Conference Executive and that preference would be given to an ordained woman representing a diverse ethnic background.

3. Agenda Planning – Lynella Reid-James: Discussion ensued upon the presentation of the proposed agenda for the November Plenary meeting as presented by Lynella. It was agreed that announcements would be a rolling list prior to the meeting. Consideration was given to moving the Executive meeting to 2 weeks prior to the plenary and that once the agenda was approved there would be no further changes (other than from the floor) after the Friday noon prior.

For the next plenary, it was agreed to review the agenda, approve the minutes and move business arising potentially together with new business as one unit. All unresolved business to be referred to the next meeting of the executive.

It was agreed to eat prior to the meeting downstairs, moving up at 7:00 pm for meeting and use mobile sound system (not the Tamil congregation's equipment).

4. Finance and Property – Tom Clarke:

Three specific requests were brought before the executive for action;

- a. **To Approve the variance to the 2009 Budget to accommodate the cost of the bookmarks for Communications**

Moved: Clyde Harris
Seconded: Michael Cottrell
Carried

- b. **Consensus was achieved to support the recommendation to Conference Executive as presented in the Finance Report – see Appendix A**
- c. Budget presentation: Recommend to accept budget for upcoming year 2010 as presented. Two formats are presented. Detailed (long form) breakdown of expenses and overall picture (short form) budget presented in categories.

It was moved to accept budget as presented and to present “short form” to the plenary meeting.

Moved: Clyde Harris
Seconded: Lynella Reid-James
Carried

Discussion ensued around travel expense reimbursement for the work of presbytery which was referred to the Property & Finance Team for review and recommendation.

It was reported that there may be other sources of financing for presbytery activities as there appears to be .5 of a year of income in 2009 available to be accessed from the St. Enoch's fund as per TUCC correspondence. This will require a letter to be sent to the TUCC Board to clarify situation in regard to the Tri-Presbytery Fund.

It was moved to accept the report of Finance and Property as a whole.

Moved: Clyde Harris
Seconded: Michael Cottrell
Carried

Ad Hoc Discussion:

A discussion ensued related to Governance Issues in the presbytery. Consensus was achieved to create an Ad Hoc committee to review and identify areas of concern related to governance/administration & policy creation.

Membership of the committee are; Anne Shirley Sutherland, Harry Brown & Tom Clarke.

Check-In: Visioning for our future

- Should we create a specific retreat to address visioning?
- What would people like to achieve from such an experience?
- Refer to the \$2000.00 requested for the retreat in the budget.
- Discussion ensued related to defining "mission" of the presbytery.
- Paget felt it should be grounded with practical implications to achieve objectives.
- Lynella felt a retreat of this nature should include the entire expanded executive membership including all corresponding members.
- John felt we should include expanded executive but also have time with executive for team and vision building
- A group to explore potential agenda and timing for such an event was proposed of;
- Michael Cottrell, Anne Shirley Sutherland, Paget Blaza, Lynella Reid-James and Mark MacLean.

Presbytery Membership:

The Manual states that presbytery membership is made up of members of the Order of Ministry appointed to Missions within the presbytery and lay members appointed by Missions (6.1.6 and 6.2.5). There is some lack of clarity if Malvern was ever made an official outreach ministry and the West Don has not been so recognized. We believe the Christian Resource Centre has been. Nevertheless we would like to confirm our recognition of all of these three ministries and ensure they are each entitled to one voting member at presbytery.

Motion: That the Executive of the Toronto Southeast Presbytery name the following three organizations as ministries and/or missions of the Toronto South East Presbytery each entitled to one vote: Christian Resource Centre, Malvern Community Ministry and West Don Ministry Project.

Moved: Mark MacLean
Seconded: Paget Blaza
Carried

New Business:

1. Appointment of Chair and Secretary for Formal Hearing Committee.
Chair: Peter Wyatt; Secretary: Ruth Nicholls

Moved: Harry Brown
Seconded: Lynella Reid-James
Carried

Covenanting Services:

as per correspondence received from Rev. Peter McNaughton related to oversight of the services. Mark MacLean agreed to write a draft policy document providing liturgical framework and guidelines for potential “regional” Covenanting services and potential “local” services of celebration of covenant action by presbytery. This issue is related to content in section 353a of “The Manual”.

A brief discussion ensued about a potential presbytery directory for internal use only.

Closing Prayer – John Lee

Adjournment 6:27 p.m.

NEXT MEETING: Tuesday December 8th, 4 - 6:30pm at 963 Pharmacy Ave.
Send agenda items to Wendy by December 1st at wmiller@united-church.ca

John Lee
Chair, Toronto Southeast Presbytery

Mark MacLean
Secretary, Toronto Southeast Presbytery

Appendix A**REPORT TO TORONTO SOUTHEAST PRESBYTERY EXECUTIVE****FINANCE AND PROPERTY TEAM****OCTOBER 31, 2009****Submitted by Thomas Clarke, Chair, Finance and Property Team**

The Finance and Property Team has met on three occasions, September 21, 2009, October 19, 2009 and October 26, 2009, the latter being a by conference call.

On September 21, 2009, The Finance and Property Team dealt with these matters:

- Review of the Finance & Property mandate from the Governance Handbook
- Review of the timetable for the development of the 2010 budget
- Review and approval of a proposal to purchase a portable sound system. Subsequently the Executive decided not to proceed with the sale and as a result no further action was taken.
- Reviewed and discussed background and current offer to purchase 129 St. Clair Ave West (Deer Park United Church). Although a previous offer of purchase which had been approved by Toronto South Presbytery had not been consummated after a number of delays, a new offer to purchase has been received.
- Received background briefing on Beach United Property tendering process that had been approved by Toronto South Presbytery
- Received a briefing on status of Bedford Park United redevelopment planning
- Heard an oral report on a recent meeting attended by Chair and Hyacinth Robinson-Powell and others to learn at an early stage of possible changes to Malvern Emmanuel United Church.
- Were advised of an initial meeting between Riverdale and Glen Rhodes to explore amalgamation.

In October the Finance and Property Team made the following decisions:

- **Deer Park Pastoral Charge: Approved the sale of Deer Park Church (129 St. Clair West) as per the following motion as extracted from the minutes of October 19, 2009.** The many “whereas” clauses provide a good summary of the recent journey of the Deer Park congregation.

Matters of Confidentiality: The name of the buyer and proposed purchase price are withheld from the current minutes and the Agreement of Purchase and Sale which contains that information will not be attached to the official copy of the minutes until the expiry of the a period of confidentiality. The Team, however, has been privy to the full information in making its decision. The question of confidentiality and this means of dealing with it has been reviewed with General Council Legal Counsel.

Whereas the Congregation of Deer Park Pastoral Charge voted, in a duly constituted congregational meeting on April 29th, 2007, that “while the congregation discerns where God is calling us, the Deer Park Pastoral Charge vacate the premises at 129 St. Clair Avenue West, and relocate as a continuing congregation of the United Church of Canada to a viable place of worship”; and

Whereas the Congregation of Deer Park Pastoral Charge received for information and action the reports from three working Task Groups (Artefacts, Long Range Planning and Real Estate) at a duly constituted congregational meeting on February 17th, 2008; and

Whereas the Congregation of Deer Park Pastoral Charge at a duly constituted meeting on February 24th, 2008 directed “the Board of Trustees to proceed with the listing of the property at 129 St. Clair Avenue West, in accordance with the guidelines and procedures outlined in the Manual 2007, the Congregational Trustees Handbook 2004 and the Toronto South Presbytery Handbook; and

Whereas the Executive of Deer Park Pastoral Charge meeting on March 10th, 2008 appointed a Real Estate Sales Committee and endorsed the terms of reference of the Committee (re-mandated September 9, 2009) to attend to details of the sale; and

Whereas the Executive Committee of Deer Park Pastoral Charge received updated reports on the Real Estate Sales Committee on March 25th, 31st, April 14th, May 7th and August 22nd, 2008 and September 9, 2009; and

Whereas Toronto South Presbytery at its Executive meeting of April 22nd, 2008 approved the relocation of Deer Park Pastoral Charge to Calvin Presbyterian where they have continued since June 2008; and

Whereas the Executive of Deer Park United Church has in its meetings May 7th, 2008 and September 9th, 2009 directed the Trustees to proceed with the sale of said property in accordance with the terms of a proposed listing agreement; and

Whereas the Trustees of Deer Park Pastoral Charge have requested the consent of Toronto Southeast Presbytery for the sale of said property as per the draft agreement for the sale; and

Whereas the Finance and Property Team of Toronto Southeast Presbytery is empowered to act as a Commission of the Presbytery in matters falling under Manual (2007) section 335

IT IS MOVED BY Wayne White and SECONDED BY Abigail Johnson

- (a) that Toronto Southeast Presbytery approves the acceptance of The Agreement of Purchase and Sale of the church building and adjacent lands, Parts Lots 11 to 13 and Part Lots 19 to 21, Plan 325E, the City of Toronto, and known municipally as 129 St. Clair Ave West to which the Trustees hold the title, to ----- for a selling price of \$----- subject to adjustments on closing and a Vendor take back mortgage of \$2,000,000 for a term of two years at a 5% per annum interest rate payable in interest only quarterly and other terms set out in the Agreement of Sale; and
- (b) that until a proposal of the dispersal of funds from the sale by the Trustees of Deer Park Pastoral Charge of the church building at 129 St. Clair Ave. West is presented to the Finance and Property Team, the sale proceeds including any interest payments accruing from the Vendor Take Back Mortgage remain in trust (with solicitor) and that the principal and interest not be accessed until the proposed dispersal of funds is approved by the Finance and Property Team of Toronto Southeast Presbytery; and
- (c) that a copy of the full statement of sale and adjustments at closing be provided to the Finance and Property Team of Toronto Southeast Presbytery in an expeditious manner.

MOTION CARRIED

The Deer Park Trustees' motions and Agreement of Sale and Purchase are attached respectively as Appendix "A" and "B" to these minutes.

- **Beach Pastoral Charge:** Meeting by conference call, approved the sale of 2000 Queen St E. (former Bellefair United Church site) as per the following motions extracted from the minutes of October 26, 2009:

Whereas the Beach Pastoral Charge which came into being by amalgamation of Kew Beach and Bellefair pastoral charges on July 1, 2007 has undertaken a process of discernment of its real property needs which resulted in a process of tendering for sale approved by Toronto South Presbytery at the Executive meeting of June 29, 2009, and

Whereas the Guiding Council of Beach United Church at its meeting of October 17, 2009 has decided on a suitable offer of purchase of the Beach West (former Bellefair United Church) property and directed the Trustees to proceed with the sale of said property in accordance with the terms of a proposed Agreement of Purchase and Sale; and

Whereas the Trustees of Beach Pastoral Charge at its meeting of October 18, 2009 have requested the consent of Toronto Southeast Presbytery for the sale of said property as per the Agreement for Purchase and Sale; and

Whereas the Finance and Property Team of Toronto Southeast Presbytery at its meeting of October 19, 2009 has been briefed on the results of the tendering process, the rationale for the acceptance of a preferred offer and the financial plan for the use of the proceeds from sale, and

Whereas the Finance and Property Team of Toronto Southeast Presbytery has reviewed the Agreement of Purchase and Sale dated September 30, 2009, and

Whereas the Finance and Property Team of Toronto Southeast Presbytery is empowered to act as a Commission of the Presbytery in matters falling under Manual 2007 section 335,

IT IS MOVED BY CLYDE HARRIS and SECONDED BY WINSTON ROACH

- a) *that Toronto Southeast Presbytery approve the sale of the church building and adjacent lands of Beach West United Church, formerly Bellefair United Church, at 2000 Queen Street East, fronting on the north side of Queen St. E. in the city of Toronto and having a frontage of 101.6 feet [more or less] by a depth of 170 feet [more or less] and legally described as Plan 5E, lots 9-11, City of Toronto PIN 210040313 to the buyer and for the price and other conditions as set out in the Agreement of Purchase;*
- b) *that until a proposal for the use of funds from the sale by the Trustees of Beach Pastoral Charge of 2000 Queen St East is presented to the Finance and Property Team and on the recommendation of the Team and pursuant to Section 334 (b) of the Manual 2007, approved by the Executive of Toronto Southeast Presbytery, the sale proceeds remain in trust with solicitor of Beach Pastoral Charge; and*
- c) *that a copy of the full statement of sale and adjustments at closing be provided to the Finance and Property Team of Toronto Southeast Presbytery in an expeditious manner; and*
- d) *that, for reasons of confidentiality consistent with commercial property transactions, the Agreement of Purchase and Sale be appended to the minutes of this meeting no sooner than the completion date as set out in Schedule A to the Agreement (60 days following the waiver of Buyers Conditions for which the buyer has 60 days following acceptance of the Agreement by both parties.)*

MOTION CARRIED

In the discussion to the motion the Chair shared his conversation with Cynthia Gunn, General Council Legal Counsel regarding the confidentiality issues of these kinds of sales. She agreed that confidentiality was a feature of urban commercial transactions and did not fit into the transparency usually seen in the past in Presbytery motions re sales of property. She noted that our minutes should make clear that our Team had

seen and reviewed the documents; i.e., that we had full information and that there be some provision for accessing the documents once the confidentiality period had passed.

Other discussion of the motion noted that (b) referred not to detailed plan for renovation but the financial plan for use of the proceeds of sale and that (d) should involve a subsequent motion by Finance and Property to formally release the Agreement and attach to minutes as Appendix "B".

The Finance and property Team also dealt with these matters in its meeting of October 19, 2009:

- Beach Pastoral Charge: Received a presentation from Tom Steel, Treasurer of Beach United regarding the property discernment process and outcome of the tendering process for one of the two church properties currently held by Beach United following the amalgamation of Bellefair United Church and Kew Beach United Church. Determined to meet by conference call to review the proposed Agreement of Purchase and Sale and make a decision in the matter.
- Riverdale and Glen Rhodes Pastoral Charge: Received information that Riverdale has advised of its intention to enter into amalgamation discussions with Glen Rhodes, that a first meeting was to be arranged, and that they were requesting presbytery representation in those discussions. After discussion the Team felt that Pastoral Oversight needed to be advise and that Executive should coordinate presbytery involvement because the amalgamation decision would betaken there. Finance and Property would be available for discussions around property matters.
- Don Mills Pastoral Charge: Finance and Property had been aware that Don Mills were considering property options for their site at 126 O'Connor Dr. Unexpectedly, the congregation forwarded a proposed offer of purchase and sale from a developer. After review the Team declined to deal with the proposed sale because there had been no request for approval to offer the property and other concerns about the matter. The Chair was directed to meet with representatives of the congregation.
- Green Wakening Network Project: The Team reviewed the proposed project to gather and analyse congregational data on energy consumption which had been referred by the Executive. The Team endorsed the project and as requested by the Green Awakening Network, the Chair has sent a letter to pastoral charges encouraging their participation.

**Toronto Conference
Toronto Southeast Presbytery**

November 17, 2009 – 963 Pharmacy Avenue, Toronto

Theme: Our City, Our Mission: Mission Strategy in Toronto Southeast

Vision: The Vision of Toronto Southeast Presbytery is to enable and support good, faithful and healthy communities of faith within our member Pastoral Charges and to provide opportunities for cross-congregational initiatives where individuals from Congregations with shared calls to specific ministries may work together.

Present:

Ministry Personnel (retained/appointed/called, including DLM's): Lee-Ann Ahlstrom, Daniel Bogert-O'Brien, Sarah, Bourcier-Miller, John Brown, Teresa Burnett-Cole, Richard Choe, Margaret Collard, Michael Cottrell, Karen Dale, Lorri Daly-Price, Marc Doucet, Kathy Edmison, Sydney Elias, Bruce Ervin, Deian Evans, Ron Ewart, Marie Goodyear, Allan Hall, Deborah Hart, Won Hur, Abigail Johnson, Hae Bin Jung, Joyce Kelly, Bill Kervin, Hoon Kim, David Lander, John Lee, Darren Liepold, Mark MacLean, Cheryl-Lynn MacPherson, John Joseph Mastandrea, Jim McKnight, Peter McNaughton, Chris Miller, Wenh-In Ng, Doug Norris, Vicki Obedkoff, Fran Ota, Ellen Redcliffe, Gary Redcliffe, Ted Reeve, Debra Schneider, Cynthia Scott, Edith-Ann Shantz, Alydia Smith, John Smith, Richard Tamas, Martha ter Kuile, Hans van Nie, Barbara White, Ralph Wushke.

Retired Ministry Personnel: Marion Current, Frank Dalton, Jean Day, Johann Kwong, Janet MacPherson, Bruce McLeod, Rob Metcalf, Walter Ridley, Mike Skibinski, Zenovia Skibinski, Malcolm Spencer, Ella Taylor-Walsh.

Lay Presbyters: Paget Blaza, Ross Boden, Nicole Bourassa-Burke, Robert Boyd, Andrew Cassidy, June Cavers, James Chong, Hack-Pil Chung, Pat Clark, Tom Clarke, Tina Conlon, Murray Cutler, Debra Dineen, Lea Elcombe, Bruce Galbraith, Carol-Anne Green, Glen Greenwood, Kitty Huang, Jeff Ince, Michael Kennedy, Jessie Kerr-Lawson, Alex Langford, George Lee, Jean Lee, John Lloyd, Pam Lock, Jim McKibbin, Sue Metcalf, Beth Moore, Alan Morson, Flo Morson, Bob Nelson, Aubrey Peterson, Lynella Reid-James, Winston Roach, Hyacinth Robinson-Powell, Bill Scott, Ron Scott, Sue Sisam, Edith Smith, Susan Smith, Vicki Smith, Marian Stinson, Clarice Terry, Amy Thornton, Liz Tinker, Evelyn Turner, Ila Vaculik, Marg Walker, Marni Whitaker, Karen Whitewood, Mabel Wong, David Wood.

Other (Staff, Candidates, Visitors): Anne Shirley Sutherland (staff), Wendy Miller (staff), Sifiso Mpofu (visitor), Young Cho (visitor)

Regrets

Ministry Personnel (retained/appointed/called, including DLM's): Connie Capes-Leslie, Douglas duCharme, Karen Hamilton, Jean Hunniset, Paul Hutchison, Katherine Irwin, Stephen Iverson, Annie Jannaway, Jennifer Janzen-Ball, Lorna Joblin, Geoffrey Julian, Don Parsons, Scott Patton, Teresa Ramsey-McNeil, Norm Selby, Judy Shand, Malcolm Sinclair, Ambury Stuart, Joan Wyatt, Peter Wyatt.

Retired Ministry Personnel: Barry Brooks, Richard Cammidge, Dick Davidson, Frank Gabourel, Don Lowery, Wing Mak, Betty Marmura, Ron Nickle, Marion Pope, Charles Swan.

Lay Presbyters: Dorothy Amos, Rosalie Bradley, Joan Chinnery, Inglis Gray, Clyde Harris, Hannah Lee, John MacLennan, Gordon MacNeill, Lynda McCowan, Irene Peters, Genie Roth, Shirley Schwindt, Margaret Sumadh, David Peter Thomson, Dieter Wutherich.

Candidates: Carmen Palmer, Henry Poutiainen.

Roll Category	Roll	Present	Regrets	Absent
Ministry Personnel (retained/appointed/called, including DLM's) - 1/3 for quorum ... 34	112	51	20	41
Retired Ministry Personnel	76	12	10	54
Lay Presbyters (1/3 for quorum) ... 31	92	51	15	26
Other (Staff, Candidates, Visitors)		4		
Totals	280	118	45	121

Quorum: A quorum was present and maintained throughout the meeting.

6:00 PM Refreshments/ dinner - served in the lower hall with announcements projected.
7:15 PM Call to Order: Chair Rev. John Lee called the meeting to order.

Agenda Review: Move within omnibus motion to include that the;

- i) **Agenda** be amended to “Business Arising” (if any) with “New Business” later in the meeting.
- ii) **Governance Motion** – that Toronto Southeast Presbytery:
 - 1. grant the privileges of corresponding membership to all visitors to this meeting
 - 2. empower the Executive from the rise of this meeting until the next regular meeting to act on behalf of Toronto Southeast Presbytery with a recommendation from the appropriate standing committee wherever possible.
 - 3. receive for information the minutes of the TS Executive Meeting of October 13, 2009.

- iii) **Minutes of Previous Plenary** – that the Toronto Southeast Plenary minutes of September 15, 2009 be accepted as presented.

Evaluation / comments - Lynella Reid-James received some comments after the September plenary, and has tried to respond to them in the preparation of this meeting.

Moved: **Lynella Reid-James**

Seconded: **Mark MacLean**

Carried

Order of the Day: Theme Exploration with Mission Strategy and Mission & Outreach Committees

Opening Prayer: Alydia Smith from Mission and Outreach: Centered on thanking God for the opportunities of mission in our city and making connections between various missions and God's work, and for the presence of the Spirit in our meeting.

Introductory Comments

Reading Isaiah 42: 1-9 – Malcolm Spencer

Hymn MV 42 Holy ground – Malcolm Spencer

Theme: Reality – Locating Ourselves in The City of Toronto – Ron Ewart
Exploring emerging mission strategies:

- Community ministries
- New Urban Realities - Responding to globalization
- Re-tooling current ministries

Table Groups: “Is Any of that Real for You?”
“How does it feel?”

Our Responses:

Community Ministries – Liz Tinker

Chorus # 6 MV *Holy Spirit, Come Into Our Lives* – repeated throughout

- i) Malvern Community Outreach Rev. Sydney Elias: Outreach Minister
- ii) Christian Resource Centre Debra Dineen, Executive Director
- iii) Toronto Urban Native Ministries Rev. Allan Sinclair
- iv) Ecumenical Chaplaincy, U of T Rev. Ralph Wushke

(Presentations available upon request through presbytery office.)

New Urban Realities and Responding to Globalization

i) West Don Project: Doug Norris & Tina Conlon

Congregational life: retooling and new approaches to ministry – Ron EwartEast End Ministry Project – Rev. Richard Choe

Malcolm Spencer offered a closing prayer.
Chorus #6 MV

General Council Report: Rev. Barb White (Introduced by Paul Stott, presentation available upon request through presbytery office.) Toronto Conference has two representatives to General Council Executive. They make official visits to all the presbyteries and this evening we are pleased to hear from Barb White in this capacity. Major Priorities Areas for GCE:

- 1) Emerging Church
- 2) Faith Formation
- 3) Authentic Relations with Youth
- 4) Social Justice

BECOMING A WHOLE PEOPLE – Triennial Moderator's Plan

- ▶ Year One – Developing Communication Strategies:
 - 1) going to Copenhagen World Climate Summit
 - 2) developing worship and educational resources
 - 3) inviting congregations to be a part of the initiative
- ▶ Year 2 – Train Travel across country to visit regions and reduce carbon footprint.
- ▶ Year 3 – collecting info and assessing outcomes to report to GC 41

New Business:**Admissions – Pam Locke & Bruce Galbraith: (Motions attached)**

1. Henry Poutiainen – support for his continued candidacy
2. Hannah Lee – recommend for Ordination May 2010
3. Basil Coward – recommended for Admission May 2010
4. Alydia Smith - support her continued candidacy
5. Anne Hines – recommend for Ordination May 2010

Moved (with thanks): Mark MacLean**Seconded:** Pam Locke**Carried****Pastoral Relations – John Joseph Mastandrea: (Motions attached)**

1. William Ford – transfer from Newfoundland Labrador Conference, East District
2. Malcolm Spencer- temporary supervisory ministry status for Glen Rhodes
3. Ann Gilbert-Morwood – extension of appointment at Beach United to May 31, 2010

Moved (with thanks): Mark MacLean**Seconded:** John Joseph Mastandrea**Carried****Finance: (Motions attached)**

1. Motion to purchase a Peavy Portable sound system for the presbytery
2. Motion on the sale of the Deer Park UC church building – deferred

Moved (with thanks): Tom Clarke**Seconded:** Winston Roach**Carried**

2011 Budget – Tom Clark, Chair Finance & Property

Discussion:

- 1) Hans Van Nie: Request note to indicate that groups previously supported financially by Inter-Church; Inter-Faith may seek support in 2011 budget. Please acknowledge and accept this past support in case of future need.
- 2) Jean Lee: Requests support for theological students. Concern will be referred to Admissions to explore support for students leadership development.

Re: both discussion points Tom Clarke: Finance and Property will be able to look to surplus for use in support for future work.

Motion: Accept the budget as presented in the document.

Moved : Tom Clarke
Seconded: Harry Brown
Carried

9:28 PM Motion to extend: 20 mins

Moved: Mark MacLean
Seconded: Doug Norris
Carried

9:30 PM New Business & Business Arising:

1. Conference Report – Paget Blaza

St. Paul's, Orillia to host Toronto Conference 2010 full report from Paget in January. Toronto Conference is out of the program work so there will be no youth and children programming. Presbytery will initiate and support this work.

2. Communications Team – Bookmarks

Harry Brown showed three choices of bookmark to be offered to each of the pastoral charges to support congregational communication. Sets of 400 will be distributed to congregations throughout the presbytery.

9:46PM Closing: Closing Hymn VU #209: Go, Make a Diff'rence
 Benediction: Right Rev. Bruce MacLeod
 Adjournment: Rev. John Lee

Next Meetings: January 19, 2010 – St. Andrew's U.C., 117 Bloor St. E.
 March 16, 2010 – Jubilee U.C., 40 Underhill Drive
 May 18, 2010 - ?? – contact Lynella Reid-James to host

Rev. John Lee
 Chair: Toronto Southeast Presbytery

Rev. Mark MacLean
 Secretary: Toronto Southeast Presbytery

**Toronto Conference
Toronto Southeast Presbytery
Admissions Commission – November 19, 2009**

Present: Andrew Cassidy, June Cavers, Marie Goodyear, Bruce Galbraith (chair),
Paul Stott, Ella Taylor-Walsh, Ila Vaculik, Karl Lam, Pam Lock (note-taker)
Guests: Teresa Burnett-Cole
Regrets: Frank Dalton, Darren Liepold, Joan Silcox-Smith
Absent: Ann Howes, Chris Miller, Norm Seli, Hoon Kim

Opening: Bruce Galbraith welcomed and Pam opened with prayers.

Reported on Conference Interview Board Interviews of November 18th:

Nicole Bourassa-Bourke accompanied by Michael Cottrell was recommended as a candidate for the shorter course for ministry. Admissions to interview her in January 2010.

Margaret Mooney accompanied by Bruce Galbraith was recommended as a candidate for designated lay ministry (DLM). To be interviewed in January 2010.

Updates on Inquirers and Candidates and Admittands:

- Updates were received from mentors/liaison persons about candidates by Teresa.
- Teresa spoke with Joan Wyatt at Emmanuel College about the need for students to have two interviews (one before the time of internship, and one before settlement/transfer/ordination).
- It was suggested that Presbytery E&S Committees handle the interviews/presentations at Emmanuel .
- Conference personnel staff might be involved with meeting candidates (Ken Inkster used to do this work).
- Paul Stott offered his past experience to emphasize the need for personal connections.

Remit

- Some concern expressed about the remit that will allow some students to seek their own call or accept settlement.

Future Meetings:

Changing to 2nd Wednesday of each month from 1-4pm.

January 13th, February 10th, March 10th, April 14th, May 12th, June 9th.

Bruce & Pam will contact candidates about interviews in the coming months.

Other Business:

- DLM Information Session at West Hill – Ella & Paul reported on Karyn's presentation about pre-requisites. Question of distinguishing different kinds of ministry arose. Teresa & Wendy are compiling a list of Congregational Designated Ministers (CDMs) for Pastoral Relations. Admissions will deal with staff associates/DLM (not recognized).
- Paul Neary is DLM at Knox and Wanstead and his status remains while he remains there.

Discernment Committees

- Brian Lee (Alpha Korean) – Andrew Cassidy will be TSP's rep and will contact other potential reps (Marion Current, Marion Pope)
- David Grant Christie Allan (Manor Road) – Ella Taylor-Walsh will be TSP's rep and will recruit another person to assist.

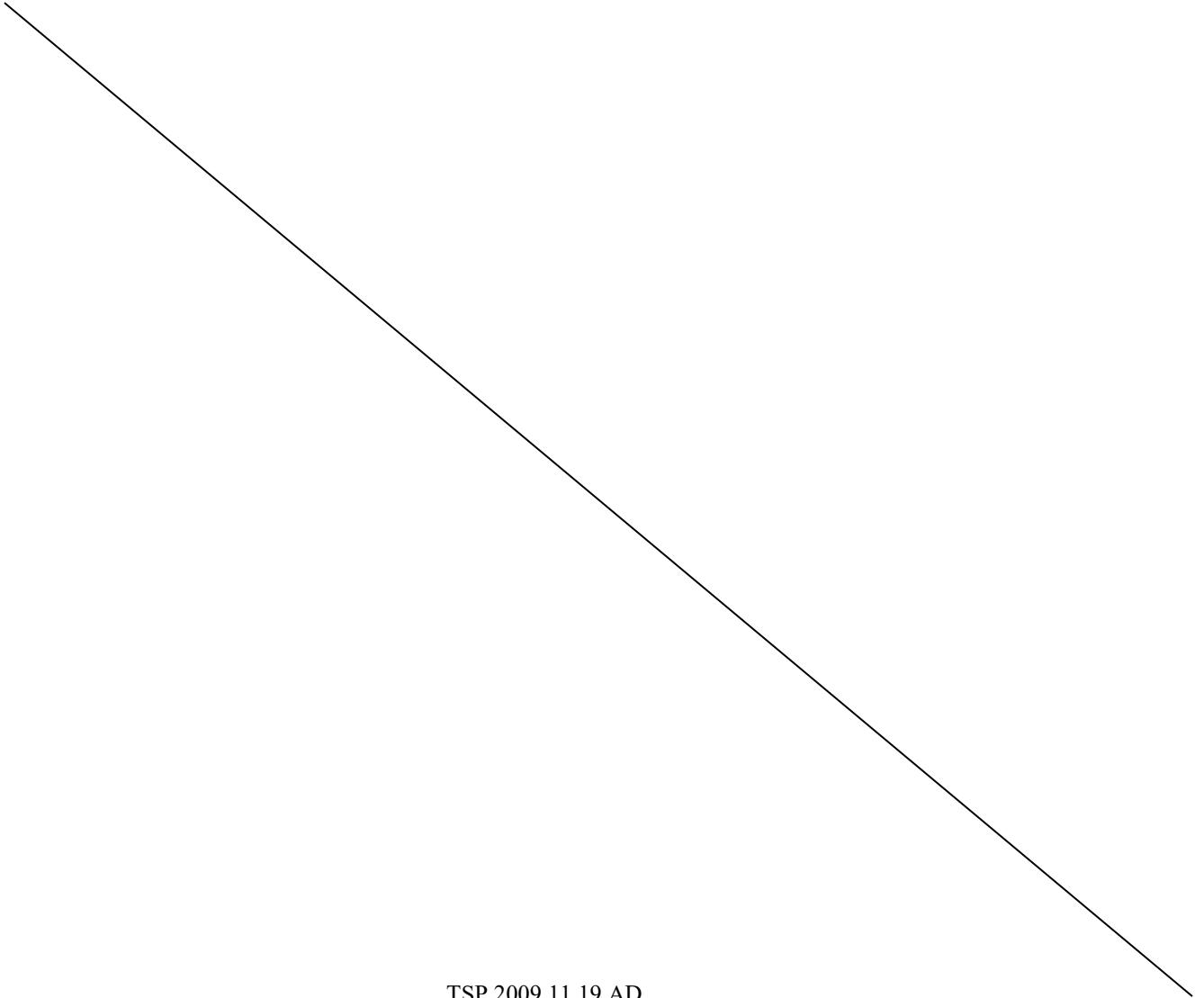
Budget

- We should ask Executive (Treasurer) about using the offerings from covenanting services for a fund to assist and recognize students.

Adjournment : 1:14pm

Bruce Galbraith, Co-Chair

Pam Lock, Note-taker



**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
PASTORAL RELATIONS COMMISSION**

November 24, 2009
6:00 p.m. at Jubilee United Church

- Present:** Larry Beech, Harvey Bride, John Brown, Jean Day, Johann Kwong, Beth Moore (Note Taker), Malcolm Sinclair, Susan Smith, Barb White, David Wood, Teresa Burnett-Cole (staff)
- Regrets:** Doug Bellamy, Joan Chinnery, David Lander, John Joseph Mastandrea, Peter McNaughton, Rob Metcalf, Sue Metcalf
- Visitors:** Vicky Smith, Carla Gowrie

The Chair called the meeting to order at 6:50 p.m., following a pot luck supper.

Agenda

Susan Smith advised that the Church of the Master would be dealt with first on the Agenda.

Church of the Master - JNAC

Vicky Smith and Carla Gowrie, lay members of Church of the Master, presented the report. The report recommended that a vacancy be declared at Church of the Master for a half-time Minister. The recommendation was discussed. Concern was expressed that the position description outlined the responsibilities of a full-time Minister. The representatives from the congregation acknowledged that the congregation will have to take major responsibility for pastoral care and provide worship support and that the congregation will not be able to become more engaged with the community unless the congregation takes ownership of its outreach ministry.

MOTION: David Wood /Barb White
that the Pastoral Relations Commission accept the Church of the Master Joint Needs Assessment Committee report and recommendations.

CARRIED.

John Brown (Interim Minister at Church of the Master) abstained from voting.

The Commission recommended that the Joint Search Committee be open to considering diaconal Ministers as well as ordained Ministers as they may have the skills needed by the congregation. Teresa Burnett-Cole offered assistance in helping JSC members to understand the various models of ministry.

Susan Smith noted that the congregation had named its representatives to the Joint Search Committee. She advised that she and Ron Ewart had been the Presbytery representatives to the JSC and that she was willing to serve on the Joint Search Committee but that an order of ministry representative would be needed to work with her on the committee.

Minutes

MOTION David Wood / Johmann Kwong
that the minutes of the conference call meeting held on October 27, 2009 be approved.
CARRIED.

Correspondence Log

- letter from Rev. Paul Hutchison re housing allowance to be dealt with later in the agenda.

Ministers Seeking Transfer

MOTION Larry Beech / John Brown that the Toronto Southeast Presbytery Pastoral Relations Committee **transfer Rev. Paul Wilson**, effective October 20, 2009, from Toronto Southeast Presbytery to South West Presbytery, both within Toronto Conference.
CARRIED.

MOTION: Barb White / Jean Day that the Toronto Southeast Presbytery Pastoral Relations Committee **transfer Rev. Heather Branch**, effective October 20, 2009, from Toronto Southeast Presbytery to South West Presbytery, both within Toronto Conference.
CARRIED.

Ministry Personnel Previously Seeking Change in Pastoral Relations

<**MOTION:** Duly Moved and Seconded that the committee move in camera to discuss individual situations. > **CARRIED.**
<**MOTION:** Duly Moved and Seconded that the committee move back into committee of the whole.> **CARRIED.**

Ministry Personnel Seeking Appointment

It was noted that Ann Morwood's appointment forms were still missing. Susan Smith agreed to follow up.

It was reported that Bloor Street's forms for Joyce Kelley were being prepared and would be available for the Commission's December or January meeting.

Ministry Personnel in Challenging Situations

<**MOTION:** Duly Moved and Seconded that the committee move in camera to discuss individual situations. > **CARRIED.**
<**MOTION:** Duly Moved and Seconded that the committee move back into committee of the whole.> **CARRIED.**

Churches in Challenge

<**MOTION:** Duly Moved and Seconded that the committee move in camera to discuss individual situations. > **CARRIED.**
<**MOTION:** Duly Moved and Seconded that the committee move back into committee of the whole.> **CARRIED.**

Circle of Accountability

John Brown confirmed that he will be participating in a Circle of Accountability established to assist a Minister in working through some boundary issues.

Joint Needs Assessments in Process

The Commission was advised that the congregation of Fairlawn United Church would be holding a meeting on December 6, 2009 to approve a JNAC report and that the report will come to the Commission's December 15, 2009 meeting.

Beth Moore and Jean Day advised that the congregation of St. Mark's United Church would be holding a meeting on December 3, 2009 to approve a JNAC report and that the report will also come to the Commission's December 15, 2009 meeting.

Congregations in Search Process

David Wood advised that the search process is underway at Eglinton-St. George United Church and that he and Malcolm Sinclair are the Presbytery representatives on the Joint Search Committee.

Housing Allowance for Clergy

A letter was received from Rev. Paul Hutchison of St. John's United Church requesting the Commission to establish a new housing allowance policy for the Presbytery. It was noted that the current housing allowances for Toronto South Presbytery and Toronto Scarborough Presbytery were \$24,000 and \$18,200 respectively and that Don Valley Presbytery had different allowances for different areas of the Presbytery.

MOTION: Beth Moore / Barb White that the Toronto Southeast Presbytery Pastoral Relations Commission establish the following **housing allowances for the Presbytery: 2010 - \$20,000; 2011 - \$22,500; 2012 - \$25,000**; and that Ministers now in pastoral charge positions receive the higher of their current allowance and the specified allowance.

CARRIED.

MOTION: John Brown / Jean Day that the Toronto Pastoral Relations Commission prepare a proposal to General Council regarding the integration of housing allowance and salary.

CARRIED.

Barb White agreed to prepare a first draft of the proposal for the Commission's consideration.

Commission Budget

The Commission was advised that the Presbytery budget had included \$1,000 for ministerial support, such as gatherings of Ministers for mutual support.

Knox Agincourt – Congregational Designated Ministers

The Commission was advised that Bruce Ervin, Minister of Knox Agincourt, had requested that the Commission review the position descriptions of its three CDM's. Teresa Burnett-Cole explained that Congregational Designated Ministers are appointed to carry out a very specific piece of work while Designated Lay Ministers will generally have a variety of ministry roles and a wider perspective. She advised that she is collecting CDM position descriptions across the Presbytery. Johmann Kwong agreed to contact Bruce Ervin to request that he send copies of the CDM position descriptions to John Joseph Mastandrea for the Commission's review.

Other Business

Susan Smith agreed to prepare a letter advising congregations that they should contact Wendy Miller when police checks are required for either ministry personnel or volunteers working in vulnerable positions in the congregation so that the searches can be conducted through Back Check.

It was agreed that future meetings of the Commission should be held at the Presbytery office as the musical activities being carried on in the Jubilee sanctuary during the meeting made it difficult for some people to hear the Commission's discussions. Susan Smith agreed to ask John Joseph to book a room at 963 Pharmacy Avenue for the January meeting.

It was also agreed that Commission members need some training in order to assist them in understanding their responsibilities. One topic suggested was the roles of Commission members on JNACs and JSCs.

At 9:35 p.m. the Chair declared the meeting adjourned and Larry Beech closed the meeting with prayer.

Next meeting: December 15, 2009 – 6 p.m. – Conference Call

Beth Moore, Secretary

John Joseph Mastandrea, Chair

**Toronto Conference
Toronto Southeast Presbytery
Executive Minutes**

December 8, 2009 – 963 Pharmacy Avenue, Toronto

Vision: The Vision of Toronto Southeast Presbytery is to enable and support good, faithful and healthy communities of faith within our member Pastoral Charges and to provide opportunities for cross-congregational initiatives where individuals from Congregations with shared calls to specific ministries may work together.

Present: John Lee (chair), Mark MacLean (secretary), Harry Brown (communications), Clyde Harris (treasurer), Lynella Reid-James (agenda planning), Anne Shirley Sutherland (staff), Paget Blaza (member at large), Michael Cottrell (member at large)

Quorum was achieved.

Call to Order: Chair John Lee called the meeting to order at 4:00pm, and asked people to raise their hands to speak, to facilitate an orderly meeting. John invited Harry to lead in worship.

Worship: Harry Brown

- Has been reflecting on the new presbytery, and changes at his home church in calling a new minister. There may be challenges, but the processes do work.
- Harry read from the *Song of Faith*. The church tends to “restate its faith in the words/context of the times”.
- Harry read from Romans 12: *Place your life before God*.
- Reflection on GUIDANCE – God – U & I Dance
- Closed with a prayer for Pilgrims & Risk Takers from *This is the Day* by Neil Paynter, ed. done in a round.

Agenda Review:

Moved/Seconded: Clyde Harris / Paget Blaza

That the agenda be accepted as presented, noting that Worship was moved ahead of Agenda.

Carried.

Minutes of November 10th, 2009:

John Lee said that the minutes were not available, and would be approved at the next meeting.

Business Arising:

Task Groups (Retreat Planning, Governance, Covenant Services)

- Anne Shirley reported that the Governance Task Group has set a date but the other two have not yet done so.

Agenda Items:

Correspondence:

1. **St. Andrew's United Church letter**

John Lee requested that someone else chair this portion of the meeting, and Harry Brown took the chair.

Moved / Seconded: Paget Blaza/ Clyde Harris

That the meeting move in camera.

Carried.

It was duly **moved and seconded** that the meeting return to committee of the whole.

2. **Nov 26th – Bill Kennedy, Executive Officer, Financial Services, UCC**
 - Request for proposals for the relocation of the General Council Office in 2015.
Responses by January 29, 2010
3. **Dec 3rd – St. Paul's in Orillia – March 26-28, 2010:** Deepening the journey, Retreat & Lecture series with Amy-Jill Levine / co-sponsored by Emmanuel College.

Moved / Seconded: Paget Blaza/ Harry Brown
that the correspondence be accepted for information.

Carried.

Business :

Agenda Planning Report – Lynella Reid-James

- Lynella expressed some concern about communication and evaluation i.e. feedback from process of meeting. Process of feedback needs to be clarified.
- Also around content of announcements and cut off for presentation.
- Also reporting of teams/commissions to plenary
- Potentially combine 85th Anniversary celebration of UCC with May TSP meeting.
- Concern raised about contributions in support of meals prior to plenary meeting – contributions not covering cost, what is appropriate going forward.
- Executive needs to take lead on racial justice training.
- Various groups requesting time on the agenda – i.e. Lake Scugog, etc..
- Harry asked about feedback process. Lynella invited people to offer direct feedback about the meeting – Anne Shirley offered essentially Ad hoc reporting.
- Process requires clarification going forward.
- Then moved into presentation of plenary agenda for January meeting.
- Discussion ensued around process and agenda and Lynella will distribute adjusted process via email – as attached to minutes.
- Basic structure;
 - 7:00-7:30 – Opening; Call to Order, Minutes, Motions, and Business Arising & Reports
 - 7:30-7:40 – Guest: David Allen, Conf. Executive Secretary
 - 7:40-8:55 – Order of The Day: ICIF and Justice & Global
 - 8:55-9:05 – New Business
 - 9:05-9:10 – Benediction, Closing Hymn, Adjournment

Nominations Report – Anne Shirley Sutherland

- No report – John Smith & Wendy Jarvis; with Chair, Sec and Anne Shirley met this morning to create committee structure and membership.

Pastoral Relations Report

- Church of the Master JNAC report – received & accepted its' recommendations
- Rev. Paul Wilson – transfer to South West
- Rev. Heather Branch – transfer to South West
- Housing Allowances for TSP: 2010 - \$20,000; 2011 - \$22,500; 2012 - \$25,000
- Discussion ensued related to the Housing Allowance decision for clarification as to rationale and implementation for this motion. Recommendation of the executive is to invite the Chair of Pastoral Relations to attend next meeting of the Executive for dialogue and discussion around this issue. Executive recommends Clyde Harris to contact Chair of Pastoral Relations Commission (John Joseph Mastandrea) to engage in further dialogue with the Executive.
- PR preparing a proposal to General Council regarding the integration of housing allowance & salary.

Moved/ Seconded: Mark MacLean / Harry Brown
that the Pastoral Relations Commission motions be received for information.

Carried.

Report on Formal Hearing:

- Process is moving forward less one person which will not reduce effectiveness of the work. We affirm team at four as opposed to five.

Report on Circle of Accountability/Complaint Process:

- Question on process and lack of information. Regular reporting of all processes moving forward is strongly encouraged.

New Business:

- Should the Conference Executive minutes come to TSP Executive for inclusion in the minutes (which then go to the plenary) or should the TSP's reps report on behalf of Conference Executive or should the reps report directly to the Plenary?

Adjournment – 6:20 pm – John offered the Benediction.

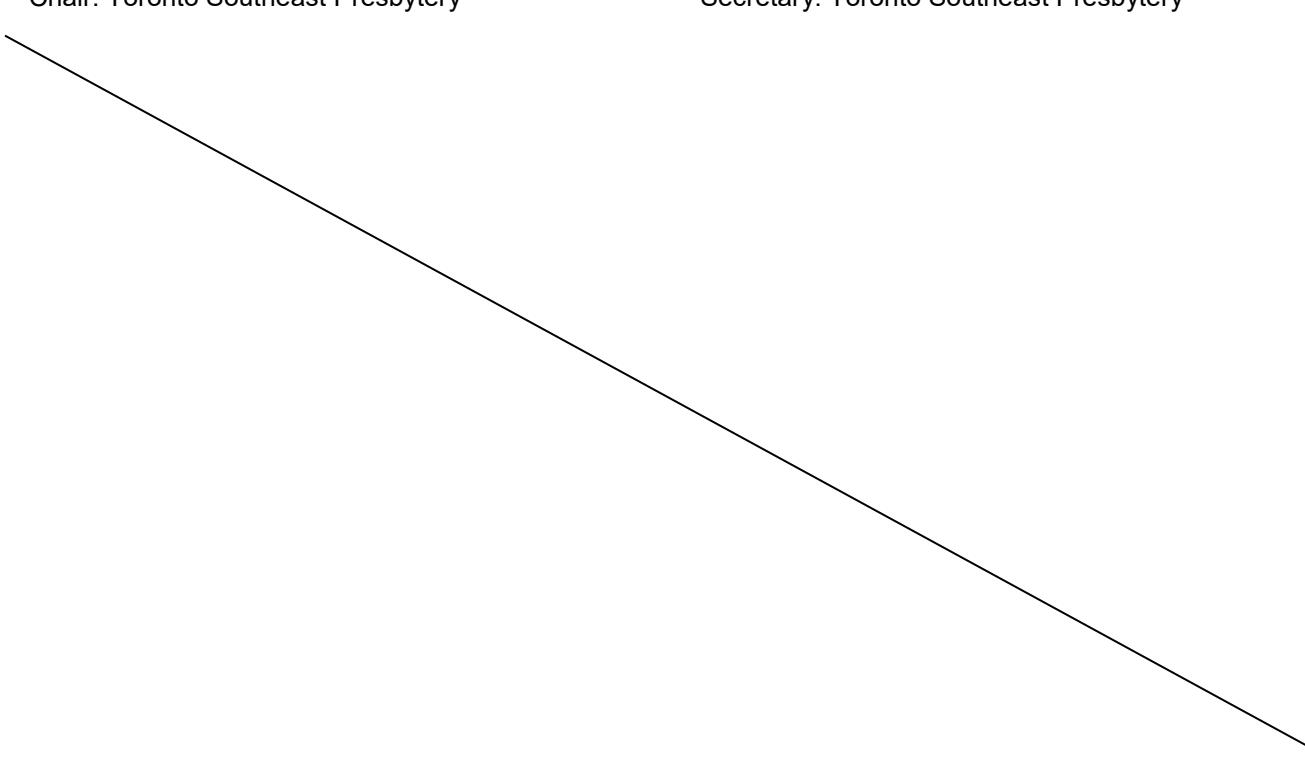
Next Meetings:

- January 12, 2010 –agenda items by January 5
- February 9, 2010 – agenda items by Feb 2
- March 9, 2010 – agenda items by March 2
- April 13, 2010 – agenda items by Apr 6
- May 11, 2010 – agenda items by May 4

All meetings are at 963 Pharmacy Ave. 4-6:30 pm / agenda items to Wendy at wmiller@united-church.ca

Rev. John Lee
Chair: Toronto Southeast Presbytery

Rev. Mark MacLean
Secretary: Toronto Southeast Presbytery



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**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
Pastoral Relations Commission
Tuesday 15 December, 2009 Conference Call**

Attending: Larry Beech, Doug Bellamy, John Brown, Johann Kwong, **John Joseph Mastandrea (Chair)**, Peter McNaughton (Note-taker), Beth Moore, Malcolm Sinclair, Barb White, Cheryl-Lynn MacPherson, Teresa Burnett-Cole

Regrets: Jean Day, Rob Metcalf, Sue Metcalf, Susan Smith, David Wood

Teresa Burnett-Cole began the meeting with prayer at 6:05 p.m.

1. Review and Approval of Minutes

MOTION: John Brown/ Beth Moore
that the minutes of the previous meeting be approved as written.

CARRIED.

2. Pastoral Charges

Bruce Ervin has sent job description material for two Ministry Personnel positions at Knox-Agincourt to Teresa, and will also send it to John Joseph. The matter will be placed on the January Commission agenda.

3. Correspondence Log

Matters arising from correspondence received from Centennial-Rouge and Victoria Park will be dealt with later in the agenda.

4. Ministers Seeking Transfer

None

5. Ministry Personnel Previously Seeking change in Pastoral Relations

None new

6. Appointments

- Don Parsons

MOTION: John Brown/ duly seconded, that the Toronto Southeast Presbytery Pastoral Relations Commission accede to the request of Eglinton St. George's United Church and re-appoint Don Parsons, Retired Supply, from January 1, 2010 to June 30, 2010, part-time at 20 hours per week, with the following terms: Salary \$2271(monthly) \$13,626 (6 mth), housing allowance \$1083 (monthly) \$6,498(6 mth), basic telephone \$25 (monthly) \$150 (6 mth), Financial support for study \$63 (monthly) \$378 (6mth), and all other terms according to *The Manual*.

CARRIED.

- Brian Elcombe

MOTION: Beth Moore / John Brown that Brian Elcombe be appointed as weekend supply at Centennial-Rouge United Church for the period January 1, 2010 to June 30, 2010, with remuneration at \$228/week and mileage at \$.41/km, plus incidental expenses, subject to receipt of the required forms.

CARRIED.

Teresa Burnett-Cole reported that Brian had been discerned for the Designated Lay Minister Program, but had trouble finding a suitable half time position to meet program requirements. His appointment at Centennial-Rouge, with volunteer time at the church, will fulfill the DLM program requirements. He is now moving toward commissioning as a Diaconal Minister. Members of the Commission expressed concern that in many ways Centennial-Rouge was getting a 'free ride' with this arrangement, but this was a good arrangement in the interim.

- Steve Iverson

MOTION: Larry Beech / Barb White, that the Toronto Southeast Presbytery Pastoral Relations Commission accede to the request of Fairlawn Avenue United Church, Toronto Southeast Presbytery and approve the appointment of Rev. Stephen Iverson, United Supply Minister, full-time at 40 hours per week, beginning September 1, 2009 until August 31, 2010 with the following terms for Category E: salary \$47,500 per annum, housing allowance 24,000 per annum, basic telephone to be reimbursed, financial support for studies \$1200 per annum and all other terms according to *The Manual*, and

that Toronto Southeast Presbytery request that Rev. Stephen Iverson be transferred from Halton Presbytery in Hamilton Conference to Toronto Southeast Presbytery, in Toronto Conference, effective September 1, 2009.

CARRIED.

- Cindy Bourgeois—Bathurst St United

MOTION: John Brown / Cheryl-Lynn MacPherson that the Toronto Southeast Presbytery Pastoral Relations Commission accede to the request of Bathurst St. United Church and appoint Cindy Bourgeois, Student Supply, from January 2, 2010 to April 30, 2010, part-time at 20 hours per week, with the following monthly terms: Salary \$1250.00, housing allowance \$600.00, basic telephone \$35, transit pass & technology allowance \$201.12, and all other terms according to *The Manual*.

CARRIED.

Cindy will be filling in for Ralph Carl Wushke while he is on Sabbatical. A covenanting service will be held on January 3, 2010.

- Darren Liepold

MOTION: Johnmann Kwong /Barb White that the Toronto Southeast Presbytery Pastoral Relations Commission approve the appointment of Darren Liepold as Voluntary Associate Minister at St. Mark's United Church.

CARRIED.

7. Ministry Personnel in Challenging Circumstance

The Commission held and *in camera* discussion concerning Ministry Personnel dealing with challenging situations in their pastoral charges.

8. Churches Seeking Appointment

None new

9. Churches in Challenge

None new

10. Churches In Process of Appointment –

The paperwork for Bloor Street's appointment of Joyce Kelley is still outstanding.

Ron Ewart and Susan Smith will serve as Presbytery Reps to the Church of the Master Joint Search Committee.

11. JNAC in Process

Peter McNaughton will follow up regarding the status of Cosburn United's JNAC

- St Mark's United

Beth Moore introduced the Report of the Committee. The Report recommends the hiring of a full time ordained or diaconal Minister of Word, Sacrament and Pastoral Care, plus the creation and hiring of a half time ordained, diaconal, designated lay minister or candidate supply Ministry position with responsibilities primarily in the areas of Christian Education and Youth programming. The half time position will be a time-limited appointment to allow St. Mark's to determine the need and sustainability of the position. It is proposed to hire the two individuals simultaneously. Teresa Burnett-Cole offered to work with St. Mark's Joint Search Committee on matters relating to Team Ministry, after members of the Commission expressed concern that St. Mark's needed to work through various issues related to the mechanics of team ministry.

MOTION: Beth Moore / Johmann Kwong, that the report of the Joint Needs Assessment Committee for St. Mark's United Church be approved, a vacancy for two ministerial positions be declared, and the Joint Needs Assessment Committee be disbanded.

CARRIED.

Cheryl-Lynn MacPherson (Supply Minister at St. Mark's) abstained from voting.

MOTION: John Brown / Johmann Kwong, that Jean Day and Beth Moore be Presbytery Representatives on the Joint Search Committee.

CARRIED.

- Fairlawn Avenue JNAC

The Report of the Fairlawn Avenue United Church JNAC was reviewed. In discussion, it was determined that the requested part time position for a Church Community Developer, as described in the report, is not a Ministry position and therefore does not fall under the purview of Presbytery, and the congregation is therefore free to proceed with hiring for this position without Commission involvement.

Concern was expressed about whether the differences of opinion related to music and the need for more contemporary services were manageable. It was noted that the Music Director does not want change to be haphazard, and that there have been some initiatives in the area of more contemporary services.

MOTION: Larry Beech / John Brown that a vacancy be declared for one full time Minister of Word, Pastoral Care and Faith Development, as contained in the Report of the Joint Needs Assessment Committee for Fairlawn Avenue United Church, and that the Joint Needs Assessment Committee be disbanded.

CARRIED.

MOTION: Beth Moore / John Brown, that Larry Beech be the Ministry Representative to the Search Committee, and that John Joseph Mastandrea be given power to appoint a Lay Representative to the Committee, following his sending an email to Presbyters requesting nominations for the Lay Representative.

CARRIED.

12. Pastoral Charges in Search Process

- Eglinton-St. George's

There was no report on the status of that search process.

13. HOUSING ALLOWANCE FOR CLERGY UPDATE

Conference Executive discussed the Commission's decision to increase the housing allowance for Ministry Personnel. John Joseph reported that he had been asked to attend the next Conference Executive Meeting for a further discussion on the matter. Concerns raised at Executive related to the proposed three year implementation of the increase, and whether 'due diligence' had been done with respect to determining fair market value. It was suggested that in future, the rationale for Commission decisions should be included in Commission minutes to help obviate the need for discussion of decisions at Executive level. It was further noted that this is, in essence, the first test case of the new Presbytery Governance model. John Joseph will discuss the matter with someone who was at the last Commission meeting. Teresa Burnett-Cole will also be at Executive for this item.

14. Pastoral Relations Budget

- Ministerial Support

MOTION: John Brown / Barb White, that the Pastoral Relations Commission request of Presbytery Executive an allocation of \$1,000 for the development of networking/support opportunities to provide support to Ministers to avoid them becoming in crisis. These funds will be used at the discretion of the Pastoral Relations Commission.

CARRIED.

- Mileage allowance for Lay Representatives

MOTION: Larry Beech / Doug Bellamy, that Lay Representatives to JNACs and JSJs be reimbursed for mileage and parking, etc. costs, at the same rate as provided for Ministers. Funds to come from the Pastoral Relations Commission budget approved by Presbytery.

CARRIED.

15. Lay Licensed Worship Leader Certification Course

Teresa reported that sufficient interest has been expressed to probably warrant running a Presbytery program. Two options are being explored—'contracting' with Five Oaks to provide the program in Toronto, or to have the program provided independently by Presbytery.

It is the responsibility of Ministry Personnel/congregations to ensure suitability of proposed candidates.

16. Retained on the Roll of Presbytery

MOTION: Barb White / Larry Beech that the Toronto Southeast Presbytery Pastoral Relations Commission recommend **Kathy Edmison** be Retained on the Roll of Presbytery from September 15, 2009 to June 30, 2010 while she is in search of a call or appointment.

CARRIED.

17. New business

- **Lay Representative to Settlement Committee**

Jean Porter was suggested for this role. John Joseph Mastandrea will follow up with her.

- **Sexual Harassment Policy**

Teresa reported that Toronto Conference is currently in breach of the United Church's sexual harassment policy as it does not have a sexual harassment coordinating committee. Discussions are underway regarding possible ways to fulfill that role.

- **Lay Sacramental Elders**

The General Secretary has determined that the wording of Section 347 of *The Manual* is sufficiently broad to permit the licensing of lay sacramental elders when Ministers are on leave of absence.

- **Level 2 Police Checks**

CPIC has changed its policy and will no longer allow third parties to request Level 2 police checks. (Level 1 checks can still be requested via BackCheck). Ministry and Lay personnel requiring Level 2 checks will be required to go through the local Police Department. The Toronto Police Force will require an authorization form signed by a designated officer of Conference. Wendy Miller and Elaine Eve are designated signing officers for this purpose.

- **Housing Allowances**

Barb White drew attention to the fact that the Canada Revenue Agency has changed the policy regarding tax exempt status for housing allowances. Clergy must file, in the fall of each year, form T1213 for the following year. Canada Revenue Agency must confirm the tax exempt status for clergy each year after receipt of the filing in order for the allowance to be tax-exempt.

18. NEXT MEETING

January 26, 2010 6 pm Pot Luck Supper at Presbytery Office

19. ADJOURNMENT

Cheryl-Lynn MacPherson closed the meeting with prayer at 8:00 p.m.

Peter McNaughton, Note-taker

John Joseph Mastandrea, Chair

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**THE UNITED CHURCH OF CANADA
TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM**

**Minutes of the meeting of the Finance and Property Team of Toronto Southeast Presbytery,
held on Monday, January 11, 2010 at 4:00 p.m. at Toronto Southeast Presbytery Offices, 763
Pharmacy Ave., Scarborough, with Thomas Clarke, Chair, presiding.**

PRESENT

Thomas Clarke (Chair), Clyde Harris (Treasurer), Winston Roach, Wayne White, Joan Chinnery, Abigail Johnson, Nick Walker, Anne Shirley Sutherland (Staff Support).

REGRETS: Hyacinth Robinson-Powell

GUEST: Michael Hilliard, Bloor Street United Church re the Order of the Day

CALL TO ORDER

Tom Clarke called the meeting to order followed several short readings and a prayer.

1. Agenda

MOVED by Clyde Harris and SECONDED by Nick Walker that the agenda be adopted with the addition of items dealing with Assessments under Treasurer's Report iii Other and Fairlawn Avenue Manse Inspection as item v. under New Business.

MOTION CARRIED

2. Appointment of Secretary

In the absence of a permanent secretary the Chair undertook to provide minutes for this meeting.

3. Approval of Minutes of November 9, 2009:

MOVED by Winston Roach and SECONDED by Abigail Johnson that the minutes of November 9, 2009 be adopted as circulated.

MOTION CARRIED

4. Order of the Day – Bloor Street United Church Redevelopment – Michael Hilliard

Michael had previously provided a background document *BSUC Redevelopment History* which had been circulated to the Team. He summarized key steps in the various initiatives to redevelop the Bloor Street United Church site.

- The current redevelopment initiatives started in 1990 with an assessment of the building which indicated \$1,000,000 – \$2,000,000 dollars would be required to deal with exterior and interior deficiencies. There was no real interest in the congregation for that kind of capital fund raising and expense on the existing building.
- Congregation looked at various options for redevelopment and concluded that it was viable to redevelop the site while preserving the sanctuary. However, detailed studies showed that this was not going to work.
- In 2005 a motion was presented at a congregational meeting to demolish all existing structures including Pidgeon House and seek to redevelop the whole property through a lease arrangement and passed with 70% support. Meanwhile the City had listed the building under the Heritage Act (actually the sanctuary east & south facade and roof line). Then created a Request for Proposal (RFP) based on retaining ownership of property but did not get a good response.

- Subsequently had informal discussions with a condo developer and possible seniors home development on north side based on a 50 year lease. In both cases the potential income was too low to meet BSUC income objectives for redevelopment and eventually the economic conditions for redevelopment industry changed and discussions ended.
- In spring 2009, BSUC made a decision that they would remain the existing structures for 10 years but remain open to possible redevelopment offers. This was, in part, because there was less pressure from BSUC finances which have improved somewhat. Almost immediately BSUC received several approaches
 - i. Developer offered to purchase but offer was too low, likely because of heritage designation, to provide enough for BSUC to build what it would require.
 - ii. Second developer has appeared but discussions are just beginning
 - iii. BSUC has expressed interest in the General Council office relocation but this is likely a long shot.

The Team asked a number of questions for clarification. Michael indicated that he would advise on any further developments. It was noted that the background briefing was very useful to the Team and it would be valuable to get an early look at a possible deal in order to flag any issues at an early stage. Michael was thanked and left the meeting.

5. Business Arising

i. Riverdale/Glen Rhodes Amalgamation Discussions

Anne Shirley Sutherland reported that there was to be a meeting and vote on January 19, 2010 but this might be a preliminary step to the discussions.

ii. Don Mills Property Redevelopment

There has been no further contact. The Chair will follow up before the next meeting.

iii. Inquiry from Leaside United Church (LUC) re advice about planning for future space.

Nick Walker had provided a report of his meeting and discussions with LUC which is attached as APPENDIX A. He further reported to the Team that LUC is keeping him in their email loop on this matter and had most recently commissioned an architectural assessment of their building.

6. Treasurers Report

i. Current Year (July 1/09 to December 31/09)

The December 31/09 figures are not yet available.

ii. End of Year Balance

The end of year balance or surplus is as yet unknown. It was agreed to defer discussion on a policy or recommendation to the Executive until next month. The Chair and Treasurer will confer in the interim and prepare something for the Team.

iii. Assessments:

The Treasurer reported that a number of pastoral charges were in arrears for 2009 in a total amount of about \$22,000 and inquired how this had been handled in former presbyteries. Winston Roach and Tom Clarke advised that in Toronto South the Treasurer had to send out reminders, sometimes more than once, and that the list of arrears was reported and recorded in the Executive minutes. This sometimes spurred ministry personnel or presbytery lay representatives to make inquiries of their Treasurers and that often resolved the problem. Apparently in Toronto Scarborough arrears had not been a significant problem. Members of the Team speculated that some congregational treasurers may not be forwarding to Toronto Conference but to former presbytery

Treasurers and this delay and sorting out may account for some missing assessments.
The Treasurer will revisit the problem after seeing the December 31st reports

7. Ebenezer United Church – Request from Trustees for approval of Lease Amendment and Extension Agreement with Rogers Communication for use of Ebenezer for their telecommunications tower.

Presbytery consent must be obtained for any long term leases. In this case the lease is extended to March 31, 2013 and amended

- a. As to expiry date; i.e., 31 March, 2013
- b. As to the annual rent
- c. As granting an irrevocable option to extend for three further 5 year terms
- d. Setting terms for determining rent for those further terms.

Clyde Harris, a member of Ebenezer, provided some additional background regarding the location of the communications tower and Ebenezer's generally positive experience with dealing with Rogers. The Team had been provided with and reviewed the terms of the Lease Amendment and Extension Agreement which had been agreed to between the Trustees of Ebenezer United Church and Rogers Communication (See APPENDIX B) as well as a suggested resolution for the Presbytery. The latter which had been provided by Rogers had some problems and so guided the form of the following motion but not the detail.

Clyde Harris and Joan Chinnery, as members of Ebenezer Pastoral Charge, abstained from discussion and voting on the motion to consent.

MOTION RE EBENEZER UNITED CHURCH – ROGERS LEASE

Whereas on February 5 1998, Ebenezer Pastoral Charge agreed to a lease to Rogers Cantel Inc. for the installation of a communications tower on the church property and Toronto Scarborough Presbytery consented to said lease, and

Whereas Roger's Communications and the Trustees of Ebenezer United Church have agreed to amendments and extension of the lease,

IT IS MOVED by Wayne White, and SECONDED by Abigail Johnson that the consent of Toronto Southeast Presbytery be granted to the congregation of Ebenezer Pastoral Charge Of the United Church of Canada in the Town of Markham in the Regional Municipality of York, in the Province of Ontario to Lease the following lands and premises on the following terms.

- (1) ***Part of Lot I, Concession 6 designated as Part 1 on Plan 65R-8127, Town of Markham, Regional Municipality of York***
- (2) ***The term of the lease end on the last day of March 2013.***

The Landlord granted to the Tenant the option to extend the Term for one (1) further and consecutive period of five (5) years. The Lease does not contain any option or right to purchase the demised premises.

The Tenant has easements for unrestricted access to the demised premises and for connections to the appropriate utilities, fibre optic and telephone facilities. The use of the demised premises and access rights of the Tenant are for the installation, removal, replacement, relocation, maintenance, supplementation and operation of telecommunications facilities and equipment and the provision of telecommunications services and where applicable, the Tenant may connect

its equipment and provide telecommunications services by cables and wires to the equipment of other occupants of the lands described above.

The Landlord covenanted in the Lease that the Tenant shall have the exclusive right to operate a telecommunications facility upon the lands described in Box (6) during the term of the Lease and all extensions thereof.

- (3) ***To enter into further lease amending and extension agreements with Rogers Communications Inc. upon the expiry of the term and all extensions subject to the prior approval of Toronto Southeast Presbytery of the United Church of Canada or its successors.***
- (4) ***And on such other terms as set out in the Lease Amendment and Extension Agreement made on February 5, 2009 between The Trustees of Ebenezer United Church and Rogers Communications Inc. a copy of which agreement will be appended to these minutes.***

MOTION CARRIED

8. Bedford Park United Church – Request for approval of loan from Toronto United Church Council

In a letter dated January 10, 2010, Marcia Camaraire requested on behalf of the Trustees of Bedford Park Pastoral Charge that Toronto Southeast Presbytery approve the application of Bedford Park United Church for church development loan from Toronto United Church Council on terms set out in a letter from Vince Alfano dated December 14, 2009 and attached to these minutes as APPENDIX C. The Team also had access to the email correspondence from Rev Barb White regarding the loan

Wayne White spoke to the need for the loan to finance preconstruction costs for the proposed redevelopment of the Bedford Park site into seniors housing with church and community space. Finance and Property had received an earlier briefing on this project. (Minutes Finance and Property Team – September 21/09 Page 09/10 – 6). BPUC had engaged Paul Stagg, a former planner, as a consultant to assist them through the rezoning and next stages. He has advised that they proceed with the application for zoning which requires an up front fee of almost \$50,000. The loan would be due July 1, 2013 by which time the project would be underway and the pre-construction costs capitalized and the loan repaid from the construction loan. The loan would be otherwise secured by the Bedford Park United Church \$100,000 deposit to the Investing in Ministry Fund. BPUC would draw down on the \$100,000 as needed and would be responsible for quarterly interest payments which the correspondence from Rev White suggests could be paid out of the loan. Wayne also provided copies of material from the Bedford Park United Church 2008 Annual Report showing their Manse Fund, Bequest Fund, and Financial reports showing the 2007 and 2008 Actuals and 2009 Budget.

After answering some questions Wayne White absented himself from the meeting during the subsequent discussion and decision.

In its review of the documentation and discussion, the Team noted that

- Investing in Ministry investment of \$100,000 was part of the Manse Fund which was a Presbytery restricted fund. However, the investment was only 25% of the December 31, 2008 valuation of \$398,019.83. The fund was estimated to generate \$13,200 in 2009.
- BPUC also holds a Bequest Fund “for unspecified uses” valued as of December 31, 2008 at \$135,563.87. This fund is estimated to generate \$8,800 in 2009.
- Although secured against the Investing in Ministries deposit, the loan would not impact the BPUC operating budget because the income would still flow from that investment.

- Chair's advice that suggestions in the email correspondence of how BPUC church would deal with the loan payment in the event that the project does not go ahead should not be part of our decision making as they would necessarily involve future discussions and decision making on the part of the congregation and presbytery.

MOTION RE APPROVAL OF BEDFORD PARK UNITED CHURCH LOAN FROM TORONTO UNITED CHURCH COUNCIL

Whereas Bedford Park United Church has requested approval of a church redevelopment loan of up to \$100,000 from Toronto United Church Council to be secured by the monies Bedford Park United Church has placed with Toronto United Church Council in their Investing In Ministry Fund,

IT IS MOVED BY CLYDE HARRIS and SECONDED BY WINSTON ROACH that Toronto Southeast Presbytery

1. ***agrees to waive its restriction on the \$100,000 Investing In Ministry portion of the Bedford Park United Church Manse Fund for this purpose only, and***
2. ***approves the loan of up to \$100,000 from Toronto United Church Council on terms set forth in the letter of December 14, 2009 from Vince Alfano.***

MOTION CARRIED

Wayne White rejoined the meeting.

- 9. Request to appoint a Presbytery Representative to Bedford Park United Church**
This matter is deferred to the next meeting to allow the Chair to clarify information that Michael Hilliard provided regarding his desire to continue with the project.

10. Policy Development

A number of areas of the Teams responsibility would benefit from the development of policies and/or procedures.

- a. **Presbytery Policy regarding the carry forward of surplus funds from one year to the next.** – discussion deferred to next meeting when Chair and Treasurer will present some initial ideas.
- b. **Process for Developing The Presbytery Operating Budget.** The Treasurer offered a timeline which was discussed and confirmed as:
 - May: Treasurer issues request for input to all stakeholders (Teams, Committees & Executive) to be submitted in September
 - October: F&P reviews and recommends draft budget which is then shared with stakeholders and Executive for comment
 - November: F&P considers any further input and finalizes submission to Executive. Executive considers budget at its November meeting and recommends to Plenary in November. This may require rescheduling of F&P November meeting.

Team members also identified that the process should include

- The call to stakeholder's providing some guidance or direction
 - to review the current year budget and expenses
 - to look to their mandate and the anticipated work and needs of their Team to exercise that mandate
- Budget submissions from stakeholders having a narrative or explanation of how funds requested would be used; i.e., the program pln behind the budget request.

The Treasurer will put these and any additional thoughts to writing for our next meeting.

- c. **Financial Policies and Procedures for such issues as Reimbursement of Expenses, Travel** – some work on this is required before our next meeting.

11. Follow up and Tracking Property Decisions

The Chair noted the need to keep track of property related decisions that required some further action by the Team. Among these were receiving closing statements on recent property sales, the expiry of confidentiality periods and release of full information, knowing which congregations had presbytery restricted funds and their ongoing status. The intention would be to develop a spreadsheet database. An initial source of information on restricted funds would be Annual Reports. There was general agreement that this is needed.

12. Presbytery Inspection and Sign Off on the Fairlawn Avenue Manse

The Chair advised that Finance and Property had a responsibility to provide a manse inspection where a manse is part of a call. For reference this is found in the Toronto Southeast Presbytery Governance Document, pages 28 & 29 under A-4.3.1.4 and specifically sub section viii

- vii. to arrange for the visitation of the manse when a change in the pastoral relationship is about to take place and to report to the Pastoral Charge and the Joint Search Committee. The report shall contain such recommendations as the Finance and Property Team or its visitation group may wish to make. A call may not be issued until the Joint Search Committee is assured that the recommendations have been adequately addressed.

As the chair cannot sign off on the necessary form (MEPS 436 MI) because it involves his own congregation and he deals with the manse for the congregation, Wayne White agreed to act for the Team.

13. Updates on other Property Matters

- i. **Conversations with Metropolitan United Church (MET)** - Chair advised that Metropolitan was due to update presbytery in November regarding the status of their development project and had been in touch in December to inquire about the Presbytery/UCC position regarding sale of air rights. The Chair advised that he was not aware of any position and that generally any thing could be sold. Presbytery would likely support any sale that benefited the pastoral charge and its ministry. This inquiry comes as MET continues to deal with its developer Lancer in trying to move forward the project to build on the north end of the property. The Chair had email exchanges and a conversation with Bruce Peckover. Because of the state of current discussions between MET and Lancer, it was agreed between them that an update briefing could wait a few months.
- ii. **Material re impact of HST (and rebates)** – The Chair had been advised through General Council contact of a report available on the Ontario Non- Profit Network about the impact of the HST on charities and non-profits of the July 1st implementation of 13% HST. The report suggested that the HST will be relatively neutral and the anticipated rebate will be 50% of the 5% portion but 82% of the 8% portion. The Treasurer advised that he was not aware of any determination of a rebate policy. **ACTION: Chair will circulate report to the Team.**
- iii. **City of Toronto Harmonized Bylaws** – A message from General Council – Property Unit to Toronto Conference was forwarded by David Allen regarding the City of Toronto Harmonized Bylaws and specifically zoning and possible impact on faith groups. The

Chair checked the City of Toronto Website and found a report which focussed mainly on parking issues. **ACTION: Chair will circulate report to the Team.**

iv. **Letter from General Council re Accessibility Issues** – Nick Walker drew attention to the material sent from General Council in December about the Ontario Government initiative to Improve Accessibility in the Public Sector which became effective January 1, 2010. This could impact congregations in a number of areas and we need to understand its import. **ACTION: Chair will circulate material to Team in case members did not receive the original distribution.**

14. The meeting was declared adjourned at 6:40 pm.

Thomas Clarke
Chair

Thomas Clarke
Secretary pro tem

Next Meetings

Monday February 8, 2010	4:00 pm to 6:30 pm
Monday March 8, 2010	4:00 pm to 6:30 pm
Monday April 12, 2010	4:00 pm to 6:30 pm

Report to the Members of the Toronto Southeast Presbytery Finance & Property Team:

Meeting with Leaside United Church (LUC), Ad Hoc Capital Needs Committee

November 24, 2009

Nick Walker, a member of the Finance & Property Team attended a meeting of the Leaside United Church Ad Hoc Committee as requested, on Tuesday November 24, 2009. Seven members of the Committee attended including Rev. John Smith, minister at LUC. Fraser Holman the chairperson met me before the meeting, showed me around a bit, and briefed me on the objectives of the Ad Hoc Committee.

Major Stages in Development of Leaside United Church (1928-2008)

The meeting received and considered a document related to the historical stages of development of LUC from the purchase of land in 1928, the approval by Presbytery to build a church in 1940 and all major repairs and improvements to the buildings including additions from June 1, 1941(opening of the building) to recent office renovations in 2008. There is evidence of constant maintenance projects and replacement of heating systems and roofing. They have been on top of major items before they became a big problem.

Five to Ten Year Capital Needs Planning

The Committee asked me to brief them on my thoughts on capital planning. I did this as well as giving them some insights into how a capital plan might be prepared. I used a “tool” I received at the TUCC workshop in November 2008 – “This Old House”; a spreadsheet presentation and cash reserve calculation method prepared by Larry Webb, who was then Acting Director of Property at TUCC. I scanned the document for them and sent it to Fraser Holman for their use. They will build a spreadsheet for their specific needs with a 10-year financial plan.

I gave them general information about the role of Presbytery in approving projects and that although the Presbytery does not have funds for grants or loans currently, others may have funds. LUC is looking into Trillium grants and will contact TUCC to see how “dry” the well may be at that “former” source of funding.

I also left the Committee a copy of the “Green Awakening Network” newsletter and suggested that they contact Ron Ewart at TUCC and get of the e-mail list to help with contacts on energy audits and grants related to “greening” their buildings. (I have confirmation from Ron Ewart that LUC have made contact)

I also mentioned some sources they might pursue with regards to major fund raising efforts; the United Church’s Stewardship Department and their resources as well as Ben Harder and his programs for fund raising and Stewardship Programs

Getting Started on the Planning Program

The Committee reviewed a proposal from BB & R Architect Inc., the firm that has done all the work on the building from 1940 and has the drawings. The proposal is for two activities:

- A condition survey of the 23,800 sq. ft. building including identifying and quantifying costs for architectural concerns, mechanical & electrical systems, as well as structural concerns (lump sum estimate of \$7,500 for the study).

- A survey of the existing building uses, the LUC future “ministries” to the Community and how the building might look in the future to meet these future “ministries.”

The Committee had asked for funding from their trust funds for the first study and this was granted. I have heard subsequently that LUC Council approved the expenditure on November 25 and that a Standard Architectural Agreement has been signed with BB&R to perform the work and deliver the “Building Condition” survey by early January 2010.

The second study was deemed premature and will not be considered until more work has been done on the Building Condition.

A member of the Committee is an architect and has advised them on other matters at the Church as well there is a knowledgeable mechanical systems person in the Congregation to help them.

Their way forward seems to be well thought out as they have identified and have estimates of costs already for a floor reconstruction project for the Gym (\$85,000) and Organ updates and repairs (\$85,000).

They have identified stained glass window repairs as an immediate necessity and I gave them two contacts that I have worked with on smaller contracts; Obata Studios and Gordon Wright.

The Organ and Stained Glass Window repairs and maintenance (very visible and popular memorial gift donation projects) might be separate fund raising, once the value of the other work has been received and considered.

I left the meeting after 1 ½ hours of very interesting dialogue with the members of the Committee and the Minister.

Conclusions

LUC has it all together and just needed confirmation to get on with their plan.

What is possibly missing is a strong presence of the “Property Committee” at the Ad Hoc Committee table but this is an internal matter at LUC that is being resolved.

I offered to keep in touch with the AD Hoc Committee. Their next meeting is January 2010.

Submitted by Nick Walker
December 2, 2009

jne: Brimley & Steeles - 5000 Steeles Ave. East, Scarborough

Location Code: CI 735

LEASE AMENDMENT AND EXTENSION AGREEMENT

THIS AGREEMENT made this S^ALday of February, 2009.

BETWEEN:

THE TRUSTEES OF THE EBENEZER UNITED CHURCH
(the "Landlord")

-and-

ROGERS COMMUNICATIONS INC.
(the "Tenant")

WHEREAS:

- A. The Landlord and Rogers Wireless Inc., as tenant, entered into a lease dated February 5**, 1998, and subsequent Lease Amending & Extension Agreement, Second Lease Amending Agreement and Third Lease Amending Agreement dated January 22, 2003, June 26, 2003 and August 2, 2006, respectively (collectively, the "Lease") with respect to certain real property known as 5000 Steeles Avenue East, Scarborough, Ontario (the "Property"), all as more particularly described in the Lease;
- B. By amalgamation effective on July 1, 2007, Rogers Wireless Inc. amalgamated with its affiliated corporations Rogers Communications Inc., Rogers Cable Inc., Rogers Wireless Communications Inc., and RWCI Acquisition Inc., and continued as Rogers Communications Inc.;
- C. The current term of the Lease expired on March 31, 2008; and
- D. The Landlord and the Tenant have agreed to amend the terms of the Lease as hereinafter provided;

THEREFORE in consideration of the covenants, terms and conditions contained herein the Landlord and the Tenant agree the Lease is hereby amended as follows:

1. Demise and Term

The Landlord hereby leases to the Tenant the premises for and during the term of Five (5) years commencing on the First day of April, 2008 and expiring on the 31st day of March, 2013 (the "Extension Term").

2. Rent

During the Extension Term, the Tenant shall pay to the Landlord an annual rent of Sixteen Thousand Five Hundred Dollars (\$16,500.00) per annum payable monthly in advance in installments of One Thousand Three Hundred Seventy Five Dollars (\$1,375.00), during each year of the Extension Term. «.

3. Further Options to Extend

The Landlord irrevocably grants to the Tenant the option to further extend the Term for Three (3) further and consecutive periods of Five (5) years each, commencing April 1st, 2013, 2018, and 2023, respectively. The options shall be deemed to be exercised by the Tenant unless the Tenant gives notice in writing at least 60 days prior to the expiry of the term or any extension period as the case may be stating that it elects not to exercise such option.

4. Rent Payable During Extension Terms

Rent during the period commencing April 1st, 2013 and ending March 31st, 2018 shall be Sixteen Thousand Five Hundred Dollars (\$16,500) per annum. Rent during the subsequent Extension Terms shall be set at market rate for comparable Tenant sites for similar uses in the vicinity of the Property as agreed by the parties acting reasonably, or, failing agreement, by a single arbitrator appointed under provincial arbitration legislation.

5.

Application of Lease

The Landlord and Tenant acknowledge and agree that except as otherwise provided herein this agreement shall be on the same terms and conditions as the Lease and the capitalized terms herein unless otherwise provided shall have the same meaning as ascribed to them in the Lease. All other terms and conditions of the Lease remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have hereunto executed this agreement as of the date first written above.

ROGERS COMMUNICATIONS INC.

Per: J. Barns
Name: Sherrie Barns
Title: Manager, Real Estate - Ontario

I have the authority to bind the Corporation

IN
THE TRUSTEES OF THE EBENEZER UNITED CHURCH

MY
Witness

Per: M. Tribe
Name:
Title:

I have the authority to bind the Corporation

MH
Witness

Per: Frank Shaeel
Name:
Title:

I have the authority to bind the Corporation

FORM APPROVED TO CONTENT
<u>Bar</u>
Per: ROGERS REAL ESTATE



THE TORONTO UNITED CHURCH COUNCIL

Unit 24
30 Wertheim Court
Richmond Hill, ON
L4B 1B9

905-771-5124
800-235-8822
Fax: 905-771-5159
E-mail: mail@tucc.ca
Website: www.tucc.ca

December 14, 2009

Barbara White
Bedford Park United Church
100 Ranleigh Ave.
Toronto, ON M4N 1W9

Dear Barb,

Thank you for your email of December 10, 2009 seeking information about a possible loan from Council to Bedford Park United Church. Specifically you ask what would be required for formal documentation for the Presbytery.

Council's Loan Policy requires loan applicants to have the prior approval of their supervising court since that court shares in the obligations of the loan contract including but not limited to confirming the capacity of the borrower to repay, affirming the reliability of the collateral, and honouring the legal remedies of Council should a default occur.

Given that your Trustees intend to use "designated cash" as security, an approval by the Presbytery for the loan will be guided by its definitions of "major Personal Property" and "trust property". An additional action to this approval would be if the "designated cash" has a use restriction (e.g. Manse Funds), in which case the restriction must be waived by Presbytery.

The following model of terms and conditions for a possible loan to Bedford Park United Church are from my notes of our telephone conversation and is not meant to be more than a discussion guide at this time:

Amount:	up to \$100,000.
Term:	to July 1, 2013.
Interest:	the Bank of Nova Scotia 4-year rate for the term as of the date of the first draw.
Payments:	quarterly interest payments.
Special Condition:	the loan will be fully open for repayment in full or in part at any time; the balance owing on July 1, 2013 will be paid from the congregation's matured <i>Investing In Ministry Fund</i> deposit #015.

2

Security: Promissory Note and Assignment of *Investing In Ministry Fund* deposit #015.
Origination Fee: non-refundable \$500 paid with loan application submission.
Source of Funds: *Investing In Ministry Fund*.

A second financing option for the congregation would be to withdraw what is required from the funds it currently has within the *Investing In Ministry Fund*. Since the initial 5-year period has been completed, all or part of your \$100,000 may be withdrawn on July 1, 2010 or any subsequent July 1st anniversary date, by giving at least 180 days' prior written notice to Council (that is, before December 31st).

If financing is required prior to July 1, 2010, a third option would be to borrow what is needed now and repay the amount on July 1st from your *Investing In Ministry Fund* deposit. This would be a bridge loan and quarterly interest only would be paid until the due date for the principal.

I trust this information is helpful. Council is pleased to be able to provide this service.

Yours truly,



Vincent Alfano
Executive Director

c.c. Tom Clarke, Toronto Southeast Presbytery

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**Toronto Conference
Toronto Southeast Presbytery
Executive Minutes**

January 12, 2010 – 963 Pharmacy Avenue, Toronto

Vision: The Vision of Toronto Southeast Presbytery is to enable and support good, faithful and healthy communities of faith within our member Pastoral Charges and to provide opportunities for cross-congregational initiatives where individuals from Congregations with shared calls to specific ministries may work together.

Present: John Lee (chair), Harry Brown (communications), Clyde Harris (treasurer), Lynella Reid-James (agenda planning), Anne Shirley Sutherland (staff), Paget Blaza (member at large), Michael Cottrell (member at large), Wendy Miller (staff – taking minutes), Teresa Burnett-Cole (staff)

Regrets: Mark MacLean (secretary)

Guest: John Joseph Mastandrea (Pastoral Relations)

Quorum was achieved.

Call to Order: Chair John Lee called the meeting to order at 4:00pm, mentioned that Mark MacLean was on study leave, and Wendy would take minutes..

Agenda Review: **Moved/Seconded:** Clyde Harris / Harry Brown

That the agenda be accepted as presented, adding 'Assessments' under New Business.
Carried.

Worship: John Lee

- John brought up the movie Avatar and asked the people who had seen it to give their theological reflections. Industrialists vs indigenous people / is it racist? you bring your own prejudices to the screening / reflection around being a new person in a community – and how to achieve peace & work as a team – have a trusting relationship – message of resurrection / "I See You" – seeing more than the outer person / technology alone makes it worth seeing
- Closed worship with prayer
- Paget volunteered to do worship in February

Report from the Chair – John Lee

- Harry Brown assumed the chair for the duration of John's report
- John reflected on the vision for the presbytery and said that he had begun to write his thoughts
- John shared his vision for the church and his thoughts on inter-cultural ministry and the Church's mission theme, ecological issues, with Moderator Mardi Tindal. After giving some thought to what the task of the church should be, ecological mission seems to be a large future task. Intercultural goal is not an end-goal, but a step along the way. Shared ideas about networking: mosaic paradigm vs melting pot. Mosaic has hierarchy; can we think about the type of network we want to build within the presbytery. Thoughts on executive: looking at the structure from the previous presbytery (committee chairs representing committees and sitting on executive) and the differences with our own structure. We need to figure out how to function and communicate. John met with President Carol Gierak, Executive Secretary David Allen and other Presbytery Chairs and Secretaries and shared experiences in the new structure to date. They plan to meet once a month (either physically or by phone). This will help us all move forward 'together'. TSP seems to be doing well. John expressed his appreciation to executive and staff.
- Question: in Toronto Scarborough Presbytery – the chair visited each pastoral charge. Is this a plan for the new presbytery? With delegation? Answer: Yes. Need Executive members to bring the message of where the presbytery is headed to congregations.
- Question on Pastoral exchange (ask Lynella for more details). This also is an area to work on further.

Order of the Day:

*Discussion with John Joseph Mastandrea re. housing allowance
 Pastoral Relations Motions received for information (see Appendix A)

- John Joseph recapped his report:
 - Vision was that the commissions would be the final decision-making bodies in the new structure.
 - This issue was brought to John Joseph and the n discussed at a pastoral relations meeting (Susan Smith chaired). Thought was that it was better to have lay people debate this issue.
 - Toronto South had an official policy \$2400/mth housing allowance for new appointments
 - Toronto Don Valley was also \$2400/mth
 - Scarborough was \$18,200/yr
 - Some belief that equity had been promised - that housing allowance would be equalized. (Others from that commission do not have the same recollection).
- Teresa did some research and brought maps and housing figures for the various map districts and presented the data. (Based on a basic detached house). These figures are minimums.
- Comment/ Red Flag: most congregations have already done their 2010 budgets. What if congregations cannot meet this obligation? The Executive agreed with the equality issue.
- Question: How many congregations would this affect? Clyde is working with 6 or 7 congregations who would have problems.
- Suggestion: that the plenary be given a presentation to help them understand why this was done and to help them to explain to their congregations / answer questions. PR Motion would be presented for information, and time for questions. (Lynella will add to the Agenda).
- Need to get to \$22,500 by 2011. Can we ask Pastoral Relations to reconsider the 'non-compliance' issue, and give congregations the time they need to phase in the increase.
- If congregations have questions, they should be directed to Pastoral Relations (John Joseph).
- Note: in reading Commission minutes, Chair, Anne Shirley, or Admin can flag issues that should be highlighted. Chairs can also bring forward decisions that they feel may cause discussion.

Minutes of November 10th, 2009:

Moved/Seconded: Michael Cottrell / Paget Blaza
 That the minutes of November 10th be accepted as presented.
Carried.

Minutes of December 8th, 2009:

Moved/Seconded: Michael Cottrell / Clyde Harris
 That the minutes of December 8th be accepted as presented.
Carried.

Business Arising:**Task Groups**

- Retreat Planning
 - Looking for a date for the retreat planning (likely end of January, beginning of February)
 - Retreat planning team will report at next executive
- Governance
 - Tom, Harry, Anne Shirley : meeting this Tues
- Covenant Services
 - Mark MacLean & Bill Kervin are working on this
- Circle of Accountability
 - Has met ; in motion ; clarified terms
 - Rotating chair (Norm Seli, John Brown, Michael Kennedy, Eilert Frerichs)
 - Will come back to Executive in June

- Formal Hearing

- Anne Shirley read the reasons for the decision from the report from the Formal Hearing committee
- Committee decided not to order a Formal Hearing.
- Both parties have been notified by phone, with a letter to follow
- The decision not to hold a hearing is non-appealable.

Moved /Seconded: Clyde Harris/ Harry Brown

that Executive receive the report and that Executive is satisfied that all procedures have been followed and that all parties have had the opportunity to speak; and that the Executive accepts the decision of the Formal Hearing Committee not to order a formal hearing.

Carried

- Anne Shirley will write a letter of thanks to the Formal Committee participants.

Correspondence:

- **Deer Park United Church (report see Appendix B)**

- There were questions about this as a model of ecumenical shared ministry. Recommend Deer Park meet with Mission Strategy and Pastoral Oversight for clarification.
- Mark offered to work with other committees and Deer Park.

Moved/Seconded: Harry Brown / Lynella Reid-James

That we receive the report from Deer Park, and having questions around the shared ecumenical ministry, we ask that representatives from Executive, Pastoral Oversight, Pastoral Relations and Mission Strategy work with Deer Park to clarify the nature of this shared ministry and the relationship of the new ministry with Toronto Southeast Presbytery, and to report back to Executive, by the March executive meeting.

Carried.

- John will follow up with Deer Park

- **Re. Licensing**

- Correspondence asked that the Presbytery consider having a group license for the common uses of music in the church.
- According to the UCC website, the most common (CCLI) license does not cover the majority of songs in Voices United or More Voices. Investigation into CCLI showed that the presbytery would need to have 100% participation by the pastoral charges and would have some administrative responsibilities with regard to the group license.
- Decision to leave licensing to individual churches.

- **Letter from General Secretary re. Triennial Planning (report – see Appendix C)**

- Defer discussion to next Executive meeting
- Harry mentioned that there was a strong recommendation for individuals, congregations, groups, presbyteries to respond because there was not a clear direction from the last General Council. Some items counter previous General Councils, and there are financial implications.

- **Letter from John Lee to St. Andrew's United Church**

- Executive approved the letter with minor corrections and requested that we have David Allen look it over for anything further.

- **Remit 3: Transfer & Settlement to be Optional (from Nora Sanders) (report attached)**

- see agenda planning

- **Vulnerable Sector Police Checks (letter from Abiel Khalema)**
 - RCMP stopped allowing 3rd parties to do BackCheck
 - Police Checks are on hold at present. Investigating whether we have to register, or whether UCC will register.
 - Clyde reported that BackCheck is working with the RCMP to be able to do the checks again.
- **Annual Meeting Reports (email from David Allen)**
 - Mark & John to prepare
- **Doug Norris (email)**
 - representing Toronto Southeast Presbytery at a conference on new ideas about interim ministry

Moved / Seconded: Paget Blaza/ Harry Brown
that the correspondence be accepted for information.

Carried

Business :

Agenda Planning Report – Lynella Reid-James

- Plans are going well.
- Wendy will send out a map & parking with next email
- Evaluations: will give evaluation sheets out at the plenary tables. Investigating some type of online evaluation.
- Plan to come up with a Schedule for Team/Accountability reports. Lynella to write to each chair to outline this plan, and ask if they would like to have a ‘teaching moment’, it will be brought back to Agenda Planning to try to incorporate.
- Should encourage others like Lake Scugog to come under an existing team (eg Congregational Life & Youth)
- Ask Executive to reflect on UCC’s 85th anniversary and suitable celebrations for the May meeting
- January: scrolling announcements as usual;
- Agenda Planning has a ‘strategy’ to keep the Plenary on time & track
- Adding Pastoral Relations time to the meeting
- Food: has been costing more than donations. January will be sandwiches. Value named in the agenda (\$10) to encourage appropriate compensation.
- Storm Plan? Wendy will put a ‘storm’ message on the Presbytery Line: 416-241-2677 ext 253.
- March Meeting: devoting educational component time to the Remit 3 – Transfer and Settlement to be Optional

Nominations Report – Anne Shirley Sutherland

- No report

New Business:

- List of Outstanding Assessments from 2009 – 13 churches totalling \$22,000. Clyde to write a letter/email asking for feedback. Planning that the names will go up on the scrolling announcements.
- Letter from General Council was sent to the director of music at Wexford Heights UC, suggesting that he may be eligible for benefits. Question – should GC have copied the church? Suggest Wexford’s M&P Chair follow up with General Council. Kimbourne’s secretary was contacted as well. Is this because of ADP?

Announcements:

- **Obituary – Rev. Charles R. Miller (died Dec 26, 2009): Charles Miller (June 24, 1941 – December 26, 2009)**

Charles Miller was born in 1941 in Newcastle, New Brunswick. He was ordained in 1965 by the Maritime Conference, Miramichi Presbytery, having been educated at Mount Allison University in Sackville New Brunswick and the Atlantic School of Theology in Halifax. His special training was in church renewal & growth, liturgy, spiritual development and integration of arts and worship (on which topic he had a work published).

He came to Hamilton Conference in 1976 from Winnipeg Presbytery and was called to Erindale United in Halton Presbytery where he served until 1981. He variously served at Runnymede United in Toronto, First United in Waterloo and Fairlawn Heights in Toronto and retired in 2006.

Adjournment – 6:20 pm – John offered the Benediction.

Next Meetings:

February 9, 2010 – agenda items by Feb 2

March 9, 2010 – agenda items by March 2

April 13, 2010 – agenda items by Apr 6

May 11, 2010 – agenda items by May 4

All meetings are at 963 Pharmacy Ave. 4-6:30 pm / agenda items to Wendy at wmiller@united-church.ca

Rev. John Lee
Chair: Toronto Southeast Presbytery

Wendy Miller
Admin. Assistant: Toronto Southeast Presbytery
For Mark MacLean, Secretary

APPENDIX A –

**Report from the Toronto Southeast Presbytery
Pastoral Relations Commission**
DATE: January 6, 2010
SUBJECT- Housing Allowance

TIME LINE

1. **PREAMBLE-** In the preparation and creation of the Commissions the rationale was to have these forums as final decision making bodies of the newly formed Toronto South East Presbytery part of the Prenuptial Agreement no.1
2. Paul Hutchison from St. John's United Church contacted me in the fall of 2009 about the issue of housing allowance. He referred to some of the history of the Housing Allowance discussion in the former Toronto Scarborough Presbytery. The Ministry Housing allowance had been raised to the \$18,000.00 ceiling in the past with the proviso that St. John's United Church was grandfathered at a ceiling of \$21,000. Further Paul indicated that in the Preliminary discussions and courting session of the Newly formed presbytery it was stated in the area of housing allowance that all ministry personnel would be reimbursed at an equal rate up to the ceiling of the former Toronto South Presbytery of \$24,000.00. This is Prenuptial agreement no. 2.
3. The Toronto South East Pastoral Relations Commission met on November 24 at Jubilee United to deliberate and pass a motion to define the three stage process for implementation of the New Housing Allowance Grid.
4. Housing Allowance for Clergy

A letter from Rev. Paul Hutchison of St. John's United Church requesting the Commission to establish a new housing allowance policy for the Presbytery. It was noted that the current housing allowances for Toronto South Presbytery and Toronto Scarborough Presbytery were \$24,000 and \$18,200 respectively and that Don Valley Presbytery had different allowances for different areas of the Presbytery.

Following discussion it was moved by Beth Moore and seconded by Barb White that the Toronto Southeast Presbytery Pastoral Relations Commission establish the following housing allowances for the Presbytery: 2010 - \$20,000; 2011 - \$22,500; 2012 - \$25,000; and that Ministers now in pastoral charge positions receive the higher of their current allowance and the specified allowance. Carried.

The Grid was send to Tor South East Presb Executive for Information.

5. Further clarification was requested.
6. This issue tests the Covenantal relationship and Prenuptial No. 3 of the principles set in motion when the New Toronto Southeast Presbytery was formed.

My understanding when asked by Allan Hall to chair the Pastoral Relations Commission was that this commissions would be the final decision making body in each of responsibility for the new Presbytery.

My understanding that this principle was created to shift the ethos of the Presbytery Meetings from lengthy gatherings that re-debated the minutia of the former committees

7. The motion passed by the Commission is completing the process that had been promised to ministry personnel in the process of the New Presbytery's inception. The endorsement of this motion will further help to facilitate this process.

Thank you for all your assistance and insight in this matter

John Joseph Mastandrea
 Chair, Toronto South East Pastoral Relations Commission

APPENDIX B – Deer Park Report**ECUMENICAL SHARED MINISTRY AGREEMENT**

Agreement Between

CALVIN PRESBYTERIAN CHURCH
-and-
DEER PARK UNITED CHURCH

WHEREAS Calvin Presbyterian Church (which is hereinafter called "Calvin") is a congregation of The Presbyterian Church in Canada.

AND WHEREAS Deer Park United Church (which is hereinafter called "Deer Park") is a congregation of The United Church of Canada.

AND WHEREAS Calvin and Deer Park intend to adhere to the standards, traditions and faith of their own denomination, and respect those of the other denomination.

AND WHEREAS the purpose of this ecumenical shared ministry is to join together in the worship of God as revealed through Jesus Christ with the guidance of the Holy Spirit to unite our strengths so that we may serve the world God created.

AND WHEREAS the trustees of Calvin are the registered owners of premises known municipally as 26 Delisle Avenue, Toronto, Ontario, which property is hereinafter referred to as the "Premises".

AND WHEREAS Deer Park left its place of worship at 129 St. Clair Avenue West, Toronto, Ontario in June of 2008 and since that time Calvin and Deer Park have been worshipping and celebrating Christian fellowship and faith together at the Premises. Calvin and Deer Park would like to continue to do so in an ecumenical shared ministry.

AND WHEREAS Calvin and Deer Park are each referred to herein as a "Congregation" and together as the "Congregations".

AND WHEREAS Calvin and Deer Park wish to set forth in this agreement the basic terms under which they will continue their ecumenical shared ministry at the Premises.

THEREFORE, in consideration of the mutual promises made in this agreement, trusting in God and in each other, and in the belief that we all do better service to God in our shared ministry, Calvin and Deer Park agree as follows:

1. Distinct Congregations

It is acknowledged and agreed that throughout the term of this Agreement, Calvin will continue to be a separate congregation, which is a Congregation of The Presbyterian Church in Canada. The affairs of Calvin will be decided upon by the Minister, Session and members and adherents of Calvin in accordance with the polity, decision-making procedures, process and other procedures of The Presbyterian Church in Canada. It is acknowledged and agreed that throughout the term of this Agreement, Deer Park will continue to be a separate congregation, which is a Congregation of The United Church of Canada. The affairs of Deer Park will be decided upon by the Minister, Executive and members and adherents of Deer Park in accordance with the polity, decision-making procedures, process and other procedures of The United Church of Canada. The Congregations have determined that it is in their best interests to combine their worship services and utilize one building in a manner which is as equitable and fair as possible, however, the two Congregations will remain essentially distinct as acknowledged and agreed in this Section 1.

2. Ecumenical Ministry Committee

The Minister of Calvin, Clerk of Session of Calvin and two additional members of Calvin designated by the Session of Calvin shall be representatives of Calvin on a committee which is to be named the Ecumenical Ministry Committee.

The Minister of Deer Park, Chair of the Executive of Deer Park, and two additional members of Deer Park designated by the Executive of Deer Park shall be representatives of Deer Park on the Ecumenical Ministry Committee.

There shall be at least one meeting of the Ecumenical Ministry Committee per year. Meetings of the Ecumenical Ministry Committee may be called by either the Clerk of Session of Calvin or the Chair of the Executive of Deer Park and such meetings shall be held within 30 days of being so called. Any member or adherent of Calvin may request the Clerk of Session of Calvin to call such a meeting and any member or adherent of Deer Park may request the Chair of the Executive of Deer Park to call such a meeting. The chair of the meetings of the Ecumenical Ministry Committee shall be either the Minister of Calvin or the Minister of Deer Park as agreed upon by them or another member of the Ecumenical Ministry Committee chosen by them.

At each meeting of Ecumenical Ministry Committee someone shall be appointed to take minutes of the meeting. The chair of the meeting shall be responsible for the agenda of the meeting.

The duties of the Ecumenical Ministry Committee shall include:

2.1 Review of and promoting the ecumenical shared ministry between Calvin and Deer Park.

2.2 Receiving, considering and attempting to resolve complaints or concerns raised by a Minister, member or adherent of either Calvin or Deer Park regarding the shared ecumenical ministry. For clarity and by way of example, complaints by a member or adherent of Calvin about Calvin solely shall be dealt with by Calvin in accordance with the polity and procedures of The Presbyterian Church in Canada. Complaints by a member or adherent of Deer Park about Deer Park solely shall be dealt with by Deer Park in accordance with the polity and procedures of The United Church of Canada.

2.3 When necessary, review of and comment upon the rent being paid by Deer Park to Calvin and review of and comment upon any changes in such rent. A review shall occur at least once in each calendar year after Calvin and Deer Park have formulated their draft budgets for the coming year.

2.4 If and when necessary, review of and making recommendations regarding proposed changes to this agreement.

2.5 Review of and making recommendations regarding any proposal to terminate this agreement, including the terms of any such termination, however nothing in this Section 2 or any act of the Ecumenical Ministry Committee shall restrict or in any way limit the right of either Congregation to terminate this Agreement in accordance with the provisions of Section 10.

3. Premises

3.1 The Premises will continue to be owned by Calvin, through trustees of Calvin, and maintained by Calvin. If major or structural repairs become necessary, Deer Park will be consulted. It is expected that Deer Park will make a contribution to the cost of such repairs, again on a pro rata basis based on the number of Financial Contributors of Calvin and Deer Park. "Financial Contributors" shall be defined in this Agreement as those members and adherents of the respective Congregation who have made offerings during the most recently completed fiscal year of the respective Congregation. The Chair of the Finance and Property Committee of Calvin and the Chair of the Finance Committee of Deer Park, if necessary after consultation with their own committees, shall determine a period of time over which any such expense shall be considered

"amortized". If they are unable to agree on such an "amortization term" they shall refer the matter to the Ecumenical Ministry Committee for comment. If this agreement is terminated within such depreciation term, Calvin will reimburse Deer Park a portion of the contribution of Deer Park, such portion being determined by the number of years remaining in the depreciation term. This reimbursement will be paid no later than the effective date of the termination of this agreement.

The following example is offered. Deer Park contributes \$30,000.00 to roof replacement. It is anticipated the roof should last fifteen years. Fifteen years is the depreciation term. If this agreement is terminated five years after Deer Park contributes to the roof, Calvin will reimburse Deer Park \$20,000.00 (ten years remaining depreciation term, depreciation amount is \$2,000.00 per year.)

3.2 Both Calvin and Deer Park shall have access to the Geneva Room, sanctuary and lower hall for congregational events. Such events will be booked with the office administrator, on a first come, first serve basis. Deer Park will not be charged rental for such use except it will be charged for events in the sanctuary, other than meetings following worship on Sundays. Any such charge will be an amount equal to the approximate additional costs of maintaining the Sanctuary for the period of the meeting. The Minister of Calvin shall have discretion to waive any such rental. All of the terms in this Section 3.2 related to rental to be paid by Deer Park shall be subject to annual review by the Ecumenical Ministry Committee.

4. Insurance

After consulting with the Finance Committee of Deer Park, the Finance and Property Committee of Calvin shall determine the appropriate all risk property and boiler and machinery insurance for the Premises including the coverage amounts in connection therewith. Calvin shall obtain such insurance and the costs of same shall be included in the total expenses of the Premises provided for in Section 5. All other insurance coverage relevant to the Congregations, including general liability insurance, contents coverage, crime insurance and directors and officers liability coverage shall be the sole responsibility and be at the sole cost of the respective Congregation. Calvin shall carry public liability and property damage insurance in which policy Deer Park shall be a named insured and the policy shall include a cross-liability endorsement. Deer Park shall carry public liability and property damage insurance in which policy Calvin shall be a named insured and the policy shall include a cross-liability endorsement.

5. Finances

The rent to be paid to Calvin by Deer Park will be determined as follows:

By January 31 of each year, Deer Park shall inform Calvin of the number of Financial Contributors of Deer Park and Calvin shall inform Deer Park of the number of Financial Contributors of Calvin.

By January 31 of each year, Calvin will inform Deer Park of the total of specified building and music expenses incurred in the previous calendar year which will be used in the calculation for rent payable by Deer Park. These specified expenses will include the following - salary and benefits of the church officer, normal ongoing repair and maintenance which does not include capital or structural replacements, building insurance, utilities, cleaning supplies, security costs, salary of the music director, musical instrument maintenance, guest musicians, and pulpit supply in the event both ministers are unavailable. Building expenses shall not include the cost of any single repair exceeding \$20,000.00 as such expenditure shall be considered a major building expense and dealt with in accordance with the provisions of Section 3. The amount of all rental income received by Calvin, from sources other than Deer Park, shall be deducted from these specified expenses.

The rent to be paid by Deer Park for the following year, commencing on July 1 of each year, shall be determined based on Deer Park's pro rata share of the remaining amount of these specified expenses after such deduction of rental income, based on the number of Financial Contributors of each congregation.

Notwithstanding what has been set out above, Calvin and Deer Park agree that there shall not be an increase in the rent to be paid by Deer Park in the following year if the result of such an increase would be to cause the reasonable annual operating expenses of Deer Park to exceed the annual income of Deer Park in the following year.

6. Ministry

6.1 The ministers of Calvin and Deer Park shall determine between them all aspects of their interaction, including dividing up their responsibilities.

6.2 Calling a Minister:

If Calvin needs to call a minister during the term of this agreement, the following shall apply.

Deer Park shall be entitled to send one representative to all meetings of the search committee established by Calvin. The Deer Park representative shall be there on a monitoring basis only, and shall not be a voting member of the committee. The representative of Deer Park shall maintain the same degree of confidentiality maintained by the Calvin search committee with respect to all such meetings, save and accept that the Deer Park representative shall be entitled to report to the Minister of Deer Park only. The Minister of Deer Park shall also maintain complete confidentiality with respect to all such reports, as is maintained by the Calvin search committee.

When the Calvin search committee has decided upon the person they wish to recommend for a call, and before they make that recommendation to their Session, they shall arrange a meeting between the proposed person and the Minister of Deer Park. The purpose of this meeting is so that the Minister of Deer Park can determine whether or not he or she can work with the proposed Minister in an ecumenical shared ministry. The Minister of Deer Park is encouraged to share that decision with the Clerk of Session of Calvin before the call recommendation is made. It is expected that the Session of Calvin will take that decision into consideration in proceeding with a call. If Deer Park needs to call a minister during the term of this agreement, the following shall apply.

A Joint Needs Assessment Committee ("JNAC")will be established consisting of representatives from the Deer Park Congregation and Toronto Southeast Presbytery. This committee will decide what is needed for ministry in the Deer Park Congregation. In addition, a Calvin representative shall be invited to be present at JNAC meetings on a monitoring basis only, and shall not be a voting member of the committee. The representative of Calvin shall maintain the same degree of confidentiality maintained by the Deer Park JNAC with respect to all such meetings, save and except that the Calvin representative shall be entitled to report to the Minister of Calvin only. The Minister of Calvin shall also maintain complete confidentiality with respect to all such reports, as is maintained by the Deer Park JNAC.

When the report from the JNAC has been approved by both the Deer Park Congregation and Toronto Southeast Presbytery and a vacancy has been declared, a search committee shall be established by Deer Park. Calvin shall be entitled to send one representative to all meetings of the search committee. The Calvin representative shall be there on a monitoring basis only, and shall not be a voting member of the committee. The representative of Calvin shall maintain the same degree of confidentiality maintained by the Deer Park search committee with respect to all such meetings, save and accept that the Calvin representative shall be entitled to report to the Minister of Calvin only. The Minister of Calvin shall also maintain complete confidentiality with respect to all such reports, as is maintained by the Deer Park search committee.

When the Deer Park search committee has decided upon the person they wish to recommend for call, and before they make that recommendation to their Executive, they shall arrange a meeting between the proposed person and the Minister of Calvin. The purpose of this meeting is so that the Minister of Calvin can determine whether or not he or she can work with the proposed Minister in an ecumenical shared ministry. The Minister of Calvin is encouraged to share that decision with

the Chair of the Executive of Deer Park before the call recommendation is made. It is expected that the Executive of Deer Park will take that decision into consideration in proceeding with a call.

6.3 Office space for the Minister of Deer Park will be made available at the Premises.

7. Joint Meetings of the Congregations

Each of the Congregations shall endeavor to have their annual meetings between February 15 and March 31 in each and every year. Within thirty (30) days of the later of the two annual Congregational meetings, there shall be held a joint meeting of all members and adherents of each of the Congregations. Worship. hospitality. Outreach and education are to be considered at such joint annual meetings

In addition. joint meetings of all members and adherents of the two Congregations may be called at other times of the year by the Ecumenical Ministry Committee. the Minister of either Congregation. the Session of Calvin or the Executive of Deer Park. and such meetings shall be held within 30 days of being so called.

8. Committees

The Worship Committee. Education Committee. Hospitality Committee and Outreach Committee shall have members from both Congregations. The constitution of such Committees and a summary of their functions are set forth in Schedules "A". "B". "C" and "O". respectively. hereto. Any amendments to the constitution or functions of those Committees that have joint membership and the provisions of the Schedules hereto do not require an amendment to this Agreement but may be enacted by resolution of the respective Committee. In addition. the Session of Calvin and the Executive of Deer Park may strike additional committees with members from both Congregations. Any Committee of either Congregation other than those referred to in this Section 8 shall have members only from the relevant Congregation.

9. Office Staff

Calvin shall provide and pay for its own office administrator. Deer Park shall provide and pay for its own office administrator. Both office administrators shall share the Administration Office at the Premises. It is agreed that if neither Calvin nor Deer Park require a full time office administrator. they shall attempt to agree to hire the same person to be the office administrator for Calvin and for Deer Park. Calvin will pay that person on for the number of hours of work provided to Calvin. and Deer Park will pay that person for the number of hours of work provided to Deer Park.

10. Termination

Either Congregation may terminate this Agreement and the arrangements set forth herein on six (6) months written notice. In the case of termination initiated by Calvin. such notice shall be issued by the Session of Calvin and be provided to the Minister of Deer Park and the Chairperson of the Executive of Deer Park. In the case of termination initiated by Deer Park such notice shall be issued by the Executive of Deer Park and delivered to the Minister of Calvin and the Clerk of the Session of Calvin. Termination of this Agreement and the arrangements set forth herein shall be effective as of the date specified in the notice. Any amounts owing pursuant to Section 3 shall be paid by Calvin to Deer Park no later than the effective date of the termination of this Agreement.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto following due authorization by the respective Congregations, this ____ day of , 20 ____

CALVIN PRESBYTERIAN CHURCH

Per: _____

Name:

Title:

DEER PARK UNITED CHURCH

Per: _____

Name:

Title:

Appendix C:**Triennium Planning 2011 13 Background****A. Motion passed by the Sub-Executive of the General Council on December 10, 2009**

That the Sub-Executive of the General Council direct the General Secretary, General Council, to prepare a planning document for consideration and decision by the Executive of the General Council at its meeting in May 2010 that will

- a) be premised on the belief that we live in God's abundance
- b) be guided by the themes named by the 40th General Council 2009 and also informed by the
- c) Call to Purpose (GC39), and the Priorities of GCE 39
- d) respect the financial projections provided by the Permanent Committee on Finance
- e) work within the existing polity of the church
- f) set out, with rationale as well as cost, program, and structural implications, three options
- g) reflecting three distinctly alternative approaches for a plan for 2011 2013:
- h) Current configuration with reductions shared broadly and equitably
- i) Radical reimagining of roles and relationships among the General Council Office and of
- j) the courts of the church to achieve reductions and lift up work in new ways
- k) Reductions and rainy day spending (cut deeper than required and use savings as well
- l) as additional draws from reserves for innovative work)

B. Themes to Guide the Church (40th General Council)

The 40th General Council (2009) affirmed five themes to guide the church during the next three years:

- emerging church
- authentic relations with youth and young adults
- outreach, social justice, and care of creation
- faith formation
- becoming a whole people

These themes were among a list of emerging patterns identified by the Listening Team at the 40th General Council, and were initially expressed as follows: emerging church (radical transformation and hope in the struggle); authentic relationship with youth and young adults (including camps and campus ministries); outreach and social justice (honouring relationships, peace initiatives, refugees, and resisting empire); care of creation; faith formation (empowering congregations); and becoming a whole people (intercultural engagement, holy manners, language, anti-discrimination work, and affirming church).

C. Priorities of the 39th Executive of the General Council

(Excerpt from *Called to Be Church*, page 5)

In May 2007, the Executive of the General Council adopted a motion that affirmed the *Call to Purpose* for the purposes of determining the allocation of General Council resources, and affirmed that planning for the period of 2008 to 2010 would give priority to that which

1. deepens our experience of intentional and authentic communities; stretches us beyond the familiar expressions and concerns of our church; with particular concern for our commitment to youth and young adult ministry, becoming an intercultural church, and living with respect in creation
2. supports and develops congregational ministries
3. supports and empowers ministry personnel
4. addresses the church's brokenness in the relationships with Aboriginal peoples and moving toward healing and building right relations

In response to feedback received from members and courts of the church, the Executive subsequently adopted a motion that placed our historic commitment to social justice alongside these priorities.

D. Call to Purpose A message from the church to the church (39th General Council)

www.united-church.ca/organization/governance

**Toronto Conference
Toronto Southeast Presbytery
Admissions Commission – January 13, 2010**

Present: Christina Boyd, June Cavers, Marie Goodyear, Ann Howes, Bruce Galbraith (chair), Paul Stott, Ella Taylor-Walsh, Ila Vaculik, Pam Lock (note-taker)

Regrets: Andrew Cassidy, Karl Lam, Darren Liepold, Chris Miller, Joan Silcox-Smith, Norm Seli, Teresa Burnett-Cole

Opening: Bruce welcomed everyone and lead a breathing prayer.

Updates on Inquirers and Candidates and Admittands:

- Updates were received from mentors/liaison persons
- Louise Granahan submitted a letter withdrawing from discernment.
- Need to complete forms 220 and 230 for 5 candidates being interviewed on January 27th.

Discernment

- David Allan's discernment committee – Ella recruited Bob Fugere from Trinity St. Paul's and they have had their first meeting.
- Susan Evans (St. John's) – requested discernment. Paul Stott and Ann Howes will represent TSP.

Interview Teams

- Nicole Bourassa-Bourke team – Bruce Galbraith, Christina Boyd (chair), Marie Goodyear (note-taker)
- Margaret Mooney – Pam Lock, Ella Taylor-Walsh (chair), Ann Howes (note-taker)
- Brian Elcombe – June Cavers, Paul Stott (chair), Ila Vaculik (note-taker)

The following three motions were passed :

Nicole Bourassa-Bourke:

MOTION: by Christina Boyd / Ella Taylor-Walsh

that the Admissions Team of Toronto Southeast Presbytery accepts **Nicole Bourassa-Burke** as a candidate for ordained ministry.

CARRIED.

MOTION: by Christina Boyd / Ella Taylor-Walsh

that we recommend Nicole for the shorter course (licentiate in theology).

CARRIED.

Margaret Mooney:

MOTION: by Ella Taylor-Walsh / Ann Howes

that the Admissions team of Toronto Southeast Presbytery accepts Margaret Mooney as a candidate for Designated Lay Ministry.

CARRIED.

Brian Elcombe:

MOTION: by Paul Stott / Christina Boyd

That Brian's request to transfer from DLM to Diaconal Ministry be put in abeyance until May while Brian examines further the requirements for Diaconal Ministry and we will assist in setting up an informal discernment process to explore his calling for Diaconal Ministry.

CARRIED.

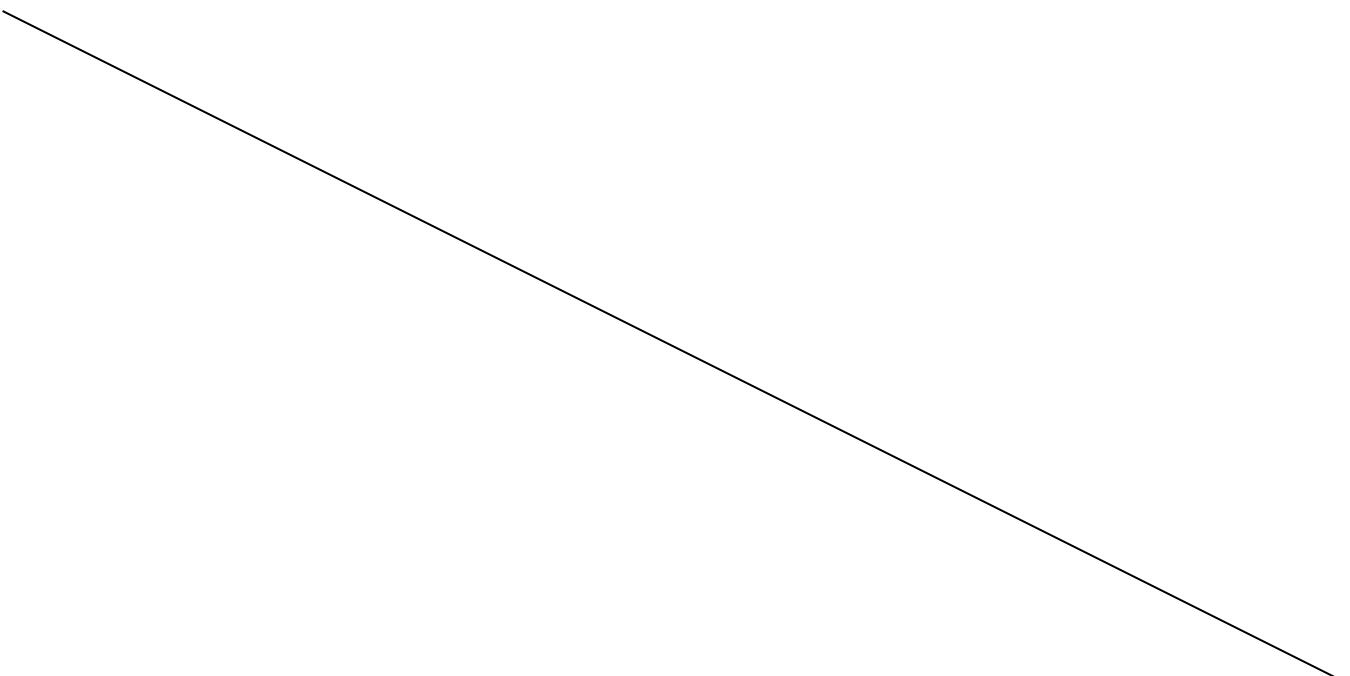
Future Meetings:

February 10th, March 10th, April 14th, May 12th, June 9th.

Adjournment : 4:15pm

Bruce Galbraith, Co-Chair

Pam Lock, Note-taker



**Toronto Conference
Toronto Southeast Presbytery
Plenary Meeting**

January 19, 2010 – St. Andrew's UC, 117 Bloor St. E.

Theme: Our City, Our Mission: Mission Strategy in Toronto Southeast

The hope for the new presbytery was “to enable and support good, faithful and healthy communities of faith”, to have rich and alternative worship experiences, to have fun and to learn together. The following outcomes have been based on those goals.

The hoped-for-outcomes for our meeting are:

1. To share information about justice and global issues
2. To engage the presbyters in discussions around local, national and international challenges faced by the church
3. To create opportunities for community building
4. To have the smallest portion of the meeting about business.
5. Maximize opportunities to learn, network, support one another and to work together.

Theme: Peace in relation to land issues

Presentation: Justice & Global Issues (JGI) and Inter-Church & Inter-Faith (ICIF) Teams

Present:

Ministry Personnel (retained/appointed/called, including DLM's): Cindy Bourgeois, Christina Boyd, Katherine Brittain, John Brown, Teresa Burnett-Cole, Richard Choe, Mary Collins, Michael Cottrell, Karen Dale, Lorri Daly-Price, Marc Doucet, Kathy Edmison, Marie Goodyear, Alan Hall, Deborah Hart, Won Hur, Paul Hutchison, Stephen Iverson, Lorna Joblin, Hae Bin Jung, Hoon Kim, David Lander, John Lee, Mark MacLean, John Joseph Mastandrea, Jim McKnight, Peter McNaughton, Wenh-In Ng, Vicki Obedkoff, Scott Patton, Ellen Redcliffe, Debra Schneider, Cynthia Scott, Norm Seli, Alydia Smith, Ambury Stuart, Martha ter Kuile, Hans van Nie, Jim Wetherall, Barbara White.

Retired Ministry Personnel: Richard Cammidge, Marion Current, Jean Day, Johann Kwong, Nancy Hardy, Janet MacPherson, Rob Metcalf, Ron Nickle, Marion Pope, Mike Skibinski, Zenovia Skibinski, Malcolm Spencer, Ella Taylor-Walsh, Bart van Nie.

Lay Presbyters: Paget Blaza, Nicole Bourassa-Bourke, Nicole Bourassa-Burke, Rosalie Bradley, Harvey Bride, Harry Brown, June Cavers, Joan Chinnery, James Chong, Hack-Pil Chung, Tom Clarke, Sue Comish, Tina Conlon, Lea Elcombe, Bruce Galbraith, Carol-Anne Green, Clyde Harris, Manley James, Jessie Kerr-Lawson, Alex Langford, George Lee, Hannah Lee, Jean Lee, John Lloyd, Pam Lock, Sue Metcalf, Beth Moore, Alan Morson, Flo Morson, Aubrey Peterson, Lynella Reid-James, Winston Roach, Genie Roth, Bill Scott, Ron Scott, Sue Sisam, Edith Smith, Vicki Smith, Paul Stott, Margaret Sumadh, Evelyn Turner, Marg Walker, Marni Whitaker, Wayne White, Karen Whitewood, David Wood.

Other (Staff, Candidates, Visitors): Anne Shirley Sutherland (staff), Brian Elcombe (candidate), David Allen (Executive Secretary, Toronto Conference), Corey Helm (visitor, Beach United)

Regrets

Ministry Personnel (retained/appointed/called, including DLM's): Lee-Ann Ahlstrom, Leslee Alfano, Sarah Bourcier-Miller, Margaret Collard, Bruce Ervin, Sandy Evan-Jones, Deian Evans, Ron Ewart, Jean Hunniset, Annie Jannaway, Abigail Johnson, Cheryl-Lynn MacPherson, David McMaster, Fran Ota, Teresa Ramsey-McNeil, Judy Shand, Joan Silcox-Smith, John Smith, John Taylor, Joan Wyatt, Peter Wyatt.

Retired Ministry Personnel: Larry Beech, Barry Brooks, Dick Davidson, Don Lowery, Wing Mak, Betty Marmura, Des McCalmont, Joan McCalmont, Charles Swan.

Lay Presbyters: Dorothy Amos, Andrew Cassidy, Pat Clark, Lorraine Cowley, Murray Cutler, Debra Dineen, John Freyseng, Glen Greenwood, Wendy Jarvis, John MacLennan, Gordon MacNeill, Jim McKibbin, Irene Peters, Shirley Schwindt, Marian Stinson, David Peter Thomson, Amy Thornton, Ila Vaculik, Dieter Wutherich.

Candidates: Carmen Palmer, Margaret Mooney

Roll Category	Roll	Present	Regrets
Ministry Personnel (retained/appointed/called, including DLM's) - 1/3 for quorum ... 33	110	40	21
Retired Ministry Personnel	75	14	9
Lay Presbyters (1/3 for quorum) ... 31	93	46	19
Other (Staff, Candidates, Visitors)	----	4	----
Totals	278	104	

Quorum: A quorum was present and maintained throughout the meeting.

Refreshments/ dinner - served in St. Andrew's lower hall.

Call to Order: Chair John Lee called the meeting to order.

Opening Hymn – More Voices 161:

I Have Called You By Your Name

Introductions & Welcome by the Chair:

- 1) David Allen (Executive Secretary); Stephen Iverson (recently transferred to Toronto Southeast); Colin Wong (Visitor from Knox Agincourt); Bill Ford (recently transferred to Toronto Southeast)
- 2) Hans van Nie introduced his father Bart van Nie to celebrate the 60th Anniversary of his ordination.
- 3) Barb White introduced – Wayne White (member-at-large) and Rabbi Michael Dolgin from Temple Sinai.
- 4) Janet MacPherson introduced Mary Collins returned from overseas work in Korea on behalf of UCC.
- 5) Margaret Sumadh introduced Cindy Bourgeois (South West candidate) who is student supply at Bathurst St. while Ralph Wushke is on sabbatical

Agenda Review: An item will be added under New Business from Pastoral Relations

**Moved: Mark MacLean /Seconded: Norm Seli
Carried.**

Governance Motion:

that Toronto Southeast Presbytery:

- 1) grant the privileges of corresponding membership to all visitors to this meeting
- 2) empower the Executive from the rise of this meeting until the next regular meeting to act on behalf of Toronto Southeast Presbytery with a recommendation from the appropriate standing committee wherever possible.
- 3) receive for information the minutes of the **TS Executive Meetings of November 10, 2009 and December 8, 2009.**

**Moved: Mark MacLean / Seconded: Paul Stott
Carried.**

Minutes of Previous Plenary:

That the minutes of the **November 17, 2009** Plenary be accepted as circulated, with the addition of the following people to the list of those Present: Aubrey Peterson, Tina Conlon; the spelling of Don Parsons name; and a correction to New Business to say “reports were heard and motions to receive were made”

**Moved: Mark MacLean /Seconded: Edith Smith
Carried & Approved as Amended**

Business Arising (none)**Accountability Reports:**

Content was presented on screen as per attached reports – Appendices A,B,C

1) Pastoral Relations (Appendix A)**Summary:**

1. Paul Wilson – transfer to South West Presbyter
2. Heather Branch – transfer to South West Presbyter
3. Don Parsons – extension of appointment to Eglinton St. George to June 30, 2010
4. Brian Elcombe – appointment to Centennial Rouge to June 30, 2010
5. Stephen Iverson – transfer from Halton and appointment to Fairlawn Avenue to June 30, 2010
6. Darren Liepold – VAM appointment to St. Mark's UC.
7. St. Mark's UC – acceptance of JNA Report and declaration of 2 vacancies.
Appointment of Jean Day & Beth Moore as presbytery reps to the JSC.
8. Fairlawn Avenue UC - acceptance of JNA Report and declaration of a vacancy.
9. Budget Allocation to Pastoral Relations - \$1000 to develop networking/support opportunities for Ministry Personnel.
10. Mileage for Lay Reps – compensation at the same rate as ministers. Funds from Pastoral Relations.
11. Kathy Edmison – Retained on Roll to June 30, 2010 / in search of call or appointment.

That the Pastoral Relations report be received for information:

Moved: John Joseph Mastandrea / Seconded: Peter MacNaughton

Carried

John Joseph Mastandrea: Reported verbally that information and motion presented related to Housing Allowance will be held in abeyance until further reflection related to governance.

2) Admissions (Appendix B)**Summary:**

1. Nicole Bourassa-Bourke – accept as candidate for ordained ministry ; recommend for shorter course.
2. Margaret Mooney - accept as candidate for Designated Lay Ministry.

That the Admissions report be received for information:

Moved: Pam Lock / Seconded: Bruce Galbraith

Carried

3) Property (Appendix C) – Tom Clarke, no official action required

Guest: Rev. David Allen, Executive Secretary of Toronto Conference

Introduced by: John Lee

David brought a message of update and hope. He asked us the following question for reflection;

Where will we be in 15 years as a:

1. Denomination
2. Congregation
3. People of faith?

What will the United Church of Canada be and look like as followers of Christ in the future? David also indicated that the M&S levels reflect giving in Toronto Conference generally speaking. i.e. rise and fall cycles are closely tied to National.

Order of the Day: Chair, John Lee welcomed Hans van Nie from Interchurch Interfaith and Hannah Lee from Justice Global Issues.

Theme: Peace in relation to land issues

Introduction & Worship

- Scripture: Luke 4:16-19
- Liturgy & Introduction
- Hymn: I See a New Heaven VU # 713 (Verses 1 & 2)

Climate Change, First Nations Justice & Land

- Presentation and table group instructions
- Table Group discussion
- Plenary

Reporters from table groups offered the following:

- 1) Alan Rush: How can we best use and evaluate our resources as a presbytery? For example; church properties, moving “off the grid” electrical sources such as solar and geothermal? Would the City of Toronto and Conference partner on such initiatives?
- 2) Jean Lee: Can we offer the power of hope to our congregations reminding them that “We are not alone.”
- 3) Marg Walker: What can we do out of the building?
- 4) Nicole Bourassa-Burke: What are the obstacles to making these dreams/goal cost effective? What are the long term versus short term cost? Let’s develop community and educate looking more for “partnerships with” vs. “dominion over”!
- 5) Tom Clarke: Fairlawn United utilized the City of Toronto light change grant and has achieved a 20% reduction in consumption. Let’s facilitate and encourage creation of congregational “Green Teams”, ecological fairs etc.. Move toward share experiences between congregations and utilize resources such as Ron Ewart from the Greening Network at TUCC.
- 6) John Joseph Mastandrea: Raised the example of St. Gabriel’s Parish in Toronto who have moved to a “Green Building” concept. Looking toward being “eco-connected”. Can we use UCC real estate values for leverage to make some of this happen financially?

Musical Interlude

Barb White introduced Rabbi Michael Golgin

Middle East Conflict & Land

- Scripture: Isaiah 65:17-25
- Presentation and table group instructions
- Table Group discussion
- Plenary

Reporters from table groups offered the following:

- 1) Debra Schneider from Manor Road asked if there can be balance? Pointed out we need to acknowledge that people bring biases. Can we find common ground to build enthusiasm?
- 2) Tina Conlon: The conversation was circular at their table but all agreed on the word “anti” bringing people together and that the “Holy Land” ownership language is a land mine in this conversation. Concerns were raised about heavily funded groups invested in one side of the issue. How do we dialogue when we find people with a particular entrenched stand on this issue and sometimes it gets thrown back on us about the Palestinian issue related to Canada’s treatment of the First Nations People?
- 3) Winston Roach pointed out that Eastminster United has worked closely with the local Jewish Group and is meeting with them on Feb 4th. If we were to raise the issue of “illegal” occupation with that group would it be perceived as a negative stance initially simply by using the term?

The consensus of the group was that there was significant hope that the conversation tonight might help initiate the possibility of raising this conversation in congregations.

- Hymn: I See a New Heaven VU # 713 (last verses)

The Chair, John Lee thanked the presenters of the Order of the Day and invited all members of the respective committees to rise and be acknowledged.

New Business : Pastoral Relations issues in abeyance as per above.

Evaluation:

Lynella Reid-James, Chair of Agenda and Planning indicated that the evaluation forms were available on the table and requested that all in attendance make an effort to complete them.

Thanks:

The Chair, John Lee thanked St Andrew's United, the Saint Andrew's UCW, the musicians and the secretary, Mark MacLean for their hospitality in hosting the meeting.

Closing Hymn: More Voices 88 – *Over My Head*

Benediction: Chair, John Lee

Adjournment 9:16pm

Next Meetings: March 16, 2010 – Jubilee U.C., 40 Underhill Drive
 May 18, 2010 – Scarborough Bluffs UC, 3739 Kingston Rd.

Rev. John Lee
Chair: Toronto Southeast Presbytery

Rev. Mark MacLean
Secretary: Toronto Southeast Presbytery

Appendix A – Pastoral Relations Motions**MOTIONS made by Toronto Southeast Pastoral Relations Commission November 24, 2009 through December 15, 2009****November 24, 2009****TRANSFER OF PAUL WILSON to South West Presbytery**

It was moved by Larry Beech and seconded by John Brown that the Toronto Southeast Presbytery Pastoral Relations Committee **transfer Rev. Paul Wilson**, effective October 20, 2009, from Toronto Southeast Presbytery to South West Presbytery, both within Toronto Conference.
Carried.

TRANSFER OF HEATHER BRANCH to South West Presbytery

It was moved by Barb White and seconded by Jean Day that the Toronto Southeast Presbytery Pastoral Relations Committee **transfer Rev. Heather Branch**, effective October 20, 2009, from Toronto Southeast Presbytery to South West Presbytery, both within Toronto Conference.
Carried.

Housing Allowance for Clergy

A letter from Rev. Paul Hutchison of St. John's United Church requesting the Commission to establish a new housing allowance policy for the Presbytery. It was noted that the current housing allowances for Toronto South Presbytery and Toronto Scarborough Presbytery were \$24,000 and \$18,200 respectively and that Don Valley Presbytery had different allowances for different areas of the Presbytery.

Following discussion it was **moved by Beth Moore and seconded by Barb White** that the Toronto Southeast Presbytery Pastoral Relations Commission establish the following **housing allowances for the Presbytery: 2010 - \$20,000; 2011 - \$22,500; 2012 - \$25,000**; and that Ministers now in pastoral charge positions receive the higher of their current allowance and the specified allowance. Carried.

It was moved by John Brown and seconded by Jean Day that the Commission prepare a proposal to General Council regarding the integration of housing allowance and salary. Carried. Barb White agreed to prepare a first draft of the proposal for the Commission's consideration.

December 15, 2009**Appointment of Don Parsons**

MOVED BY John Brown, **SECONDED BY** that the Toronto Southeast Presbytery Pastoral Relations Commission accede to the request of Eglinton St. George's United Church and re-appoint Don Parsons, Retired Supply, from January 1, 2010 to June 30, 2010, part-time at 20 hours per week, with the following terms: Salary \$2271(monthly) \$13,626 (6 mth), housing allowance \$1083 (monthly) \$6,498(6 mth), basic telephone \$25 (monthly) \$150 (6 mth), Financial support for study \$63 (monthly) \$378 (6mth), and all other terms according to *The Manual*.

CARRIED

Appointment of Brian Elcombe

MOVED by Beth Moore, SECONDED by John Brown that Brian Elcombe be appointed as weekend supply at Centennial-Rouge United Church for the period January 1, 2010 to June 30, 2010, with remuneration at \$228/week and mileage at \$.41/km, plus incidental expenses, subject to receipt of the required forms. **CARRIED**

Appointment of Steve Iverson

MOVED BY Larry Beech, SECONDED BY Barb White, that the Toronto Southeast Presbytery Pastoral Relations Commission accede to the request of Fairlawn Avenue United Church, Toronto Southeast Presbytery and approve the appointment of Rev. Stephen Iverson, United Supply Minister, full-time at 40 hours per week, beginning September 1, 2009 until August 31, 2010 with the following terms for Category E: salary \$47,500 per annum, housing allowance 24,000 per annum, basic telephone to be reimbursed, financial support for studies \$1200 per annum and all other terms according to *The Manual*, and

that Toronto Southeast Presbytery request that Rev. Stephen Iverson be transferred from Halton Presbytery in Hamilton Conference to Toronto Southeast Presbytery, in Toronto Conference, effective September 1, 2009.

CARRIED

Appointment of Cindy Bourgeois—Bathurst St United

MOVED BY John Brown, SECONDED BY Cheryl-Lynn MacPherson that the Toronto Southeast Presbytery Pastoral Relations Commission accede to the request of Bathurst St. United Church and appoint Cindy Bourgeois, Student Supply, from January 2, 2010 to April 30, 2010, part-time at 20 hours per week, with the following monthly terms: Salary \$1250.00, housing allowance \$600.00, basic telephone \$35, transit pass & technology allowance \$201.12, and all other terms according to *The Manual*.

CARRIED

VAM STATUS - Darren Liepold

MOVED BY Johnmann Kwong, SECONDED BY Barb White that the Toronto Southeast Presbytery Pastoral Relations Commission approve the appointment of Darren Liepold as Voluntary Associate Minister at St. Mark's United Church.

CARRIED

JNAC / Vacancy - St Mark's United

Beth Moore introduced the Report of the Committee. The Report recommends the hiring of a full time ordained or diaconal Minister of Word, Sacrament and Pastoral Care, plus the creation and hiring of a half time ordained, diaconal, designated lay minister or candidate supply Ministry position with responsibilities primarily in the areas of Christian Education and Youth programming. The half time position will be a time-limited appointment to allow St. Mark's to determine the need and sustainability of the position. It is proposed to hire the two individuals simultaneously. Teresa Burnett-Cole offered to work with St. Mark's Joint Search Committee on matters relating to Team Ministry, after members of the Commission expressed concern that St. Mark's needed to work through various issues related to the mechanics of team ministry.

MOVED BY Beth Moore, SECONDED BY Johmann Kwong, that the report of the Joint Needs Assessment Committee for St. Mark's United Church be approved, a vacancy for two ministerial positions be declared, and the Joint Needs Assessment Committee be disbanded.

CARRIED

Cheryl-Lynn MacPherson (Supply Minister at St. Mark's) abstained from voting.

JSC Presbytery Representatives to St. Mark's

MOVED BY John Brown, SECONDED by Johmann Kwong, that Jean Day and Beth Moore be Presbytery Representatives on the Joint Search Committee.

CARRIED

JNAC Report / Vacancy - Fairlawn Avenue JNAC

The Report of the Fairlawn Avenue United Church JNAC was reviewed. In discussion, it was determined that the requested part time position for a Church Community Developer, as described in the report, is not a Ministry position and therefore does not fall under the purview of Presbytery, and the congregation is therefore free to proceed with hiring for this position without Commission involvement.

Concern was expressed about whether the differences of opinion related to music and the need for more contemporary services were manageable. It was noted that the Music Director does not want change to be haphazard, and that there have been some initiatives in the area of more contemporary services.

MOVED BY Larry Beech, SECONDED BY John Brown that a vacancy be declared for one full time Minister of Word, Pastoral Care and Faith Development, as contained in the Report of the Joint Needs Assessment Committee for Fairlawn Avenue United Church, and that the Joint Needs Assessment Committee be disbanded.

CARRIED

MOVED BY Beth Moore, SECONDED BY John Brown, that Larry Beech be the Ministry Representative to the Search Committee, and that John Joseph Mastandrea be given power to appoint a Lay Representative to the Committee, following his sending an email to Presbyters requesting nominations for the Lay Representative.

CARRIED

Ministerial Support

MOVED BY John Brown, SECONDED BY Barb White, that the Pastoral Relations Commission request of Presbytery Executive an allocation of \$1,000 for the development of networking/support opportunities to provide support to Ministers to avoid them becoming in crisis. These funds will be used at the discretion of the Pastoral Relations Commission.

CARRIED

Mileage allowance for Lay Representatives

MOVED BY Larry Beech, SECONDED by Doug Bellamy, that Lay Representatives to JNACs and JSCs be reimbursed for mileage and parking, etc. costs, at the same rate as provided for Ministers. Funds to come from the Pastoral Relations Commission budget approved by Presbytery.

CARRIED

Retained on the Roll – Kathy Edmison

MOVED BY Barb White, SECONDED BY Larry Beech that the Toronto Southeast Presbytery Pastoral Relations Commission recommend **Kathy Edmison** be Retained on the Roll of Presbytery from September 15, 2009 to June 30, 2010 while she is in search of a call or appointment.

CARRIED

Appendix B: Admissions Motions**Motions from the Admissions Team to Toronto Southeast Presbytery, January 2010**

The following three motions were passed at our meeting on January 13, 2010:

Nicole Bourassa-Burke:

Moved by Christina Boyd and **seconded** by Ella Taylor-Walsh that the Admissions Team of Toronto Southeast Presbytery accepts Nicole Bourassa-Burke as a candidate for ordained ministry.

Carried unanimously

Moved by Christina Boyd and **seconded** by Ella Taylor-Walsh that we recommend Nicole for the **shorter course** (licentiate in theology).

Carried unanimously

Margaret Mooney:

Moved by Ella Taylor-Walsh and **seconded** by Ann Howes that the Admissions team of Toronto Southeast Presbytery accepts Margaret Mooney as a candidate for Designated Lay Ministry.

[
Carried unanimously

Appendix C – Finance & Property Motions

Motions from Finance Minutes of November 9, 2009

1. MOVED by Clyde Harris and SECONDED by Joan Chinnery that the Property and Finance Team recommends that the Executive authorize the expenditure of up to \$3,000 by the Communication Committee for a promotional bookmark as a variance to the 2009 approved budget.

MOTION CARRIED

2. MOVED by Nick Walker and SECONDED by Wayne White that Finance and Property Team recommend an expense budget of \$29,200 to the Executive with details to be provided by the Treasurer based on our discussion

MOTION CARRIED

3. MOVED by Abigail Johnson and SECONDED by Wayne White that Finance and Property Team recommends that the Executive consider a mediative process to resolve the issue of payment of supply at Victoria Park pastoral charge.

MOTION CARRIED

4. Sale of Manor Road Manse – need to amend Toronto South Motion

The Team reviewed correspondence from the Manor Road Trustees and their solicitor, Beth Moore, advising that the description of the property in the motion of Toronto South Executive approving the sale was incorrect and requesting that the motion be amended.

Motion Amending Sale Motion For Manor Road Manse

Whereas Toronto South Presbytery Executive in its meeting of June 29, 2009 approved the sale of the Manor Road United Church manse as per the following motion: “*Moved by Penny Keel and seconded by Dorothy Amos that Toronto South Presbytery approve the acceptance of The Agreement of Purchase and Sale, from the Trustees of Manor Road Pastoral Charge, of a manse, known municipally as 236 Manor Road, Toronto, Ontario and legally described as Lots 36 to 40, Plan 1787, to which the Trustees hold the title, for a selling price of \$1,095,200, with a down payment of \$50,000., the balance due by cash or certified cheque on the closing date of November 30, 2009, or earlier as agreed to by the parties.*”, and

Whereas legal counsel acting for Manor Road Pastoral Charge has advised that legal description of the property in said motion is an error and has requested that it be corrected before the closing of the sale on November 30, 2009.

IT IS MOVED by Winston Roach and SECONDED by Wayne White that the motion of Toronto South Presbytery Executive of June 29, 2009 approving the acceptance of The Agreement of Purchase and Sale be amended by deleting “Lots 36 to 40” and substituting “Lot 36”, and

That this action be noted in the minutes of the June 29, 2009 meeting of the Executive of Toronto South Presbytery.

MOTION CARRIED

**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
Pastoral Relations Commission
January 26th, 2010**

Present: John Brown, Johmann Kwong, Beth Moore, Malcolm Sinclair, Barb White, Susan Smith, David Wood, Peter McNaughton (acting chair) Teresa Burnett-Cole (staff)

Regrets: John Joseph Mastandrea, Rob Metcalf, Sue Metcalf, Larry Beech, Cheryl Lynn MacPherson,

1. Approval of minutes

MOTION: Susan Smith / Malcolm Sinclair that the minutes be approved
CARRIED.

2. Pastoral Charges Update

- a. Barb White has asked for someone else from the committee to support Eastminster United as she has various other commitments for the next few months – to ask Larry Beech
- b. John Brown has asked for someone else from the committee to support West Hill as he feels he has a conflict of interest – changed to Beth Moore

3. Ministers seeking Transfer

- a. John Brown will submit an official request to retire
- b. No other items to report

4. Ministers being appointed

Basil Coward – Appointment

MOTION: Malcolm Sinclair / David Wood

that Toronto Southeast Presbytery accede to the request of College Street United Church and appoint Basil Coward, Admittand, from July 1, 2009 to June 30, 2010, full-time at 40 hours per week, with the following terms for category F: Salary \$47,012, housing allowance \$24,528, basic telephone \$360, financial support for study \$1200, and all other terms according to The Manual.

CARRIED.

Joyce Kelly – Appointment

MOTION: Beth Moore / John Brown

that Toronto Southeast Presbytery accede to the request of Bloor Street United Church and appoint Joyce Kelly, Retired Supply, from September 9, 2009 to June 30, 2010, full-time at 40 hours per week, with the following terms for category F: Salary \$39,984, housing allowance \$25,020, basic telephone \$540, financial support for study \$1250, and all other terms according to The Manual.

CARRIED.

Ellen Redcliffe – Extension of Appointment**MOTION:** Barb White / Beth Moore

that Toronto Southeast Presbytery accede to the request of Parkwoods United Church and extend the appointment of Ellen Redcliffe, Retired Supply for an additional four months, from March 1, 2010 to June 30, 2010, full-time at 40 hours per week, with the following monthly terms for category F: Salary \$3,283.40, housing allowance \$2,413.33, basic telephone \$100, financial support for study \$100, travel allowance \$237, and all other terms according to The Manual

CARRIED.**John Metson - VAM****MOTION:** Malcolm Sinclair / Barb White

that the Toronto Southeast Presbytery Pastoral Relations Commission appoint John Metson as Voluntary Associate Minister for Regent Park United Church, pending the completion of a level 2 - vulnerable sector - police check.

CARRIED.**5. Ministry Personnel in Challenging Circumstances**

- a. David Wood reported that Reverend Matthias Hartwig is still waiting for a license to perform marriages and that two previous requests have been made. Teresa reported that the request to follow-up on the paperwork revealed that Presbytery did not have any paperwork at all on the Rev. The correct forms are now being completed and a motion pending the completion of the paperwork is requested.

Matthias Hartwig**MOTION:** Beth Moore / Johmann Kwong

that Rev. Matthias Hartwig's appointment to Deutsche Evangeliums Kirche United Church, subject to the appointment forms being submitted and approved, be confirmed by this Commission

CARRIED.**MOTION:** Malcolm Sinclair / John Brown

that Toronto Southeast Presbytery accede to the request of Deutsche Evangeliums Kirche to request a marriage license for Reverend Matthias Hartwig effective January 26, 2010 for as long as he serves as Ordained Supply for their pastoral charge.

CARRIED.

<**MOTION:** Duly Moved and Seconded that the committee move *in camera* and be chaired by Peter McNaughton, and subsequently Barb White.

CARRIED.

<**MOTION:** Duly Moved and Seconded that the committee move back into committee of the whole.>

CARRIED.

Douglas duCharme

MOTION: Susan Smith / David Woods

that the Pastoral Relations Commission accepts, with concern, the leave of absence of Douglas duCharme from January 18th to February 17th, 2010. We recognize the plan Douglas has established to cover the pastoral care and worship service needs of Glen Rhodes and Hope United Churches during those four weeks. This Commission will require the substantiation of a detailed medical report prior to any further absence.

CARRIED.

MOTION: Beth Moore / David Woods

that the Pastoral Relations Commission of Toronto Southeast Presbytery appoints Jean Mosher the Pastoral Charge Supervisor at Hope United Church from January 18 to February 17, 2010 and Malcolm Spencer the Pastoral Charge Supervisor at Glen Rhodes United Church from January 18 to February 15, 2010.

CARRIED.

6. Housing Allowance

MOTION: Beth Moore / Malcolm Sinclair

that the Toronto Southeast Presbytery Pastoral Relations Commission recommend the following housing allowances for the Presbytery: 2011 - \$22,500; 2012 - \$25,000; and that Ministers now in pastoral charge positions receive the higher of their current allowance and the specified allowance.

CARRIED.

MOTION: John Brown / Beth Moore

that the Toronto Southeast Presbytery Pastoral Relations Commission communicate to the Governance Committee that we have authority in respect to all forms of ministerial compensation.

CARRIED.

7. Budget delayed until next meeting
8. **New Business** – Report from Alan Hall – on hold until next meeting
 - a. Conference Calls
 - i. Request from the committee to only deal with urgent matters during conference calls and delay in camera discussions until we meet in person
 - b. New Police check requirements now in place at the Presbytery Office
 - c. Barb White, due to other pressing commitments, has requested a leave of absence from the committee
 - d. John Brown recommended a book “leadership on the line” Heifetz & Linsky helpful in dealing with churches in difficult leadership situations
9. **NEXT MEETING** – Conference call February 23rd, 2010 at 6:00 p.m.

Peter McNaughton, Acting Chair

Susan Smith, Minute-taker

**THE UNITED CHURCH OF CANADA
TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM**

**Minutes of the meeting of the Finance and Property Team of Toronto Southeast Presbytery,
held on Monday, February 8, 2010 at 4:00 p.m. at Toronto Southeast Presbytery Offices, 963
Pharmacy Ave., Scarborough, with Thomas Clarke, Chair, presiding.**

PRESENT

Thomas Clarke (Chair), Clyde Harris (Treasurer), Wayne White, Nick Walker, Anne Shirley Sutherland (Staff Support).

REGRETS: Hyacinth Robinson-Powell, Winston Roach, Joan Chinnery, Abigail Johnson

GUESTS: Bill Dines and Mark Ogden of Fairlawn Avenue Pastoral Charge re the Order of the Day

CALL TO ORDER

Tom Clarke called the meeting to order with a prayer.

1. Agenda

MOVED by Nick Walker and SECONDED by Clyde Harris that the agenda be adopted as circulated.

MOTION CARRIED

2. Appointment of Secretary

In the absence of a permanent secretary the Chair undertook to provide minutes for this meeting.

3. Approval of Minutes of January 11, 2010:

MOVED by Wayne White and SECONDED by Nick Walker that the minutes of January 11, 2010 be adopted as circulated.

MOTION CARRIED

4. Business Arising

i. Riverdale/Glen Rhodes Amalgamation Discussions

Anne Shirley Sutherland reported on a note from David Lander, Presbytery representative to the amalgamation discussions that the amalgamation is not likely to proceed. Rather Riverdale is likely to decide to cease to exist after June 30, 2009. There was discussion as to the next steps which may be required of the pastoral charge and presbytery including the congregation making a decision and presbytery having to approve the disbanding of a congregation. [Note added: Team Members might check the Manual Sections 269 Congregation Disbanding & 270 Congregation Ceasing to Exist and 334(e).] Finance & Property will likely be involved together with Pastoral Oversight in these next stages. There was also some discussion of what might happen with the congregational property, Real and Personal.

ii. Riverdale Property Issues

The Chair reported that he had received from George Shields of Riverdale Pastoral Charge a copy of the January 1995 lease agreement between The Trustees of Riverdale Pastoral Charge and Riverdale Non-Profit Homes, whereby Heather Terrace came into being. Weir Foulds acted for the Trustees. The document runs to 77 pages and includes a sub lease whereby Riverdale Pastoral Charge became a sub tenant. The Chair was advised by someone knowledgeable in these matters that such was a common feature of these leases. The Chair read through the document looking particularly for any reference

to the landlord selling the property and has yet to find anything of that nature but will read through once more. The lease runs 40 years less a day, expiring January 22, 2035 as of which time title to the building would revert to Riverdale United Church. The Chair has asked the representatives of the Trustees if there is a copy of the city plan showing the property description but has yet to receive a response.

In discussion there was agreement that we (the Team or representatives of the Team) need to meet with representatives of the Trustees to see if they would get an opinion from Weir Foulds as to what happens in the matter of sale or the option of severing the land.

ACTION: The Chair will follow up on meeting with representatives of Riverdale either separately or in conjunction with other Presbytery action.

Other discussion focussed on the potential for sale and use of church building by an ethnic congregation.

iii. Don Mills Property Redevelopment

The Chair reported on an email received from Edith Ann Shantz indicating that they were engaged in “re-doing our own title search” prior to putting the property out to market and acknowledging the need to come back to presbytery for approval. They were also preparing for a Pastoral Oversight visit.

iv. Appointment of Presbytery Representative to Bedford Park Redevelopment Committee

Following the brief comments with Michael Hilliard at the last meeting that he was interested in resuming his involvement with Bedford Park’s project, the Chair had contact with Barb While and Michael. The interest of both parties was confirmed as well as the need that there be some formality to the appointment.

MOVED by Clyde Harris and SECONDED by Nick Walker that Michael Hilliard be named as representative of Toronto Southeast Presbytery to the Bedford Park Redevelopment Committee and in that role he will provide a report to the Finance and Property Team at least annually and advise the Finance and Property Team of any significant developments as they may occur.

MOTION CARRIED

v. Metropolitan United (MET) Redevelopment Update Report

Bruce Peckover of MET had provided the update report (see Appendix A) which was circulate to the Team together with a copy recent email correspondence between the Chair and Bruce.

MOVED by Wayne White and SECONDED by Clyde Harris that the report “The North Property Development A Year in Review – 2009” [Filename: Lancer Update - 2010 AGM.doc] be received for information and that Metropolitan be required to provide an next update report no later than February 2011.

MOTION CARRIED

In discussing the report the Team wondered how MET would cover the repayment of the \$1,200,000 interest free loan from Lancer should work not proceed by the due date.

ACTION: The Chair will forward other documentation to the Team including one titled “Met’s Money Management.”

vi. Fairlawn Avenue Manse Inspection

Wayne White had agreed to undertake the inspection of 277 Brookdale Ave as required of the Presbytery where a manse is part of the pastoral relations process and reported that he had completed the inspection. His verbal report included a description of the manse

and a number of small items noted by David Lander as likely requiring attention before another minister occupied it. He had signed off on the form and returned it to Wendy Miller.

vii. Tracking Property Decisions and Other Information

Following from last meeting, Chair had begun an Excel workbook which was handed out in hard copy. It consists of with three sheets:

- Property Decisions** which identifies follow up actions required and key dates;
- Restricted Funds** which will record which pastoral charges have Manse Funds (and perhaps other Presbytery restricted funds) and the amount;
- Manses** which lists the pastoral charges showing which having manses, whether the manse is occupied by clergy or rented out and value of the manse, and the housing allowance paid.

Tom Broadhurst of the General Council Office had provided on Monday Excel spreadsheets of the 2009 Yearbook data which were forwarded to the Team. As a result the Manse data is current to December 31, 2008. Input from various members of the team resolve the rental vs. occupied status of number of manses. Consequently the Manse data is effectively complete. The other sheets require more work. It was noted that a number of property sales have actionable items for February or matters outstanding. The pastoral charges will be contacted before the end of the month.

**ACTION: Send updated Excel file to Team
Follow up property items with Manor Road, Beach and Deer Park**

5. Treasurers Report

i. Current Year (Jan 1/10 to Dec 31/10):

The statements from Rose Cambourne were not available until just prior to the meeting and so could not be distributed.

ii. Past Year (July 1/09 to December 31/09):

The Treasurer estimated that the unspent balance was \$15,000 to \$18,000 but could not access the statement to confirm. The question was raised whether the bookmark project had been expensed in December as was planned and committed to. With his limited access to the statements the Treasurer determined that it may have been expensed to January. Anne Shirley Sutherland was sure that the invoice had been forwarded in December. The Treasurer will look into this and perhaps other year end accruals.

ACTION: Treasurer to distribute statements to Team by email.

iii. Treasurers Workshop:

The Treasurer reported another very successful event with 17 or 18 pastoral charges represented including some not part of the former Toronto Scarborough Presbytery group which were more familiar with these regular sessions. The agenda and discussion for the evening was largely determined by questions which had been asked of the Treasurer prior to the event and others which arose during the evening.

6. Fairlawn Avenue United Church request for approval for major Capital Expenditure - Heating and Energy Efficiency Upgrade

Bill Dines, Treasurer of the Fairlawn Avenue United Church Trustees and Mark Ogden, Chair of Fairlawn Avenue Stewardship Council and Member of the Fundraising Group for this Project joined the meeting.

Tom Clarke declared a Conflict of Interest and relinquished the Chair to Anne Shirley Sutherland. At the urging of other members of the Team he remained in the meeting to answer any questions about the scope of the project.

The Team had previously received correspondence and documentation of the project (See Appendix B) from Paul Mills, Chair of Trustees, Fairlawn Avenue United Church regarding the resolution of the Trustees requesting consent of Presbytery to proceed with the Heating and Energy Efficiency Upgrade at a cost of \$315,000 including \$10,000 spent to date. The financing of the project was set out as \$115,000 raised or committed to date from the congregation, \$150,000 to be requested from Trillium Fund and use of unrestricted Trustee funds to be off set by further fund raising.

Bill Dines and Mark Ogden highlighted various parts of the project and answered questions regarding the project. The discussion included the operating deficit of Fairlawn Avenue and how the project would proceed if the \$150,000 were not forthcoming. The Team was able to offer some advice and direction regarding applying for Trillium funds.

Motion re Fairlawn Avenue United Church Heating and Energy Efficiency Upgrade Project

WHEREAS, the Trustees of Fairlawn Avenue Pastoral Charge have requested the consent of Toronto Southeast Presbytery as required by section 267 (b) of the Manual (2007) to effect a major renovation of the church building in the amount of \$315,000, and

Whereas, the Finance and Property Team has reviewed the scope and financing of said Heating and Energy Efficiency Upgrade Project as set out January 28, 2010 letter and documentation provided, and

Whereas the Finance and Property Team has the authority to act for Toronto Southeast Presbytery in matters related to Section 335 of the Manual (2007),

IT IS MOVED by Wayne White and SECONDED by Clyde Harris, that

- 1. Toronto Southeast Presbytery approve the request of the Trustees of Fairlawn Avenue United Church to proceed with the Heating and Energy Upgrade Project in the amount of \$315,000 as per the scope, financing and other considerations set out in their request of January 28, 2009 and attachments thereto, and**
- 2. The documentation of January 28, 2009 provided by Fairlawn Avenue United Church be appended to these minutes.**

MOTION CARRIED

Tom Clarke returned to the Chair.

7. Policy Development

Prior to the meeting the Chair forwarded several drafts to the Team.

Presbytery Policy: Operating Surplus and Designated Funds

Presbytery Policy: Budget Development

Finance & Property Practice: Budget Development Process

i. Presbytery Policy: Operating Surplus and Designated Funds

There was discussion around whether a Contingency Reserve Fund set at a minimum of 10% of current year total operating was sufficient. At current budget levels it would be a minimum of \$3,000 which should be sufficient for the typical level of expenditure of the Presbytery since the presbytery grant is in part secured by the conference contingency.

The Chair was asked to reconsider the wording of item 4, both for readability and clarity of the purpose of the review by the Treasurer and Finance & Property Team as being for affordability and compliance.

ACTION: There was agreement to recommend this draft policy to Executive.

ii. Presbytery Policy: Budget Development

The Team provided some editorial corrections which will be made in the next draft.
ACTION: There was agreement to recommend this draft policy to Executive.

iii. Finance and Property Team Practice: Budget Development Process

Following from the policy statement and the Governance Document this is the responsibility of the Finance and Property Team but requires consultation with the stakeholders. The Team made a number of editorial improvements which will be incorporated into the next draft.

ACTION: There was agreement to share this document with Executive and Teams to initiate the consultative process.

iv. Presbytery Policy: Reimbursable Expenses

At this time the Presbytery has no policy regarding the reimbursement of travel and other costs. A proposed expense claim sheet was held back by the Treasurer and Chair which stated that there was a Policy to pay travel to meetings of the plenary. The Chair distributed a draft policy statement which still needs some more work.

ACTION: Updated draft policy to be circulated by email by end of week (Feb 12/10)

8. Updates on other Property Matters

i. Toronto United Church Council – Malvern-Emanuel United Church Lease

The Chair had received a letter from Vince Alfano of the Toronto United Church Council seeking Presbytery approval of and the Chair of F&P signature on the renewal of the lease whereby the congregation holds the church building. In a telephone conversation between Vince Alfano and the Chair, it was agreed that there was no requirement for approval of a congregation leasing a property for their use neither under the Manual 2007 sections 267 and 335 nor under TUCC processes now that the covenants with the pre-existing presbyteries no longer applied. The Manual sections clearly refer to the existing congregational property. Subsequently the Chair determined that Manual 2007 sections 391 (b) i does require approval of leases in the context of acquiring property and this section is within the mandate of the Team under our Governance Document. The Chair's position is that while Presbytery approval would have been required when the congregation first leased the property, it did not make sense for a subsequent renewal and this was set out in a draft letter to Vince Alfano. The Team agreed with this position and the letter will be sent (See Appendix C}

9. The meeting was declared adjourned at 6:50 pm.

Thomas Clarke
Chair

Thomas Clarke
Secretary pro tem

Next Meetings

Monday March 8, 2010	4:00 pm to 6:30 pm
Monday April 12, 2010	4:00 pm to 6:30 pm

The North Property Development

A Year in Review – 2009

While construction of the proposed development has not started, much has transpired over the past twelve months.

Lancer Metropolitan Corporation (Lancer) paid for the demolition of Church House (the dining room and gymnasium) and the creation of additional parking lot space. The additional space has added to the parking revenue Met realizes from the lot. Met also is saving maintenance expenses with the absence of Church House, and there is also a savings in property insurance. Met lost parking revenue during the period of demolition, and Lancer reimbursed Met approximately \$28,000 for this lost revenue.

At the end of 2008, you will recall, Lancer paid off Met's mortgage with TUCC (the mortgage was needed to complete the creation of The Met Centre). This indebtedness was replaced by an interest-free loan from Lancer. As a reminder, Met still owes the \$1,200,000: it is just we are not having to pay interest on the outstanding principal - at this point. Lancer's action is saving Met \$54,000 per year in interest payments. If the development does not go ahead, Met has to repay the \$1,200,000 as a lump sum payment. This is not a term loan. Repayment in full can be demanded at any time after December 2010.

During 2009, Lancer paid Met \$25,000 per month in Land Rent (a total of \$300,000).

While this all sounds wonderful, and there is money available to be spent, we can't.

At the Annual Meeting in February 2009, the congregation passed a motion directing the Stewards to set aside this Lancer-generated revenue (additional parking revenue, interest savings, and Land Rent) in a Special Account. These funds will be needed either (a) to discharge the loan if the development does not go ahead, or (b) to help sustain Met's finances during the initial years of the project once the development commences. There are no options other than these two - the money cannot be spent on anything else. Without this Special Account, Met would face dire economic times. This is what the congregation voted on last year.

With the economy being what it is, and banks not lending, the prospects for moving the development forward as one single project are very slim at this time.

There are three segments to the development project – the underground parking, the commercial podium, and the residential tower. Lancer has been in discussions with at least eight different companies and institutions over the past year, trying to get something started. Nothing has been fruitful for various reasons – competing priorities, not enough budget available, the economy, not the right fit, and the inability to own the project.

Following is a summary of the current situation:

- Lancer has had two informal proposals from parking companies interested in moving ahead with some form of an underground parking facility, and the rest of the project could follow later.
- Lancer is currently working on two possible inquiries involving the commercial podium above an underground parking facility. The tower could follow later.
- Again, assuming the underground parking facility and commercial podium happen, Lancer has one expression of interest in something involving the residential tower, but the degree of interest is tempered by the fact it is a land-lease situation, not an ownership situation. Because Met does not want to have to sell our land, Lancer's options are severely limited.

At this time, Lancer continues to pay its Land Rent and explore possibilities.

Just to manage expectations, even if Lancer were able to proceed with the project as currently envisioned, and without requiring any renegotiation of our current agreement, it would be one year before construction commenced. It takes this amount of time to obtain approvals and all the permits, create the construction drawings, draw up all the contracts with suppliers and construction companies, and simply order and receive all the materials. It then takes as many as two years before the first tenants move in.

During this three-year period Met's budget position will be precarious and that is why the Special Account is so important. The Land Rent reduces to \$20,000 per month, and the indemnity for parking reverts to a formula that generates a lesser amount than we are receiving from the current parking lot operation. Once people move into the residential tower, and companies into the commercial podium, Met might break even on its budget. It is not until year six of occupancy that any extra cash flow from the Participation Rent begins to be realized by Met from the development, and even then it is not excessive. Initially, it will only be enough to catch up on our building maintenance, something that has been neglected for far too long.



Fairlawn Avenue United Church

28 Fairlawn Avenue, Toronto ON M5M 1S?

Tel 416-481-6848 Fax 416-481-4109

www.fairlawnavenueunited.ca

January 28, 2010

The Property and Finance Team, Toronto
Southeast Presbytery,

Re: Heating and Energy Efficiency Upgrade Project

The Trustees of Fairlawn Avenue United Church, at the direction of the Congregation's Executive Council, hereby request the approval of Toronto Southeast Presbytery for our Heating and Energy Efficiency Upgrade Project. The following documents are enclosed:

- (1) A copy of the Resolution of the Trustees.
- (2) A copy of the Report of our Property Council to the Executive Council dated January 21, 2010.
- (3) A copy of our 2010 Operating Budget. *

The attached Report of our Property Council was approved by our Executive Council on January 26, 2010.

The current Heating and Energy Efficiency Upgrade Project is the end product of a project which was commenced more than four years ago. The existing conventional boilers are nearing the end of their useful lives and require replacement. Extensive research was conducted with a view to installing a geo-thermal heating system for the Church but that alternative has been rejected for cost reasons. The cost of a geo-thermal system would be more than three times the cost of a conventional system and we are not satisfied that the extra cost could be "paid back" by savings of utilities costs in a reasonable period of time.

As you will see from the memorandum, the total costs for the project are estimated to be \$315,000 of which \$10,000 has already been spent. A very informal fundraising program has generated sufficient funds to pay for the studies which have been done to date and leave a balance of \$65,000 on hand. In addition, we have a

commitment from a member of the Congregation for an additional \$50,000. An application will be submitted on March 1st to the Trillium Fund seeking a grant of \$150,000. To the extent that money is not forthcoming from the Trillium Fund, the Congregation plans an active fundraising program to raise the necessary funds to complete the project. If necessary, funds will temporarily be provided from our Unrestricted Endowment Fund which, at December 31, 2009 stood at \$460,000. It is the intention of the Congregation to "borrow" whatever is needed from the Endowment Fund strictly on a short-term basis until the fundraising program generates the replacement funds. We are confident that the fundraising project will be successful. In light of the need to complete the work during the summer months, it is not possible to delay the work until the funds are actually in hand. We are, however, confident that the fundraising project will successfully raise whatever funds are needed.

We understand that the application to the Trillium Fund must be accompanied by proof of your approval of the project and we would therefore appreciate it if this request can be considered at your meeting on February 8, 2010.

Thank you for considering this request.

Yours truly,



J. Paul Mills
Chair

JPM/S
Enclosur

RESOLUTION OF THE TRUSTEES

As directed by the Executive Council, the Trustees of Fairlawn Avenue United Church hereby approve a submission to the Property and Finance Team of Toronto Southeast Presbytery requesting approval of the Heating and Energy Efficiency Upgrade Project as outlined in the Report from Property Council dated January 21, 2010 in the amount of \$315,000 to be paid from special donations, grants and congregational fundraising.

M E M O R A N D U M**To:** Executive Council

Fairlawn Avenue United Church

From: Tom Clarke, Chair

Property Council

Date: 21 January 2010**Re:** Update: Heating and Energy Efficiency Upgrade Project

Following the adoption of the Heating Solutions Report work has continued on design of the major changes to the heating and related systems. Building Innovations (BI) was authorized to proceed with the final design of the proposed heating upgrades under a \$10,000 contract and completed that work in December. That included an updated detailed budget estimate which is forwarded with this report. The design is documented in a set of drawings which have been carefully reviewed and which incorporate changes resulting from on site discussion between BI and Tom Gifford and Tom Clarke. The Property Council also reviewed the meeting reports and design summary from those meetings.

This report will

- Summarize the scope of the proposed “*Heating Upgrade and Energy Efficiency Project*” including the changes to the heating system, ventilation, and building improvements
- Provide a revised draft budget
- Suggest a timeline which is absolutely necessary if we are to have the upgraded system in place by next September.
- Request certain necessary actions by executive Council

1 SCOPE OF PROJECT**1.1. Heating System – Boilers****\$115,000**

- i. **Replace the two existing boilers** with two hi efficiency 500,000 BTU rated types vented through existing stack. The boilers would be controlled to stage according to demand and maintain a circulating water temperature related to outside temperature. They will likely not operate in condensing mode at all times as this is related to the return water temperature. The two provide about 50% over capacity at maximum heating load but a single one could handle the load on all but the coldest day.
- ii. **Replace the two existing thermostatically controlled circulating pumps** with two continuously running circulating pump running in parallel for redundancy.
- iii. **Replace the existing supply and return piping in the boiler room** but retain the existing expansion tank.
- iv. **Replace fresh air venting** with new fresh air ducts

1.2. Heating System – Distribution and Control \$49,000

- i. **Provide 14 digital programmable thermostats to control specific rooms** which activate 20 control valves on the existing radiators or on the supply or return pipes from larger spaces. Localized controls on these radiators will be removed. Other spaces will have continuously circulating water whose temperature is moderated by the outside temperature controller, balancing valves and existing controllers on the radiators which will be refurbished as required.

The spaces to have thermostatic control are:

1. **Sanctuary:** 2 thermostats one for east side and one for west side
2. **Assembly Hall:** 1 thermostat for east side only in the Nursery space (the west side is largely interior wall with no suitable location for a thermostat)
3. **Birch Room:** to provide for separate control of the Birch Room and Gymnasium which are currently on one supply pipe, the supply will be split in the gymnasium ceiling before the control valves

and a separate supply provided for the gymnasium.

4. Gymnasium:
5. Fellowship Room
6. Library:
7. Toddler Room
8. Crèche
9. Organ Pipe Room
10. CE Office:
11. Music Directors Office
12. Youth Room
13. Senior Choir Room

Rooms without individual thermostatic control will be: North corridor wash room, Junior Choir Room, Music Office Washroom, Sacristy, two washrooms outside Birtch Room, two radiators on the sanctuary north wall, two radiators in the Assembly Hall backstage, cloak room and entrance vestibules generally.

- ii. **Replace two stairwell convectors in east and southeast entrances** which are old fan units with two large passive convectors.
- 1.3. Heating System - Gymnasium Radiators \$13,000**
- i. **Replace existing 6 convectors with 3 new radiant panels** to mediate the hazard of the existing units being at head height. The new panels will be higher and flatter to the wall.
- 1.4. Office Zone Controls \$13,000**
- i. **Provide 5 new zone dampers and thermostats** to provide better temperature control in office spaces
- 1.5. Heat Recovery Ventilators (HRV) \$43,000**
- i. **Provide 3 Heat Recover Ventilators** with associated electrical and air ducts for Assembly Hall, Birtch Room and Gymnasium. These would provide for fresh air with some degree of energy efficiency in these large gathering spaces as would be required under current building codes. They would be controlled by a manual timer (up to 1 hour) switch. The unit is designed to transfer heat from the warm exhaust air to the incoming outdoor supply air. The units would be located
 - For the Assembly Hall in the dry storage area adjacent the Kitchen with ducting at ceiling along the east wall of the Assembly Hall and above the serving windows.
 - For the Birtch Room, below the ceiling in the west fire stairwell with vents at ceiling height at two locations on the south wall of the Birtch Room and ducting through the upper part of the atrium
 - For the Gymnasium, below the ceiling in the west fire stairwell with vents on south wall of Gym and in ceiling near mid point.
- 1.6. Building Envelop Improvements**
- The Heating Solutions Report of January 2009 recommended that attention be given to three building improvements.
- i. **Provide interior glazed window to Lobby Glass Wall** to reduce heat loss in winter and solar heating load in summer. At present there is little insulating value in the glass brick and as a consequence welcome desk volunteers wear coats in winter although an electric heater is on. In summer heat builds up in lobby.
 - ii. **Install a vestibule on the main entrance** to reduce heat loss in winter. At present the door is wide open to outside for a significant length of time in busy periods.
 - iii. **Replace windows with low loss types in pre 1995 sections of the building beginning with Birtch Room, Fellowship Room.**

2 BUDGET ESTIMATES

	Note	Estimated Costs Jan 2009	Note	Estimated Costs Jan 2010	Annual Energy Savings/ (Costs)
Heating System					
Planning and Project Management					
Technical design and specifications	1	\$10,000		\$10,000	
Tendering	1	\$3,000		\$3,000	
Project Management	1	\$9,000		\$9,000	
Scope of Heating Upgrade					
1. Boiler replacement,	2	\$170,000	5	\$115,000	\$2,260
2. Distribution and control		Included	5	\$ 45,000	\$2,700
New vestibule convectors		<i>Not included</i>	5	\$ 4,000	
3. Gymnasium Radiators		<i>Not included</i>	5	\$ 13,000	
4. Office Zone Controls		Included	5	\$ 13,000	(\$1,060)
5. Heat Recovery Ventilators		Included	5	\$ 43,000	(\$ 890)
Contingency		\$18,000	5	\$ 33,000	
Total Heating		\$210,000		\$255,000	\$3,010
Allowances for Energy Efficiency					
Building Improvements					
Main Lobby Vestibule		\$20,000	6	\$20,000	\$310
Double Glazing Glass Wall		\$5,000	6	\$5,000	
Window replacement		\$25,000		\$25,000	
Contingency		\$10,000		\$10,000	
Total Building Improvements		\$60,000		\$60,000	\$310
TOTAL PROJECTED		\$270,000		\$315,000	\$3,320
Less:					
Total Planning Expended – Design				\$ -10,000	
Total Planning to Come – Tender				\$ - 3,000	
NET COST TO IMPLEMENT PROJECT				\$303,000	

Note 1: From proposal from Building Innovations who conducted Energy Audit

Note 2: Planning estimate from Building Innovations

Note 3: Estimated energy savings and costs from Energy Audit; note that ventilation improvements result in more energy use

Note 4: Savings were estimated for sealing doors - project contemplates reducing heat loss when doors open so this is a minimum saving.

Note 5: Revised budget estimate from Dan Gartenburg – Dec 31/09

Note 6: Based on initial designs and estimates of Bill Menzel of BB&R Architects

PROJECT TIMELINE

- | | |
|---------------------------|---|
| ➤ January 26, 2010 | Executive Council approves general scope of project and budget |
| ➤ January/February 2010 | Refine estimates and detail scope for window replacement. |
| ➤ February 8, 2010 | Seek approval of Toronto Southeast Presbytery Finance & Property Team which meets second Monday of month and has authority to act for Presbytery. |
| ➤ February 2010 | Complete grant applications |
| ➤ February 26, 2010 | Executive Council - Authorize Building Innovations to proceed to tendering |
| ➤ March 1, 2010 | Trillium Grant deadline |
| ➤ March 7, 2010 | Fairlawn Avenue AGM – provide update report |
| ➤ March 2010 | Tendering Process for Heating System Upgrade |
| ➤ April ??, 2010 | Receive Results of Grant applications |
| ➤ April/May 2010 | Award Contracts |
| ➤ June 15 to Sep 15, 2010 | Finalize design of window glazing and vestibule |
| ➤ July 15 – Sep 15, 2010 | Work proceeds on Heating System Upgrade |
| | Work proceeds on replacement windows, vestibule and extra lobby glazing, subject to not interfering with heating system work. |

3 ACTIONS REQUIRED OF EXECUTIVE COUNCIL

At the meeting of the Executive Council of January 27, 2010, Council should

1. Approve the scope of work and draft budget
2. Decide what needs to go to Annual General Meeting
3. Direct Trustees to seek approval of Presbytery
4. Authorize next stage of Heating System Project which is to authorize the expenditure of \$3,000 to Building Innovations for the tendering process. This could wait for the February 26, 2010 meeting.

At the meeting of Executive Council of February 26, 2010, Council should

1. Approve the final scope of work

**FAIRLAWN AVENUE UNITED CHURCH
PROPOSED BUDGET 2010**

SUMMARY	Budget <u>2010</u>	Actual <u>2009</u>	Budget <u>2009</u>	Actual <u>2008</u>	Budget <u>2008</u>
REVENUE					
Offerings	365,000	357,648	350,000	343,449	350,000
Fairlawn Neighbourhood Centre	21,600	21,600	21,600	22,725	21,600
Other rentals	34,953	36,231	36,153	35,923	36,153
Willowbank Ave. manse rental	0	0	0	23,120	0
Yae Dalm congregation	24,000	24,000	24,000	6,000	0
Community Life	4,000	3,710	4,000	3,715	4,000
Special events and fundraising	12,000	14,379	12,000	25,479	7,500
Other	0	861	0		
Total Operating Revenue	461,553	458,429	447,753	460,411	419,253
EXPENSES					
Administration	39,356	35,875	39,998	39,135	39,998
Adult Education	750	296	700	581	700
Children's Education	4,900	4,372	4,700	2,693	4,700
Community Life	4,500	4,513	4,500	3,852	4,500
Communications	400	357	400	545	750
Contact	200	164	200	-1,793	200
Executive Council	1,500	3,418	2,500		2,500
Volunteer Resources Council	500	0	0	0	0
FAUC Manse	7,480	7,370	7,580	7,954	7,580
SJB Manse	0		0	8,415	0
Ministry & Personnel	393,396	402,119	404,730	389,316	404,730
Network	1,100	73	1,100	462	1,100
Property	57,500	55,234	57,200	58,761	57,200
Worship	39,225	34,892	38,175	37,631	38,175
Youth	650	557	650	453	650
Total Operating Expenses	551,457	549,240	562,433	548,005	562,783
Net Operating Income (Loss)	-89,904	-90,811	-114,680	-87,594	-143,530
Less transfers from trustees to fund operating (loss):					
Restricted funds (housing)	35,000	35,000	30,000	28,249	
Non-restricted funds	54,904	55,811	84,680	59,345	
	0		0		0

**TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM
963 Pharmacy Avenue
Scarborough, ON M1R 2G5**

Vincent Alfano
Executive Director
The Toronto United Church Council
Unit 24
30 Wertheim Court
Richmond Hill, ON
L4B 1B9

Dear Vince:

As follow up to your letter of February 2, 2010 requesting my signature on behalf of Toronto Southeast Presbytery approving the Lease between The Toronto United Church Council and the Trustees of Malvern Emmanuel United Church and our subsequent conversation about the matter, I am confirming that I will not be signing the lease. This was discussed with the Finance and Property Team at its meeting of February 8, 2010 and they are in agreement with the rationale set out in this letter.

As we discussed and, as I understood, agreed, there is no apparent responsibility or authority in the Manual requiring Trustees to seek or Presbytery to give consent to pastoral charges leasing space for congregational use. Rather the approval of leases [Manual 2007 335 (b)] relates to the leasing of congregational property to another party.

I subsequently discovered in the Manual sections dealing with Suggested Presbytery Standing Committees – Property Committee [Manual 2007 391 (b) i.], that there is reference to leasing Real Property in the context of an alternative to purchase and this language is included in the mandate of the Toronto Southeast Presbytery, Finance and Property Team. I assume that such oversight was exercised when Malvern entered into its leasing arrangement with TUCC. However, I cannot see this applying to the renewal of an existing arrangement for congregational space. I also understand from our conversation that under former covenants which no longer apply, TUCC may have required the approval of Presbytery for this lease.

Without the requirement for Presbytery approval under the Manual or TUCC policy, the value of my signature on the document becomes moot. If, however, a Presbytery signature on this renewal is required by TUCC or is necessary under any law or regulation to ensure that Malvern United continues in its present arrangement, then the Finance and Property Team would exercise that responsibility on behalf of Toronto Southeast Presbytery.

09/10-202

APPENDIX C

TSP Finance and Property – Feb 8, 2010

As both Presbytery and Council move into the new regime resulting from the reorganization of Toronto Conference, I am sure that we may be having other conversations of this nature. We would be pleased to work with Council to ensure that its good work with our congregations continues.

Yours in Christ,

Thomas Clarke
Chair, Finance and Property Team
Toronto Southeast Presbytery

Cc: Trustees of Malvern Emmanuel United Church (letter only)

Enclosure: 2 copies of Malvern-TUUC Lease

**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
Executive Minutes**

Tuesday February 9th, 2010 – 963 Pharmacy Avenue, Toronto

Vision: The Vision of Toronto Southeast Presbytery is to enable and support good, faithful and healthy communities of faith within our member Pastoral Charges and to provide opportunities for cross-congregational initiatives where individuals from Congregations with shared calls to specific ministries may work together.

Present: John Lee (chair), Mark MacLean (secretary), Harry Brown (communications), Clyde Harris (treasurer), Lynella Reid-James (agenda planning), Anne Shirley Sutherland (staff), Paget Blaza (member at large).

Regrets: Michael Cottrell (member at large), Teresa Burnett-Cole (staff)

Quorum was achieved.

Call to Order: Chair John Lee called the meeting to order at 4:00pm.

Check In: Around the circle of those gathered, informal personal reports/sharing.

Agenda Review: It was moved that the agenda be accepted as presented, adding 'Assessments' under New Business.

Moved: Mark MacLean

Seconded: Harry Brown

Carried.

Worship: Paget Blaza – J.B. Philips; "The Young Church In Action – The Acts of The Apostles"
A reading on humility from "The Runners's Bible"; Leslie Alfano "Reflections for Lent"

Report from the Chair:

John offered thanks to Agenda & Planning, staff and St. Andrew's for the work to accomplish the meeting. Good response, over 90 responses from the presbyters, excellent feedback.

John expresses hope that we can be a presbytery that cares both formal and informally both for the congregations and presbyters.

Also, we want to dream big while dealing with the day-to-day activities and work of the presbytery. This is to support and connect to the congregations to build a trusting relationship.

John also met with Chairs of Pastoral Relations and Congregational Life who felt direction of environmental and intercultural concerns was future for the Presbytery's ministry. We hope this will provide momentum for a new journey celebrating our 85th Anniversary of the UCC.

John also met for the racial justice training at the Conference level at which Lynella took a leadership role.

"Change is not merely necessary for life – it is life. It is better to err on the side of daring than the side of caution." – Alvin Toffler.

We pray for transformation for our Church – the body of Christ.

Staff Reports:

Pastoral Relations & Ministerial Support (Teresa Burnett-Cole written report - see Appendix A)

Written report of Conference Minister for Pastoral Relations and Ministerial Support was received as presented. Harry Brown raised issue of care for ministry personnel to facilitate leadership in congregations and support ministry.

Paget Blaza supported the work of ongoing M&P workshops for the presbytery and feels it is essential as M&P can be a first line of trouble shooting/conflict management. Lynella supports the educational process for the M&P Committees and ministry personnel to open communication channels and support congregations.

Harry draws parallels between the “Treasurer’s” education gatherings and the potential for M&P Committee educational meetings.

Program Property & Public Witness Report (Anne Shirley Sutherland):

20% of her time related to Pastoral Oversight and conflict related issues. She has written a new handbook to address conflict to support congregations to address concerns in advance.

Related to Public Witness very little has been called upon for her although this has not been work plan defined around this thus far.

The position is one which is very broad yet with much detailed work required in certain areas. She observed that many of the Presbytery Committees operate like Conference wide Committees “dreaming” up programs for the region that may be beyond or not fully meeting the parameters of their mandate.

There remains an outstanding question about the role of this position and she feels it to be more reactive than proactive. She raises this as something for consideration.

Harry comments that the original vision was to be proactive as a teacher/coach/resource to their work. Also, to be the keeper of the mandate and help facilitate committees to meet objectives around their mandate and vision.

Approval of Minutes of January 12th, 2010:

That the minutes of January 12th, 2010 be accepted as presented.

Moved: Lynella Reid-James

Seconded: Harry Brown

Carried.

Business Arising:

Task Groups (Appendix B)

- **Retreat planning** – received for information from Anne Shirley and executive will await concrete details related to logistics.
- **Governance** – Harry Brown, Tom Clarke and Anne Shirley met prior to January plenary meeting and attached recommendations were received. Two groups (finance & communication) are working on policy development work. It is recommended that the next meeting address policy concerns as raised by Committee chairs. There needs to be developed a review and approval process by the executive for policy development and implementation. There needs to be some leadership/guidance from Conference to assist in creating a policy development process for the entire conference. At the very least there needs to be a base “value” framework for all to operate from. It is suggested that the executive create a subgroup to move this policy development process forward.

It was moved to create a “Governance Sub-group” as named above according to detailed recommendations as presented in the Governance meeting report as attached.

Moved: Harry Brown

Seconded: Paget Blaza

Carried.

- **Covenant Services** – final report prior to Pentecost as presented by Mark MacLean.

Triennial Planning (as deferred from January 12 Executive meeting):
Executive agrees not to respond in writing as a presbytery but leave that to congregational work.

Update on Vulnerable Sector Police Checks (Wendy Miller – written report)

- Individuals needing police checks will notify Wendy, giving their name and job position. Wendy will provide a signed denominational letter to be taken to the 40 College St. police station by the person applying. The police check will come back to the individual and they can give a copy to the pastoral charge/presbytery who is requesting the police check. This information will be posted on the Toronto Southeast website and emailed out in a TSP Newsbundle.

Seek clarification related to “BackCheck” as an option.

Visits to Pastoral Charges by Chair or other Executive members

- 1) Offer members of Exec to visit/preach in congregational settings as requests come forward from congregations.
- 2) Offer common message related to value offered from Presbytery related to presbytery assessment.

Correspondence:

- **Jan 6 – Mardi Tindal letter to complainant in Formal Hearing case**
- **Jan 17 – Mardi Tindal letter on Copenhagen**
- **Feb 9 – Deer Park: Fred Graham** – Mark MacLean will move forward with creating a “Process Review Team” for the Deer Park proposal; that will include reps. from Oversight, Pastoral Relations, Mission Strategy, Exec. Secondarily, Mark MacLean will contact Fred Graham for further clarification related to this correspondence and any other appointments as requested as indicated in Fred’s letter. To report to the Exec following the conversation.

John Lee’s understanding was the person to be appointed as suggested on behalf of Deer Park in conversation with Fred Graham was the Presbytery Representative to Deer Park for their JNAC process.

It was moved that the correspondence be accepted for information and action related to Deer Park.

Moved: Clyde Harris

Seconded: Lynella Reid-James

Carried.

6:28 pm Business

Agenda and Planning Report – Lynella Reid-James.

6:30 pm

It was moved that the meeting be extended for 15 minutes to conclude the order of business.

Moved: Harry Brown

Seconded: Paget Blaza

Carried

Lynella needs a theme change to accommodate the remit information. Panel to present with Carol Gierak to moderate the discussion – potential for a “keynote” from Joe Ramsay of Human Resources (formerly MEPS) – Lynella to contact him.

May Plenary Meeting – 85th anniversary meeting; potentially a BBQ? Committee Chairs to give a 2-5 minute overview “The First Year”.

Nominations Report (10min) – Nominations received and accepted by Anne Shirley Sutherland. The Nominations Committee consists of John Smith (OM from Leaside), Wendy Jarvis (Layperson from Church of the Master).

Adding to committees as follows:

Nominations:

Michael Henville (layperson from St. John's)

Justice Global Issues

Flo Morson (Layperson from Eglinton-St. George's)

Finance and Property

Alan Morson (Layperson from Eglinton-St. George's)

Pastoral Oversight

Edith-Anne Shantz (OM from Don Mills-Thorncliffe Park)

Moving the following:

Christina Boyd from Congregational Life and Youth to Admissions

Moved: Clyde Harris

Seconded: Paget Blaza

Carried.

Pastoral Relations Motions – Appendix C - (For Information)

- John Metson – VAM Regent Park (pending police check)
- Joyce Kelly – appointment to Bloor St. to June 30 2010
- Basil Coward – renewal of appointment to College St. to June 30/10
- Ellen Redcliffe – extension of appointment to Parkwoods to June 30/10

Admissions Report (For Information)

- All our eligible candidate/admittants were successful in their Conference Interview Board interviews.
- Candidates from Toronto Southeast being ordained in May 2010 are: Bronwyn Corlett, Anne Hines, Hannah Lee
- Ministers from Toronto Southeast being admitted in May 2010 are: Basil Coward, Marc Doucet

Questionnaire: Sexual Abuse Policy was completed by the Executive (10 minutes).

New Business: Lynella Reid-James will apply for fiscal support to attend the “White Privilege Conference”.

Clyde Harris will lead worship at next meeting.

Announcements

6:47pm Adjournment

Next Meetings:

March 9, 2010 – agenda items by March 2

April 13, 2010 – agenda items by Apr 6

May 11, 2010 – agenda items by May 4

All meetings are at 963 Pharmacy Ave. 4-6:30 pm / agenda items to Wendy at wmiller@united-church.ca

Appendix A:**Report to Presbytery Executive**

Rev. Teresa Burnett-Cole

Conference Minister for Pastoral Relations and Ministerial Support

This past month has been relatively busy. I have attended the following meetings:

- Two meetings with Ministry & Personnel Committees to deal with ongoing issues,
- One meeting with a Search Committee to explore models for team ministry, advantages, challenges, and things to consider in the hiring process.
- Six meetings with individual ministers for a variety of reasons,
- And one meeting with the other Conference Personnel Ministers.

The primary focus of my time continues to be dealing with ministers in crisis as well as congregations experiencing difficulties with their ministry personnel. At the current time, I am tracking six difficult congregational situations. As well to date, we have four ministers retained on roll on LTD and three ministers on the Restorative Care Plan.

I continue to find the Admissions Team work a life-giving balance to the Pastoral Relations portion of my portfolio. This year our presbytery will be presenting three candidates for ordination: Bronwyn Corlett (St. Andrew's) Anne Hines (Glebe Road), Hannah Lee (Denton Park) and two candidates for Admission: Basil Coward (College Street), and Marc Doucet (University Hospital Network chaplain). The Admissions Team and I are planning a retreat day for our ordinands in early May.

The Pastoral Relations Commission is working on organizing some collegial drop-in gatherings throughout the presbytery to foster networks of support amongst Ministerial Personnel.

Finally, the three Conference Pastoral Relations Ministers are working on a series of workshops for M&P Committees concerning annual reviews, JNACs, etc. that could be presented throughout the Conference

RETREAT TASK GROUP REPORT

*Lynella Reid-James, Paget Blaza, Anne Shirley Sutherland (staff)
Michael Cottrell, Mark MacLean were absent*

Mandate: To develop a proposal about what an Executive Retreat would do and what it might hope to achieve. The only directions were that it include the Executive and all the Team Chairs. To that end the group met and had a first brainstorming session about the purpose and intention of such an event. To that end the task group also invited feedback from the Chairs (half responded and their feedback is incorporated below).

This is a very initial report.

Objectives:

- ❖ To get to know one another and build community; discuss how we are doing as Chairs and the Executive
- ❖ Understanding our roles – collectively and individually
- ❖ Understanding better the presbytery's relationship with congregations
- ❖ To identify some goals and priorities for our work together over the next couple of years.
- ❖ To plan for how we communicate the work of the teams

Timing: Late Spring

Time: 9 am – 2 pm or 10 am to 3 pm

Location: A church in the presbytery TBD

That a facilitator be engaged so that everyone can be fully engaged.

Next Steps:

If there is a general consensus that this is the direction, then the Task Group would meet again to a) determine a date; b) choose a location; c) choose a facilitator and d) with the facilitator develop the day's agenda.

REPORT FROM THE GOVERNANCE TASK GROUP
Harry Brown, Tom Clarke, Anne Shirley Sutherland (staff)

The Governance Document refers to the development of policies in a number of sections including A - 4.0.2. The Task Group was tasked initially with identifying some issues related to minute distribution and the role of the Executive in carrying out an oversight role. At the time it was known that other policy needs existed. The Task Group discussed some of the areas that need policy development and identified some that they know are already been undertaken. Some of these include the following:

1. Communication – currently on the agenda for the Communications Team
2. Finance and Property are working on a number of policies which will be brought to the Executive or Presbytery soon:
 - i. Reimbursement of expenses
 - ii. Budgeting processes
 - iii. End of year surpluses
 - iv. Use of other presbytery funds
 - v. Asset management
3. Minute distribution – clarity is needed about who gets which minutes and why.
4. How the Executive exercises oversight of the teams – minute circulation/report/decisions taken - how frequently and in what form
5. Nominations – the length of appointments needs to be clarified. Other processes and policies also need addressing (ex. Number of committees one may have membership on).
6. Policy around how the presbytery deals with matters like amalgamation and closure; i.e., what Team does what, who takes lead
7. Cancellation of meeting policy
8. Housing Allowances
9. Additional Non-operating presbytery funds

Recommendations:

1. That the Executive consult with chairs to identify:
 - ❖ additional policy needs in each particular area
 - ❖ who takes the lead in drafting
2. That the Executive develop a review and approval process for policies. A policy format is needed and some direction regarding a Policy/Procedure system whereby the Policy states the values; the Procedures detail the living out of the values. Example: a communication policy would address such areas as openness, transparency, privacy, technology - vision related communication needs, etc. which includes getting out the 'goodnews'.
3. That policies developed in Southeast presbytery be consistent in format and values to those of other presbyteries i.e. for the whole conference (the content will differ)
4. That the Executive identify a sub-group to continue the work named in the above recommendations

Pastoral Relations Report to Executive - Summary of Motions – Meeting of January 26, 2010***Basil Coward – Appointment*****Moved/Seconded: Malcolm Sinclair / David Wood**

that Toronto Southeast Presbytery accede to the request of College Street United Church and appoint Basil Coward, Admittand, from July 1, 2009 to June 30, 2010, full-time at 40 hours per week, with the following terms for category F: Salary \$47,012, housing allowance \$24,528, basic telephone \$360, financial support for study \$1200, and all other terms according to The Manual. **Carried.**

Joyce Kelly – Appointment**Moved/Seconded: Beth Moore / John Brown**

that Toronto Southeast Presbytery accede to the request of Bloor Street United Church and appoint Joyce Kelly, Retired Supply, from September 9, 2009 to June 30, 2010, full-time at 40 hours per week, with the following terms for category F: Salary \$39,984, housing allowance \$25,020, basic telephone \$540, financial support for study \$1250, and all other terms according to The Manual. **Carried.**

Ellen Redcliffe – Extension of Appointment**Moved/Seconded: Barb White /Beth Moore**

that Toronto Southeast Presbytery accede to the request of Parkwoods United Church and extend the appointment of Ellen Redcliffe, Retired Supply for an additional four months, from March 1, 2010 to June 30, 2010, full-time at 40 hours per week, with the following monthly terms for category F: Salary \$3,283.40, housing allowance \$2,413.33, basic telephone \$100, financial support for study \$100, travel allowance \$237, and all other terms according to The Manual. **Carried.**

John Metson - VAM**Moved/Seconded: Malcolm Sinclair / Barb White**

that the Toronto Southeast Presbytery Pastoral Relations Commission appoint John Metson as Voluntary Associate Minister for Regent Park United Church, **pending the completion of a level 2 - vulnerable sector - police check.** **Carried.**

Matthias Hartwig –Deutsche Evangeliums Kirche**Moved/Seconded: Beth Moore, / Johmann Kwong**

that Rev. Matthias Hartwig's appointment to Deutsche Evangeliums Kirche United Church, subject to the appointment forms being submitted and approved, be confirmed by this Commission **Carried.**

Moved/Seconded: Malcolm Sinclair / John Brown

that Toronto Southeast Presbytery accede to the request of Deutsche Evangeliums Kirche to request a marriage license for Reverend Matthias Hartwig effective January 26, 2010 for as long as he serves as Ordained Supply for their pastoral charge. **Carried.**

Douglas duCharme – Leave of Absence**Moved/Seconded: Susan Smith, / David Woods**

that the Pastoral Relations Commission accepts, with concern, the leave of absence of Douglas duCharme from January 18th to February 17th, 2010. We recognize the plan Douglas has established to cover the pastoral care and worship service needs of Glen Rhodes and Hope United Churches during those four weeks. This Commission will require the substantiation of a detailed medical report prior to any further absence. **CARRIED**

Pastoral Charge Supervisor – Hope United**Moved/Seconded: Beth Moore / David Woods**

that the Pastoral Relations Commission of Toronto Southeast Presbytery appoints Jean Mosher the Pastoral Charge Supervisor at Hope United Church from January 18 to February 17, 2010 and Malcolm Spencer the Pastoral Charge Supervisor at Glen Rhodes United Church from January 18 to February 15, 2010. **CARRIED**

Housing Allowance**Moved/Seconded: Beth Moore / Malcolm Sinclair**

that the Toronto Southeast Presbytery Pastoral Relations Commission recommend the following housing allowances for the Presbytery: 2011 - \$22,500; 2012 - \$25,000; and that Ministers now in pastoral charge positions receive the higher of their current allowance and the specified allowance. **CARRIED**

MOVED BY John Brown, SECONDED BY Beth Moore

that the Toronto Southeast Presbytery Pastoral Relations Commission communicate to the Governance Committee that we have authority in respect to all forms of ministerial compensation. **CARRIED**

**Toronto Conference
Toronto Southeast Presbytery
Admissions Commission – February 10, 2010**

Present: Christina Boyd, June Cavers, Ann Howes, Ella Taylor-Walsh, Pam Lock (chair, note-taker)

Regrets: Ila Vaculik, Bruce Galbraith , Paul Stott, Marie Goodyear, Andrew Cassidy, Karl Lam, Darren Liepold, Chris Miller, Joan Silcox-Smith, Teresa Burnett-Cole

Absent: Norm Seli

Opening: Pam read a Wisdom Song and we checked in.

Followup / Old Business

Pam was trying to arrange for Brian Elcombe to meet with people with diaconal experience. (Gwyn Griffith (retired) , Karen Dale (Beach), Jackie van't Voort (Trinity St. Paul's). Brian has also been talking with Margaret Collard (Knob Hill).

Teresa's Report

- Supporting Margaret Mooney in her process for DLM we read the material provided by Teresa and Margaret about the Lay Certificate in Theology that Margaret had earned at Emmanuel College.

MOTION: by Ella Taylor-Walsh / Christina Boyd

That the Admissions Commission accept the Lay Certificate in Theology as a pre-requisite for Margaret Mooney's continuing in the DLM process. It is recommended that Margaret seriously consider taking an LLWL course.

CARRIED.

- Discussion around quorum for the committee, and agreed that 1/3 should be sufficient. It was agreed that the above motion would be circulated to the absent Admissions members for their information and approval.
- Teresa's report includes updates on candidates and will be Appendix A.

Information

- Toronto Conference will likely be represented at the National Meeting on Internship Matching in April by Linda Wheeler (Islington UC)
- All E&S chairs are invited to a session on March 9th at the Conference Office to hear from Cindy Cooper and Ann Harbridge about matters causing confusion such as DLM criteria and prior learning assessment for staff associates. Ella has offered to represent Admissions.

Candidate Under Appointment

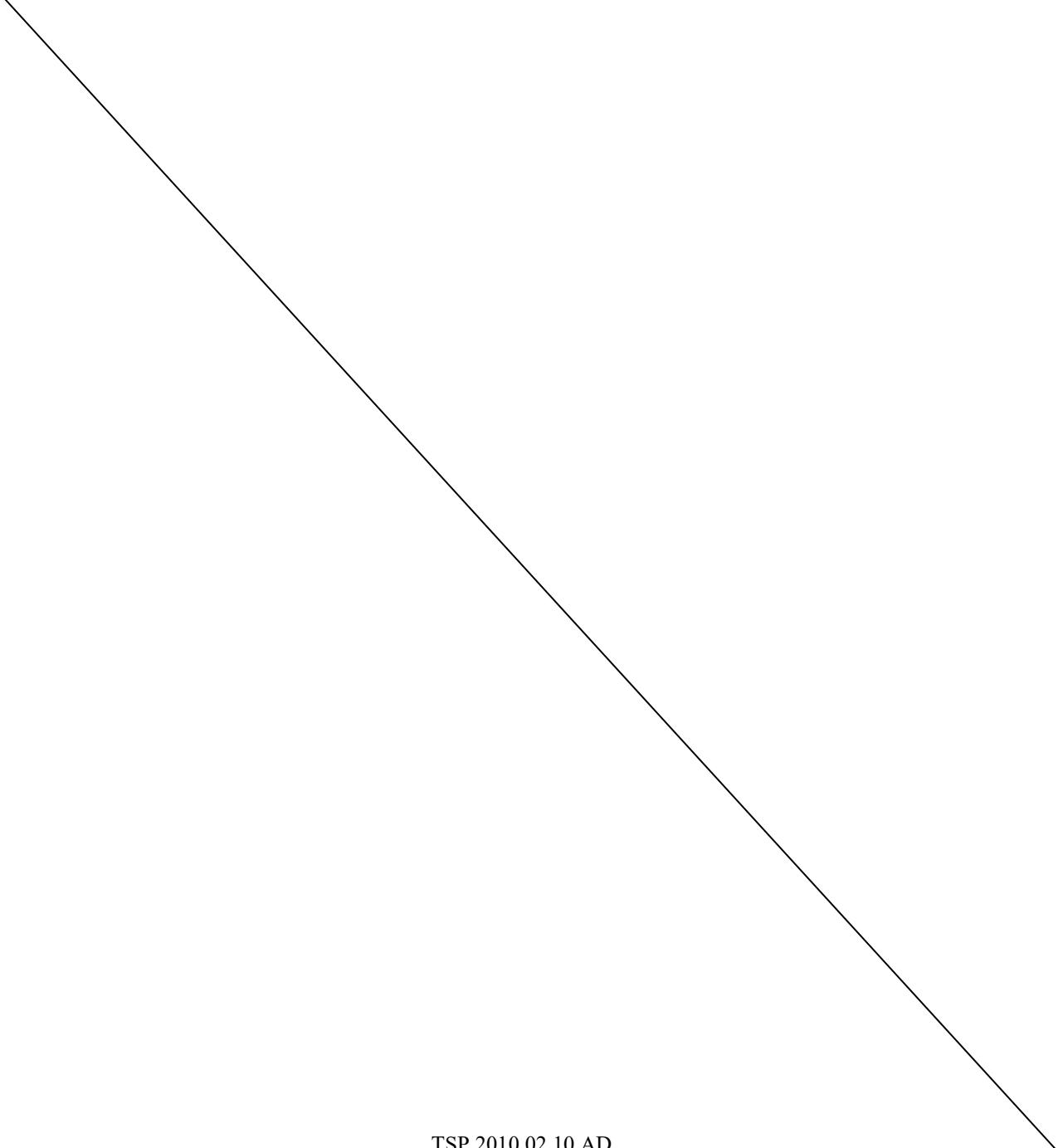
- Seeking clarification on requirements for distance based program from the Atlantic School of Theology

Future Meetings:

February 10th, March 10th, April 14th, May 12th, June 9th.

Adjournment : 4:15pm

Pam Lock, Co-Chair & Note-taker



**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
Pastoral Relations Commission
February 23rd, 2010 – Conference Call**

Present: John Joseph Mastandrea, John Brown, Johann Kwong, Beth Moore, Cheryl-Lynn MacPherson, Larry Beech, Susan Smith, Jean Day .

Regrets: Doug Bellamy, Harvey Bride, Peter McNaughton, Rob Metcalf, Sue Metcalf, Edith-Ann Shantz, Malcolm Sinclair, Barb White, David Wood.

1. Approval of minutes

MOTION: Beth Moore / John Brown that the minutes be approved

CARRIED.

2. Pastoral Charges Update

No items to report

3. Ministers seeking Transfer

No items to report

4. Ministry Personnel previously seeking change in pastoral relations

No items this month

5. Ministers being appointed

Cynthia Scott - Appointment

MOTION: John Brown / Larry Beech

that the Toronto Southeast Presbytery Pastoral Relations Commission renew the contract for Cynthia Scott to Birchcliff Bluffs United as Retired Supply for the period July 1st, 2010 to June 30th, 2010 with the following annual terms for category F: Salary \$53,340, Housing allowance \$20,000, telephone \$600, financial support for study \$1250 and all other terms according to The Manual.

CARRIED.

6. Ministry Personal seeking Appointment

No items to report

7. Alydia Smith

- a. Bloor Street United would like to set up a committee to review the job description for Alydia Smith and has asked someone from our committee to attend. Susan Smith volunteered

8. Ministry Personnel in Challenging Circumstances

<MOTION: Duly Moved and Seconded that the committee move *in camera*.

CARRIED.

<MOTION: Duly Moved and Seconded that the committee move back into

committee of the whole.>

CARRIED.

9. Church's seeking appointment

No items to report

10. Churches in Challenge

No items to report

11. JNAC's in process

No items to report

12. Schedule of Pastoral Charges in Search Process

- a. St Mark's JSC with Jean Day and Beth Moore as reps
- b. Fairlawn Johmann Kwong has volunteered to be the clergy rep
- c. Church of the Master – in progress
- d. Eglinton St George – ready to make a decision

13. Housing Allowance

Ongoing

14. Budget

Teresa clarified that yes travel expenses for search and JNAC are eligible for reimbursement

15. Settlement Committee**16. New business**

No other business at this time

17. NEXT MEETING – March 23rd, 2010 Potluck Supper at the Presbytery Office

18. Closing by Larry Beech

John Joseph Mastandrea, Chair

Susan Smith, Minute-taker

**THE UNITED CHURCH OF CANADA
TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM**

Minutes of the meeting of the Finance and Property Team of Toronto Southeast Presbytery, held on Monday, March 8, 2010 at 4:00 p.m. at Toronto Southeast Presbytery Offices, 963 Pharmacy Ave., Scarborough, with Thomas Clarke, Chair, presiding.

PRESENT

Thomas Clarke (Chair), Clyde Harris (Treasurer), Wayne White, Nick Walker, Winston Roach, Joan Chinnery (late arrival), Abigail Johnson, Al Morson, Anne Shirley Sutherland (Staff Support).

REGRETS: Hyacinth Robinson-Powell

CALL TO ORDER

Tom Clarke called the meeting to order.

Wayne White provided a brief devotion/meditation and prayer

1. Appointment of Secretary

In the absence of a permanent secretary the Chair undertook to provide minutes for this meeting.

2. Agenda

MOTION by Clyde Harris / Wayne White that the agenda is adopted as circulated.
CARRIED.

3. Approval of Minutes of February 8, 2010:

MOTION by Nick Walker / Winston Roach that the minutes of February 8, 2010 are adopted as corrected.
CARRIED.

4. Business Arising

i. Riverdale Property Issues

The Chair reported on his recent email (Feb 24/10) suggesting a meeting with the Riverdale Trustees and his subsequent conversation with George Shields (a Riverdale Trustee) and Rev Teresa Burnett-Cole, Minister at Riverdale as well as his own observations from an exterior walk about.

- According to George there is deep reluctance to part with the building largely because of the important community services located in the basement.
- Because of the various users the building carries itself re operating costs.
- The Chair and George discussed the various property scenarios under amalgamation and a congregation ceasing to exist.
- Although "Heather Terrace Residence" is very close to church building the only physical connection is a second level enclosed walkway. The fire escapes from the church may terminate on some common easement. In the event of a disposal of the property the two could perhaps be severed. The church building is set to the rear of the property and backs right up to a city lane at the rear. The property is not particularly large.
- There is an active independent Chinese congregation (Cantonese and some Mandarin) using the space – about 100 worshippers on a Sunday. A few years ago there had been an initiative to see if the Chinese congregation might join the UCC but it did not happen. Riverdale and this congregation have had a number of joint services in the past few years.

- Rev Burnett-Cole confirmed that there was to be a Board meeting (first in a year) on Sunday Feb 28 and George and others were trying to come up with recommendations. Rev Martha ter Kuile, Chair of Pastoral Oversight was to attend.
- Rev Burnett-Cole advised that it was clear that the congregation is running out of money and burning through the remains of a "Manse Fund." She has given her notice effective June 30/10. Various Chairs had indicated that they were not continuing and it was unlikely that a Board or Session could be constituted in the future. Many of the leaders are "aging out" and would likely find their way to other congregations. Since few live in the neighbourhood there is limited value in amalgamation.
- In a follow up conversation with Rev Burnett-Cole, she advised that the Board is preparing for a congregational meeting which would likely entertain disbanding. George and others are looking at what might be involved in the building continuing as a Mission. The Mission Strategy Team and folks of the East End Conversation have or will be engaged.

There was general discussion of the Riverdale situation and a consensus that the Chinese Congregation seeking admission [Note added – see Manual 331] and acquiring the building might be worth pursuing as would discussions with other Chinese ethnic congregations within the southern presbyteries. The meeting with representatives of the Trustees which was offered by the Chair needs to occur as soon as practicable.

ii. Don Mills Property Redevelopment

No current update is available

iii. Metropolitan United (MET) Redevelopment Update Report

The Chair had shared Bruce Peckover's response to questions arising out of the report. There were no further concerns or actions required by the Team.

5. Treasurers Report

i. Current Year (Jan 1/10 to Dec 31/10):

The Treasurer distributed a print out from Toronto Conference for the period Jan 1, 2010 through Feb 28, 2010 and attached as Appendix A. In summary the report shows

• Total Expenses to date	\$802.09
• Total Income to date	
○ Jan 19/10 plenary food	\$535.00
○ St Mark's Covenant offering	<u>\$205.50</u>
	\$740.50
• Funds carried over from 2009 to 2010	\$15,824.28

Anne Shirley Sutherland advised that a number of the January items had in fact been for December items and had been in hand before December 31, 2009. The Treasurer responded that he would follow up immediately with Rose Cambourne.

ACTION: Treasurer to check items identified by Anne Shirley Sutherland with Rose Cambourne as possibly accruing to 2009 and advise.

The Presbytery Treasurers had met at the end of February with Rose Cambourne (Conference Finance & Property Administrator). Because of the differing structures and financial reporting needs, it was not deemed feasible to structure the accounts in any finer detail. One size would not fit all. Rather the Treasurer will break out the expense reports in a spreadsheet design around the Southeast Presbytery reporting needs.

ACTION: Treasurer to develop financial reporting spreadsheet

It was noted that Teams had not yet begun to spend the larger allocations that they had requested.

ii. Past Year (July 1/09 to December 31/09):

The Treasurer reported that

- Toronto Conference auditor is presently reviewing the books for 2009. Statements should be available soon.
- The list of outstanding assessments for 2009 has been reduced from 22 to 4. It seems that a simple reminder was sufficient for many congregational treasurers. The Treasurer is following up with the remaining 4.

6. Policy Development

i. Current Policy Drafts:

The Chair reviewed with the Team the editorial changes and comments that had been received on the draft policies for 1) Budget Development Process 2) Operating Surplus and Designated Funds, 3) Reimbursement of Personal Expense. This feedback is being accumulated and tracked in the various documents. The policies will be reviewed with Executive on March 9th. One comment has been received so far on the Budget Development Practice to the effect that the document was appreciated and a September reminder might be added to the process.

The Team had no further input to the drafts.

ii. Major Personal Property and Major Renovations

The Team had an initial discussion of the requirement of The Manual 2007 335 (a) which requires that:

Each Presbytery shall determine what constitutes "major Personal Property" and "major renovations" for the area within its jurisdiction and shall communicate that determination to each Congregation and Pastoral Charge within its jurisdiction. It was noted that the terms refer to section 267 under which Trustees must obtain consent of Presbytery.

Discussion identified past practice of Toronto Scarborough and Toronto South in the matter. There was clarification of the meaning of Real Property and Personal Property ("anything not nailed down" but also see The Manual definition). The Team explored whether the amount should be the same for both items and the advantages and disadvantages of figures ranging from \$50,000 to \$100,000. There was a general consensus to develop a policy recommendation around \$100,000.

ACTION: Chair will prepare a formal proposal for next meeting for further discussion and decision.

7. Other Presbytery Assets and Funds

Nick Walker had shared several documents relating to the St. Enoch's fund and invited the Chair to share further information regarding the fund.

Nick reviewed in general terms how the process to bring together and redistribute the assets of the former presbyteries and Toronto Conference was proceeding. There are still decisions to be made and legal matters to deal with but the plan would be to hold the assets in a United Church Corporation repurposed from the Toronto West Presbytery Corporation. It is expected that the Directors of the Tri-Presbytery Fund would find it acceptable to transfer those assets into the new corporation. Once the corporation and fund is established the presbyteries would then be able to make use of the income and under certain conditions a portion of the capital.

The St. Enoch Fund, however, presents a different situation. It is held by Toronto United Church Council as part of its pooled funds. It will not be part of the redistribution and Toronto Southeast Presbytery will continue to receive that benefit in addition to any monies from the redistributed funds.

Also shared for information was the proposal from Mission and Outreach to the Executive for the distribution of funds from St. Enoch's and Tri-Presbytery Fund. It was noted that the proposed distribution exceeds the amount likely to be available.

8. Updates on other Property Matters

i. Manor Road Manse Sale

Anne Shirley Sutherland will follow up with Manor Road regarding final statements for the closing of sale and a report of the distribution of the assets.

ii. Deer Park Property Sale

Chair reported that he had been advised that

- There had been extensions to the conditional period requested and granted and the current one expired March 17th. Deer Park had received additional monies for the extension.
- The developer was going to put forward a revised offer and the details were under discussion.
- Developer had provided an extensive letter setting out both considerable progress with the City and the various challenges the site presented. The Team had an opportunity to review the letter which for reasons of confidentiality was shredded.

iii. Beach Property Sale

The Chair had been in contact with Tom Steele and Ron Fitton who advised that the conditional periods had been extended.

9. The meeting was declared adjourned at 6:30 pm.

Thomas Clarke
Chair

Thomas Clarke
Secretary pro tem

Next Meetings

Monday, April 12, 2010 4pm to 6:30 pm Devotion by Abigail Johnson

Monday, May 10, 2010 4pm to 6:30 pm

Monday, June 14, 2010 4pm to 6:30 pm

TORONTO CONFERENCE

Toronto Southeast Presbytery	<u>Date</u>	<u>Memo</u>	<u>Amount</u>
IN500 · Income from Presbyteries			
505 · Toronto Southeast Presbytery			
General			
	1/18/2010	January 19 Plenary Meeting	535.00
TOTAL GENERAL INCOME 2010			535.00
Students Fund	1/18/2010	St. Mark's United Church	205.50
TOTAL INCOME - 2010			740.50

**E153 · Toronto Southeast
Commission & Committee Expenses**

11/1/2010	Martha ter Kuile	Martha ter Kuile - Pastoral Oversight Team	141.04	105
11/1/2010	Faith & the Common Good	Green Kits - Justice and Global Issues Team	20.00	
12/1/2010	Global Crossing Conferencing	Dec. 15 Pastoral Relations Call	310.78	
12/1/2010	Wendy Miller	Petty Cash (various)	33.01	
17/01/2010	Ron Ewart	R. Ewart - Mission Strategy Team	40.00	-105
17/01/2010	Malcolm Spencer	M. Spencer - Mission Strategy Team	40.00	
26/01/2010	Vicki Obedkoff	5 copies - Steadfast Hope Resource Material	50.00	
1/31/2010	VISA Charges	Pastoral Oversight (70.31) & Justice(30.42)	100.73	
2/8/2010	Jean Lee	Photocopying - Global Justice Issues	42.79	
2/24/2010	David Wood	Joint Search Committees	74.49	
2/28/2010	Global Crossing Conferencing	Conference Call - Pastoral Relations	104.97	
TOTAL COMMITTEE & COMMISSION EXPENSES - 2010			735.56	

**E150 · Presbyteries
E153 · Toronto Southeast
Meeting Costs**

12/1/2010	Wendy Miller	Petty cash charges (various)	46.70
1/31/2010	VISA Charges	Various - (food)	19.83
TOTAL MEETING EXPENSES - 2010			66.53

TOTAL EXPENSES - 2010 802.09

FINANCIAL REPORT

FUNDS CARRIED OVER TO 2010
2010 GENERAL INCOME
2010 PRESBYTERY BLOCK GRANT
TOTAL INCOME AVAILABLE
LESS: 2010 EXPENDITURES
BALANCE TO MARCH 1, 2010

15,824.28	<i>← have plenary</i>
535.00	
30,000.00	
46,359.28	
802.09	
45,557.19	

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**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
Executive Minutes**

Tuesday March 9th, 2010 – 963 Pharmacy Avenue, Toronto

Vision: The Vision of Toronto Southeast Presbytery is to enable and support good, faithful and healthy communities of faith within our member Pastoral Charges and to provide opportunities for cross-congregational initiatives where individuals from Congregations with shared calls to specific ministries may work together.

Present: John Lee (chair), Mark MacLean (secretary), Clyde Harris (treasurer), Lynella Reid-James (agenda planning), Anne Shirley Sutherland (staff), Paget Blaza (member at large), Michael Cottrell (member at large).

Regrets: Harry Brown (communications)

Quorum was achieved.

Call to Order: Chair John Lee called the meeting to order at 4:00pm.

Check In: Around the circle of those gathered, informal personal reports/sharing.

Agenda Review: It was moved that the agenda be accepted as presented, adding Paget & Pastoral Relations.

Moved: Mark MacLean

Seconded: Michael Cottrell

Carried.

Worship: Clyde Harris

Interpretations of the prodigal son parable. 275,000 hits online to review and interpret the parable. From Ralph Milton's "Rumours" dramatic reading of the parable. Comments from – Social Science commentary on the Synoptic Gospels. Closed with prayer "Prodigal Son's Prayer" by Dirks Bentley.

Report from the Chair:

John Lee shared the following; visits to local congregations on behalf of the executive. What would be our vision and hopes to share with a congregation as a member of the executive. Is there content that we can share in a coherent way and process that addresses the needs of the congregations and also the direction of the new presbytery? Can this be a process of bridge building?

Approval of Minutes of February 9th, 2010:

That the minutes of February 9th, 2010 be accepted as presented.

Moved: Mark MacLean

Seconded: Clyde Harris

Carried.

Business Arising

- **Deer Park Update:** 1:30 pm, Thursday March 11, 2010 at St. Andrew's United is the first meeting of the Deer Park Review Team. Representatives of Deer Park inquired as to the potential of Rev. Marie Goodyear being present to the meeting. Consensus of the executive was to ask Rev. Goodyear to not attend removing any sense of conflict or influence related to the process. Rev. Goodyear would be updated immediately upon completion of the Thursday meeting of the DPRT.
- **Clarification re. Back Check:** it is not an option at this time. We are in the process of registering with Toronto Police to be able to have level 2 checks done.
- **Visit Follow up?**
- **Task Groups** - Retreat planning

Correspondence:

February correspondence was circulated by email.

- Feb 17 – Email from David Allen/Conference Executive on Policies re property and assets
- Feb 22 – Letter from TUCC requesting TSP to name two people as Members of their Corporation for one year.
- Feb 23 – Letter from Nora Sanders extending the Remit 3 deadline to June 15, 2010.

It was duly moved and seconded that the correspondence be accepted for information.

Business**Policies from Finance Committee (Tom Clarke) Appendix B**

- Policy for Operating Surplus and Designated Funds
- Policy for Budget Development
- Policy for Personal Expense Reimbursement

There were no concerns raised or amendments offered to the policies as presented. Final clean versions need to move forward to Presbytery Plenary for ratification.

It is moved that the presentation of the respective policies be distributed to the presbytery membership with the minutes of our March 2010 Plenary meeting and are recommended to go forward to the May 2010 Plenary Agenda for final approval.

Moved – Clyde Harris

Seconded – Paget Blaza

Carried

Agenda Planning Report (Lynella Reid-James) Appendix C

Lynella Reid-James presented the agenda for the plenary of the March 2010 Plenary meeting of TSP and no amendments or concerns were raised. The agenda was supported as presented.

Related to the May Plenary meeting still hoping to confirm a celebratory BBQ and hear from other teams/committees about their work and ongoing projects.

Nominations Update**Pastoral Relations Motion (For Information) Appendix D**

- Cynthia Scott – renewal of appointment to Birchcliff Bluffs to June 30/10

Admissions Report (For Information)

- One candidate for matching to an Internship in September 2010 (Henry Poutiainen)

Pastoral Relations Issue:

Move to go “in camera”.

Moved – Lynella Reid-James

Seconded – Mark MacLean

Carried

Move to exit “in camera”.

Moved – Paget Blaza

Seconded – Clyde Harris

Carried

Mission and Outreach (Liz Tinker)

Liz Tinker reported on process for decision of Tri-presbytery grants as outlined in the Funding and Grants Report (see attached).

The TSP Executive receives the report as presented with thanks.

Related to the over expenditure/commitments of \$12,000.00 as related to Mission and Outreach the executive recommends that Clyde Harris seek alternate funding.

Communication to organizations related to an erroneous expectation of ongoing funding over a five year period will be addressed by ongoing conversation with TSP Executive, Finance & Property and Mission & Outreach due to funding process change.

New Business

Paget Blaza is to present the “Greening Our Spaces” information from Eastminster this past Sunday. Paget will forward all thoughts and comments around the workshop and experience in email for conversation at the next executive related to Earth Day.

Announcements

- New Presbyters: Ian Johnston (Kingston Rd.), Sandy Seary McKinstry (Fairlawn Avenue)
- Retiring Presbyters: Hack-Pil Chung (Alpha Korean), Shirley Schwindt (Iondale Heights), Robert Boyd (Jubilee)
- Death: Rev. Frank Dalton (Feb 14, 2010), VAM at Knob Hill UC.

Adjournment

NEXT MEETING: Tuesday April 13th, 4-6:30pm at 963 Pharmacy Ave.

** Send agenda items to Wendy by April 6th at wmiller@united-church.ca

Rev. John Lee
Chair: Toronto Southeast Presbytery

Rev. Mark MacLean
Secretary: Toronto Southeast Presbyter

APPENDIX A**FINANCE AND PROPERTY TEAM - REPORT TO TORONTO SOUTHEAST PRESBYTERY****March 4, 2010****Submitted by Thomas Clarke, Chair, Finance and Property Team**

The Finance and Property Team has met on three occasions since the last report: November 9, 2009, January 11, 2010 and February 8, 2010

ON NOVEMBER 9, 2010, the Finance and Property Team dealt with these matters and decisions:

- **Presbytery Budget 2010:** The Team reviewed the various requests which in total exceeded the \$30,000 income available, identified where reductions might be made and recommended a balanced budget to the Executive which was subsequently approved by the Presbytery;
- After meetings and conversations with Don Mills congregation, the Team expressed support for their approach in dealing with possible redevelopment of the Don Mills church property;
- **Motion Amending Sale Motion For Manor Road Manse**
Whereas Toronto South Presbytery Executive in its meeting of June 29, 2009 approved the sale of the Manor Road United Church manse as per the following motion: “*Moved by Penny Keel and seconded by Dorothy Amos that Toronto South Presbytery approve the acceptance of The Agreement of Purchase and Sale, from the Trustees of Manor Road Pastoral Charge, of a manse, known municipally as 236 Manor Road, Toronto, Ontario and legally described as Lots 36 to 40, Plan 1787, to which the Trustees hold the title, for a selling price of \$1,095,200, with a down payment of \$50,000., the balance due by cash or certified cheque on the closing date of November 30, 2009, or earlier as agreed to by the parties.*”, and

Whereas legal counsel acting for Manor Road Pastoral Charge has advised that legal description of the property in said motion is an error and has requested that it be corrected before the closing of the sale on November 30, 2009.

IT IS MOVED by Winston Roach and **SECONDED** by Wayne White that the motion of Toronto South Presbytery Executive of June 29, 2009 approving the acceptance of The Agreement of Purchase and Sale be amended by deleting “Lots 36 to 40” and substituting “Lot 36”, and

That this action be noted in the minutes of the June 29, 2009 meeting of the Executive of Toronto South Presbytery. **MOTION CARRIED**

ON JANUARY 11, 2010 the Finance and Property Team dealt with these matters and decisions:

- **Bloor Street United Church:** Received a report from Michael Hilliard regarding the history and current status of redevelopment of that property
- **Leaside United Church:** In response to a request from Leaside United Church seeking advise on planning for capital needs for their building, Nick Walker met with representatives of the congregation and reported the results of that consultation, including continuing contact with the Leaside planning group.
- **Matters for Information:** The Team received and noted a number of documents related to finance and property matters:
 - City of Toronto Harmonized Bylaws (parking issues in particular)
 - Letter from General Council Office re Accessibility Issues
 - Impact of HST (and Rebates) on non-Profits

- **Ebenezer United Church – Request from Trustees for approval of Lease Amendment and Extension Agreement with Rogers Communication for use of Ebenezer for their telecommunications tower:**

Presbytery consent must be obtained for any long term leases. In this case the lease is extended to March 31, 2013 and amended

- a. As to expiry date; i.e., 31 March, 2013
- b. As to the annual rent
- c. As granting an irrevocable option to extend for three further 5 year terms
- d. Setting terms for determining rent for those further terms.

MOTION RE EBENEZER UNITED CHURCH – ROGERS LEASE

Whereas on February 5 1998, Ebenezer Pastoral Charge agreed to a lease to Rogers Cantel Inc. for the installation of a communications tower on the church property and Toronto Scarborough Presbytery consented to said lease, and

Whereas Roger's Communications and the Trustees of Ebenezer United Church have agreed to amendments and extension of the lease,

IT IS MOVED by Wayne White. and SECONDED by Abigail Johnson that the consent of Toronto Southeast Presbytery be granted to the congregation of Ebenezer Pastoral Charge Of the United Church of Canada in the Town of Markham in the Regional Municipality of York, in the Province of Ontario to Lease the following lands and premises on the following terms.

- (1) *Part of Lot I, Concession 6 designated as Part 1 on Plan 65R-8127, Town of Markham, Regional Municipality of York*
- (2) *The term of the lease end on the last day of March 2013.*

The Landlord granted to the Tenant the option to extend the Term for one (1) further and consecutive period of five (5) years. The Lease does not contain any option or right to purchase the demised premises.

The Tenant has easements for unrestricted access to the demised premises and for connections to the appropriate utilities, fibre optic and telephone facilities. The use of the demised premises and access rights of the Tenant are for the installation, removal, replacement, relocation, maintenance, supplementation and operation of telecommunications facilities and equipment and the provision of telecommunications services and where applicable, the Tenant may connect its equipment and provide telecommunications services by cables and wires to the equipment of other occupants of the lands described above.

The Landlord covenanted in the Lease that the Tenant shall have the exclusive right to operate a telecommunications facility upon the lands described in Box (6) during the term of the Lease and all extensions thereof.

- (3) *To enter into further lease amending and extension agreements with Rogers Communications Inc. upon the expiry of the term and all extensions subject to the prior approval of Toronto Southeast Presbytery of the United Church of Canada or its successors.*

- (4) *And on such other terms as set out in the Lease Amendment and Extension Agreement made on February 5, 2009 between The Trustees of Ebenezer United Church and Rogers Communications Inc. a copy of which agreement will be appended to these minutes.*

MOTION CARRIED

- **Bedford Park United Church – Request for approval of loan from Toronto United Church Council** The Trustees of Bedford Park Pastoral Charge requested that Toronto Southeast Presbytery approve the application of Bedford Park United Church for church development loan from Toronto United Church Council to finance preconstruction costs for the proposed redevelopment of the Bedford Park site into seniors housing with church and community space.

MOTION RE APPROVAL OF BEDFOR PARK UNITED CHURCH LOAN FROM TORONTO UNITED CHURCH COUNCIL

Whereas Bedford Park United Church has requested approval of a church redevelopment loan of up to \$100,000 from Toronto United Church Council to be secured by the monies Bedford Park United Church has placed with Toronto United Church Council in their Investing In Ministry Fund,

IT IS MOVED BY CLYDE HARRIS and SECONDED BY WINSTON ROACH that Toronto Southeast Presbytery

1. *agrees to waive its restriction on the \$100,000 Investing In Ministry portion of the Bedford Park United Church Manse Fund for this purpose only, and*
2. *approves the loan of up to \$100,000 from Toronto United Church Council on terms set forth in the letter of December 14, 2009 from Vince Alfano.*

MOTION CARRIED

ON FEBRUARY 8, 2010 the Finance and Property Team dealt with these matters and decisions:

- **Appointment of Michael Hilliard as Presbytery Representative to Bedford Park Redevelopment Committee:** Michael had been working with Bedford Park Redevelopment Committee for some time and his participation was formalized by the following motion:

MOVED by Clyde Harris and **SECONDED** by Nick Walker that Michael Hilliard be named as representative of Toronto Southeast Presbytery to the Bedford Park Redevelopment Committee and in that role he will provide a report to the Finance and Property Team at least annually and advise the Finance and Property Team of any significant developments as they may occur.

MOTION CARRIED

- **Metropolitan United (MET) Redevelopment Update Report:** Bruce Peckover of MET had provided the update report which was circulate to the Team together with a copy recent email correspondence between the Chair and Bruce. Some follow up questions for MET were noted.

MOVED by Wayne White and **SECONDED** by Clyde Harris that the report “The North Property Development_A Year in Review – 2009” [Filename: Lancer Update - 2010 AGM.doc] be received for information and that Metropolitan be required to provide an next update report no later than February 2011.

MOTION CARRIED

- **Tracking Property Decisions and Other Information:** The Team has developed an Excel spreadsheet tool and has begun tracking some of matter following from property decisions and related to its mandate, specifically
 - Property Decisions*** which identifies follow up actions required and key dates;
 - Restricted Funds*** which will record which pastoral charges have Manse Funds (and perhaps other Presbytery restricted funds) and the amount;
 - Manses*** which lists the pastoral charges showing which having manses, whether the manse is occupied by clergy or rented out and value of the manse, and the housing allowance paid.
 In some cases information will have to be confirmed with pastoral charges.
- **Treasurers Workshop:** The Treasurer reported another very successful event with 17 or 18 pastoral charges represented including some not part of the former Toronto Scarborough Presbytery group which were more familiar with these regular sessions. The agenda and discussion for the evening was largely determined by questions which had been asked of the Treasurer prior to the event and others which arose during the evening.
- **Fairlawn Avenue United Church request for approval for major Capital Expenditure - Heating and Energy Efficiency Upgrade:** Bill Dines, Treasurer of the Fairlawn Avenue United Church Trustees and Mark Ogden, Chair of Fairlawn Avenue Stewardship Council and Member of the Fundraising Group for this Project joined the meeting. The Team had previously received correspondence and documentation of the project from Paul Mills, Chair of Trustees, Fairlawn Avenue United Church regarding the resolution of the Trustees requesting consent of Presbytery to proceed with the Heating and Energy Efficiency Upgrade at a cost of \$315,000 including \$10,000 spent to date. The financing of the project was set out as \$115,000 raised or committed to date from the congregation, \$150,000 to be requested from Trillium Fund and use of unrestricted Trustee funds to be off set by further fund raising.

Motion re Fairlawn Avenue United Church Heating and Energy Efficiency Upgrade Project
WHEREAS, the Trustees of Fairlawn Avenue Pastoral Charge have requested the consent of Toronto Southeast Presbytery as required by section 267 (b) of the Manual (2007) to effect a major renovation of the church building in the amount of \$315,000, and

Whereas, the Finance and Property Team has reviewed the scope and financing of said Heating and Energy Efficiency Upgrade Project as set out January 28, 2010 letter and documentation provided, and

Whereas the Finance and Property Team has the authority to act for Toronto Southeast Presbytery in matters related to Section 335 of the Manual (2007),

IT IS MOVED by Wayne White and SECONDED by Clyde Harris, that

1. **Toronto Southeast Presbytery approve the request of the Trustees of Fairlawn Avenue United Church to proceed with the Heating and Energy Upgrade Project in the amount of \$315,000 as per the scope, financing and other considerations set out in their request of January 28, 2009 and attachments thereto, and**
2. **The documentation of January 28, 2009 provided by Fairlawn Avenue United Church be appended to these minutes.**

MOTION CARRIED

- **Toronto United Church Council – Malvern-Emanuel United Church Lease Renewal:** Although Toronto United Church Council had requested Presbytery approval of the lease renewal, further consultation with Vince Alfano determined that such was no longer required by TUCC policy. It was also determined that under the Manual, presbytery approval was required when a congregation acquired property by purchase or lease. The Finance and Property Team decided

that Presbytery approval is not required when that lease is renewed and has so advised both parties.

- **Policy Development:** The Team reviewed and amended a number of policy drafts which were recommended for the consideration of the Executive:

- i. **Presbytery Policy: Operating Surplus and Designated Funds**
- ii. **Presbytery Policy: Budget Development**
- iii. **Presbytery Policy: Reimbursable Expenses**

Also considered was a practice following from the proposed Budget Development Policy **Finance and Property Team Practice: Budget Development Process** which is being sent to all Chairs and convenors for feedback.

DRAFT POLICIES

TORONTO SOUTHEAST PRESBYTERY POLICY		Policy Number/Designation:
Policy Name: Budget Development		Date Approved:
		Dates Amended:
To be Reviewed: 2 years after approval and every 5 years thereafter	Date Last Reviewed:	
Purpose of this Policy: To provide a framework for the development of the presbytery annual operating budget.		

Background and Context:

The Finance and Property Team is charged with the responsibility “to frame and present a budget annually to the Presbytery,” [TS Governance Page 30 section A-4.3.1.1. Finance.]

Policy:

1. The Toronto Southeast Presbytery Annual Operating Budget will be developed in a manner that
 - 1.1. Is transparent and known to the key stakeholders represented by the Presbytery Teams, Committees and Executive.
 - 1.2. Ensures and enables consultation with and the input of those stakeholders.
 - 1.3. In the allocation of financial resources, is guided by the vision and mission of Presbytery
 - 1.4. Results in a timely budget approval recommendation to the Presbytery Plenary.
2. The presentation of the Operating Budget will include sufficient narrative and/or explanation so that those reviewing and approving a budget document understand how the funds are to be used and the Presbytery program they support.
3. Finance and Property Team will develop, in consultation with the stakeholders, practices and guidelines for the implementation of this policy.

DRAFT POLICIES

FINANCE AND PROPERTY TEAM PRACTICE AND GUIDELINES TORONTO SOUTHEAST PRESBYTERY	
Practice Name: Budget Development Process	Date Approved:
	Dates Amended:
To be Reviewed: 2 years after approval and every 5 years thereafter	Date Last Reviewed:
To be Reviewed by: Finance and Property Team	
Purpose of this Practice: To define the process and timeline for the development of the presbytery annual operating budget	

Background and Context:

The Finance and Property Team is charged with the responsibility “to frame and present a budget annually to the Presbytery.” [TS Governance Page 30 section A-4.3.1.1. Finance.] The process used will be transparent, known to the key stakeholders, consultative and consistent with Presbytery Policy (# & name).

Budget Development Timeline and Process:

In developing the annual presbytery operating budget, the Treasurer will be guided by the following timeline and key steps.

1. Timeline
 - May: Treasurer issues a request for input to all stakeholders: Executive, Teams and Committees, to be submitted by the end of September.
 - October: Finance & Property reviews the requests as compiled by the Treasurer and develops a draft budget which is then shared with the Executive and other stakeholders for comment.
 - November: Finance & Property considers any additional input and comment and finalizes recommendation to Executive.
Executive considers budget at its November meeting
Presbytery Plenary receives and considers budget for approval.
2. In soliciting input the Treasurer will provide or incorporate into standardized worksheets for each stakeholder the current year budget breakdown, categories of expense, and most current statement of expenses.
3. The draft budget would incorporate the more current statement of expenses.
4. In determining their requests stakeholders will be advised
 - To look to their mandate and the anticipated work and needs of their group to exercise that mandate;
 - To review the current year budget and their expenses to date and to project what they expect to expend for the full year.
 - To assess if the current year includes any expenses that are one-time and likely not to reoccur and if in the upcoming budget year there are changed circumstances.
5. Submissions from stakeholders will include a narrative or explanation of how the funds requested would be used or relate to the mandate of the group.

6. The final budget submission to Executive and Plenary will include a narrative and will be presented by the Treasurer or in his/her absence Chair, Finance & Property Team

TORONTO SOUTHEAST PRESBYTERY POLICY		Policy Number/Designation:
Policy Name: Finance – Operating Surplus and Designated Funds		Date Approved:
		Dates Amended:
To be Reviewed: 2 years after approval and every 5 years thereafter		Date Last Reviewed:
Purpose of this Policy: This policy establishes how any surplus operating funds at the end of each fiscal year will be held and utilized.		

Background and Context:

The Toronto Southeast Presbytery operating budget is funded by an annual grant from Toronto Conference and a Presbytery Assessment should one be approved by the Presbytery. Toronto Conference has decided to adopt a policy “that unspent Presbytery grants in any year be retained for future Presbytery use” (Minutes, Toronto Conference Executive –Nov 11/09 page 09/10 – 17).

Presbytery operating funds are held by Toronto Conference and expended and accounted for by the Toronto Conference Financial Administrator and in accordance with the financial practices and standards of Toronto Conference. Consequently this policy provides guidance to Toronto Conference as to the intent of Toronto Southeast Presbytery regarding the surplus funds and to the responsible officers of Toronto Southeast Presbytery in respect to authorizing and approving the use of any surplus funds.

Policy:

The intent of this policy is

- a. To ensure that financial resources are available to support the mission and work of Toronto Southeast Presbytery, and
- b. that these resources are managed and utilized appropriately, and
- c. that surplus funds are used in a way that enables the annual operating budget to be applied to the ongoing work of the Presbytery and not set aside for contingency, emergency situations and /or unforeseen opportunities.

To those ends, it shall be the policy of Toronto Southeast Presbytery that

1. the balance of operating funds as of the December 31st closing of accounts of any year be transferred to and retained in named funds with designated purposes.

2. Those designated funds shall be established as follows with the purposes as stated:

2.1. Contingency Reserve Fund

The purpose of the Contingency Reserve Fund is to provide a source of funds

- i. For contingency; i.e., to cover incidental and unforeseen expenses and so reduce or remove that requirement from the annual operating budget.
- ii. For reserve, to allow
 - a. equipment purchases as may be required from time to time,
 - b. a short term annual operating deficit where such is determined to be necessary, or
 - c. funding of an unexpected opportunity.

2.2. Legal and Conflict Mitigation Emergency Fund

The purpose of the Legal and Conflict Mitigation Emergency Fund shall be to provide funding when such is required unexpectedly and urgently and is in excess of an

annual presbytery budget allocation and/or is not available through other United Church of Canada resources, for

- i. Assistance in supporting a pastoral relationship and/or resolving a potential difficulty in a pastoral relationship including but not limited to the costs of salary and benefit support during the first six months of disability or following the death of Ministry Personnel or additional Ministry Personnel costs required but beyond the resources of the Pastoral Charge;
- ii. Legal, mediation, arbitration, conflict resolution or similar services;
- iii. The costs to presbytery in the exercise of a 333 or 363 process;
- iv. The Presbytery share of costs for required remedial actions under United Church policies;
- v. Damages awarded by a court or as terms of a settlement where such is not covered by other United Church of Canada resources.

2.3. Outreach Fund

The purpose of the Outreach Fund is to provide funding when such is required in addition to Presbytery ongoing funding sources dedicated to Mission and Outreach in order to

- i. Address an unexpected shortfall in funds required to meet approved commitments but not available from regular funding sources;
- ii. Meet an emergency need in a recognized Presbytery outreach ministry or regularly supported social agency;
- iii. Address an opportunity for new and innovative work that is timely but was not apparent during the annual process of allocating mission and outreach resources.

2.4. Education and Student Support Fund

The purpose of the Education and Student Support Fund is to provide support to those under the oversight of the Admissions Committee having extraordinary need for assistance which cannot be met from other United Church or institutional funding for such matters as

- i. Travel costs to meet with supervisors or team members;
- ii. Costs of courses or fees
- iii. Other costs related to education of ministry personnel as may be identified by the Admission Team

3. The funds shall be capped or maintained at a stated level and any operating surpluses at the end of an operating year allocated to them as follows:

3.1. Contingency Reserve Fund will have no cap but must be maintained at a minimum of 10% of the current year total operating budget and to achieve and to maintain that minimum will have first call on the retained surplus operating funds to be allocated. The Contingency Reserve Fund will receive any retained surplus operating funds not allocated under 3.2 and 3.3 below.

3.2. Legal and Conflict Mitigation Emergency Fund will be capped at \$20,000 and will be allocated the lesser of 50% of the balance of the retained surplus operating funds at the end of any operating year after dealing with the Contingency Reserve Fund or the portion required to maintain the fund at that cap as of the beginning of an operating year.

3.3. Outreach Fund will be capped at \$5,000 and will be allocated the lesser of 25% of the balance of the retained surplus operating funds at the end of any operating year after dealing with the Contingency Reserve Fund or the portion required to maintain the fund at that cap as of the beginning of an operating year.

3.4. Education and Student Support Fund will be capped at \$2,000 and will be allocated the lesser of 10% of the balance of the retained surplus operating funds at the end of any operating year after dealing with the Contingency Reserve Fund or the portion required to maintain the fund at that cap as of the beginning of an operating year.

3.5. Funding other than Operating Surplus:

- i. In the event that presbytery funds that are designated for outreach and mission support purposes are not allocated or used during a funding cycle, such will be accrued in the Outreach Fund.
- ii. Presbytery may by specific action create or designate other funding sources for any of these funds.

4. Requests for and approval of the use of monies in these funds will be as follows:

4.1. Contingency Reserve Fund : A request from a Team or Committee to over spend their allocated funding or to access reserve funds for one time or special needs will be reviewed by the Treasurer and a recommendation to “approve” or “not approve” forwarded by the Finance and Property Team to the Executive for their action.

4.2. Legal and Conflict Mitigation Emergency Fund: A recommendation of Pastoral Oversight, Pastoral Relations Team and/or the Presbytery Personnel Minister, as the matter may relate to their responsibilities, will be reviewed by the Treasurer and Finance and Property Team to ensure that funds are available and that there is compliance with the purpose of the Fund, and forwarded to the Executive for action. Where matters of confidentiality are paramount and discussion needs to be restricted to the Executive, the Treasurer will act for the Finance & Property Team.

4.3. Outreach Fund: A recommendation of Mission Support and Outreach Ministries Team will be review by the Treasurer and Finance and Property Team to ensure that funds are available and that there is compliance with the purpose of the Fund, and forwarded to the Executive for their action.

4.4. Education and Student Support Fund: A recommendation of the Admissions Team, will be reviewed by the Treasurer and Finance and Property Team to ensure that there are funds available and that there is compliance with the purpose of the Fund, and forwarded to the Executive for their action.

5. General

5.1. The Executive may develop and publish practices and guidelines in support of the interpretation, implementation and administration of this policy.

5.2. Where monies are expended from these funds, such will be reported in a timely manner to the Presbytery subject to any requirements of confidentiality.

5.3. The status and use of these funds will be included as part of the regular financial reports to Finance and Property Team. Executive and Presbytery

DRAFT POLICIES

TORONTO SOUTHEAST PRESBYTERY POLICY		Policy Number/Designation:
Policy Name: Reimbursable Expenses		Date Approved: Dates Amended:
To be Reviewed: 1 st and 2 nd years after approval and every 5 years thereafter		Date Last Reviewed:
Purpose of this Policy: To define what expenses incurred by Presbyters may be claimed by and reimbursed to those members.		

Background and Context:

All members of Presbytery will incur some cost by virtue of their membership and participation in the Court and its work. Within the annual operating budget teams may take a different approach in allocating funds for the expenses incurred in the exercise of their responsibilities. In order to ensure consistency and fairness, provide guidance to the functioning groups within Presbytery, and establish direction for the financial administration of the Presbytery funds, Presbytery will set a policy for what expenses may be claimed for reimbursement.

Policy:

In establishing a policy which determines what expenses can be claimed by and reimbursed to Presbyters, Toronto Southeast Presbytery is guided by

1. the need to ensure that participation in Presbytery does not create a financial burden or a disincentive to full involvement;
2. the typical expectations of those who volunteer for community service;
3. the usual practice of congregations and other courts of the church, including that Ministry Personnel appointed or called to pastoral charges have access to travel allowances.

To that end, it is the policy of Toronto South Presbytery

1. That financial reimbursement of personal out-of-pocket expenses will be provided for:
 - 1.1. Costs of photocopying, courier, supplies and the like in support of meetings of Teams, Committees, Executive and their task groups as constituted from time to time, and of participation as a Presbytery representative on a Joint Needs Assessment Committee, a Joint Search Committee, Pastoral Oversight Visit Team or in authorized consultations and meetings related to the work of a Team, Committee or Executive.
 - 1.2. Travel in the form of mileage at the Toronto Conference rate (currently the General Council Rate) and parking or TTC fare undertaken as a Presbytery representative on a Joint Needs Assessment Committee, a Joint Search Committee, Pastoral Oversight Visit Team or in authorized consultations and meetings related to the work of a Team, Committee or Executive where such cannot be claimed through a travel allowance provided by another level of the United Church.
 - 1.3. Attendance at training events authorized by a Team, Committee or the Executive and included in the approved budget allocation for that group including travel and fees if such was approved by the group or Chair/Convener of such group prior to the event.
2. Travel costs **cannot** be claimed or reimbursed for attendance at a regular meeting of the Presbytery Plenary, Executive, Teams and/or Committees.
3. Where the attendance of a Presbyter in the meeting and/or work of the Executive, a Team or Committee is hindered or limited by the additional costs of day care, baby sitting or elder care required, the Presbyter so affected may claim be reimbursed up to \$25 per instance.
4. Executive and Treasurer may develop further guidelines, approval requirements and forms for the implementation of this policy

AGENDA PLANNING - DRAFT AGENDA

Toronto Southeast Presbytery Meeting
Tuesday, March 16, 2010
Jubilee United Church, 40 Underhill Drive, Toronto

The hope for the new presbytery was “to enable and support good, faithful and healthy communities of faith”, to have rich and alternative worship experiences, to have fun and to learn together. The following outcomes have been based on those goals.

The hoped-for-outcomes for this meeting are:

1. To share information about ongoing ministries in our presbytery.
2. To engage the presbyters in themes of ministry and mission
3. To create opportunities for community building
4. Maximize opportunities to learn, network, support one another and to work together.

6:00 p.m.	Refreshments/Dinner	
7:00 p.m.	Call to Order, Agenda review, Introductions Opening Motions Agenda Review Approval of Minutes from January 19,2010 Business Arising	John Lee
7:10 p.m.	Welcome -	Chair, Jubilee Council
7:15 p.m.	Worship (Includes Community Building Table Time) Time with Admittands and Ordinands	Norm Seli
7:40 p.m.	Lake Scugog Presentation	
7:55 p.m.	Business Pastoral Relations Admissions	
8:10 p.m.	Order of the Day - Introduction to Remits “The Theology of Call” Background & History Benefits and Issues	Remit # 3 - Barb White - Joan Wyatt – Carol Gierak -Bill Ford
8:40 p.m.	Table Groups	
8:50 p.m.	Plenary Time	
9:00 p.m.	New Business	Mark MacLean
9:10 p.m.	Closing Hymn – Benediction - Adjournment	

**Pastoral Relations Commission Report to Executive
Summary of February 23rd, 2010 – Conference Call**

Cynthia Scott - Appointment

MOVED BY John Brown, **SECONDED BY** Larry Beech

that the Toronto Southeast Presbytery Pastoral Relations Commission renew the contract for Cynthia Scott to Birchcliff Bluffs United as Retired Supply for the period July 1st, 2010 to June 30th, 2010 with the following annual terms for category F: Salary \$53,340, Housing allowance \$20,000, telephone \$600, financial support for study \$1250 and all other terms according to The Manual. **CARRIED.**

Alydia Smith – Review of Job Description

- a. Bloor Street United would like to set up a committee to review the job description for Alydia Smith and has asked someone from our committee to attend. Susan Smith volunteered

Schedule of Pastoral Charges in Search Process

- a. St Mark's JSC with Jean Day and Beth Moore as reps
- b. Fairlawn Johmann Kwong has volunteered to be the clergy rep
- c. Church of the Master – in progress
- d. Eglinton St George – ready to make a decision

Housing Allowance - Ongoing

Budget

Teresa clarified that yes travel expenses for search and JNAC are eligible for reimbursement

NEXT MEETING – March 23rd, 2010 Potluck Supper at the Presbytery Office

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**Toronto Conference
Toronto Southeast Presbytery
Admissions Commission – March 10, 2010**

Present: Bruce Galbraith (chair), Ila Vaculik, Paul Stott, June Cavers, Ann Howes, Ella Taylor-Walsh, Pam Lock (note-taker), Norm Seli
Guest: Teresa Burnett-Cole
Regrets: Christina Boyd, Marie Goodyear, Karl Lam, Darren Liepold, Chris Miller, Joan Silcox-Smith
Absent: Andrew Cassidy

Opening: Bruce led an opening prayer.

Teresa's Report / Updates on Candidates

- Admission to the United Church of Canada will be removed from E&S at the presbytery and conference levels and handled by the National level beginning June 30, 2010.
- Admissions will be meeting with Alydia Smith and her supervisor Katherine Brittain to discuss the AST programme.
- It was suggested that Admissions and Pastoral Relations should make regular contact with each other.
- Admissions will be interviewing Lorrie Daly-Price at this meeting.

Interview with Lorrie Daly-Price

- Bruce Galbraith, Norm Seli (chair), Ila Vaculik, June Cavers (recorder) held a status update interview with Lorrie

MOTION: by Norm Seli / Ila Vaculik

that we affirm the candidacy of Lorrie Daly-Price.

CARRIED.

Information

- Ella reported on the meeting of March 9th
- Deadline for the remit on transfer and settlement has been extended to July for presbyteries to respond. Admissions will have to educate candidates if the remit passes.
- See the UCC website for a statement on paid accountable ministry from GC-40.
- DLM Handbook is available on the UCC website.
- The new Manual will have the policies for DLM, but the procedures will be in the Handbook.
- Prior learning assessment for DLM, for former staff associates who wish to be recognized: a fee of approximately \$100 will be paid to persons provided by GC for the interview and assessment to be recognized as DLM.

Future Meetings:
Tuesday April 20th 4-8pm,
May 12th, June 9th.

Adjournment : 4:05pm

Bruce Galbraith, Co-Chair

Pam Lock, Note-taker

**THE UNITED CHURCH OF CANADA
TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM**

Minutes of the special meeting of the Finance and Property Team of Toronto Southeast Presbytery, held on Tuesday, March 16, 2010 at 6:00 p.m. at Jubilee United Church, 40 Underhill Avenue, Don Mills, Ontario, with Thomas Clarke, Chair, presiding.

PRESENT

Thomas Clarke (Chair), Wayne White, Nick Walker, Winston Roach, Abigail Johnson, Al Morson

REGRETS: Hyacinth Robinson-Powell, Joan Chinnery, Clyde Harris, Anne Shirley Sutherland (Staff Support).

CALL TO ORDER

Tom Clarke called the meeting to order with a brief prayer.

1. Appointment of Secretary

In the absence of a permanent secretary the Chair undertook to provide minutes for this meeting.

2. Agenda

MOVED by Al Morson and SECONDED by Abigail Johnson that the agenda is adopted as circulated.

MOTION CARRIED

3. Approval of Minutes:

It was agreed that consideration of the minutes of March 8, 2010 be deferred to the next regular meeting.

4. Deer Park – Revised offer of Purchase and Sale of 129 St. Clair Ave. West

The Team had received prior to the meeting the Amendment to Agreement of Purchase and Sale and Waiver of Conditions and the resolution of the Trustees of Deer Park Pastoral Charge (Appendix A) requesting consent to the sale as per the amended agreement. There was brief discussion of the proposed revisions including the purchase price, take back mortgage and closing and reasons for the pastoral charge and presbytery agreeing to the new offer.

MOTION

Whereas, the Finance and Property Team of Toronto Southeast Presbytery at its meeting of October 19, 2009 consented to the sale of 129 St. Clair Ave. W. and to terms set in the Agreement of Purchase and Sale dated October 16, 2009, and

Whereas, the Building Sale Committee has negotiated with the purchaser and recommended changes to the Agreement of Purchase and Sale, as set out in the Amendment to Agreement of Purchase and Sale and Waiver of Conditions (Amending Agreement) dated March 12, 2010, and

Whereas, the Executive of Deer Park Pastoral Charge has reviewed said Amending Agreement and directed the Trustees to proceed with the sale of the property, and

Whereas, the Trustees of Deer Park Pastoral Charge have requested the consent of Toronto Southeast Presbytery as per the Agreement of Purchase and Sale dated October 16, 2009 and the Amendment to Agreement of Purchase and Sale and Waver of Conditions dated March 12, 2010, and

Whereas, the Finance and Property Team has reviewed the proposed Amending Agreement, and

Whereas, the Finance and Property Team of Toronto Southeast Presbytery is empowered to act as a Commission of the Presbytery in matters falling under Manual (2007) section 335,

IT IS MOVED BY Abigail Johnson and SECONDED BY Wayne White

- (a) that Toronto Southeast Presbytery consents to the sale of the church building and adjacent lands, Parts Lots 11 to 13 and Part Lots 19 to 21, Plan 325E, the City of Toronto, and known municipally as 129 St. Clair Ave West to which the Trustees hold the title, to the purchaser and for the selling price and as per other conditions set out in the Agreement of Purchase and Sale dated October 16, 2009 as amended in the Amendment to Agreement of Purchase and Sale and Waiver of Conditions dated March 12, 2010; and
- (b) that until a proposal of the dispersal of funds from the sale by the Trustees of Deer Park Pastoral Charge of the church building at 129 St. Clair Ave. West is presented to the Finance and Property Team, the sale proceeds including any interest payments accruing from the Vendor Take Back Mortgage remain in trust (with solicitor) and that the principal and interest not be accessed until the proposed dispersal of funds is approved by the Finance and Property Team of Toronto Southeast Presbytery; and
- (c) that a copy of the full statement of sale and adjustments at closing be provided to the Finance and Property Team of Toronto Southeast Presbytery in an expeditious manner; and
- (d) that a copy of the Agreement of Purchase and Sale dated October 16, 2009 and the Amendment to Agreement of Purchase and Sale and Waiver of Conditions dated March 12, 2010 be appended to these minutes immediately following the closing of this sale, and
- (e) that Toronto Southeast Presbytery express its appreciation to Erik Mathieson, Mission through Finance, General Council Office for his continuing assistance with this sale.

MOTION CARRIED

The Chair advised that in respect to part (b) a draft proposal for dispersal was under discussion and had been shared by Deer Park and that he was to attend a meeting which would clarify a number of items. One or two others could be part of that meeting. Wayne White expressed interest. The intent of Deer Park would be to bring a proposal to our April 12, 2010 meeting.

5. There being no further business the meeting was declared adjourned at 6:20 pm

Thomas Clarke
Chair

Thomas Clarke
Secretary protem

Next Meetings

Monday, April 12, 2010	4:00 pm to 6:30 pm	Devotion by Abigail Johnson
Monday, May 10, 2010	4:00 pm to 6:30 pm	
Monday, June 12, 2010	4:00 pm to 6:30 pm	

March 15,2010 **DELIVERED**

Reverend Mark MacLean
Secretary
Toronto Southeast Presbytery
United Church of Canada
963 Pharmacy Avenue
Scarborough, ON
M1R2G5

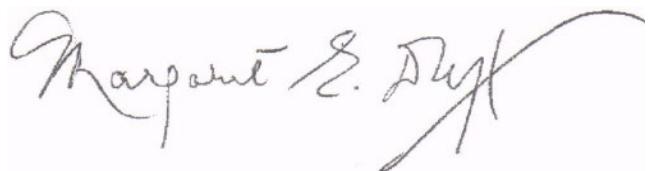
Dear Reverend MacLean:

Re: Deer Park -129 St. Clalr Avenue West, Toronto

Please find enclosed the three resolutions passed by the Trustees of Deer Park United Church on March 14, 2010 requesting the consent of Toronto Southeast Presbytery to the sale of 129 St. Clair Avenue West, Toronto, Ontario.

Thank you for your consideration.

Yours truly,



Margaret I5uiT
Secretary of the Board of Trustees of Deer Park United Church

Encl.

Mr. Thomas Clarke
Chair, Finance and Property Team
Toronto Southeast Presbytery

TOR LAW\7224379Y2

Motions for the Board of Trustees:***To receive the Real Estate Sales Committee Report***

Moved by Margaret Duff and seconded by Gordon Emerson that the Executive of Deer Park Pastoral Charge receive the report of the Real Estate Committee.

To endorse and act on the recommendation of the Real Estate Sales Committee Moved by Margaret

Duff and seconded by Gordon Emerson that:

Whereas the Congregation of Deer Park Pastoral Charge at a duly constituted meeting on February 24th, 2008 directed "the Board of Trustees to proceed with the listing of the property at 129 St. Clair Avenue West, in accordance with the guidelines and procedures outlined in the *Manual* 2007, the Congregational Trustees Handbook 2004 and the Toronto South Presbytery Handbook; and

Whereas the Executive Committee of Deer Park Pastoral Charge meeting on March 10th, 2008 appointed Real Estate Sales Committee and endorsed the terms of reference of the Committee to attend to details of the sale; and

Whereas the Board of Trustees of Deer Park Pastoral Charge received updated reports on the Real Estate Sales Committee on, *inter alia*, March 25th, 31st, April 14th, May 7th, and August 22nd, 2008, April 19th and September 14th, 2009; and

Whereas the Executive Committee of Deer Park Pastoral Charge received and considered a revised report, recommendation and draft amending agreement for the listing and sale of the Property from the Real Estate Sale Committee on March 14th, 2010;

BE IT RESOLVED THAT the Board of Trustees of Deer Park Pastoral Charge endorse the report of the Real Estate Committee and to act on the recommendations a* outlined.

To seek permission from Toronto South Presbytery

Moved by Margaret Duff and seconded by Gordon Emerson that:

Whereas the Congregation of Deer Park Pastoral Charge voted, in a duly constituted congregational meeting on April 29th, 2007, by a majority of 71% in agreement with the recommendation that "while the congregation discerns where God is calling us, the Deer Park Pastoral Charge vacate the premises at 129 St. Clair Avenue West, and relocate as a continuing congregation of the United Church of Canada to a viable place of worship"; and

Whereas the Congregation of Deer Park Pastoral Charge received for information and action the reports from three working Task Groups (Artefacts, Long Range Planning and Real Estate) at a duly constituted congregational meeting on February 17th, 2008; and

-2-

Whereas the Congregation of Deer Park Pastoral Charge at a duly constituted meeting on February 24th, 2008 directed "the Board of Trustees to proceed with the listing of the property at 129 St. Clair Avenue West, in accordance with the guidelines and procedures outlined in the *Manual 2007*, the Congregational Trustees Handbook 2004 and the Toronto South Presbytery Handbook; and ***"

Whereas the Executive of Deer Park Pastoral Charge meeting on March 10*, 2008 appointed a Real Estate Sales Committee and endorsed the terms of reference of the Committee (re-mandated September 9, 2009) to attend to details of the sale; and

Whereas the Executive Committee of Deer Park Pastoral Charge received updated reports on the Real Estate Sales Committee on March 25th, 31st, April 14th, May 7th and August 22nd, 2008, September 9th, 2009 and March 14th 2010; and

Whereas Toronto South Presbytery at its Executive meeting of April 22nd, 2008 approved the relocation of Deer Park Pastoral Charge to Calvin Presbyterian on a short-term basis; and

Whereas the Executive of Deer Park United Church has in its meetings May 7*, 2008, September 9th, 2009 and March 10*- 2010 directed the Trustees to proceed with the sale of said property in accordance with the terms of a proposed agreement of purchase and sale dated October 16, 2009, as amended by Amendment to Agreement of Purchase and Sale and Waiver of Condition dated March 12th 2010 (the "Amending Agreement"); and

Whereas the Trustees have received and considered in this special meeting a report, recommendation and draft Amending Agreement finalizing the sale of the Property from the Building Sale Committee;

NOW THEREFORE BE IT RESOLVED THAT:

j

We, the Trustees of the Congregation of Deer Park Pastoral Charge, having received the direction of the Executive Committee of Deer Park Pastoral Charge to do so, hereby request the consent of Toronto Southeast Presbytery under Section 267(b) of the *Manual 2007*,

- a) To the sale of the Deer Park Church Property, the legal description Part Lots 11 to 13, and Part Lots 19 to 21, Plan 325E, the City of Toronto, and the municipal address of which is 129 St. Clair Avenue West, including church building and adjacent grounds;
- b) The said Amending Agreement is hereby approved, and the Chair and the Secretary of the Board of Trustees are hereby authorized and directed to execute and deliver the said Amending Agreement and any other agreements required in connection therewith on behalf of the Trustees subject to such minor amendments thereto as the Trustees so executing it may approve, such execution to be conclusive evidence of that approval; and
- c) Notwithstanding anything to the contrary herein, the Amending Agreement shall not become effective until consent to the Amending Agreement has been given by the Toronto Southeast Presbytery of The United Church of Canada; and the Trustees are hereby authorized to make application to Toronto Southeast Presbytery for such consent.

09/10-244

APPENDIX B Deer Park sale & purchase: Amendment Mar 12/10

TSP F&P Mar 3, 2010

09/10-246

APPENDIX B Deer Park sale & purchase: Amendment Mar 12/10

TSP F&P Mar 3, 2010

AMENDMENT TO AGREEMENT OF PURCHASE AND SALE
and WAIVER OF CONDITIONS

This Amending Agreement dated March 12, 2010 amends the Agreement of Purchase and Sale dated October 16, 2009 between Chappel Court Estates Inc. (the "Purchaser") and The Trustees of Deer Park United Church c/o The United Church of Canada (the "Vendor").

RECITALS:

- A) An Agreement of Purchase and Sale was entered into on October 16, 2009 (the "Sale Agreement") between the Vendor and the Purchaser for the purchase by the Purchaser from the Vendor of the property municipally known as 129 St. Clair West, Toronto, Ontario;
- B) The Sale Agreement has been amended by agreements dated December 23, 2009 and February 9, 2010 and signed on behalf of the parties by their solicitors; and
- C) This Amending Agreement is being entered into to further amend the terms of the Sale Agreement and by signing this document the parties are also confirming their agreements on certain matters and waiving the conditions set out in the Sale Agreement.

NOW THEREFORE in consideration of the covenants and agreements set out in this Amending Agreement, the Vendor and the Purchaser covenant and agree with each other as follows:

1. Section 1 of the Sale Agreement is deleted and replaced by the following:

"1. The purchase price of the lands is the sum of **FOUR MILLION DOLLARS** (\$4,000,000.00) in lawful money of Canada, payable as follows:

- (a) The sum of **ONE HUNDRED THOUSAND DOLLARS** (\$100,000.00) as a deposit shall be paid to the Purchaser's solicitors within two (2) business days of acceptance of this Agreement of Purchase and Sale (the "Agreement"), to be held pending completion or other termination of this Agreement, and to be credited on account of the purchase price on closing;
- (b) The sum of **TWO MILLION NINE HUNDRED THOUSAND DOLLARS** (\$2,900,000.00) shall be paid to the Vendor in cash or by certified cheque on the closing date, subject to the usual and any other adjustments set out in this Agreement;
- (c) For the balance of the purchase price, the Purchaser agrees to give and the Vendor agrees to take back a first mortgage on the following terms and conditions:
 - (i) The mortgage shall mature two (2) years after the closing date;
 - (ii) The mortgage shall bear interest at the rate of five percent (5%) per annum, calculated and payable interest only quarterly from and after the closing date;

- (iii) The mortgage shall contain those further provisions as are more particularly set out on Schedule “B” to this Agreement.”
2. Section 3 of the Sale Agreement is deleted and replaced by the following:
- “3. The closing date of the transaction herein contemplated shall be that date which is forty (40) days (or if the 40th day is not a business day, on the next following business day) after the date upon which the following Vendor’s approval condition has been waived by the Vendor:
- The Vendor’s obligation to complete the sale of the property is subject to the following condition (which may be waived by the Vendor):
- By no later than 30 days after the signing of the Amending Agreement dated March 12, 2010 by both parties, the Vendor shall have obtained any required approvals by The United Church of Canada or its constituent bodies including, without limitation, approval by the Board and/or congregation of Deer Park United Church and by the Toronto Southeast Presbytery of The United Church of Canada of the amendments to the Sale Agreement made by the Amending Agreement. This condition may be waived by the Vendor by delivery of written notice to the Purchaser within the 30 day period, failing which this Agreement shall be terminated, with the deposit and accrued interest returned to the Purchaser and all Documents for Inspection and any copies of them in the possession and control of the Purchaser returned to the Vendor.”
3. With the exception of the Vendor’s condition added to section 3 of the Sale Agreement by this Amending Agreement, each of the Vendor and the Purchaser waives all of the conditions for its benefit set out in the Sale Agreement, including without limitation the Development Condition for the benefit of the Purchaser set out in section 4 of the Sale Agreement and the initial approval condition for the benefit of the Vendor set out in section 19 of the Sale Agreement.
4. The funds paid to the Vendor by the Purchaser for application to the Vendor’s Carrying Costs during the Support Periods described in section 9 of the Sale Agreement and the extended Support Periods provided for in the amending agreements dated December 23, 2009 and February 9, 2010 which have not been spent by the Vendor on or before March 17, 2010 may be retained by the Vendor and applied to the Vendor’s Carrying Costs incurred between March 17, 2010 and the earlier to occur of (i) the closing date of the transaction and, (ii) if applicable, the date on which the Sale Agreement is terminated by the Vendor pursuant to section 3 of the Sale Agreement as amended by this Amending Agreement (the “Support End Date”). Any balance of such funds that has not been spent on Carrying Costs by the Support End Date shall be repaid to the Purchaser by the Vendor.
5. Terms defined in the Sale Agreement have the same meaning when used in this Amending Agreement unless the context otherwise requires.
6. The Sale Agreement, as previously amended and as amended by this Amending Agreement, is confirmed.

7. This Amending Agreement shall be governed by the laws of Ontario and the laws of Canada applicable therein and shall be treated in all respects as an Ontario contract.

IN WITNESS WHEREOF, the Vendor and the Purchaser have executed this Amending Agreement.

CHAPPEL COURT ESTATES INC.

By:



I have authority to bind the corporation.

THE TRUSTEES OF DEER PARK
UNITED CHURCH

By: _____

Trustee

By: _____

Trustee

On behalf of all the Trustees

**Toronto Conference
Toronto Southeast Presbytery
Plenary Meeting**
March 16, 2010 – Jubilee UC

The hoped-for-outcomes for our meeting are:

1. To share information about justice and global issues
2. To engage the presbyters in discussions around local, national and international challenges faced by the church
3. To create opportunities for community building
4. To have the smallest portion of the meeting about business.
5. Maximize opportunities to learn, network, support one another and to work together.

Present:

Ministry Personnel (retained/appointed/called, including DLM's): Lee-Ann Ahlstrom, Sarah Bourcier-Miller, Christina Boyd, John Brown, Richard Choe, Michael Cottrell, Basil Coward, Karen Dale, Douglas duCharme, Bruce Ervin, Bill Ford, Ken Gallinger, Marie Goodyear, Deborah Hart, Lorna Joblin, Abigail Johnson, David Lander, John Lee, Mark MacLean, John Joseph Mastandrea, Jim McKnight, Chris Miller, Alison Mock, Wenh-In Ng, Vicki Obedkoff, Fran Ota, Jennifer Palin, Ellen Redcliffe, Norm Seli, Edith-Ann Shantz, Joan Silcox-Smith, Alydia Smith, Ambury Stuart, Richard Tamas, Martha ter Kuile, Hans van Nie, Barbara White, Joan Wyatt.

Retired Ministry Personnel: Larry Beech, Richard Cammidge, Marion Current, Johann Kwong, Rob Metcalf, Marion Pope, Mike Skibinski, Zenovia Skibinski, Malcolm Spencer, Ella Taylor-Walsh.

Lay Presbyters: Doug Bellamy, Paget Blaza, Ron Bloor, Nicole Bourassa-Bourke, Rosalie Bradley, Harvey Bride, June Cavers, Joan Chinnery, Young-Ha Cho, James Chong, Pat Clark, Tom Clarke, Sue Comish, Murray Cutler, Debra Dineen, Lea Elcombe, Bruce Galbraith, Inglis Gray, Glen Greenwood, Clyde Harris, Manley James, Wendy Jarvis, Michael Kennedy, Jessie Kerr-Lawson, Hannah Lee, Jean Lee, Pam Lock, Donna Lockhart, Ken McEvoy, Jim McKibbin, Sue Metcalf, Alan Morson, Bob Nelson, Juanita Pfaff, Lynella Reid-James, Winston Roach, Bill Scott, Sandy Seary McKinstry, Edith Smith, Vicki Smith, Paul Stott, Clarice Terry, David Peter Thomson, Amy Thornton, Liz Tinker, Evelyn Turner, Ila Vaculik, Marg Walker, Wayne White.

Other (Staff, Candidates, Visitors): Anne Shirley Sutherland (staff), Bronwyn Corlett (Candidate), Brian Elcombe (candidate), Margaret Mooney (Candidate), Henry Poutiainen (Candidate), Carol Gierak (President, Toronto Conference), Dana Leahey (Director, Lake Scugog Camp), Josh Norton (Presenter for Lake Scugog Camp), Meshach McNichols (Lake Scugog Camp), Kim Spence (Lake Scugog Camp), Dick Patrick (past chair, Jubilee UC Council), Marianne Bride (Jubilee), Julie Crann (Jubilee), Robert Boyd (Jubilee), Roma Scott (Thorncliffe Park).

Regrets

Ministry Personnel (retained/appointed/called, including DLM's): Leslee Alfano, Daniel Bogert-O'Brien, Teresa Burnett-Cole, Connie Capes-Leslie, Margaret Collard, Lorri Daly-Price, Marc Doucet, Sandy Evan-Jones, Deian Evans, Won Hur, Paul Hutchison, Katherine Irwin, Karl Lam, Cheryl-Lynn MacPherson, Peter McNaughton, Teresa Ramsey-McNeil, Cynthia Scott, Judy Shand, John Taylor, Gretta Vosper, Peter Wyatt.

Retired Ministry Personnel: Dick Davidson, Jean Day, Frank Gabourel, John Hartley, Janet MacPherson, Ron Nickle, Charles Swan.

Lay Presbyters: Ross Boden, Andrew Cassidy, Carol-Anne Green, Michael Henville, Alex Langford, Beth Moore, Flo Morson, Aubrey Peterson, Sue Sisam

Roll Category	Roll	Present	Regrets
Ministry Personnel (retained/appointed/called, including DLM's) - 1/3 for quorum ... 37	110	39	14
Retired Ministry Personnel	75	10	7
Lay Presbyters (1/3 for quorum) ... 31	92	49	9
Other (Staff, Candidates, Visitors)	----	15	----
Totals	277	113	

Quorum: A quorum was present and maintained throughout the meeting.

Refreshments/ dinner - served in Jubilee's Garden Room and eaten in the sanctuary.

7:02 pm Call to Order: Chair John Lee called the meeting to order.

Introductions & Welcome by the Chair:

- 1) Carol Gierak (President of Toronto Conference); Southeast);
- 2) New Presbyters: Young-Ha Cho (Alpha Korean United), Sandy Seary McKinstry (Fairlawn Avenue), Ken McEvoy (Bathurst St.)
- 3) Lake Scugog Camp Visitors: Dana Leahey (Camp Director), Josh Norton (Presenter), Kim Spence and Meshach McNichols.

Agenda Review:

It is moved that Toronto Southeast Presbytery accept the agenda as circulated and presented.

Moved: Mark MacLean / Seconded: Brian Elcombe

Carried.

Governance Motion:

It is moved that Toronto Southeast Presbytery:

- 1) grant the privileges of corresponding membership to all visitors to this meeting
- 2) empower the Executive from the rise of this meeting until the next regular meeting to act on behalf of Toronto Southeast Presbytery with a recommendation from the appropriate standing committee wherever possible.
- 3) receive for information the minutes of the **TS Executive Meetings of January 12, 2010 and February 9, 2010.**

Moved: Mark MacLean / Seconded: Ella Taylor-Walsh

Carried.

Minutes of Previous Plenary:

That the minutes of the **January 19, 2010** Plenary be accepted as circulated.

Moved: Mark MacLean / Seconded: Michael Kennedy

Carried & Approved.

Business Arising (none)

7:10 pm Welcome by Past Chair of Jubilee United Church: Dick Patrick, Jubilee UC

7:15 pm Worship (Norm Seli) – Opening Hymn MV 87: Water Flowing From The Mountains

Hymn MV 145: Draw The Circle Wide

Hymn MV 92: Like A Rock

Mary Anna Higgins (piano)

The Chair thanked all members of Jubilee UC who participated in worship and preparation for the meeting.

7:38 pm Point of Order: (The Secretary) Mr. Chair, we have quorum by only three (3) active clergy. We need to ensure that we as TSP remain at quorum level for the upcoming remit vote. If any active clergy must leave prior to the remit vote please indicate by officially requesting to be excused from the court.

7:41 pm Lake Scugog Presentation (John Lloyd, Josh Norton, Dana Leahey) Lee Ann Ahlstrom, Chair of Congregational Life and Youth to introduced and welcomed our guests from Lake Scugog Camp for their presentation.

8:14 pm Business:

Content was presented on screen as per attached reports – Appendices A, B, C

1) Pastoral Relations – (Appendix A) Summary:

1. Basil Coward – appointment to College Street from July 1 2009 to June 30, 2010
2. Joyce Kelly – appointment to Bloor Street from Sept 9 2009 to June 30, 2010.
3. Ellen Redcliffe – Appointment to Parkwoods from March 1, 2010 to June 30, 2010
4. John Metson - VAM status at Regent Park pending police check
5. Matthias Hartwig – request for marriage license while serving as Ordained Supply for Deutsche Evangeliums Kirche.
6. Douglas duCharme – leave of absence Jan 18 to Feb 17, 2010.
7. Jean Mosher – temporary pastoral charge supervisor for Hope United and Malcolm Spencer temporary pastoral charge supervisor for Glen Rhodes United both from Jan 18 to Feb 17, 2010 in Douglas duCharme's absence.
8. Housing Allowance: 2011: 22,500 ; 2010: 25,000. and that ministers now in pastoral charge positions receive the higher of their current allowance and the specified allowance.
9. Pastoral relations Motion: to affirm to Executive that Pastoral Relations has authority with respect to all forms of ministerial compensation.
10. Cynthia Scott – appointment to Birchcliff Bluffs from July 1st 2010 to June 30th 2011.

That the Pastoral Relations report be received for information.

**Moved: John Joseph Mastandrea / Seconded: John Brown
Carried.**

2) Admissions – (Appendix B)

It is moved that the Admissions report be received for information.

**Moved: Pam Lock / Seconded: Bruce Galbraith
Carried.**

3) Presentation of Names for ADMISSION and RE-ADMISSION to the Order of Ministry of The United Church of Canada – (Appendix C)

It is moved that the list of "Names for Admissions and Re-Admission" as read and circulated be received and affirmed.

**Moved: Mark MacLean / Seconded: Michael Cottrell
Carried**

8:20 pm Order of the Day – Remit 3: Transfer and Settlement to be Optional

- i. Introduction to Remits (Barb White)
- ii. Background & History (Carol Gierak – 8:24 pm)
- iii. The Theology of Call (Joan Wyatt – 8:34 pm)
- iv. Benefits and Issues (Bill Ford – 8:52 pm)

9:04pm Abigail Johnson excused herself . (only two over quorum).

9:05 pm Motion To Extend – 15 minutes (extending adjournment to 9:25 pm).

Moved: Mark MacLean / Seconded: Barb White
Carried.

- v. Table Groups – moved directly to plenary discussion.
- vi. Plenary Discussion Time – 9:06 pm
- vii. Motion:

Whereas;

The 40th General Council (2009) amended the policies related to the transfer and settlement of Candidates for the Order of Ministry as follows:

1. The transfer and settlement process would be retained, but Candidates for the Order of Ministry would no longer be required to agree to transfer and settlement. Instead they would be afforded the same choice that is provided to Pastoral Charges. They could choose either to agree to transfer and settlement, or to seek a call or an appointment. Their decision would have to be made by February 1 of the year in which they were recommended for commissioning or ordination; the choice would be irrevocable for that ensuing year;
2. since Candidates would have the option of seeking a call or an appointment, the Transfer Committee would no longer consider “limiting conditions,” although the transfer process would continue to honour the principle of reasonable accommodation, especially, but not exclusively, related to human rights concerns; and
3. financial incentives for choosing to agree to transfer and settlement would be established by the Executive of the General Council.

This would entail a change to sections 9.4.1, 9.6.2 and 9.9 of the Basis of Union.

It is moved that Toronto Southeast Presbytery approves Remit #3 and thereby agrees that Transfer and Settlement be optional for the Order of Ministry as per the 40th General Council (2009) and that the Basis of Union should be amended to reflect this policy as presented in the remit document.

Moved – Mark MacLean
Seconded – Michael Cottrell

The Chair invited a minute of prayerful consideration for the court. The court came back to the vote singing “Like A Rock”.

#Yes: 70 #No: 17 (Abstain: 7): 76% in favour.

Motion Carried.

The Chair, John Lee thanked the presenters of the Order of the Day and invited all members of the respective committees to rise and be acknowledged.

9:29 New Business: Finance & Property; Notice of Motion for the May meeting, Re: Policies related to;
i. Budget Development
ii. Operating Surplus & Designated Funds
iii. Personal Expense Reimbursement

Thanks:

The Chair, John Lee thanked Jubilee United for their hospitality in hosting the meeting.

9:31 pm Closing Hymn – MV 88 Over My Head

Benediction: Chair, John Lee

Adjournment

Next Meetings: May 18, 2010 – Scarborough Bluffs UC, 3739 Kingston Rd.

Rev. John Lee
Chair: Toronto Southeast Presbytery

Rev. Mark MacLean
Secretary: Toronto Southeast Presbytery

APPENDIX A

**Pastoral Relations Commission Report to Executive
Summary of Motions**

January 26th, 2010

Basil Coward – Appointment

MOVED BY Malcolm Sinclair, **SECONDED BY** David Wood

that Toronto Southeast Presbytery accede to the request of **College Street United Church** and appoint **Basil Coward, Admittand**, from July 1, 2009 to June 30, 2010, full-time at 40 hours per week, with the following terms for category F: Salary \$47,012, housing allowance \$24,528, basic telephone \$360, financial support for study \$1200, and all other terms according to The Manual.

CARRIED

Joyce Kelly – Appointment

MOVED BY Beth Moore, **SECONDED BY** John Brown

that Toronto Southeast Presbytery accede to the request of **Bloor Street United Church** and appoint **Joyce Kelly, Retired Supply**, from September 9, 2009 to June 30, 2010, full-time at 40 hours per week, with the following terms for category F: Salary \$39,984, housing allowance \$25,020, basic telephone \$540, financial support for study \$1250, and all other terms according to The Manual.

CARRIED

Ellen Redcliffe – Extension of Appointment

MOVED BY Barb White, **SECONDED BY** Beth Moore

that Toronto Southeast Presbytery accede to the request of **Parkwoods United Church** and extend the appointment of **Ellen Redcliffe, Retired Supply** for an additional four months, from March 1, 2010 to June 30, 2010, full-time at 40 hours per week, with the following monthly terms for category F: Salary \$3,283.40, housing allowance \$2,413.33, basic telephone \$100, financial support for study \$100, travel allowance \$237, and all other terms according to The Manual

CARRIED

John Metson - VAM

MOVED BY Malcolm Sinclair, **SECONDED BY** Barb White

that the Toronto Southeast Presbytery Pastoral Relations Commission appoint John Metson as Voluntary Associate Minister for Regent Park United Church, pending the completion of a level 2 - vulnerable sector - police check **CARRIED**

Matthias Hartwig

MOVED BY Beth Moore, **SECONDED BY** Johmann Kwong

that Rev. Matthias Hartwig's appointment to **Deutsche Evangeliums Kirche United Church**, subject to the appointment forms being submitted and approved, be confirmed by this Commission

CARRIED

MOVED BY Malcolm Sinclair, **SECONDED BY** John Brown

that Toronto Southeast Presbytery accede to the request of Deutsche Evangeliums Kirche to request a marriage license for Reverend Matthias Hartwig effective January 26, 2010 for as long as he serves as Ordained Supply for their pastoral charge. **CARRIED**

Douglas duCharme – Leave of Absence

MOVED BY Susan Smith, **SECONDED BY** David Woods

that the Pastoral Relations Commission accepts, with concern, the leave of absence of Douglas duCharme from January 18th to February 17th, 2010. We recognize the plan Douglas has established to cover the pastoral care and worship service needs of Glen Rhodes and Hope United Churches during those four weeks. This Commission will require the substantiation of a detailed medical report prior to any further absence. **CARRIED**

Pastoral Charge Supervisors – Hope / Glen Rhodes**MOVED BY** Beth Moore, **SECONDED BY** David Woods

that the Pastoral Relations Commission of Toronto Southeast Presbytery appoints **Jean Mosher the Pastoral Charge Supervisor at Hope United Church** from January 18 to February 17, 2010 and **Malcolm Spencer the Pastoral Charge Supervisor at Glen Rhodes United Church** from January 18 to February 15, 2010. **CARRIED**

Housing Allowance**MOVED BY** Beth Moore, **SECONDED BY** Malcolm Sinclair

that the Toronto Southeast Presbytery Pastoral Relations Commission recommend the following housing allowances for the Presbytery: 2011 - \$22,500; 2012 - \$25,000; and that Ministers now in pastoral charge positions receive the higher of their current allowance and the specified allowance. **CARRIED**

MOVED BY John Brown, **SECONDED BY** Beth Moore

that the Toronto Southeast Presbytery Pastoral Relations Commission communicate to the Governance Committee that we have authority in respect to all forms of ministerial compensation.
CARRIED

NEXT MEETING – Conference call February 23rd, 2010 at 6:00 p.m**Summary of February 23rd, 2010 – Conference Call****Cynthia Scott - Appointment****MOVED BY** John Brown, **SECONDED BY** Larry Beech

that the Toronto Southeast Presbytery Pastoral Relations Commission renew the contract for Cynthia Scott to Birchcliff Bluffs United as Retired Supply for the period July 1st, 2010 to June 30th, 2010 with the following annual terms for category F: Salary \$53,340, Housing allowance \$20,000, telephone \$600, financial support for study \$1250 and all other terms according to The Manual. **CARRIED.**

Alydia Smith – Review of Job Description

- Bloor Street United would like to set up a committee to review the job description for Alydia Smith and has asked someone from our committee to attend. Susan Smith volunteered

Schedule of Pastoral Charges in Search Process

- a. St Mark's JSC with Jean Day and Beth Moore as reps
- b. Fairlawn Johmann Kwong has volunteered to be the clergy rep
- c. Church of the Master – in progress
- d. Eglinton St George – ready to make a decision

Housing Allowance - Ongoing**Budget**

Teresa clarified that yes travel expenses for search and JNAC are eligible for reimbursement

NEXT MEETING – March 23rd, 2010 Potluck Supper at the Presbytery Office

APPENDIX B**ADMISSIONS TEAM – Report to Plenary
Summary of Motions - February/March 2010**

The following motion was passed by the Admissions Team at a meeting on February 10, 2010:

That the Admissions Commission of Toronto Southeast Presbytery accept the Lay Certificate in Theology as a prerequisite for Margaret Mooney's continuing in the DLM process. It is recommended that she seriously consider taking a LLWL course.

Moved: Ella Taylor-Walsh / seconded: Christina Boyd. Carried

The following motion was passed by the Admissions Team at a meeting on March 10, 2010:

That, having completed an annual interview, the Admissions Team of Toronto Southeast Presbytery supports the continuing candidacy of Lorrie Daly-Price.

Moved: Norm Seli / seconded: Ila Vaculik. Carried

APPENDIX C**ADMISSIONS and Re-ADMISSIONS**

The Ministry and Employment Policies and Services Unit (MEPS) of General Council have circulated to all presbyteries the annual list of ministers seeking admission or re-admission to The United Church of Canada. We are required by *The Manual* to read these names into our minutes. If anyone has any concerns about any of these individuals, they are to communicate directly to that person's recommending presbytery and to notify the MEPS unit of the concern.

Those seeking admission in 2010 are the following:

NAME	DENOMINATION	RECOMMENDING PRESBYTERY
Bentham, Deborah Susan	The Anglican Church of Canada	Cariboo
Coward, Basil	Moravian Church	Toronto Southeast
Doucet, Marc Gerard	Roman Catholic Church	Toronto Southeast
Dyke, David	Disciples of Christ	Waterloo
Gonese, Wilson	Dutch Reformed Church of Botswana	West District
Kang, Min Goo	Presbyterian Church in the Republic of Korea	Westminster
Kihara, Yoko	The United Church of Christ in Japan	Fraser
Steele, David Anthony	Salvation Army	Seaway Valley
Szemók, Alice	Reformed Church (Hungarian)	Winnipeg
van Arragon, Willeminah	Baptist Convention	Waterloo
Wright, Nathan William	The United Church of Christ	Vancouver Burrard

Seeking Re-Admission in 2010:

NAME	RECOMMENDING PRESBYTERY
Hall, Patricia Anne	Selkirk
Jones, Elisabeth	Calgary
Palmer, Susan Mary	Agassiz
MacLeod, Christine	Montréal

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**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
Pastoral Relations Commission**

Tuesday March 23 , 2010 6 :00 pm Potluck Meeting at Presbytery Office

1. **Attending:** Larry Beech, Doug Bellamy, Harvey Bride, John Brown, Johann Kwong, **John Joseph Mastandrea (Chair)**, Peter McNaughton, Beth Moore, Malcolm Sinclair, Susan Smith, Barb White, David Wood , Cheryl Lynn MacPherson, Edith-Ann Shantz.

Regrets: Susan Smith, Barb White

2. **WELCOME** John Joseph Mastandrea called the meeting to order at 6:15 p.m.

3. **NOTE TAKER** – Peter McNaughton

4. **PRELIMINARY HOUR OF SUPPER AND MEETING WITH THE PASTORAL OVERSIGHT COMMISSION**

- a. **THE ROLE OF PASTORAL RELATIONS 'LIAISON' RESPONSIBILITY**

Members of both Commissions introduced themselves. Martha ter Kuile distributed a revised list of pastoral charges showing both Pastoral Oversight and Pastoral Relations representatives for each. Each member will be responsible for contacting their counterpart.

In discussion it was noted that Pastoral Relations is concerned with the welfare of Ministers, and Pastoral Oversight with the welfare of Congregations. If needed, 363's would be undertaken by Pastoral Relations; 333's by Pastoral Oversight. As the responsibility of both Commissions is with Presbytery, good communication between the representatives and Commissions is essential.

Members of Pastoral Relations are endeavouring to contact the Ministers assigned to them in the expectation that a relationship can be developed, so that any emerging issues can be dealt with proactively, rather than reactively. This may not be well known with Ministers, and concern was expressed that congregations and Ministers could end up having “too many friends.”

Members of the Commissions agreed to meet jointly on a bi-annual basis.

- b. **UPDATE OF MINISTRY PERSONNEL AND PASTORAL CHARGES IN SHARED DISCUSSION**

<**MOTION:** Duly Moved and Seconded that the committee move *in camera*.
CARRIED.

<**MOTION:** Duly Moved and Seconded that the committee move back into committee of the whole.>

CARRIED.

Each Group convened separately to conduct its own business.

5. REVIEW AND APPROVAL OF MINUTES

A correction was made to the minutes of January 23, 2010—Item 7—the appointment period is July 1, 2010 to June 30, 2011.

MOTION by Doug Bellamy/ David Wood, that the minutes of January 23, 2010 be approved as corrected. **CARRIED.**

6. CORRESPONDENCE

Any Correspondence received will be dealt with as part of the agenda.

7. MINISTER SEEKING TRANSFER

<no action this month>

8. MINISTRY PERSONNEL PREVIOUSLY SEEKING CHANGE IN PASTORAL RELATIONS

<no action this month>

9. MINISTERS BEING APPOINTED

a. Rev. Fran Ota

MOTION by Johann Kwong / Beth Moore that the Pastoral Relations Commission accede to the request of Glen Ayr United Church and re-appoint the Rev. Fran Ota as United Supply in half-time (20 hrs) ministry for the period July 1, 2010 to June 30, 2011, with the following terms for category F: Salary \$39,401 Housing Allowance \$20,000, Basic Telephone \$600, Financial Support for Study \$1250 and all other terms according to The Manual. **CARRIED.**

In discussion, it was noted that Rev. Ota is working “far more” than half time in the pastoral charge.

b. Rev. Christopher Levan

MOTION by Malcolm Sinclair / David Wood, that the Pastoral Relations Commission accede to the request of Eglinton-St. George’s United Church and appoint the Rev. Christopher V. Levan to full-time ministry, effective July 1, 2010, with the following terms for category F: Salary \$60,697, Housing Allowance 26,500, Basic Telephone amended to \$600, Financial support for study \$1500 and all other terms according to The Manual.

CARRIED.

The Joint Search Committee was disbanded with thanks.

10. MINISTRY PERSONNEL SEEKING APPOINTMENT

<no action this month>

11. MINISTRY PERSONNEL IN CHALLENGING CIRCUMSTANCE

< The Commission moved to an In Camera discussion>

<The Commission moved out of the in camera session.>

Teresa Burnett-Cole indicated that a “Work Assist” program is available from National Office to assist Minister’s re-entry from Restorative Care/Long Term Disability.

Teresa updated the Commission on Matthias Hartwig’s situation. The United Church of Canada is refusing to acknowledge his credentials, and thus there is no category in which to slot him. Because of this he cannot be admitted to the United Church, but is recommending that he become a Candidate for Ministry. Under current process this would take several years to initiate, even though he has been in his post for four years. Teresa is following up with National office on how to rectify this. One option is for a waiver of process, but it is not known who will approve this.

A Commission member noted that the key is to not disrupt a successful pastoral relationship.

12. JNAC IN PROCESSCosburn United Church**MOTION** by David Wood / Doug Bellamy, that:

- the report of the Joint Needs Assessment Committee be approved,
- a vacancy declared, and
- a Joint Search Committee established,

subject to the following amendments to the Needs Assessment Report:

- Housing Allowance—be increased to the minimum of the former Don Valley Presbytery, \$24,000 per annum; and
- The words “adult counseling” in the Position Description be replaced with “pastoral care” (Item to read “Provide pastoral care for members of the congregation and surrounding community.”)

CARRIED.**MOTION** by John Brown / Larry Beech, that Edith-Ann Shantz and Doug Bellamy be appointed as Presbytery Representatives to the Joint Search Committee.**CARRIED.**

(JNAC IN PROCESS continued)

Timothy Eaton Memorial United Church

Discussion on the Needs Assessment Report and Report of the Long Range Planning Committee/Long Range Plan was deferred to the next meeting, as the Reports were not received in time to be read prior to this meeting.

13. PASTORAL CHARGES IN SEARCH PROCESS

a. St Mark's

Interviews are being conducted.

b. Fairlawn Avenue

Johmann Kwong agreed to be the clergy representative to the Joint Search Committee

It was noted that a letter requesting an extension of Rev. Iverson's appointment would be needed.

c. Church of the Master

Interviews are being scheduled.

d. Beach United

Malcolm Spencer (Clergy Representative on the JSC) has advised that the Council of Beach United may defer hiring the third Ministry position, and instead use short term contract personnel because the needs of the church right now are for some specific help in areas that may in the future bring data to the church which would bring more clarity to such a position.

In discussion, it was noted that amendments to the Needs Assessment Report might be needed. Peter McNaughton will communicate Pastoral Relations' concerns to Malcolm Spencer. No further action needs to be taken until information is received from Beach United Council.

14. HOUSING ALLOWANCE FOR CLERGY UPDATE

a. The Communication from Allan Hall indicating that National Office was reviewing clergy compensation was noted.

b. The Draft motion was amended to read:

MOTION by _____;/ _____ that the Pastoral Relations Commission establish the following Housing Allowances for Presbytery: 2011-\$22,500; 2012-\$25,000, and that Ministers moving into pastoral relationships in 2010 receive the higher of the current minimum approved by the former Presbytery in which the pastoral charge is located or that proposed by the Search Committee.

This Motion, if approved, can take effect July 1, 2010.

15. CHURCHES IN TRANSITION

Deer Park United

Deer Park United will be entering into an Ecumenical Shared Ministry with Calvin Presbyterian Church. Copies of the Ecumenical Shared Ministries Handbook were distributed for the information of Commission members.

16. DONWAY COVENANT

In response to a query from Donway Covenant, the Commission noted that any change to hours for the Christian Education Director position will need to be approved by Presbytery.

Larry Beech agreed to attend the congregational meeting, and will advise Anne-Shirley Sutherland of this situation.

MOTION by Cheryl-Lynn MacPherson / John Brown, that Pastoral Relations Commission:

- establish a Joint Needs Assessment Committee to review the needs associated with the position of Christian Education Director, and to develop a new job description, and
- that Larry Beech be appointed Clergy Representative, and
- that Larry Beech and Harvey Bride be authorized to appoint a Lay Representative to the Committee.

CARRIED.

In discussion it was noted that there are concerns regarding the processing of financial payments to the incumbent, and there are concerns relating to relationships between staff. The incumbent has been given notice, but will be given right of first refusal for the revised job.

17. PARKWOODS SUPERVISION SITE

It was agreed that this is a matter for Admissions Commission.

18. NEW BUSINESS

a. Police Records Checks

Toronto Southeast Presbytery is in the process of registering with the Toronto Police Service for the purposes of receiving Level 2 Police Record Checks. This process should be completed in the next few weeks.

b. Staff Associates Event

An event for staff formerly designated as Staff Associates (now Designated Lay Ministers) is being organized for the fall, with Tom McIlraith as speaker.

c. Chaplains in Presbytery

Teresa asked that the Commission discuss, at the next meeting, appointing a couple of people as chaplains for Presbytery.

d. Pensioners' Contact

Contacts are needed for pensioners in the former Presbyteries of Scarborough and Don Valley. Rob and Sue Metcalf maintain contact with pensioners in the former Toronto South Presbytery.

e. Support for Ministers on LTD

Teresa asked that the Commission give consideration at a future meeting as to how this might be accomplished, noting that this is a gap currently.

f. Recognition of Ina Gage Grafton as Ministry

Edith Ann Shantz noted that there is no provision for Chaplains to be reimbursed for work done at Ina Gage Grafton Nursing Home. John Joseph Mastandrea will follow up.

g. Queen's University School of Religion

John Brown distributed material on this School. Queen's has given the School of Religion, which is part of the School of Theology, \$750,000 over three years.

h. Retention on Roll

MOTION by Malcolm Sinclair / John Brown, that the Rev. Peter McNaughton be retained on the roll of Presbytery, in search of a call or appointment, for the period July 1, 2010 to June 30, 2011.

CARRIED.

i. New Process for Admissions

National Office has adopted a new process for Admissions of Ministers from Other Denominations to be effective August 1, 2010. It is not known how this new process came to be approved. The new Handbook was distributed to Commission members.

Under the new process, Conference Interview Board will be responsible for initial and final interviews of potential admittants, and will forward recommendations to Conference Executive.

The Human Resources Unit in National Office will be responsible for identifying education requirements and monitoring the completion of these, and will send an education report to the Conference Interview Board and the Conference Personnel Minister.

Conference Executive makes final recommendations to admit applicants to Conference Annual Meeting. Human Resources Unit will circulate applicants' names to all Presbyteries/Districts for information. Any Presbytery wishing to raise an objection shall present the objection to the Presbytery/District through which the applicant is a member. Conference Executive will make the final decision.

Applicants will serve an initial appointment in a pastoral charge of one year, which can be renewed for a maximum of two further years, and will serve in the initial appointment under Presbytery/District oversight. Either party may end the appointment early by following early termination procedures.

The implications for Pastoral Relations Commission are two-fold:

- it is now responsible for appointing a Pastoral Charge Supervisor, who, beyond the normal duties of a Pastoral Charge Supervisor, will monitor the progress of the applicant, and report, including any necessary recommendations at the end of the initial appointment, to the Pastoral Relations Commission. PRC reviews the report and recommendations, and forwards a copy to Conference Interview Board.
- It may appoint a mentor – an optional support person, who will provide a safe place for reflection and growth and who will help the applicant more fully understand the United Church ethos and practice of ministry.

The 'skill set' required for Pastoral Charge Supervisors was noted, with the question raised as to whether these individuals would require the same skills/qualifications as Supervisors for Interns/Field Education Placements.

Roles and responsibilities/relationships between/expectations of all parties need to be clarified.

Admissions Commission/Presbytery Executive will be requested to revert to Name 'Education and Students' in order to reduce confusion over roles and responsibilities.

19. Next Meeting

Tuesday April 27, 2010 6 pm Potluck Supper at the Presbytery Office. Please note this replaces the scheduled conference call.

20. Adjournment

The meeting adjourned at 9:15 p.m.

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**THE UNITED CHURCH OF CANADA
TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM**

Minutes of the meeting of the Finance and Property Team of Toronto Southeast Presbytery, held on Monday, April 12, 2010 at 4:00 p.m. at Toronto Southeast Presbytery Offices, 963 Pharmacy Ave, Scarborough, Ontario, with Thomas Clarke, Chair, presiding.

PRESENT: Thomas Clarke (Chair), Nick Walker, Winston Roach, Abigail Johnson, Al Morson, Hyacinth Robinson-Powell, Joan Chinnery, Clyde Harris

REGRETS: Wayne White, Anne Shirley Sutherland (Staff Support)

CALL TO ORDER

Tom Clarke called the meeting to order.

Abigail Johnson lead the devotion utilizing a beach eroded brick which had lost its corners from the action of waves and asking where our sharp edges are being worn away.

1. Appointment of Secretary

In the absence of a permanent secretary the Chair undertook to provide minutes for this meeting.

2. Agenda

The agenda was approved as circulated.

3. Approval of Minutes:

MOVED by Winston Roach and SECONDED by Al Morson that the minutes of March 8, 2010 are adopted as corrected.

MOTION CARRIED

MOVED by Al Morson and SECONDED by Abigail Johnson that the minutes of March 16, 2010 are adopted as circulated.

MOTION CARRIED

4. Business Arising:

- i. **Riverdale Status and Property Issues:** The Chair reported that the congregation had voted at its recent annual meeting to close as of June 30, 2010. When the Presbytery receives a letter to this effect it will have to act to formally disband the congregation and to meet with them to hear any proposals they may wish to make regarding the disposition of the assets. At that juncture this committee will likely become involved. It is understood that they have some hope that the building might remain as some kind of mission in respect to the Parenting group which occupies the basement and which is considered an important community asset. Rev Teresa Burnett-Cole will be looking at what is involved in the Chinese congregation entering the United Church. The east end group of churches and Mission Strategy Team are or will be engaged in the conversation.
- ii. **Don Mills Property Development:** Rev Edith-Ann Shantz advised the Chair that they were currently trying to sort out issues regarding the cemeteries on the property. After consulting with David Allen, the Chair passed on his advice that Beth Moore was knowledgeable about previous cemetery issues involving church property.

iii. Jan/Feb Financial statement – items questioned re 2009 vs. 2010: The Treasurer advised that most of the items could not be adjusted because the statements were already in the hands of the auditor.

5. Treasurers Report:

i. Current Year (Jan 1/10 – Dec 31/09)

The Treasurer distributed the Toronto South East Financial Report Printout as of March 31, 2010 drawing particular attention to the cost of two conference calls accruing to Pastoral Relations. While telephone costs generally are charged to the office budgets, conference calls are charged to the presbytery budget. In this case the cost of two calls has almost used up the budget allotment for Pastoral Relations.

Because the Conference Financial statement for Toronto Southeast Presbytery cannot break out costs by Teams and Committees, the Clyde Harris has provided a spreadsheet breakout of expenses similar to that used for the budget presentation. (See attached as Appendix "A") It also shows the allocation of the 2009 Surplus of \$16,321 into the funds proposed in the policy and according to the formula to be considered.

ii. Previous Year Report (July 1, 2009 to Dec 31, 2009)

The surplus accruing to Toronto Southeast Presbytery is \$16,321. The Chair shared a spreadsheet showing how this would be allocated according to the proposed policy

ACTION: Chair to distribute spreadsheet by email.

Discussion of the Treasurers report was interrupted by the first order of the day and was resumed after the items of new business had been dealt with.

6. Trinity St. Paul's United Church – Major Capital Project to deal with heating system

Bob Fugere, Treasurer and Chair of Property of Trinity St. Paul's (TSP) joined the meeting. He reported that the steam boiler at TSP had limped through the heating season and had finally failed last week. They had initiated consultations with heating engineers, contractors and architects and have determined that the necessary and opportune upgrades to the system can't be planned and executed for this summer. Rather they intend to rebuild the boiler for an estimated \$14,000 or rent one (cost to be determined) to get through next winter. Meanwhile they are working with a heating engineer on a design and cost which will likely involve conversion to hot water. The intent is to go to the Board with a plan at the end of June.

TSP was seeking advice from the Finance & Property Team. Tom Clarke had already shared the Fairlawn Avenue experience to date with their heating project. There was some discussion of other recent church renovations noting projected costs were similar to those faced by Deer Park in a report prepared by MCW Consultants. It was further noted that Rosedale might still be on steam but with newer boilers. There was some discussion of potential funding sources.

Bob Fugere passed on and the Team noted the suggestion from Trinity St. Paul's that presbytery could/should become a repository of knowledge and shared experience around heating upgrades and other capital needs of congregations.

There was general support for the approach that TSP was taking: taking the time to get expert advice to develop a design, costing and plan. The Team will consider a proposal from TSP when they are ready to move ahead.

7. Deer Park United Church – Approval of plan of distribution from assts of sale of 129 St. Clair W.

Fred Graham, Chair of Executive of Deer Park congregation joined the meeting. The proposed distribution of the funds coming from the closing of the sale (April 27, 2010) and covering letter had been previously distributed to the team and is attached as Appendix "B" and "C".

Fred Graham provided a brief overview of the proposed distribution noting some of the background that led to the major gifts. There were some questions from members of the Team and positive comments about the generosity and vision of the congregation. It was noted that the congregation had made relatively small claims on the funds for their future use. In response Fred Graham indicated that the congregation would likely stay at Calvin for a number of years and would in time reassess its future but felt that what was set aside was sufficient. Because \$1,000,000 of the proceeds is in the form of a take-back mortgage, Deer Park will in the next few weeks consider how this will be handled in respect to the gifts. One possibility is to hold back the smaller ones and pro-rate the larger ones. The Chair noted that in the case of the CRC construction was about to begin and the need might be more immediate.

The Chair shared some of the anticipated conditions contained in the draft motion and Fred Graham indicated that these would not be a problem. He then left the room while the Team had further discussion and dealt with the draft motion and was advised of the outcome.

MOTION RE DEER PARK DISPOSITION OF FUNDS

WHEREAS the Finance and Property Team of Toronto Southeast Presbytery at its meeting of March 16, 2010 has consented to the sale of 129 St. Clair Ave. W. but had yet to receive and approve the dispersal of funds from that sale, and

WHEREAS the Executive and Trustees of Deer Park pastoral charge have presented a proposed distribution of the net funds received from the sale, and

WHEREAS the Finance and Property Team has reviewed the proposed distribution of funds, and

WHEREAS the Finance and Property Team of Toronto Southeast Presbytery is empowered to act as a Commission of the Presbytery in matters falling under Manual (2007) section 335,

IT IS MOVED BY Clyde Harris and SECONDED BY Winston Roach that

(a) the proposed distribution (Appendix "C") from the net proceeds from the sale of 129 St. Clair Ave W. be received with thanks and appreciation to Deer Park congregation and its officers for the thoughtful and caring allocations of these funds and be attached as an appendix to these minutes, and

(b) the proposed distribution of the net proceeds from the sale of 129 St. Clair Ave. W is approved subject only to the following conditions.

i. Item 1 - \$182,000 retained and invested by Deer Park with income to be allocated by Trustees and Executive of the Congregation will be restricted as to capital which must be preserved except as Toronto Southeast Presbytery may provide prior written approval.

ii. Item 2 -\$300,000 retained and invested by Deer Park "to provide a subsidy for half-time clergy housing" will be established as a Presbytery Restricted Fund for Ministry Housing with capital to be preserved and

with income to be applied first to support the housing allowance of ministry personal of Deer Park pastoral charge with any remaining income in any financial year to be applied either to other ministry or program needs of the congregation or to establishing a reserve fund invested to generate additional income as a hedge against inflation, and income and capital may not be used for other purposes except as Presbytery may provide prior written approval.

- iii. Item 19 - \$178,000 retained and invested by Deer Park with income and capital available for the use of the congregation as they may decide subject only to usual consent requirements of Presbytery.
 - iv. The distribution will be completed within 90 days of Deer Park receiving the payment on closing, except for those items that will be designated as funded by the take back mortgage. Deer Park will advise the Finance and Property Team of those items as soon as such is determined. On the completion of the distribution Deer Park United Church will provide to the Finance and Property Team a full accounting of amounts distributed.
 - v. In the conveying any gift, the letters include the acknowledgement to the effect that the distribution of the funds was approved by Toronto Southeast Presbytery.
- (c) In respect to part (b) the motion of March 16, 2010 (F&P Minutes March 16, 2010 page 09/10-100), consenting to the Sale of 129 St. Clair Ave W and specifically requiring that the funds be held pending approval of the distribution, that condition has now been satisfied.

MOTION CARRIED

8. Policy: Threshold Value for Major Personal Property and Major Renovations

A draft of the proposed policy had been distributed before the meeting and is attached as Appendix "D". After brief discussion no changes were proposed.

MOTION

It is MOVED by Nick Walker and SECONDED by Al Morson that the draft policy: Threshold Value for Major Personal Property and Major Renovations is recommended to the Executive of Toronto Southeast Presbytery.

MOTION CARRIED

9. Bedford Park United Church – Presbytery Approval for Grant Application to Watkins Fund

Bedford Park United Church wishes to apply to General Council Office for a \$10,000 grant from the Watkins Fund Grant Program for Senior Adults which application requires the approval of Presbytery and Council. The grant would be used to support the planning for the redevelopment of the Bedford Park property into a seniors' residence. The team received and reviewed criteria for the Watkins grant and the application and supporting material.

MOTION: BEDFORD PARK UNITED – APPROVAL OF WATKINS FUND APPLICATION

WHEREAS Bedford Park Seniors Residence Corporation, acting on behalf of Bedford Park United Church, has applied to the Watkins Fund Grant Program for Senior Adults, and

WHEREAS the Finance and Property Team of Toronto Southeast Presbytery is mandated to act for the Presbytery in matters of congregational property, and

WHEREAS the Finance and Property Team has been briefed on the Bedford Park Seniors Redevelopment Project and has acted in several matters in support of this undertaking, and

WHEREAS the Finance and Property Team has reviewed the application and the supporting material pertaining to the Watkins Fund,

IT IS MOVED by Abigail Johnson and SECONDED by Hyacinth Robinson-Powell that Toronto Southeast Presbytery declares that

- (a) this project is in accordance with the Watkins Fund grant policy,
- (b) in approving this request, Presbytery is in agreement that the project being undertaken is sound, valid and necessary for future ministry with senior adults in this location, and
- (c) Presbytery will continue its function to provide oversight of this project.

MOTION CARRIED

ACTION: The Chair will sign the application on behalf of Presbytery and return it to Barb White.

10. Deutsches Evangeliumskirche United Church (DEUC) – Approval of lease of space for school

The Trustees of the DEUC hold title to the Glebe Road U C property and DEUC manage the property for both DEUC and Glebe Road United. For many years the CE wing was leased out to York School who have now departed to a new building. DEUC used a realtor to solicit new tenants and now have an offer to lease with significantly better financial terms than their previous one. The Trustees have requested approval of the lease as finally negotiated as per a letter of March 26, 2010 and negotiated Agreement to lease. (See Appendix "E")

The documents (both initial and renegotiated Agreements to Lease) had been previously distributed to the Team and included financial statements of congregation and trustees. It was noted that the renegotiated lease agreement no longer had a deposit and the tenant was now included both the school (The Study 7046642 Canada Inc) and its principle "Bryan Levy-Young as Personal Guarantor". The Chair had discussed these changes with Dieter Wutherich who advised that the Trustees recognized the risk that prior or as of the first day the lease they may not have a tenant but had a second best offer that had no rent for three months and required the landlord to make \$30,000 worth of improvements. Mr Levy-young had asked for relief from the deposit because he was leasing to expand his school but had yet to start enrolling students and collecting tuition fees. They had done some checking of Bryan Levy-Young and had some confidence in his sincerity and legitimacy.

MOTION - DEUTSCHES EVANGELIUMSKIRCHE – APPROVAL OF LEASE

WHEREAS the Trustees of the German United Church – Deutsches Evangeliumskirche (The German United Church) are the trustees of the property at 20 Glebe Road East, Toronto, otherwise known as Glebe Road United Church, and

WHEREAS the Trustees have previously leased certain spaces in the church building for educational purposes to a private school who no longer has need for the space, and

WHEREAS the Trustees have through an agent offered the space for lease and negotiated an offer from a preferred tenant, and

WHEREAS the Trustees of the German United Church have requested the approval from Toronto Southeast Presbytery to enter into a lease with The Study Canada Inc, and

WHEREAS the Finance and Property Team has reviewed the Agreement to Lease dated April 8 2010, and

Whereas, the Finance and Property Team has the authority to act for Toronto Southeast Presbytery in matters of congregational property

IT IS MOVED by Abigail Johnson and **SECONDED** by Al Morson that Toronto Southeast Presbytery consents to the lease of property at 20 Glebe Road East TO The Study Canada Inc as set out in the Agreement to Lease of April 8, 2010 including schedules and sketches thereto which document will be attached to these minutes (Appendix "E") provided that any renewal or extension of this lease and the terms thereof shall be reported to the Finance and Property Team in a timely manner.

MOTION CARRIED

11. BEACH UNITED CHURCH APPROVAL OF REVISED OFFER

Beach Pastoral Charge has advised that it has negotiated amendments to the Offer and Sale of purchase with a modest reduction in sale price, a new closing of Jan 31, 2011, a significantly increased deposit and early release of deposit, and removal of all conditions. Detailed documentation of the negotiation has been provided and reviewed by the Team.

Abigail Johnson declared a conflict of interest on this item but was invited to remain in the room to answer any questions but did not vote on the following two motions.

MOTION RE SALE OF BEACH WEST PROPERTY & DISPOSITION OF PROCEEDS

WHEREAS the Finance and Property Team of Toronto Southeast Presbytery at its meeting of October 26, 2009 consented to the sale of 2000 Queen St East (Beach United Church West) and to terms set in the Agreement of Purchase and Sale dated September 30, 2009, and

WHEREAS the Building Sale Committee of BEACH UNITED CHURCH has negotiated with the purchaser and recommended changes to the Agreement of Purchase and Sale, as set out in the Amendment to Agreement of Purchase and Sale and Waiver of Conditions (Amending Agreement) dated March 14, 2010, and

Whereas, the Council of BEACH UNITED CHURCH has directed the Board of Trustees of BEACH UNITED CHURCH to proceed with the sale of the property as per the Amending Agreement dated March 14, 2010, and

Whereas, the Board of Trustees of BEACH UNITED CHURCH have requested the approval of Toronto Southeast Presbytery as per the Agreement of Purchase and Sale dated September 30, 2009 and the Amendment to Agreement of Purchase and Sale and Waiver of Conditions dated March 14, 2010, and

Whereas, the Finance and Property Team has reviewed the proposed Amending Agreement and proposed Dispersal of Funds, and

Whereas, the Finance and Property Team of Toronto Southeast Presbytery is empowered to act as a Commission of the Presbytery in matters falling under Manual (2007) section 335,

IT IS MOVED BY Winston Roach and SECONDED BY Al Morson

- (a) that Toronto Southeast Presbytery approves the sale of the church building and adjacent lands, Plan 5E, Lots 9 to 11, City of Toronto, and known municipally as 2000 Queen St East to which the Trustees hold title, to the purchaser and for the selling price and as per other conditions set out in the Agreement of Purchase and Sale dated September 30, 2009 as amended in the Amendment to Agreement of Purchase and Sale and Waiver of Conditions dated March 14, 2010, and
- (b) that Toronto Southeast Presbytery approves the proposed dispersal of funds from the sale by the Trustees of Beach United Church of the church building at Queen St East as presented to the Finance and Property Team and thereby sets aside the restriction on access to these funds as set out in the motion of October 26, 2009 except that in regard to the funds apportioned for Support for Wider Ministries (10% of net proceeds), Beach United will maintain the capital as a restricted fund until such time as a more detailed plan for its use is presented and approved by the Finance and Property Team, and
- (c) that a copy of the full statement of sale and adjustment at closing be provided to the Finance and Property Team of Toronto Southeast Presbytery in an expeditious manner; and
- (d) that a copy of the Agreement of Purchase and Sale dated September 30, 2009 and the Amendment to Agreement of Purchase and Sale and Waiver of Conditions dated March 14, 2010 and the proposed dispersal of funds be appended to these minutes (see Appendix "F" and "G") immediately following the closing of this sale.

MOTION CARRIED

Abstention noted – Abigail Johnson

MOTION - BEACH UNITED CHURCH – AMALGAMATION AND DEFERRED DECISION RE SURPLUS

WHEREAS at its meeting of May 8, 2007 Toronto South Presbytery approved the amalgamation of Kew Beach and Bellefair pastoral charges effective July 1, 2007, and

WHEREAS Toronto South Presbytery specifically deferred a decision on the matter of surplus pending a fuller assessment of the needs of the amalgamated congregation as set out in point 4. of the amalgamation motion as follows:

4. *That recognizing both its obligation under the Manual 2004 bylaw 268(b) i. and 334(b) l and the extensive consultation and planning required to determine the future needs for a church facility for the amalgamated congregation and the appropriate disposition of the current properties, Toronto South Presbytery defer any determination and decision on the matter of surplus, if any, pending completion of the real property review process as set out in the document "New Church Real Property Review Process" (attached), and*

WHEREAS the Finance and Property Team has consented to the sale of property assets and approved a proposed disposition of proceeds of sale all of which will be required for redevelopment of the Beach East site and future ministries,

IT IS MOVED BY Hyacinth Robinson-Powell and SECONDED BY Joan Chinnery that the Finance and Property Team recommend to Toronto Southeast Presbytery that in the matter of the amalgamation of Kew Beach and Bellefair Pastoral Charges to form the current Beach Pastoral Charge, Toronto Southeast Presbytery declares that there is no surplus property resulting from said amalgamation.

MOTION CARRIED

Abstention noted – Abigail Johnson

12. Sale of Birchcliff Bluffs United Church Manse - Statement on Closing of Sale

This sale was approved by Scarborough Presbytery but the statements had not been received. It has now been provided by Beth Moore.

MOTION

MOVED BY Nick Walker and SECONDED by Al Morson that the statement on closing for BIRCHCLIFF BLUFFS UNITED CHURCH SALE OF MANSE (90 SOUTH WOODROW AVENUE) be received and attached to these minutes. (See Appendix "H")

MOTION CARRIED

13. Finance and Property Practice re Budget Development Process

It was noted that our draft document was sent out to other Teams with a request to provide feedback by end of March. There was only one response from Martha ter Kuile which has been incorporated into the final draft attached as Appendix "I".

MOTION

MOVED BY Winston Roach and SECONDED by Nick Walker that the Finance and Property Practice for Budget Development be accepted as circulated.

MOTION CARRIED

Abigail Johnson left the meeting to get to an early evening commitment.

14. Treasurers Report Continued

i. Funds for Outreach

The Treasurer reported on the recommended allocations to Missions and Outreach and the availability of funding from non-operating sources. See also his email of April 8, 2010 and the documentation from Mission and Outreach Team. In summary he advised that

- Mission and Outreach Team recommended grants to 13 organizations totally \$62,625 of which 9 (\$58,625) were included on the original list of commitments and 4 (\$4,000) were not.
- As requested by Toronto Conference Executive Tri-Presbytery Corporation is providing \$45,000 in 2010 to Toronto Southeast Presbytery.
- Although Vince Alfano of Toronto United Church Council (TUCC) had indicated \$5,500 would be available from St. Enoch's his subsequent letter explained that with other TUCC special funds St. Enoch's had performed badly in the recent market down turn and would not generate any income for distribution in 2010 and 2011 as all income would be used to restore the capital to its original \$285,000. Recognizing that the St. Enoch's fund income had been used to meet social needs, TUCC has agreed to release \$10,000 from its discretionary funds to cover 2010 and 2011; i.e., \$10,000 total over the two years.
- The Treasurer proposes
 1. To take \$5,000 from St Enoch's and \$45,000 and apply the \$50,000 against the \$58,625 on the list of commitments.
 2. To request Toronto Conference to make up the difference of \$8,625 from Conference funds as per the Toronto Conference Executive motions of

February 10, 2010 and as has been the case for other Presbytery commitments where a source of funds is not yet in place. There is reason to be confident that this request will be honoured.

3. The final 4 recommendations will be referred back to Mission and Outreach who may wish to request use of the \$3,330.25 allocated from the 2009 surplus to the proposed outreach fund, adjust the allocation or to request Executive to permit an over expenditure of \$669.75 which at the end of the year would come out of any overall budget surplus or the Contingent Reserve Fund. The effect of this would be to zero out the Outreach Fund and leave no funds to meet new and emergent needs that might appear during the year.

- This proposal will be taken to the Executive meeting on April 13, 2010

There was general agreement from the Team with this proposal.

It was noted that the Treasurer would have to work closely with Liz Tinker, Chair of Mission and Outreach to ensure their understanding of this funding arrangement.

[Note Added by Chair: The TUCC letter specifies that Toronto Southeast Presbytery advise TUCC of the recipient of the grant and amount so that TUCC issues the payment directly rather than turning funds over to Presbytery. This means Mission and Outreach needs to identify who gets the St. Enoch funding and it needs to be consistent with purpose of the fund.]

The Chair noted that in the next cycle these recommendations needed to be tied to the operating budget cycle and needed to be available at least in draft form when budget decisions were being taken because any recommendations exceeding the amounts available from our two funding sources might have to be funded from a presbytery assessment. The recommendations would have to go forward to plenary with the operating budget.

Nick Walker noted that the new funding arrangements may be in place by January 2011 if the timeline for setting up the new corporation can be met. The Chair also noted that 2011 funding will need to be determined during this period of transition.

ACTION: Treasurer to take proposal to Executive
Treasurer to discuss with Liz Tinker
Treasurer to confirm Toronto Conference agreement

ii. Ina Grafton Gage – 2009 Second Half Funding

The Treasurer advised that Ina Grafton Gage had forwarded an invoice in April in the amount of \$2,500 for payment of the last half of the grant for the IGG one day chaplaincy. As directed by Toronto Conference this should have been paid by Toronto Don Valley before they closed their books and turned over any remaining funds. Toronto Don Valley has yet to do that but it is reported that only \$800 remains. The Treasurer proposes to pursue payment through Toronto Conference since it was their direction to Toronto Don Valley which was not carried out.

ACTION: Treasurer to approach Toronto Conference re payment of invoice for 2009

15. Updates:

There was no further information regarding items listed in the agenda.

16. Other matters:

- i. **Travel Expense Sheets:** Clyde Harris asked if Travel Expense Sheets could be revised to better identify source of expense and was directed to work with Wendy Miller to get a spreadsheet that he feels works.
- ii. **Leases:** Clyde Harris raised the issue regarding leases and whether there needed to be a threshold value or other criteria as to what needs to come for approval given that congregations regularly "rent" space to a variety of users. In response the Chair noted that the leases that we have dealt with were those for which there was legally drawn up lease document covering multiple years, quite significant value and encumbrances on the property such as erection of a tower. Most congregational use of space agreements are exchanges of letters. It was agreed that this was a matter to be clarified in an information guide that the Team needed to develop. The Chair offered to initiate a draft based on the former Toronto South Finance & Property Handbook.
- iii. **Leaside United Church Capital Plans:** Nick Walker reported Leaside United Church was making progress in identifying capital needs for their building and was going to the congregation with an information session.

17. There being no further business the meeting was declared adjourned at 6:45 pm

Thomas Clarke
Chair

Thomas Clarke
Secretary Protem

Next Meetings

Monday, May 10, 2010	4:00 pm to 6:30 pm	Devotion by Joan Chinnery
Monday, June 14, 2010	4:00 pm to 6:30 pm	

**Toronto Southeast Presbytery
2010**

	ACTUALS To March 31, 2010	BUDGET To December 31, 2010
REVENUE		
Allocation from Toronto Conference	\$ 30,000.00	\$ 30,000.00
Plenary Meeting Donations	\$ 1,135.00	\$ -
	\$ -	\$ -
TOTAL REVENUE	<u>\$ 31,135.00</u>	<u>\$ 30,000.00</u>
EXPENSES		
Executive		
Executive	\$ -	\$ 6,900.00
Agenda Planning	\$ 500.00	\$ 5,000.00
Nominations	\$ -	\$ 400.00
Communications	\$ -	\$ 3,400.00
Total Executive	<u>\$ 500.00</u>	<u>\$ 15,700.00</u>
Commissions		
Finance and Property	\$ -	\$ 400.00
Pastoral Relations	\$ 490.24	\$ 500.00
Pastoral Oversight	\$ 241.77	\$ 500.00
Admissions	\$ -	\$ 1,600.00
Total Commissions	<u>\$ 732.01</u>	<u>\$ 3,000.00</u>
Programs		
Outreach and Mission Support	\$ -	\$ 600.00
Congregational Life and Youth	\$ -	\$ 6,000.00
Justice and Global Affairs	\$ 212.79	\$ 3,200.00
Inter Church Inter Faith	\$ -	\$ 500.00
Mission Strategy	\$ 80.00	\$ 1,000.00
Total Programs	<u>\$ 292.79</u>	<u>\$ 11,300.00</u>
Unallocated Expenses	<u>\$ 99.54</u>	<u>\$ -</u>
TOTAL EXPENSES	<u><u>\$ 1,624.34</u></u>	<u><u>\$ 30,000.00</u></u>
NET INCOME OVER EXPENSES (loss)	<u><u>\$ 29,510.66</u></u>	<u><u>\$ -</u></u>

	From Surplus	Direct Donations	Fund Totals
	2009 Surplus \$ 16,321.00		
Operating Fund			
Details as shown above			\$ 29,510.66
Contingency Reserve Fund			
min. of 10% of operating budget plus 15% of excess surplus	\$ 4,998.15	\$ -	\$ 4,998.15
Legal and Conflict Mitigation Fund			
maximum \$50,000 allocated 50% of excess surplus	\$ 6,660.50	\$ -	\$ 6,660.50
Outreach Fund			
maximum \$5,000 allocated 25% of excess surplus	\$ 3,330.25	\$ -	\$ 3,330.25
Education and Student Fund			
no maximum allocated 10% of excess surplus	\$ 1,332.10	\$ 205.50	\$ 1,537.60
			<u><u>\$ 46,037.16</u></u>

**TORONTO CONFERENCE
Toronto Southeast Presbytery
Financial Report
As of March 31, 2010**

	Date	Memo	Amount
IN500 - Income from Presbyteries			
505 - Toronto Southeast Presbytery			
General			
	#####	January 19 Plenary Meeting	535.00
	#####	March 16 Plenary Meeting	600.00
TOTAL GENERAL INCOME 2010			1,135.00
Students Fund	#####	St. Mark's United Church	205.50
TOTAL INCOME - 2010			1,340.50
E153 - Toronto Southeast			
Commission & Committee Expenses			
	11/1/2010	Martha ter Kuile	
	11/1/2010	Faith & the Common Good	
	12/1/2010	Global Crossing Conferencing	
	12/1/2010	Wendy Miller	
	17/01/2010	Ron Ewart	
	17/01/2010	Malcolm Spencer	
	26/01/2010	Vicki Obedkoff	
	1/31/2010	VISA Charges	
	2/6/2010	Jean Lee	
	2/24/2010	David Wood	
	2/28/2010	Global Crossing Conferencing	
	3/29/2010	Vicki Obedkoff	
		Martha ter Kuile - Pastoral Oversight Team	141.04
		Green Kits - Justice and Global Issues Team	20.00
		Dec. 15 Pastoral Relations Call	310.78
		Petty Cash (various)	33.01
		R. Ewart - Mission Strategy Team	40.00
		M. Spencer - Mission Strategy Team	40.00
		5 copies - Steadfast Hope Resource Material	50.00
		Pastoral Oversight (70.31) & Justice(30.42)	100.73
		Photocopying - Global Justice Issues	42.79
		Joint Search Committees	74.49
		Conference Call - Pastoral Relations	104.97
		Forum Registration	100.00
TOTAL COMMITTEE & COMMISSION EXPENSES - 2010			1,057.81
E150 - Presbyteries			
E153 - Toronto Southeast			
Meeting Costs			
	12/1/2010	Wendy Miller	
	1/31/2010	VISA Charges	
	3/15/2010	Heat Catering	
		Petty cash charges (various)	46.70
		Various - (food)	19.83
		Food - March 16 Plenary Meeting	500.00
TOTAL MEETING EXPENSES - 2010			566.53
TOTAL EXPENSES - 2010			1,824.34
FINANCIAL REPORT			
FUNDS CARRIED OVER TO 2010			16,321.00
2010 GENERAL INCOME			1,135.00
2010 PRESBYTERY BLOCK GRANT			30,000.00
TOTAL INCOME AVAILABLE			47,456.00
LESS: 2010 EXPENDITURES			1,824.34
BALANCE TO MARCH 31, 2010			45,631.66

Deer Park United Church

26 Delisle Avenue
 Toronto, Ontario M4V 1S5
 Telephone: (416) 964-9500
 Fax: (416) 964-9509
 E-mail: churchoffice@deerparkunitedchurch.org

MINISTERS
 Marie Goodyear
Andrew Myles (EMERITUS)

MEMORANDUM

To Tom Clarke, Property and Finance Committee
 of Toronto Southeast Presbytery

From Fred Graham, & Bob Muncaster of the Executive
 of Deer Park United Church

Date 6 April 2010

Topic Proposed Assets Distribution
 pursuant to the Sale of 129 St Clair Avenue West

Anticipating the sale of the Church Premises on April 27, 2010, we now submit as attached a copy of the list prepared by a Subcommittee of the Executive, and approved unanimously by Motion in a Special Meeting April 4. It details gifts that have already been made by the congregation during the past 10 months, as well as items 1 through 19, detailing proposed gifts to agencies and to church bodies historically supported by the congregation and the local Presbytery or Conference.

Please note that all the suggested activities are grounded in the Mission Values that were approved by the Executive and ratified by the congregation early in 2009. These values and their derivative mission activities appear in the left hand column underlined and in bold. Three icons are used to denote whether the monetary amount is an investment with TUCC, an outright gift to the proposed recipient, or an item of cost-recovery and special-initiatives seed-money for the congregation.

Item 1 correlates to clear directions in our Subcommittee minutes re: use of income and oversight of capital for specific initiatives upon application or recommendation. As the congregation owns no manse, it was thought prudent to have some investment to produce a subsidy for minister's housing, seen in item 2 as a Presbytery-designated allocation..

Please note that items 3 and 4 emerged after preaching visits to Deer Park in 2008 by Rev Peter Wyatt, and letters of request sent by him to the chair of Stewardship, Janet MacInnis. Deer Park has been famed for its music ministries for over 40 years, and from the outset of these conversations, it was clear that contributing to that profession was an important point. Many persons in the congregation graduated from V1C, as well as the minister and recent organist, and many professors over the years attended Deer Park, most recently Kingsley Joblin

Related to item 6, one of our exploratory talks one year ago was with Rev. Ralph Wushke, who is not only minister at Bathurst Street United, but also a Chaplain for Knox College and Emmanuel College. Understanding the breadth of his ministries, we opted to support the University through this gift.

Related to items 7 and 8, contact of a general nature has already taken place with the Camp directors, and their current needs were assessed in order to establish these grants.

Related to Item 9, we were sorry to request the move of KA1ROS after enjoying them as our tenants at 129 for over two decades. We feel it is charitable for us to restore the cost they incurred in their move in 2008.

Related to item 10, Deer Park was a founding member of "Churches on-the-Hill" 53 years ago, and members still participate in its initiatives: a food drive, clergy conferences, a Good Friday Walk, and Advent service, and an area food bank (located at Timothy Eaton Church).

Related to item 11, Deer Park has worked alongside Habitat for many years, and placed the name of this organization on its list many months ago. The more recent connection with its new director, Elaine Perkins, when she still worked for Toronto South Presbytery, only strengthened the energy behind a donation.

Related to item 12, it is viewed as appropriate to place the funding to stabilize the staffing fund at the General Council, and conversation has taken place with Erik Mathieson about this process.

Please note that in item 17, a small repayment of under \$5000 is needed for the General Council, as they handled some of the legal and transition costs. Erik Mathieson has suggested deducting that from this gift amount.

Related to Item 19, the congregation is still not sure where it will find a more permanent home (a vote is pending) but even if the decision is to stay longer at Calvin, we need to be prepared to outfit an office space for the minister, and be prepared to contribute to the host congregation for maintenance and repair.

The sales agreement specifies that the payment being made at the end of April is three-quarters of the sale price, hence not all gift funds will be distributed immediately, with some amounts requiring a delay until the full amount is paid in April 2012.

We thank the Property and Finance committee members in advance for their wisdom and careful scrutiny of these proposals.

Signed:

Fred Graham (Chair of Executive)

Bob Muncaster (Vice-Chair)

09/10-282

APPENDIX C (Deer Park distribution of proceeds of manse sale)

TSP F&P Apr 12, 2011

TORONTO SOUTHEAST PRESBYTERY POLICY	Policy Number/Designation:
Policy Name: Threshold Value for Major Personal Property and Major Renovations	Date Approved: Dates Amended:
To be Reviewed: Every 5 th year following initial approval	Date Last Reviewed:
Purpose of this Policy: This policy establishes the threshold value for "major Personal Property" and "major renovations" for which the Trustees of a congregation or pastoral charge must obtain consent of Presbytery to act.	

Background and Context:

The Manual 2007 335 (a) states that:

Each Presbytery shall determine what constitutes "major Personal Property" and "major renovations" for the area within its jurisdiction and shall communicate that determination to each Congregation and Pastoral Charge within its jurisdiction.

The terms refer to the Congregational Property sections of the Manual (sections 265 and following) and particularly Manual 2007 267 under which Trustees must obtain direction and consent of Presbytery in dealing with congregational property and which states as follows:

The Trustees may acquire, sell, mortgage, exchange, lease, or otherwise deal with the Real Property or major Personal Property of any Congregation, or erect, enlarge, demolish, rebuild, or effect major renovations to any building held or to be held for any Congregation, only with the prior Decision of the Presbytery, in writing, consenting to such action. Such consent shall be sought in the first instance at the preliminary planning stage, and at such other times as the Presbytery may direct. The application for such consent shall be in writing. The Trustees shall submit such material as the Presbytery may require, and:

- (a) *in the case of any acquisition, major renovation, enlargement, or construction, the application shall state the source from which funds will be made available; and*
- (b) *in the case of any sale, mortgage, exchange, lease, or other disposition of Real Property or major Personal Property, the application shall give the Presbytery full information. The Official Board or Church Board or Church Council shall develop, in consultation with the Presbytery, a proposal in respect of the disposition of the proceeds after providing for all costs and payment of indebtedness of the Trustees. The Presbytery shall make a Decision in respect of such proposal.*

In the Manual in Section 001 definitions are provided

"Real Property" means land, buildings, and anything else affixed to or growing on land or buildings, and rights relating to these.

"Personal Property" means all property other than Real Property. Personal Property includes, without limitation, money, investments, furniture and equipment.

Although the Toronto Southeast Presbytery Governance provides that the Finance and Property Team will make decisions for Presbytery in matters related to property requiring the consent and approval of Presbytery, it is appropriate that the full Presbytery determine the threshold at which Trustees are required to obtain that consent and approval.

Policy:

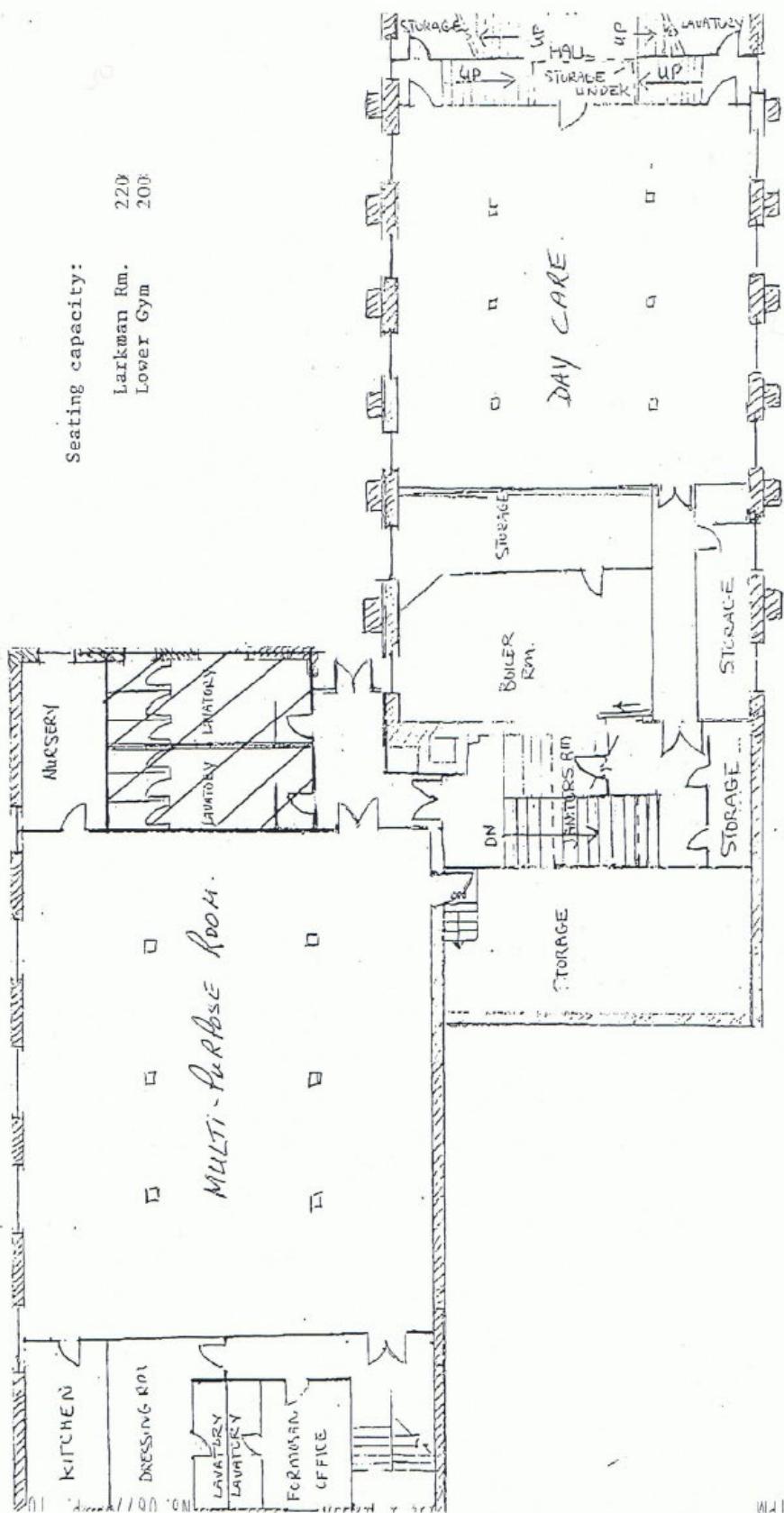
In regard to the Manual 2007 section 335 (a), it is the policy of Toronto Southeast Presbytery that

1. Effective July 1, 2010 and notwithstanding any past policy or practice of any previous presbytery, **Major Personal Property** constitutes any item or group of items under the same consideration contemplated in Manual 2007 section 267 (b) in the accrued amount or valuation of One Hundred Thousand Dollars (\$100,000) or greater.
2. Effective July 1, 2010 and notwithstanding any past policy or practice of any previous presbytery, **Major Renovations** constitutes any repair, work, addition, upgrade or capital improvement or like project to the Real Property of a Congregation or Pastoral Charge estimated or expected to cost \$100,000 or more with all costs in including without limitation applicable taxes, design, permits, project management and commissioning.

09/10-290

APPENDIX E

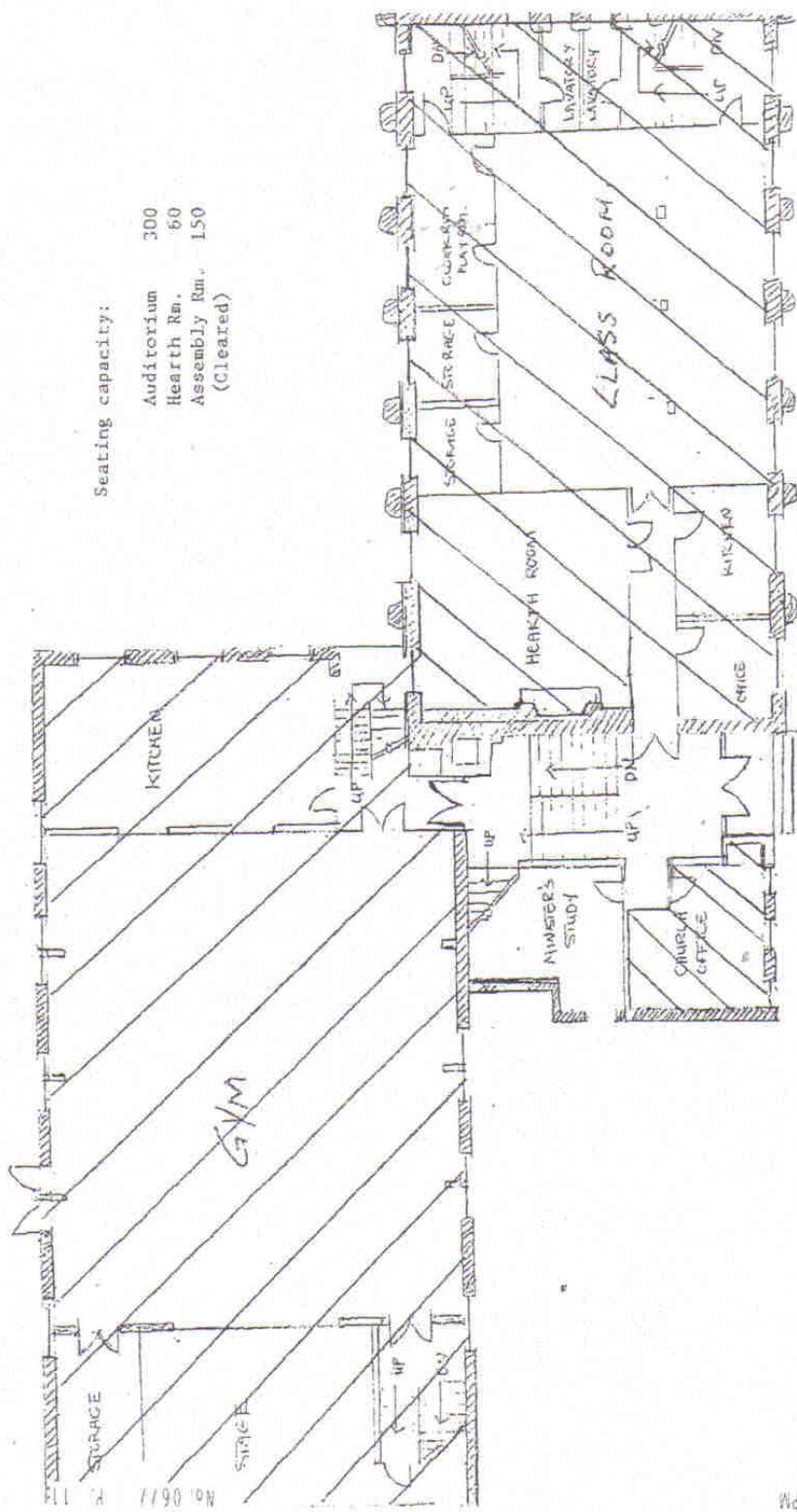
TSP F&P Apr 12, 2011



Scale - Approx.

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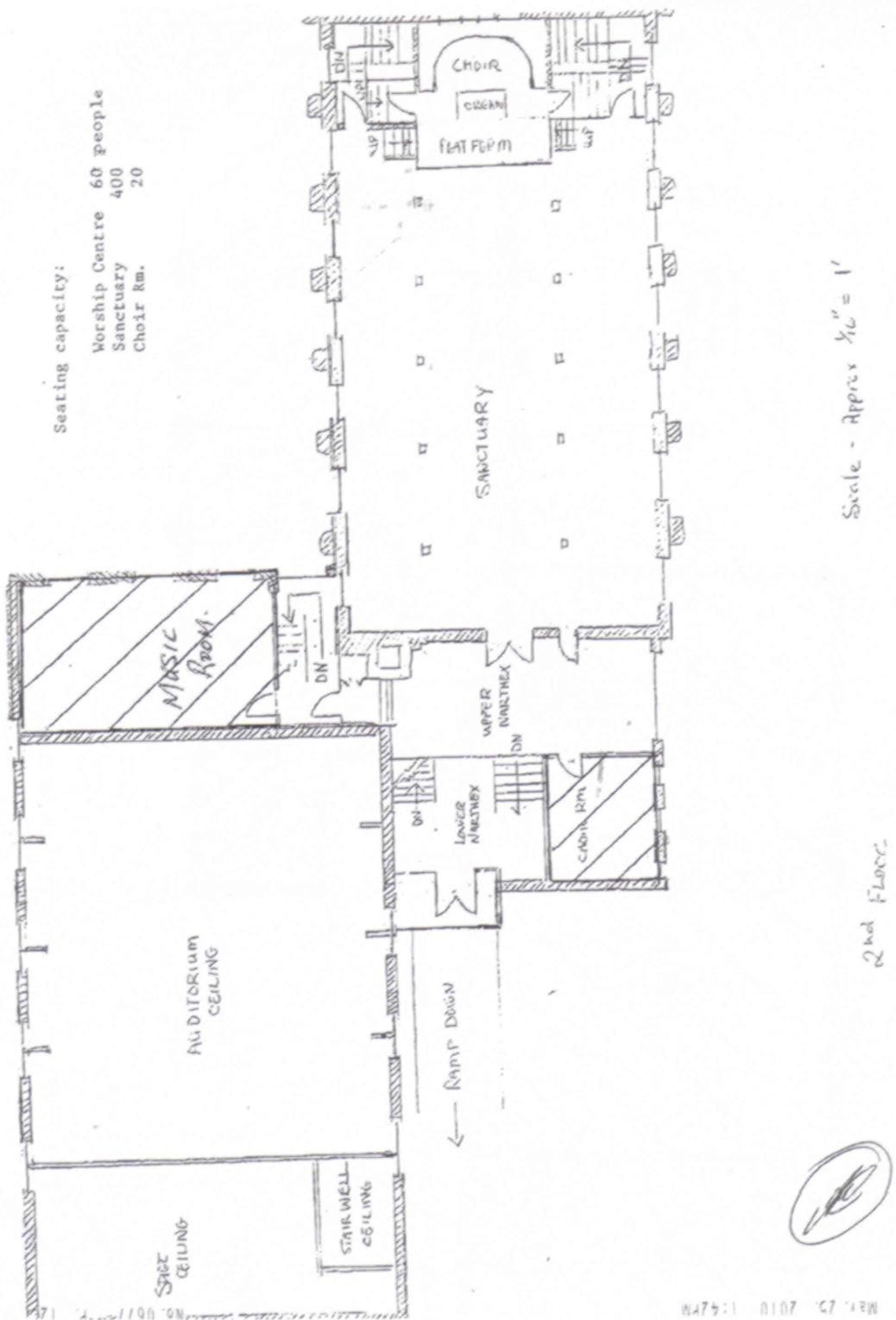
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144 (14)

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09/10-300

APPENDIX F Beach Amendment (Mar 14)

TSP F&P Apr 12, 2011

For original September agreement – see pages 96-105

Dispersal of Funds

Background

When Beach United Church set the parameters in 2009 for the renovations to the Beach East building, they included extensive upgrades in operating mechanicals and inclusion of eco-friendly technologies, significant design changes to facilitate multi-use and efficient spaces, a smaller overall footprint, and an outward message of modernization and openness. Referred to at the time as 'Alternative #3', this option called for the removal of the non-sanctuary portion of the building, and the significant redesign and renewal of the sanctuary portion, with a small addition if needed to enhance efficiency. A cost limit of \$5.0m was also established at that time.

In the research period leading to these decisions, the architect firm of Black and Moffat provided samplings of renovation approaches that would meet these criteria. Cost projections for these examples ranged from \$4.8 - \$5.1m. Thus, the total budget amount for the Housing Our Ministries renovation project at Beach East set at \$5.0m appears reasonable.

Dispersal

From the proceeds of sale of Beach West property, the dispersal of funds has been approved by the pastoral charge as follows:

Gross Sale amount:	\$5,000,000
---------------------------	--------------------

Less,

- Sale transaction costs, 4% estimate (Real Estate, Legal)	\$ 200,000
- Mortgage loan repayment (Internal from Trust funds)	\$ 86,000
- Support for wider ministries, 10% of net (BUC congregation included this component in their early decisions regarding sale of one property and renewal of the other. Research has begun to identify partner organizations with whom we can expand our ministry work. Ongoing hands-on involvement as well as accommodations in the renewed building are part of this vision for wider ministries of the BUC congregation)	\$ 471,400

Net proceeds available for deconstruction and renewal at Beach East	\$ 4,242,600
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Declaration

Therefore, the pastoral charge of Beach United Church declares that it identifies no surplus funds from the proceeds of sale of Beach West property.

BIRCHCLIFF BLUFFS UNITED CHURCH
SALE OF MANSE (90 SOUTH WOODROW AVENUE)

DISPOSITION OF SALE PROCEEDS

Sale Price	\$ 269,500.00
Adjustments (taxes)	+ 5.59 (credit to Vendor)
Real Estate Commission	- 14,148.75 (5% commission plus GST)
Sale Expenses	- 12,660.95 (asbestos removal, foundation repairs, painting, utilities etc.)
Mortgage Repayment	- 58,086.36 (TUCC mortgage)
Legal Disbursements	- <u>155.30</u> (Legal fees waived)
Net Proceeds	\$ 184,424.53
Authorized Expenses	- <u>\$ 120,000.00*</u>
Restricted Funds	\$ 64,424.53** - round to \$64,425.00

* Toronto Scarborough Presbytery authorized expenditures of up to \$120,000.00 for completion of renovations, building repairs to address water damage problems etc. and replacement of piano.
This work is in progress.

** Balance of funds was required to be invested with income applied to payment of housing allowance.

FINANCE AND PROPERTY TEAM PRACTICE AND GUIDELINES TORONTO SOUTHEAST PRESBYTERY	
Practice Name: Budget Development Process	Date Approved:
	Dates Amended:
To be Reviewed: 2 years after approval and every 5 years thereafter To be Reviewed by: Finance and Property Team	Date Last Reviewed:
Purpose of this Practice: To define the process and timeline for the development of the presbytery annual operating budget	

Background and Context:

The Finance and Property Team is charged with the responsibility “to frame and present a budget annually to the Presbytery,” [TS Governance Page 30 section A-4.3.1.1. Finance.] The process used will be transparent, known to the key stakeholders, consultative and consistent with Presbytery Policy (# & name).

Budget Development Timeline and Process:

In developing the annual presbytery operating budget, the Treasurer will be guided by the following timeline and key steps.

1. Timeline
 - May: Treasurer issues a request for input to all stakeholders: Executive, Teams and Committees, to be submitted by the end of September.
 - August: Treasurer sends out reminder to all stakeholders
 - October: Finance & Property reviews the requests as compiled by the Treasurer and develops a draft budget which is then shared with the Executive and other stakeholders for comment.
 - November: Finance & Property considers any additional input and comment and finalizes recommendation to Executive.
Executive considers budget at its November meeting
Presbytery Plenary receives and considers budget for approval.
2. In soliciting input the Treasurer will provide or incorporate into standardized worksheets for each stakeholder the current year budget breakdown, categories of expense, and most current statement of expenses.
3. The draft budget should incorporate the more current statement of expenses.
4. In determining their requests stakeholders will be advised
 - To look to their mandate and the anticipated work and needs of their group to exercise that mandate;
 - To review the current year budget and their expenses to date and to project what they expect to expend for the full year.
 - To assess if the current year includes any expenses that are one-time and likely not to reoccur and if in the upcoming budget year there are changed circumstances.
5. Submissions from stakeholders will include a narrative or explanation of how the funds requested would be used or relate to the mandate of the group.
6. The final budget submission to Executive and Plenary will include a narrative and will be presented by the Treasurer or in his/her absence Chair, Finance & Property Team

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Mission Goals		Activity and description	Gift or Investment
Icons: Gift ♦ Presbytery Restricted ► Ovesight of Deer Park Executive or Trustees ¶			
Revenue to Ensure seed monies for meaningful engagement in worship, at DPUC, in theological college, and beyond (challenging preaching, uplifting music, active prayer life); support for expanding scholarship and church leadership; seed monies for Con Ed for Pastoral Care leaders; for Outreach to Seniors in our neighbourhood; for Education for Youth initiatives; to launch Outreach committee work. (\$1 982 000)	For DPUC 1 ¶	Investing in Ministry fund (TUCC) with interest and capital to be administered by Trustees and Executive who receive programming suggestions for congregational life related to use of income.	\$ 182,000
2 ►	For DPUC	Investing in Ministry Fund (TUCC) Presbytery Restricted fund as to capital and income with income to support ministry housing allowance (half-time)	\$ 300 000
3 ♦	For wider church	Support future music ministries by gift to Emmanuel College, endowing The Deer Park Professorship in Sacred Music	Gift: \$1,000,000
4 ♦	For wider church	Support theological scholars through gift to Emmanuel College Scholarship fund for Research Doctorates	Gift: \$ 500 000
			April 5

Provide worship spaces that are inviting, accessible, beautiful and functional, and mission in the community (\$505,000)			
5a	For DPUC	Cost recovery for gift of three-panel stained glass window (removal, restoration, storage, re-installations)	\$ 5 000
5b	To local mission (United)	Christian Resource Centre: 40 Oaks development funds, as well as transfer of stained glass window (named above) from Deer Park and re-installation at CRC.	Gift: \$ 500,000
Maintain, enrich and deepen the tangible and prayerful ways in which the members of the church community care for one another and neighbours (\$25,000)			
6	To local Mission (Ecumenical)	Support Ecumenical Chaplaincy at University of Toronto	Gift: \$ 25 000
Ensure opportunities to nurture and deepen congregational spirituality (\$90,000)			
7	To wider church and community	Support Camp Scugog – for children – many kitchen items already donated, plus cash gift	Gift: \$ 40 000
8		Support Camp Big Canoe: direct gift for current projects	Gift: \$ 50 000

Maintain and strengthen ecumenical connections, particularly within the association of "Churches-on-the-Hill, and other interfaith coalitions. (\$206,000)			
9 ♦	To wider church/ecumenical work	KAIROS – restitution for enforced transition/moving to new location after long occupancy at 129 St Clair	Gift: \$ 200 000
10 ♦	To local ecumenical work	Support Churches on-the-Hill Food Bank	Gift: \$ 6 000
Increase our global awareness, and advocacy for social justice, to care for the earth, to response in time of national or international crisis, and to support the marginalized and poor (\$566,000)			
11 ♦	To local interfaith	Continue to support Habitat for Humanity Toronto ~ Gift towards a new home project	\$ 50 000
12 ♦	To wider church/ecumenical work	KAIROS – designated for staffing fund	Investment with UCC Foundation \$ 500 000
13 ♦	For Wider Church	Gift to World Development and Relief Fund	\$ 4 000
14 ♦	For Wider Church	United for Peace Campaign direct gift	\$ 4 000
15 ♦	to local ecumenical work	Gift to Anglican United Refugee Association (<i>formerly WGGR</i>)	\$ 4 000
16 ♦	To wider church	Gift to UCC - Healing Fund	\$ 4 000
April 5			

Enliven the mission of DPUC, and participate in the Mission of the wider church (\$626,000)			
17 ♦	For Wider Church	Support for Mission and Service Fund <i>(amount to include cost recovery for their legal expenses in the past year)</i>	\$ 320 000
18 ♫	Congregational stability	Re-imbursement of Closing Costs (\$20,000); recovery of net carrying costs for 22 months extracted from legacies of the congregation (\$108,000)	\$ 128,000
19 ♪	Congregation's future	Investing in Ministries fund (TUCC) with interest and capital administered by Executive and Trustees to support administrative needs, and congregational space in future.	\$ 178 000
TOTAL			\$4 000 000

GIFTS IN KIND	To local church (United)	Orchestral music scores to Metropolitan United (done)	<i>Gift in kind</i>
	To local church (ecumenical)	Rathgeb Organ donated to Holy Trinity, value \$1 million (done)	<i>Gift in kind</i>
	To local church (ecumenical)	Liturgical furnishings to St Ansgar's Lutheran (done)	<i>Gift in kind</i>
	To wider community	Secular Music - donated to Toronto Chamber Society (done)	<i>Gift in kind</i>
	To local church (United)	Grand piano donated to Glen Rhodes United (done)	<i>Gift in kind</i>
	To local church (United)	75 copies of <i>Voices United</i> to Dewi Sant Welsh United (done)	<i>Gift in kind</i>

To local church (United)	100 copies of <i>Voices United</i> (to Metropolitan United) (done)	<i>Gift in kind</i>
To wider community	(done) Peter Haworth paintings from the Chancel gifted to the McMichael Art Gallery	<i>Gift in kind</i>
To local church (United)	Chairs and tables for Food Program (St Luke's Sherbourne Street (done)	<i>Gift in kind</i>
To local community support services	English China dishes to the Jane-Finch Food ministries (done)	<i>Gift in kind</i>
To Educational Enterprise	Practice Room piano to Victoria University (done)	<i>Gift in kind</i>
To local mission	Board Room Table and matching chairs to Christian Resource Centre (done)	<i>Gift in kind</i>
To Local church (United)	Stained glass windows and bibles to Metropolitan United church Outreach Dept. (done)	<i>Gift in kind</i>
To theological education (worship)	Cloth liturgical banners to Emmanuel College chapel (hand made in Deer Park congregation) [done]	<i>Gift in kind</i>
To wider social action and local interfaith	Pews and other materials to Habitat for Humanity for re-design (done)	<i>Gift in kind</i>
To global community	Surplus books for children's program in China (done)	<i>Gift in kind</i>



Agreement to Lease Commercial – Long Form



This Agreement to Lease dated April 8, 2010

TENANT (Lessee), THE STUDY 7046642 CANADA INC. AND BRYAN LEVY-YOUNG as Personal Agent
(Full legal names of all Tenants)

LANDLORD (Lessor), GERMAN UNITED CHURCH
(Full legal name of Landlord)

The Tenant hereby offers to lease from the Landlord the premises as described herein on the terms and subject to the conditions as set out in this Agreement.

1. **PREMISES:** The "Premises" consisting of approximately 6204 square feet more or less on the _____ floor of the Building known municipally as 20 GLEBE ROAD EAST, in the City of Toronto, PROVINCE OF ONTARIO, as shown outlined on the plan attached as Schedule "C".

2. **USE:** The Premises shall be used only for EDUCATIONAL AND COUNSELING PURPOSES.

3. **TERM OF LEASE:** 2010
 (a) The Lease shall be for a term of 5 years commencing on the 1st day of August

and terminating on the 15th day of July 2015

(b) Provided the Tenant is not at any time in default of any covenants within the Lease, the Tenant shall be entitled to renew this Lease for

1 additional term(s) of 60 months (each) on written notice to the Landlord given not less than 6 months prior to the expiry of the current term at a rental rate to be negotiated. In the event the Landlord and Tenant can not agree on the fixed minimum rent at least two months prior to the expiry of the current lease, the fixed minimum rent for the renewal period shall be determined by arbitration in accordance with the Arbitration Act or any successor or replacement act.

4. **RENTAL:** Fixed minimum rent: The fixed minimum rent payable by the Tenant for each complete twelve-month period during the lease term shall be:

From August 1, 2010 \$ 84,000.00 per annum being \$ 7,000.00 per month, based upon \$ per sq. Foot

From August 1, 2011 \$ 96,000.00 per annum being \$ 8,000.00 per month, based upon \$ per sq. Foot

From August 1, 2012 \$ 108,000.00 per annum being \$ 9,000.00 per month, based upon \$ per sq. Foot

From August 1, 2013 \$ 120,000.00 per annum being \$ 10,000.00 per month, based upon \$ per sq. Foot

From August 1, 2014 \$ 120,000.00 per annum being \$ 10,000.00 per month, based upon \$ per sq. Foot

plus GST/HST, and other tax (other than income tax) imposed on the Landlord or the Tenant with respect to rent payable by the Tenant, payable on: (Check one box only)

the First day of each month commencing August 1, 2010 (\$7,910 includes H.S.T.)

the day of the first month immediately following completion of the Landlord's Work.

The fixed minimum rent shall be adjusted if the actual measurements of the Leased Premises differ from the approximate area. The actual measurement shall be agreed upon and failing agreement, calculated by an Ontario Land Surveyor/Architect using the current Building Owners And Managers Association standard form of measurement and shall be binding on both parties.

5. **DEPOSIT AND PREPAID RENT:** The Tenant delivers Upon Acceptance

[Herewith/Upon acceptance/as otherwise described in this Agreement]

a negotiable cheque payable to _____ "Deposit Holder"
 in the amount of _____

Canadian dollars (Can\$ _____) to be deposited and held in trust as security for the faithful performance by the Tenant of all terms, covenants and conditions of the Agreement and after the earlier of occupancy by the tenant or execution of the Lease to be applied by the Landlord against the _____ and _____ month's rent and GST/HST. If the Agreement is not accepted, the deposit is to be returned to the Tenant without interest or deduction. For the purposes of this Agreement, "Upon Acceptance" shall mean that the Tenant is required to deliver the deposit to the Deposit Holder within 24 hours of the acceptance of this Agreement. The parties to this Agreement hereby acknowledge that, unless otherwise provided for in this Agreement, the Deposit Holder shall place the deposit in trust in the Deposit Holder's non-interest bearing Real Estate Trust Account and no interest shall be earned, received or paid on the deposit.

INITIALS OF TENANT(S): 

INITIALS OF LANDLORD(S): 



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Century 21 Heritage Group Ltd.

Form 510 Rev. 03/2010 Page 1 of 3
 easyOFFER 2010a by  Reagency Systems Corp. www.Reagency.ca 331723

6. SERVICES: (Check one box only)

- The Tenant shall pay the cost of hydro, gas, water, heating, air-conditioning and for all other services and utilities as may be provided to the premises. The tenant shall arrange with the local authority for connection of gas, electricity, and water in the name of the Tenant.
- The Landlord shall pay the cost of hydro, gas, water, heating, air-conditioning and for all other services and utilities as may be provided to the premises.

7. ADDITIONAL RENT AND CHARGES:

- Check this box if Additional Rent as described below to be paid by Tenant
 The Tenant shall additionally pay a proportionate share of all costs and expenses incurred by the Landlord in maintaining, operating, cleaning, insuring and repairing the property and, without limiting the generality of the foregoing, such costs and expenses shall include the costs of:
 (i) snow, garbage, and trash removal;
 (ii) landscaping and planters;
 (iii) heating, ventilating and air-conditioning, and providing hot and cold water and other utilities and services to, and operating the common areas of the property, and maintaining and repairing the machinery and equipment for such utilities and services;
 (iv) the realty taxes, assessments, rates, charges and duties levied or assessed against the property (save any tax on the personal income of the Landlord);
 (v) insuring the property and such other insurance as the Landlord will effect against public liability, property damage, loss of rental income and other casualties and risks.
 (vi)

(L.M.)

8. SCHEDULES: The Schedules attached hereto shall form an integral part of this Agreement to Lease and consist of: Schedule(s) A, B, ...

9. IRREVOCABILITY: This Offer shall be irrevocable by Tenant..... until 8:00 p.m. on the 12th day of April , 2010.
 [Landlord/Tenant] after which time if not accepted, this Offer shall be null and void and all monies paid thereon shall be returned to the Tenant without interest or deduction.

10. NOTICES: The Landlord hereby appoints the Listing Brokerage as agent for the Landlord for the purpose of giving and receiving notices pursuant to this Agreement. Where a Brokerage (Tenant's Brokerage) has entered into a representation agreement with the Tenant, the Tenant hereby appoints the Tenant's Brokerage as agent for the purpose of giving and receiving notices pursuant to this Agreement. **Where a Brokerage represents both the Landlord and the Tenant (multiple representation), the Brokerage shall not be entitled or authorized to be agent for either the Tenant or the Landlord for the purpose of giving and receiving notices.** Any notice relating hereto or provided for herein shall be in writing. In addition to any provision contained herein and in any Schedule hereto, this offer, any counter-offer, notice of acceptance thereof or any notice to be given or received pursuant to this Agreement or any Schedule hereto shall be deemed given and received when delivered personally or hand delivered to the Address for Service provided in the Acknowledgment or, where a facsimile number is provided herein, when transmitted electronically to that facsimile number. Service provided in the Acknowledgment or, where a facsimile number is provided herein, when transmitted electronically to that facsimile number.

Fax No. (for delivery of notices to Landlord) Fax No. (for delivery of notices to Tenant)

11. LANDLORD'S AND TENANT'S WORK: The Landlord agrees to complete the work described as the "Landlord's Work" in Schedule "....." attached hereto. The Tenant agrees to complete any additional work necessary to prepare the Premises for the Tenant's use, described as "Tenant's Work in Schedule "....." attached hereto. The Tenant shall not proceed with any work within or affecting the Premises without the Landlord's prior written approval, which approval shall not be unreasonably withheld.

12. SIGNAGE: The Tenant may, at its own expense, erect signage in a good and workmanlike manner, subject to municipal by-laws and government regulations and subject to the Landlord's written approval as to the design, colour, and content of any such signs, which approval shall not be unreasonably withheld, and to be located as follows:

*To be agreed**(L.M.)*

13. INSURANCE: The Tenant agrees to insure the property and operations of the Tenant, including insurance for fire and such additional perils as are normally insured against, liability insurance and any other insurance as may be reasonably required by the Landlord.

14. EXECUTION OF LEASE: The Lease shall be prepared by the Landlord at the Landlord's expense, in accordance with the terms and conditions of this Agreement. The Lease will be signed and executed by both parties hereto prior to the commencement of work on the premises by either party and prior to occupancy by the Tenant.

15. OCCUPANCY OR RENT TO ABATE: In the event the premises are not completed by the Landlord for occupancy by the Tenant on the date set out herein for commencement of the Term of the Lease, the rent under this agreement shall abate to the extent of such delay, and the Tenant hereby agrees to accept such abatement of rent in full settlement of all claims which the Tenant might otherwise make because the Premises were not ready for occupancy by the said date.

16. ASSIGNMENT: This Agreement to Lease shall not be assignable or otherwise transferable by the Tenant. The Tenant may not sublet or assign or transfer its interest in the Lease contemplated herein without securing the written consent from the Landlord, which consent shall not be unreasonably withheld; provided however, if the consent is granted, the Tenant shall remain liable for all obligations under the Lease.

If the Tenant is a corporation, the transfer of the majority of the issued shares in the capital stock, or any transfer, issuance or division of shares of the corporation sufficient to transfer control of the corporation shall be deemed for all purposes to be an assignment within the meaning of this Agreement and any Lease. This provision shall not apply to a corporation whose shares are listed and traded on any recognized public stock exchange in Canada or the United States.

17. PARKING: Unless otherwise stipulated, parking, if applicable, shall be in common and unreserved.

18. AGREEMENT IN WRITING: If there is any conflict or discrepancy between any provision added to this Agreement (including any Schedule attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement, including any Schedule attached hereto, shall constitute the entire Agreement between Landlord and Tenant. There is no representation, warranty, collateral agreement or condition, which affects this Agreement other than as expressed herein. This Agreement shall be read with all changes of gender or number required by the context.

19. LEGAL, ACCOUNTING AND ENVIRONMENTAL ADVICE: The parties acknowledge that any information provided by the brokerage is not legal, accounting, tax or environmental advice, and that it has been recommended that the parties obtain independent professional advice prior to signing this document.

INITIALS OF TENANT(S): *(R.J.)*INITIALS OF LANDLORD(S): *(W.M.)*

20. **BINDING AGREEMENT:** This Agreement and the acceptance thereof shall constitute a binding agreement by the parties to enter into the Lease of the Premises and to abide by the terms and conditions herein contained.

21. **SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms herein.

SIGNED, SEALED AND DELIVERED in the presence of:

IN WITNESS whereof I have hereunto set my hand and seal:

THE STUDY 7046642 CANADA INC. AND

J. Hause
(Witness)

Bryan Ley-Yang as Personal Guarantor

(Tenant or Authorized Representative)

DATE April 09/10

Kurt
(Witness)

(Tenant or Authorized Representative)

DATE

Kurt
(Witness)

(Guarantor)

DATE April 09/10

We/I, the Landlord hereby accept the above Offer, and agree that the commission together with applicable Goods and Services Tax (and any other taxes as may hereafter be applicable), may be deducted from the deposit and further agree to pay any remaining balance of commission forthwith.

SIGNED, SEALED AND DELIVERED in the presence of:

IN WITNESS whereof I have hereunto set my hand and seal:

GERMAN UNITED CHURCH

S. Hartog
(Witness)

W. Miller
(Landlord or Authorized Representative)

DATE 04/11/10

W. Miller
(Witness)

(Landlord or Authorized Representative)

DATE

CONFIRMATION OF ACCEPTANCE: Notwithstanding anything contained herein to the contrary, I confirm this Agreement with all changes both typed and written was finally accepted by all parties at a.m./p.m. this day of (Signature of Landlord or Tenant)

INFORMATION ON BROKERAGE(S)

Listing Brokerage: Century 21 Heritage Group Ltd.
Phone: 905-895-1822 Fax: 905-895-1990

Co-operating/Buyer/Tenant Brokerage

Phone: Fax:

ACKNOWLEDGEMENT

I acknowledge receipt of my signed copy of this accepted Agreement to Lease and I authorize the Agent to forward a copy to my lawyer.

W. Miller
(Landlord) DATE 04/10/10

Address for Service: 20 GLEBE ROAD EAST
Toronto, Ontario

Landlord's Lawyer: PAZUOLA

Address: 16, FOUR SEASONS PLACE Suite 202
416 - 622 - 6669 Fax: 416 - 622 - 1440
Phone: Fax:

I acknowledge receipt of my signed copy of this accepted Agreement to Lease and I authorize the Agent to forward a copy to my lawyer.

W. Miller
(Tenant) DATE

Address for Service: Phone:

Tenant's Lawyer:

Address: Phone: Fax:

FOR OFFICE USE ONLY

COMMISSION TRUST AGREEMENT

To: Co-operating Brokerage shown on the foregoing Agreement to Lease;

In consideration for the Co-operating Brokerage procuring the foregoing Agreement to Lease, I hereby declare that all moneys received or receivable by me in connection with the Transaction as contemplated in the MLS® Rules and Regulations of my Real Estate Board shall be receivable and held in trust. This agreement shall constitute a Commission Trust Agreement as defined in the MLS® Rules and shall be subject to and governed by the MLS® Rules pertaining to Commission Trust.

DATED as of the date and time of the acceptance of the foregoing Agreement to Lease.

Acknowledged by:

S. Hartog
(Authorized to bind the Listing Brokerage)

(Authorized to bind the Co-operating Brokerage)



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Schedule A

Agreement to Lease - Commercial



This Schedule is attached to and forms part of the Agreement to Lease between:

TENANT THE STUDY 7046642 CANADA, INC. AND BRYAN LEVY-YOUNG

LANDLORD GERMAN UNITED CHURCH

Premises known as... 20 GLEBE ROAD EAST

Agreement to Lease dated April 8, 2010

*a.s. Personal guarantee
M.M.*

IT IS AGREED that the Lease arising from this Offer shall be based on a rental rate of \$17.05 per square foot which includes the Landlord paying realty taxes, maintenance, building insurance; heat, hydro and water rates that pertain to the subject leased premises.

THE LEASE SHALL CONTAIN a clause requiring the Tenant to obtain insurance, at the expense of the Tenant, as required by the Landlord, and which may include insurance on the property and operations of the Tenant, including insurance for fire and such additional perils as are normally insured against, liability insurance, plate glass insurance, and any other insurance as may be reasonably required by the Landlord.

THE TENANT AGREES to enter into a building standard lease containing all the terms and conditions of this Offer to Lease, which will be prepared by the Landlord at the Landlord's expense, and will contain all the clauses normally found in leases of this nature. The Tenant undertakes to execute the said lease within 7 (seven) days after same has been submitted to the Tenant for signature; failing which, the Landlord shall have the right, at its option, to declare this Agreement null and void for all legal purposes.

THE PREMISES will be used only for Educational and Counseling services.

IT IS UNDERSTOOD AND AGREED that the Tenant shall have the right to use, in common with all others entitled thereto, the common areas of the property, including lobbies, hallways, washrooms, entrances, driveways, parking lots and common lands appurtenant to the building containing the demised premises, and the Tenant covenants that the Tenant will not obstruct these common areas.

THE LANDLORD WILL PROVIDE the Tenant with a minimum of 10 (ten) parking spaces, included in the rent, during the term of the Lease, and the Tenant and the customers, representatives and agents of the Tenant shall have the sole and exclusive right to use these parking spaces Monday to Friday 7:00 a.m. to 6:00 p.m.

THE TENANT SHALL have the Landlord's permission to supply and install exterior sign identification, the sign and location of which shall be subject to the approval of the Landlord, which approval shall not be unreasonably withheld, and subject to Municipal by-laws and regulations.

DURING THE TERM OF THE LEASE or any extension, provided the Tenant is not in default, the Tenant will have unrestricted access to the leased premises for its employees and customers at days, hours and times appropriate for the business use being carried on by the Tenant.

Continued on next page...

Pag

This page must be initialed by all parties to the Agreement to Lease.

INITIALS OF TENANT(S):

INITIALS OF LANDLORD(S):



Schedule A

Agreement to Lease - Commercial



This Schedule is attached to and forms part of the Agreement to Lease between:

TENANT THE STUDY 7046642 CANADA INC. AND BRYAN LEVY-YOUNG *as Personal Guarantor* (JM)

LANDLORD GERMAN UNITED CHURCH

Promises known as, 20 GLEBE ROAD EAST

Agreement to Lease dated April 8, 2010

Continued from previous page:

THE TENANT MAY make any necessary alterations and improvements to said premises, at the Tenant's own expense, subject to the Landlord's written consent, and such consent shall not be unreasonably withheld. The Tenant may, however, make any necessary minor internal improvements to said premises, at the Tenant's own expense, with the Landlord's consent, and in compliance with all applicable governmental by-laws and codes governing the use of the demised premises.

THE TENANT COVENANTS to comply with all applicable governmental by-laws and codes governing the use of the demised premises.

THE LANDLORD AGREES to provide to the Tenant immediately upon request all documents, records and reports relating to environmental matters that are in the possession of the Landlord. The Landlord further authorizes all appropriate Ministries and Government Offices to release to the Tenant his representative or solicitor, any and all information that may be on record with respect to the said property.

THE TENANT HEREBY COVENANTS and agrees that the contents, terms and conditions of this Agreement, and the Lease to be executed, shall be kept strictly confidential. It is understood that the Tenant will not, without written permission of the Landlord, discuss or reveal the terms of this Agreement with other parties, including, but not limited to, other tenants, prospective tenants, real estate agents, suppliers or customers, save and except for the legal and financial advisors of the Tenant.

THE LANDLORD WARRANTS that all mechanical, heating, ventilating and electrical equipment will be in good working order, on or before the occupancy date set herein.

THE TENANT MAY, at the Tenant's own expense, subject to the written approval of the Landlord, install any fittings, fixtures, and partitions that may be necessary for the operation of the Tenant's business, from time to time during the lease term, provided that upon termination of the lease term or renewal thereof, the Tenant shall, at the option of the Landlord, restore the premises to its original condition, at no cost to the Landlord.

THE TENANT ACKNOWLEDGES that it has seen the premises, and agrees to accept said premises on an "as is" condition, and shall not call upon the Landlord to perform any leasehold improvements.

ANY WORK CARRIED OUT by the Landlord or the Tenant, their employees, agents or contractors shall be done in a workmanlike and professional manner, and in compliance with all applicable governmental by-laws and codes governing the use of the demised premises.

Continued on next page...

This page must be initialed by all parties to the Agreement to Lease.

Pag

INITIALS OF TENANT(S):

INITIALS OF LANDLORD(S):



Schedule A

Agreement to Lease - Commercial

Commercial Division
Loyalty Plus for the Buyer

This Schedule is attached to and forms part of the Agreement to Lease between:

TENANT THE STUDY 7046642 CANADA INC. AND BRYAN LEVY-YOUNG *as Personal Guarantor*

LANDLORD GERMAN UNITED CHURCH

Premises known as 20 GLEBE ROAD EAST

Agreement to Lease dated April 8, 2010 *(W.M.)*

Continued from previous page:

ACCEPTANCE OF THIS OFFER, or any counter offer, may be made by either party by facsimile, or similar system reproducing the original, with the necessary signatures and initials. Such acceptance shall be deemed to be made when the facsimile is received by the party, or his/her real estate agent or solicitor, and shall have the same force and effect as an executed original.

IT IS AGREED AND UNDERSTOOD that all representations made by any party to this Agreement are set out in this Agreement, and that there are no other representations or agreements of any kind.

THE PARTIES ACKNOWLEDGE that any information provided by the real estate Brokers is not legal, accounting, tax or environmental advice, and that it has been recommended that the parties obtain independent professional advice prior to signing this document.

THE LANDLORD SHALL GRANT to the Tenant one (1) option to renew the Lease for a further period of 5 (five) years, commencing August 1, 2015, provided that the Tenant gives to the Landlord written notice, by registered mail, of its intention to exercise this option six (6) months prior to the lease expiry date; failing which, this option to renew will become null and void and of no effect. All terms and conditions as contained in the Lease shall remain the same, except that the rental shall be reviewed and agreed upon by both parties.

DURING THE TERM OF LEASE, if any space in the basement, which is occupied by a Day Care becomes available for lease, the Tenant shall have a right of first refusal to lease such space. The Landlord undertakes to give the Tenant written notice containing all relevant leasing information pertaining to such space, and the Tenant shall have 3 (three) days from receipt thereof in which to confirm in writing to the Landlord that it elects to exercise its right of first refusal.

IN THE EVENT the Tenant shall be in default with respect to the performance of any term, covenant, or condition pursuant to these presents, or with respect to the payment of any sums required to be paid by the Tenant hereunder, the Landlord shall, in addition to any other remedies to which it may be entitled, have the right to terminate this Offer to Lease and the Lease, if executed, on 7 (seven) days' written notice to the Tenant without any further legal proceedings being necessary.

IT IS UNDERSTOOD AND AGREED by the Tenant that it will not be given occupancy of the premises until such time as it has provided the Landlord with the following:

- 1) executed Lease Agreement;
- 2) Certificate of Liability Coverage of not less than \$2,000,000;
- 3) post-dated cheques as required by the Landlord.

Continued on next page...

This page must be initialed by all parties to the Agreement to Lease.

Page

INITIALS OF TENANT(S):

INITIALS OF LANDLORD(S):



Schedule A

Agreement to Lease - Commercial



This Schedule is attached to and forms part of the Agreement to Lease between:

TENANT THE STUDY 7046642 CANADA INC. AND BRYAN LEVY-YOUNG *as Personal Guarantor*

LANDLORD GERMAN UNITED CHURCH

Premises known as 20 GLEBE ROAD EAST

Agreement to Lease dated April 8, 2010

(W.M.)

Continued from previous page:

IT SHALL BE the responsibility of the Tenant to obtain all necessary municipal licences and approvals, including an occupancy permit to carry on its business and operations in the demised premises, in accordance with the uses provided herein, and the uses permitted by the By-laws.

THE LANDLORD WARRANTS that it is not the owner of the premises to be leased, and that it is entitled to sublet such premises in accordance with the terms of this Agreement to Lease; failing which, this Offer shall be null and void, with the deposit to be returned to the Tenant without interest or deduction.

This Offer to Lease is conditional for a period of 14 (fourteen) days from Acceptance upon the Tenant performing his "due diligence". If during this period, he is not satisfied with any information that he has acquired or obtained, he may terminate this Offer to Lease and his deposit shall be returned to the Tenant without interest or deduction. This condition is for the benefit of the Tenant only and may be waived by him, within the time frame allowed.

THIS OFFER IS CONDITIONAL upon the approval of the terms hereof by the Landlord's Solicitor. Unless the Landlord gives notice in writing, delivered to the Tenant or to the Tenant's Agent, as hereinafter indicated, not later than 11:59 p.m. on the 5th day from acceptance of this Offer to Lease, that this condition is fulfilled, this Offer shall be null and void, and the deposit shall be returned to the Tenant in full without interest or deduction. This condition is included for the benefit of the Landlord, and may be waived at the Landlord's sole option by notice in writing to the Tenant within the time period stated herein.

THIS OFFER IS CONDITIONAL upon the approval of the terms hereof by the Tenant's Solicitor. Unless the Tenant gives notice in writing, delivered to the Landlord or to the Landlord's agent, as hereinafter indicated, not later than 11:59 p.m., on the 5th day from acceptance of this Offer to Lease, that this condition is fulfilled, this Offer shall be null and void, and the deposit shall be returned to the Tenant in full without interest or deduction. This condition is included for the benefit of the Tenant, and may be waived at the Tenant's sole option by notice in writing to the Landlord within the time period stated herein.

Continued on next page...

This page must be initialed by all parties to the Agreement to Lease.

INITIALS OF TENANT(S):

INITIALS OF LANDLORD(S):

(W.M.)



Schedule A

Agreement to Lease - Commercial



This Schedule is attached to and forms part of the Agreement to Lease between:

TENANT THE STUDY 7046642 CANADA INC. AND BRYAN LEVY-YOUNG *as Personal Guarantor*

LANDLORD GERMAN UNITED CHURCH

Promises known as 20 GLEBE ROAD EAST

Agreement to Lease dated April 8, 2010 *(W.M.)*

Continued from previous page:

THIS OFFER IS CONDITIONAL upon the Landlord satisfying himself concerning the personal and/or credit worthiness of the Tenant. The Landlord hereby notifies the Tenant that the Landlord may procure or cause to be prepared a consumer report concerning personal or credit information respecting the Tenant, and the Tenant consents to such investigation. Such consumer report is to be or may be referred to by the Landlord in connection with this transaction. Unless the Landlord gives notice in writing delivered to the Tenant or to the Tenant's agent, as hereinafter indicated, by 11:59 p.m. on the 5th day from acceptance of this Offer to Lease, that this condition is satisfied or waived, this Offer shall become null and void, and the deposit shall be returned to the Tenant without interest or deduction. This condition is included for the sole benefit of the Landlord, and may be waived at his option by notice in writing to the Tenant within the time period stated herein.

THIS OFFER IS CONDITIONAL upon the approval of the terms hereof by the Landlord's Board of Trustees. Unless the Landlord gives notice in writing, delivered to the Tenant or to the Tenant's agent as hereinafter indicated, not later than 11:59 p.m., on the 12th day of April, 2010, that this condition is fulfilled, this Offer shall be null and void, and the deposit shall be returned to the Tenant in full without interest or deduction.

This Offer to Lease is conditional upon final approval by the Toronto South East Presbytery of the United Church of Canada not later than April 22nd, 2010, failing which the deposit shall be returned to the Tenant without interest or deduction.

Page

This page must be initialed by all parties to the Agreement to Lease.

INITIALS OF TENANT(S):

INITIALS OF LANDLORD(S):

(W.M.)



Confirmation of Co-operation and Representation

Toronto
Real Estate
Board

BUYER: THE STUDY 7046642 CANADA INC. AND BRYAN LEVY-YOUNG

SELLER: GERMAN UNITED CHURCH

For the transaction on the property known as: 20 GLEBE ROAD EAST, City of Toronto, ON

For the purposes of this Confirmation of Co-operation and Representation, a "Seller" includes a vendor, a landlord, or a prospective, seller, vendor or landlord and a "Buyer" includes a purchaser, a tenant, or a prospective, buyer, purchaser or tenant and a "sale" includes a lease.

The following information is confirmed by the undersigned salesperson/broker representatives of the Brokerage(s). If a Co-operating Brokerage is involved in the transaction, the brokerages agree to co-operate, in consideration of, and on the terms and conditions as set out below.

DECLARATION OF INSURANCE: The undersigned salesperson/broker representative(s) of the Brokerage(s) hereby declare that he/she is insured as required by the Real Estate and Business Brokers Act (REBBA) and Regulations.

MULTIPLE REPRESENTATION

The Listing Brokerage has entered into a Buyer Representation Agreement with the Buyer and represents the interests of the Seller and the Buyer, with their consent, for this transaction. The Listing Brokerage must be impartial and equally protect the interests of the Seller and the Buyer in this transaction. The Listing Brokerage has a duty of full disclosure to both the Seller and the Buyer, including a requirement to disclose all factual information about the property known to the Listing Brokerage.

However, the Listing Brokerage shall not disclose:

- That the Seller may or will accept less than the listed price, unless otherwise instructed in writing by the Seller;
- That the Buyer may or will pay more than the offered price, unless otherwise instructed in writing by the Buyer;
- The motivation of or personal information about the Seller or Buyer, unless otherwise instructed in writing by the party to which the information applies, or unless failure to disclose would constitute fraudulent, unlawful or unethical practice;
- The price the Buyer should offer or the price the Seller should accept;
- And; the Listing Brokerage shall not disclose to the Buyer the terms of any other offer.

However, it is understood that factual market information about comparable properties and information known to the Listing Brokerage concerning potential uses for the property will be disclosed to both Seller and Buyer to assist them to come to their own conclusions.

Additional comments and/or disclosures by Listing Brokerage:

SIGNED BY BROKER/SALESPERSON REPRESENTATIVE(S) OF THE BROKERAGE(S) (WHERE APPLICABLE)

Century 21 Heritage Group Ltd.

(Name of Listing Brokerage)

17565 Yonge Street, Newmarket, ON L3Y 5H6

905-895-1822

(Phone)

905-895-1990

(Fax)

Date: April 9th 2010

S. Hartley
(Authorized to bind the Listing Brokerage)

SANDRA HARTLEY
(Print Name of Broker/Salesperson Representative of the Brokerage)

(Name of Co-operating/Buyer Brokerage)

(Phone)

(Fax)

Date:

(Authorized to bind the Co-operating/Buyer Brokerage)

(Print Name of Broker/Salesperson Representative of the Brokerage)

CONSENT FOR MULTIPLE REPRESENTATION (To be completed only if the Brokerage represents more than one client for the transaction.)

The Seller / Buyer consent with their initials to their Brokerage representing more than one client for this transaction.

W.M.
SELLER'S INITIALS

B.L.Y.
BUYER'S INITIALS

I have received, read, and understand the above information.

W. Miller
(Signature of Seller)
Date: 04/01/10

B. Levy-Yay
(Signature of Buyer)
Date: April 9/10

ACKNOWLEDGEMENT

W. Miller
(Signature of Seller)
Date: 04/01/10

B. Levy-Yay
(Signature of Buyer)
Date: April 9/10

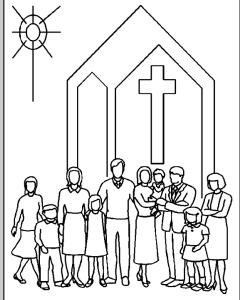
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Century 21 Heritage Group Ltd.

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German United Church Deutsche Evangeliumskirche

20 Glebe Road East, Toronto, ON, M4S 1N6

March 26, 2010

Pastor:

Matthias E. Hartwig
647-204-4692
pastor@germanunitedchurch.org

Church Office:

416-484-6849
info@germanunitedchurch.org

Internet:

www.germanunitedchurch.org

**Worship Service
in German:**

Sunday, 9:30 a.m.

**Radio Broadcast
in German:**

"Worte der Besinnung"
Sunday, 8:30 a.m.
on radio AM-530, Toronto
or via Internet at www.am530.ca

Toronto Southeast Presbytery
Toronto Conference, United Church of Canada
Attn.: Tom Clarke, Chair, Property, Finance and Mission Support

Subject: Request for Approval of
Lease of Glebe Road United Church facilities to The Study Canada Inc.

After more than 15 years, the York School has terminated the lease of a number of rooms in the building at 20 Glebe Road East. In order to simplify administration, the trustees of the German United Church were looking for a single tenant for the consolidated space. In response to a public listing with the Toronto real Estate Board we received the attached offer, which after extensive discussion and deliberation concluded to accept this offer.

The term of the lease is 5 years, providing a gross rental income of over \$500,000 over the term of the lease. Since this is a single tenant using the facilities at 20 Glebe Road East, it also eliminates the need to have administrative staff in the office, which results in a cost reduction of \$20,000 per year, or \$100,000 over the term of the lease. Entering this lease agreement would position us to properly maintain the church building and provide funds for needed Renovation.

The Committee of Trustees resolved at their meeting on March 25, 2010 to
**"request approval from the Toronto Southeast Presbytery to enter into a lease agreement
with The Study Canada Inc."**
as outlined in the attached document.

Dieter Wutherich

Clerk of the Session,
German United Church

BETWEEN BUYER: Reserve Properties Limited "in trust"

AND SELLER: The Trustees of Beach United Church

RE: Agreement of Purchase and Sale between the Seller and Buyer, dated the 30th day of September 2009,
concerning the property known as 2000 Queen Street East, Toronto

.....as more particularly described in the aforementioned Agreement.

The Buyer(s) and Seller(s) herein agree to the following Amendments to the aforementioned Agreement:

Delete:

Schedule A paragraph 5 (a) as amended:

Buyer shall have until 4:00 PM on March 15th, 2010 (the "Condition Date") to satisfy itself in its sole and absolute discretion as to the following (the "Buyer's Conditions"):

- i. The Seller Deliveries;
- ii. The results of any other engineering, environmental, consulting and other reports concerning the property that the Buyer deems relevant, all, except for the Seller Deliveries, to be obtained at the Buyer's own expense;
- iii. In the event that the Buyer terminates this Agreement as provided in paragraph 5 (b) of this Schedule A or does not waive the Buyer's Conditions as provided in paragraph 5 (c) of this Schedule A, the Buyer shall provide copies of any engineering, environmental, consulting and other reports concerning the Property that the Buyer has obtained.

Insert:

new Schedule A paragraph 5 (a):

Buyer shall have until 4:00 PM on April 15th, 2010 (the "Condition Date") to satisfy itself in its sole and absolute discretion as to the following (the "Buyer's Conditions"):

- i. The Seller Deliveries;
- ii. The results of any other engineering, environmental, consulting and other reports concerning the property that the Buyer deems relevant, all, except for the Seller Deliveries, to be obtained at the Buyer's own expense;
- iii. In the event that the Buyer terminates this Agreement as provided in paragraph 5 (b) of this Schedule A or does not waive the Buyer's Conditions as provided in paragraph 5 (c) of this Schedule A, the Buyer shall provide copies of any engineering, environmental, consulting and other reports concerning the Property that the Buyer has obtained; and
- iv. Prior to April 15th, 2010, approval by the Church Council and Presbytery to amend the Agreement to include the following as discussed on March 10th, 2010: the Purchase Price to \$5,000,000, the Closing Date to January 31st, 2011, the further deposit on waiver of Buyer's Conditions changed to \$492,500; adding a third deposit of \$250,000 payable on August 31, 2010; and the release of all deposits from escrow to the Seller with the Seller's pledge to not further encumber the property prior to closing.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):



IRREVOCABILITY: This Offer to Amend the Agreement shall be irrevocable by.....Buyer.....until.....10.....a.m./p.m. on the.....15th.....day of.....March....., 2010....., after which time, if not accepted, this Offer to Amend the Agreement shall be null and void.

For the purposes of this Amendment to Agreement, "Buyer" includes purchaser and "Seller" includes vendor.

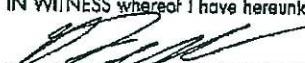
Time shall in all respects be of the essence hereof provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by Seller and Buyer or by their respective solicitors who are hereby expressly appointed in this regard.

All other Terms and Conditions in the aforementioned Agreement to remain the same.

SIGNED, SEALED AND DELIVERED in the presence of:

[Witness]

IN WITNESS whereof I have hereunto set my hand and seal:

 [Buyer/Seller] Reserve Properties Limited "in trust" [Seal]

DATE

Mar 10, 2010

[Witness]

[Buyer/Seller] Reserve Properties Limited "in trust" [Seal]

DATE

I, the Undersigned, agree to the above Offer to Amend the Agreement.

SIGNED, SEALED AND DELIVERED in the presence of:

[Witness]

IN WITNESS whereof I have hereunto set my hand and seal:

 [Buyer/Seller] Leigh Bowser [Seal]

DATE

Mar 14/10

[Witness]

 [Buyer/Seller] John McAllister [Seal]

DATE

Mar 14/2010

The Undersigned Spouse of the Seller hereby consents to the Amendments hereinbefore set out.

[Witness]

[Spouse]

(Seal)

DATE

CONFIRMATION OF ACCEPTANCE: Notwithstanding anything contained herein to the contrary, I confirm this Amendment to Agreement with all changes both typed and written was finally accepted by all parties at..... a.m./p.m. this..... day of....., 20.....

{Signature of Seller or Buyer}

ACKNOWLEDGEMENT

I acknowledge receipt of my signed copy of this accepted Amendment to Agreement and I authorize the Agent to forward a copy to my lawyer.

 [Seller] Leigh Bowser DATE Mar 14/10

I acknowledge receipt of my signed copy of this accepted Amendment to Agreement and I authorize the Agent to forward a copy to my lawyer.

 [Buyer] John McAllister DATE Mar 14/2010

Address for Service.....

Tel. No.

Seller's Lawyer.....

Address.....

Tel. No.

FAX No.

Address for Service.....

Tel. No.

Buyer's Lawyer.....

Address.....

FAX No.



**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
Executive Minutes**

Tuesday April 13th , 2010 – 963 Pharmacy Avenue, Toronto

Vision: The Vision of Toronto Southeast Presbytery is to enable and support good, faithful and healthy communities of faith within our member Pastoral Charges and to provide opportunities for cross-congregational initiatives where individuals from Congregations with shared calls to specific ministries may work together.

Present: John Lee (chair), Mark MacLean (secretary), Clyde Harris (treasurer), Lynella Reid-James (agenda planning), Teresa Burnett-Cole (staff), Paget Blaza (member at large), Michael Cottrell (member at large), Harry Brown (communications), Tom Clark (Finance & Property).

Regrets:

Quorum was achieved.

Call to Order: Chair John Lee called the meeting to order at 4:05pm.

Check In: All present reported about life and professional context outside of the executive.

Agenda Review: It was moved that the agenda be accepted as presented, adding staff report immediately to follow approval of minutes. Additional correspondence also from St. Andrew's United.

Moved: **Mark MacLean**
Seconded: **Paget Blaza**
Carried.

Worship: Paget Blaza – offers reflections on April 22nd Earth Day worship. We need to attend to the Greening of the Earth. Paget read from Genesis 1:1 and following. Offered a brief prayer after reflecting on the place of humanity in stewardship with as opposed to dominion over the earth. Paget Blaza used a prayer for creation from page 930 in Voices United.

Approval of Minutes of March 9th, 2010:

That the minutes of March 9th, 2010 be accepted as presented.

Moved: **Mark MacLean**
Seconded: **Michael Cottrell**
Carried.

Business Arising

- Staff Report – Motion to move “In Camera” related to presbytery personnel.

Moved: **Harry Brown**
Seconded: **Paget Blaza**
Carried

TSP executive then moved out of “In Camera”.

- **Deer Park Update:**

Joint Presbytery Committee met with Fred Graham and Bob Muncaster and recommends to support the “Letter of Agreement” as presented.

Move that we accept the Deer Park “Letter of Agreement” as presented and recognize this as an “Ecumenical Shared Ministry” with Calvin Presbyterian.

Moved: **Mark MacLean**
Seconded: **Clyde Harris**
Carried

Correspondence:

Correspondence was circulated by email.

- March 19 – TUCC letter
- March 24 – Letter from Montreal Presbytery seeking support for lobby the government in support of measures to help Haitian immigration/sponsorship
- March 29 – Letter from Tom Broadhurst with report on congregations with outstanding 2009 Stats forms
- March 18 – Fairlawn Avenue letter re Poverty Reduction Strategy
- Additional Correspondence – St. Andrew's United Church. The Chair John Lee replied and the matter was closed.

It was moved that the correspondence be accepted for information.

Moved: **Mark MacLean**

Seconded: **Harry Brown**

Carried.

Business**Policies to be recommended to Plenary**

- Policy for Personal Property and Major Renovations (Finance & Property)
- Policy for Housing Allowance (Pastoral Relations)
 - It was confirmed that members of the Governance Committee will be present to the body of the plenary to respond to the concepts of presbytery accountability and governance.

Moved: **Harry Brown**

Seconded: **Lynella Reid—James**

Carried.

Update on financial proposals re: Tri Presbytery and Mission and Outreach (Clyde)

- Clyde reported that in seeking additional amounts to support Mission & Outreach he was successful in sourcing \$45,000.00 and opened up the potential of accessing the interest from the St. Enoch's fund. Unfortunately the anticipated \$5,500.00 was not available from St. Enoch's due to market losses.
- TUCC is willing to provide TSP with \$10,000.00 over a two year period from their "Emergency Contingency Fund".
- Toronto Conference has agreed to support the additional amounts from the original commitments.
- This means four "new" outreach program applications seeking \$4-5000.00 are not as yet funded and the Executive of TSP would need to access other funds. Potentially from the 2009 carried forward monies there may be approximately \$3300.00 available if approved by TSP Executive. This option would be reviewed for recommendation to the executive by Mission & Outreach for final approval.
- Clyde Harris will refer this information back to Liz Tinker (chair, M&O) for further review.

Agenda Planning Report – Lynella Reid-James

- Questions arose related to the cost associated as invoiced from St. Andrew's United. Contentious costing arose from cost of table rentals and staffing time to set up/tear down the meeting. Approximately \$1800.00 of total cost of which approximately \$500.00 was unexpected (related to table rental and staff time) as named by Agenda & Planning.
- It is moved that TSP Executive cover the cost of the invoice as presented minus \$73.11 in incidental costs.

Moved: **Harry Brown**

Seconded: **Michael Cottrell**

Carried.

- It is presented that the May meeting of the plenary body be at Scarborough Bluffs United. Bruce MacLeod is not available as a theme speaker. The alternate proposed speaker is Michael Blair speaking to a theme of Intercultural Ministry.
- Lynella raised the concern that the business aspect of the meeting appears to be growing and that the reporting/team building aspects will need to be reduced.
- Potentially we will eat, approach business and then offer a time of celebration related to Michael Blair's presentation.
- Lynella will officially represent the General Council Executive at the plenary meeting.

Report from Commission Lynella Reid-James

- Motion to move "In Camera" related to presbytery personnel.

Moved: Harry Brown
Seconded: Paget Blaza
Carried

TSP executive then moved out of "In Camera".

- 1) The Commission met and has received all relevant documentation.
- 2) A full report could not be offered at this time given a lack of time to process information.
- 3) The Commission has requested a continuance of their work because of new information received.

Green Report (Paget)

- As per attachment that was emailed along with meeting announcement.

TSP executive moves to accept this report "*Agents For Change*" with a view to move this item forward through theme development in a future plenary meeting. We would also recommend that it be forwarded to Finance & Property and Justice & Global for further consideration.

Moved: Michael Cottrell
Seconded: Paget Blaza
Carried

Annual Meeting Issues

1. Lay Members

- a. No names were presented at this meeting. Names can be brought forward and approved through conference call if required.

2. Minutes

- a. It is moved that Wendy Miller be granted the authority to format the minutes for the Annual Meeting as required to meet consistency within presbyteries.

Moved: Harry Brown

3. Seconded: Paget Blaza

4. Carried

Pastoral Relations Motions (Summary)

- Fran Ota – appointment – Glen Ayr
- Cosburn JNAC established & vacancy declared
- The Donway Covenant JNAC established to review/develop CE director job description
- Peter McNaughton – retained on roll while in search of a call or appointment

Admissions Report (none)

New Business

- Mark will lead worship for the next executive meeting.

Announcements

-

Adjournment

NEXT MEETING: Tuesday May 11th, 4-6:30pm at 963 Pharmacy Ave.

** Send agenda items to Wendy by May 4th at wmiller@united-church.ca

Rev. John Lee
Chair: Toronto Southeast Presbytery

Rev. Mark MacLean
Secretary: Toronto Southeast Presbyter

**Toronto Conference
Toronto Southeast Presbytery
Admissions Commission – April 20, 2010**

Present: Bruce Galbraith (chair), Ila Vaculik, Paul Stott, June Cavers, Ann Howes, Ella Taylor-Walsh, Pam Lock (note-taker), Norm Seli, Christina Boyd, Chris Miller, Joan Silcox-Smith

Guest: Teresa Burnett-Cole

Regrets: Andrew Cassidy, Marie Goodyear, Karl Lam, Darren Liepold

Opening: Bruce opened with a reading and prayer.

Discernment

- Bruce referred to Andrew Cassidy's resignation from Admissions with the discernment for Brian Lee (Alpha Korean) not yet started. Ila offered to initiate contact with Brian; Pam will ask Darren to join her as presbytery reps. (Darren later agreed).
- Question for consideration: How can presbytery help train congregations in choosing people to be on discernment committees?

Teresa's Report / Updates on Candidates

- Norm and Teresa reported on the Circle of Accountability
- Our three ordinands (Anne Hines, Bronwyn Corlett, Hannah Lee) will be transferred to other conferences for settlement.
- Sydney Elias has withdrawn from the admissions process and will leave Malvern-Emmanuel on June 30, 2010.

Clarifying the Situation with Matthias Hartwig

Matthias Hartwig has been working for 4 years at the German Church without completion of the proper paperwork for admission to the UCC. His case seems to have literally been overlooked by all the courts of the church. His desire to have a marriage license has brought this situation to the fore. Turned down for Admission by the National Admissions Committee because of his ordination by a denomination not recognized by the World Council of Churches, he can be accepted as a candidate. The first necessary step would be to have Deutsche Evangelium Kirche backdate his membership in the United Church of Canada by a motion of the Church Board. While the regular process is becoming an inquirer and entering discernment, Pat Lawson Paul and Abiel Kalima have advised that, given Matthias' fourteen years of ministerial experience, our discernment process is not appropriate. The Commission/Presbytery have the discretion to waive this step in special circumstances. Therefore, Teresa Burnett-Cole has advised that the second step in regularizing this pastoral situation would be for the Commission to waive this requirement for discernment recognizing his call to ministry as evidenced by his fourteen years of service. This means that Matthias would be recognized as an Inquirer immediately upon the presbytery receiving notice of his church membership from the German Church. The third step would be that the Commission interview him in order to

recommend him as a candidate, following the preparation of the proper pre-interview questionnaires. Upon successful completion of this interview, the Commission would then send him to the Conference Interview Board. The next step would be having Emmanuel College assess his previous theological education. The Basic Degree Committee of Emmanuel College would then suggest a reasonable course of study. What then? Not re-ordination but a ceremony of laying on of hands/recognition. This will be determined at a later date.

Discussion about the possible courses of action and reasons followed. The Commission resolved to do what is necessary to seek regularization of the situation. Educational equivalencies might be easier to establish than ordination equivalencies.

MOTION: June Cavers / Christina Boyd
 that the Admissions Commission of Toronto Southeast Presbytery approve the following process outlined as steps leading toward candidacy in the United Church of Canada for Matthias Hartwig:

- (i) that Deutsche Evangelium Kirche make Matthias a member of the United Church of Canada, by a motion of the Church Board, backdating his membership by at least two of the four years in which he has served as their pastor,
- (ii) that the Admissions Commission waive the requirement of discernment and recognize Matthias as an Inquirer upon the date that he is made a member of the United Church of Canada by Deutsche Evangelium Kirche,
- (iii) that the Admissions Commission will interview Matthias, as they would any other Candidate, prior to sending him to the Conference Interview Board, and,
- (iv) that the Admissions Commission recommend to Matthias making an appointment to meet with the Registrar of Emmanuel College with the specific intent of having his theological education reviewed and a course of study leading to an M.Div or its equivalent outlined by the College.

This process will result in Matthias continuing in a covenanted ministerial relationship with Deutsche Evangelium Kirche in the category of Candidate Supply while pursuing the requirements for ministry in the United Church of Canada.

MOTION

CARRIED. (1 opposed)

MOTION: by Ila Vaculik / June Cavers
 that the Admissions Commission clearly recognizes that this motion is a pastoral response to a specific situation and in no way do they intend to set a precedent.

MOTION

CARRIED. unanimously

MOTION: by June Cavers / Joan Silcox-Smith
 that the Admissions Commission communicate to Toronto Southeast Presbytery, Toronto Conference, and General Council our concerns about the Admissions process.

MOTION

CARRIED. unanimously

DINNER BREAK - 6:20pm

Interview with Kristin Philipson

- Chris Miller (recorder), Ella Taylor-Walsh, Ann Howes, Christina Boyd held a re-activation interview with Kristin

MOTION: by Christina Boyd / Chris Miller
that on behalf of Toronto Southeast Presbytery the Admissions Commission reactivate the candidacy of Kristin Philipson for ordained ministry.

MOTION

CARRIED.

- Kristin's final interview with CIB will be in January 2011.

Alydia Smith – Request to Change Program

MOTION: by Ann Howes / Joan Silcox-Smith
that the Admissions Commission approve Alydia's request to transfer from the long distance program at AST to the on-campus Master of Divinity program, with the following conditions:

- (i) that her two years of work at Bloor Street be considered equivalent to SFE field placement, not internship;
- (ii) that she register in a CPE course;
- (iii) that she take the PT3148 Family systems course; and,
- (iv) that she serve an internship with an experienced supervisor.

MOTION

CARRIED.

Future Meetings:
Wed. May 12th, June 9th.

Adjournment : 8 pm

Bruce Galbraith, Co-Chair

Pam Lock, Note-taker

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**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
Pastoral Relations Commission
Tuesday April 27 , 2010 6 :00 PM
Potluck Dinner Meeting at the Toronto Southeast Presbytery Office**

1. **Attending:** Doug Bellamy, John Brown, Jean Day, Johann Kwong, **John Joseph Mastandrea (Chair)**, Peter McNaughton , Beth Moore, Cheryl-Lynn MacPherson, Edith-Ann Shantz
Regrets: Larry Beech, Rob and Sue Metcalf, Malcolm Sinclair, Susan Smith, Barb White
2. **Review and Approval of Minutes**

MOTION by Peter McNaughton / Beth Moore that the minutes of the meeting of March 23, 2010 be approved as presented.

MOTION **CARRIED.**

3. **Correspondence Log**
All correspondence will be dealt with as part of the agenda
4. **Minister Seeking Transfer**

<no action required this month>

5. Ministry Personnel Seeking Change in Pastoral relations

5.1 Sydney Elias

MOTION by Doug Bellamy / John Brown: That the Pastoral Relations Commission note the withdrawal of Sidney Elias from the admissions process, and accept, with regret, the request by Sidney Elias to end the Pastoral Relationship at Malvern Emmanuel United Church, effective June 30, 2010

MOTION **CARRIED.**

In this Regard, the Pastoral Relations Commission noted Mr. Elias' request for an exit interview to be conducted before June 30, 2010, and appointed John Joseph Mastandrea as Pastoral Relations Representative, along with Martha ter Kuile and Bruce Ervin to conduct the exit interview.

6. Minister being Appointed

6.1 Matthias Hartwig

MOTION by Doug Bellamy / by Edith-Ann Shantz that the Toronto Southeast Presbytery Pastoral Relations Commission accede to the request of Deutsche Evangeliumskirche United Church and appoint Matthias Hartwig, non-United supply from September 10, 2006 to June 30th, 2007,

full-time with the following terms: Salary \$33,000, housing allowance \$25,800, and financial support for study \$7,200, and all other terms according to The Manual.

And similarly for the periods of July 1 2007 to June 30 2008; July 1 2008 to June 30 2009, and July 1 2009 to June 30 2010.

MOTION

CARRIED.

7. Ministry Personnel Seeking Appointment

No action required this Month

8. Ministry Personnel in Challenging Circumstance

<**MOTION:** Duly Moved and Seconded that the committee move *in camera*.
CARRIED.

<**MOTION:** Duly Moved and Seconded that the committee move back into committee of the whole.>

CARRIED.

9. Churches in Transition

9.1 Glen Rhodes United Church

MOTION by Beth Moore / John Brown, that the Pastoral Relations Commission approve the request of Glen Rhodes United Church to end the pastoral relationship between the Reverend Susan J. Thompson and Glen Rhodes United Church, without cause, pursuant to Section 046.1 of *The Manual, 2007*, effective April 19, 2010.

MOTION

CARRIED.

Peter McNaughton ABSTAINED from voting on this motion.

The Pastoral Relations Commission noted that the congregation had indicated this action is not a reflection on Reverend Thompson's ability to offer an effective ministry in this congregation rather, it recognizes the current situation that she is not free to resume her duties.

The Commission noted that it did not need to take action at this time on the request by Glen Rhodes to appoint full-time summer pulpit supply.

MOTION by Doug Bellamy / John Brown, that the Pastoral Relations Commission accede to the request of Glen Rhodes United Church to appoint an Intentional Interim Minister, effect September 1, 2010.

MOTION

CARRIED.

Peter McNaughton ABSTAINED from voting on this motion.

In this regard, the Commission noted that an Interim Ministry Transition Team would need to be struck, pursuant to Section 054.1 of *The Manual, 2007*. The Commission felt that this committee should be struck early in appointment period, when the Interim Minister feels the congregation is ready and that the Interim Minister appointed should be part of choosing the members of that Team. John Joseph will talk to Teresa regarding these matters.

MOTION by Beth Moore / Jean Day, that the Pastoral Relations Commission defer consideration of the request by the congregation of Glen Rhodes to strike a Joint Needs Assessment Committee.

MOTION

CARRIED.

Peter McNaughton ABSTAINED from voting on this motion.

At his request, an exit interview will be conducted with Peter McNaughton

9.2 Bloor St.

Martha ter Kuile will be returning to Bloor Street effective July 2, 2010. Alydia Smith will be leaving Bloor Street on June 30, 2010.

MOTION by Beth Moore / Doug Bellamy that the Pastoral Relations commission accede to the request of Bloor Street United Church and establish a Joint Needs Assessment Committee, and that Susan Smith and John Smith be appointed as lay and clergy representatives, respectively.

MOTION

CARRIED.

In this regard, the Commission requested that the Presbytery representatives to the JNAC ensure that the previously-identified issues be addressed as part of the JNAC process.

9.3 Church of the Master

An exit interview process should be established. A Pastoral Charge Supervisor may need to be appointed. Ron Ewart was suggested as a possibility for this.

10. Churches seeking appointment

10.1 Bloor Street

The Commission deferred consideration of the request from Bloor Street United pending clarification of whether this is indeed a congregational-accountable position and hence whether Pastoral Relations needs to be involved

11. JNAC in Process

11.1 The Donway Covenant

The Minister has been interviewed by the Chair, M &P, who is also a JNAC member. The task now to develop a new Job Description for the #2 ministry Position, currently a Lay Designated Minister (unrecognized)

Teresa Burnett-Cole will join the JNAC meeting on Mon. May 10. John Joseph will seek clarification whether The Donway Covenant needs to do a JNAC for a Christian Education position.

11.2. Timothy Eaton Memorial

MOTION by Edith-Ann Shantz / Doug Bellamy that the recommendations included in the updated JNAC report arising from the report of the Long Term visioning Process be approved and a vacancy declared.

MOTION

CARRIED.

The Commission deferred consideration of the request to extend a call to the Rev. David McMaster, pending receipt of the required paperwork. In this regard, the Commission noted the requirement by MEPS of Church House that churches, for all future appointments, use the Payroll Service offered by the National Church.

12 SCHEDULE OF Pastoral Charges in Search Process

12.1. St. Mark's JSC

The JSC of St. Mark's United Church is in the process of finalizing our report and will be asking for a meeting of the pastoral charge to be called on May 9 to receive the report and our recommendations. We will be recommending a call to fill the full-time position of minister of Word, Sacrament and Pastoral Care and an appointment to fill the half-time position in the area of Christian Education and youth programming. Either Beth Moore or Jean Day will chair that meeting on behalf of the Pastoral Relations Committee.

12.2. Fairlawn Ave JSC.

The JSC is progressing, but may face time pressures in the next few months.

12.3 Church of the Master JSC

The JSC is about to start second interviews with selected candidates. The church has received a significant bequest, which considerably brightens their financial situation.

12.4 Parkwoods

The JSC has narrowed its search to one candidate. A congregational meeting will be called soon.

12.4 Cosburn

It is not known whether the congregation has picked its representatives to the JSC. Edith Ann Shantz will call Nenke to clarify, and to ‘kick-start’ the process. Edith Ann Shantz felt the congregation may not feel a sense of urgency as the incumbent has agreed to stay on until a replacement is found.

13. Housing Allowance for Clergy Update

This motion will be presented to the plenary session of Presbytery at its May meeting.

Recommendation for Housing Allowance Increase January 2010

Moved by _____ and Second by _____

that the Toronto Southeast Presbytery Pastoral Relations Commission establish the following housing allowances for the Presbytery: 2011 - \$22,500; 2012 - \$25,000; and that Ministers now in pastoral charge positions receive the higher of their current allowance and the specified allowance.

14 New Business

14.1 Pastoral Charge Supervisor for Kimbourne Park UC

MOTION by John Brown / Cheryl-Lynn MacPherson, that Rev. Peter McNaughton be appointed Pastoral Charge Supervisor at Kimbourne Park for the period April 25 to September 7 while Michael Cottrell is on Sabbatical.

Michael’s sabbatical had previously been approved by Presbytery. He will be studying Eastern spirituality.

MOTION

CARRIED.

14.2 Update on Parkwoods UC

The question about Parkwoods being a learning site had previously been determined to be a matter for Admissions Commission.

14.3. SABBATICAL LEAVE St. Luke's United Church for Hoon Kim

MOTION by Cheryl-Lynn MacPherson / Johmann Kwong, that the Pastoral Relations Commission accede to the request of St. Luke's United Church, and approve a Sabbatical Leave for the Reverend Hoon Kim for the period August 1, 2010 to November 30, 2010.

MOTION

CARRIED.

A Pastoral Charge Supervisor for the period August 1 to November 30, 2010 will need to be appointed.

14.4. Pastoral Charge Supervisor – West Hill

MOTION by Johmann Kwong / Malcolm Sinclair That Richard Choe be appointed as Pastoral Charge Supervisor for West Hill Pastoral Charge for the period April 4th to May 12th while the Rev. Gretta Vosper is away in Australia speaking at a Progressive Christian Conference in Australia.

MOTION

CARRIED.

14.4 Retained on Roll Cheryl-Lynn MacPherson

MOTION by Peter McNaughton / John Brown, that the Toronto Southeast Presbytery Pastoral Relations Commission recommend the following member of the Order of Ministry to be Retained on the Roll of Presbytery for the pastoral year, July 1 2010 to June 30 2011: Rev. Cheryl-Lynn MacPherson (in search of a call or appointment)

MOTION

CARRIED.

14.5 Chaplains for Presbytery

It was noted that Larry Beech is performing this role to a large extent, but that two or three additional persons would be desirable.

15. NEXT MEETING

Tuesday May 25, 2010. 6 pm Potluck Supper at the Presbytery Office

16. CLOSURE

The meeting adjourned with prayer by Peter McNaughton at 8:45 p.m.

John Joseph Mastandrea, Chair

Peter McNaughton, Secretary

**THE UNITED CHURCH OF CANADA
TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM**

Minutes of the meeting of the Finance and Property Team of Toronto Southeast Presbytery, held on Monday, May 10, 2010 at 4:00 p.m. at Toronto Southeast Presbytery Offices, 963 Pharmacy Ave, Scarborough, Ontario, with Thomas Clarke, Chair, presiding.

PRESENT: Thomas Clarke (Chair), Winston Roach, Abigail Johnson, Al Morson, Hyacinth Robinson-Powell, Joan Chinnery, Clyde Harris, Wayne White, Anne Shirley Sutherland (Staff Support)

REGRETS: Nick Walker

CALL TO ORDER

Tom Clarke called the meeting to order.

Joan Chinnery led a brief devotion.

1. Appointment of Secretary

In the absence of a permanent secretary the Chair undertook to provide minutes for this meeting.

2. Agenda

MOVED by Wayne White and SECONDED by Al Morson that the agenda be approved with the addition under other of matters related to Presbyteries of Toronto Conference Corporation.

MOTION CARRIED

3. Approval of Minutes:

MOVED by Abigail Johnson and SECONDED by Hyacinth Robinson-Powell that the minutes of April 12, 2010 are approved.

MOTION CARRIED

4. Business Arising:

- i. **Riverdale Status and Property Issues:** Riverdale has provided a letter confirming the decision at the March 28, 2010 annual meeting of the congregation that

"That this Annual Congregational Meeting of Riverdale United Church ask Toronto Southeast Presbytery to disband Riverdale United Church pastoral charge as of June 30, 2010. In conjunction with that action we request that Presbytery ask Toronto Conference to direct the use of the building and all Riverdale United Church assets as follows: a) to be used to support the vital community outreach provided by our current partners, the Toronto Chinese Evangelical Church and the Parent Resources Centre and b) to support other outreach/alternative ministry, as opposed to study, in the Woodgreen / Riverdale UC areas, through Toronto Southeast Presbytery."

In addition John Woodhouse as Chair of the Official Board of Riverdale provided to the chair a package of materials including congregational statistics, and letters from Parent Resources, Chinese Evangelical Church as well as testimonials from clients who use the services of Riverdale United's Mission Partners.

As background and supporting material Anne Shirley Sutherland had made copies for the Team of the financial date from the Riverdale Annual Reports of 2009, 2008 and 2007.

The Chair had previously distributed a document setting out the Manual references to congregations disbanding which set out the process to be followed and how the property is to be dealt with at each level of the church. In our governance, the Executive acts for presbytery in terms of a decision to disband and would provide direction as to subsequent consultations between presbytery and congregation and presbytery and conference. Finance & Property would likely be involved with other presbytery Teams.

The Team had a wide ranging discussion regarding the Riverdale property including

- Relationship to Heather Terrace (rent was prepaid and property returns to church in 2035)
- Size and likely value of property (small and limited because of location)
- Possible use by Chinese Evangelical Church
- Importance of Parent Resources Centre to community
- Carrying costs of the building
- Capital needs for future repairs and retention of trustee's funds

In anticipation of Team members engaging in the next stages of the process Winston Roach indicated he would be willing to assist.

Ann Shirley Sutherland advised that it would come to the Executive at its meeting on May 11, 2010.

[Note added: Executive has named Clyde Harris to lead a committee of Finance & Property, Pastoral Oversight and Mission Strategy to meet with Riverdale representatives.]

- ii. Don Mills Property Development:** Nothing new to report
- iii. Beach Confidentiality Period:** The Chair made inquiries of Beth Moore and Ron Fitton has advised that the purchaser was requesting that they remain confidential for a few more weeks while they were seeking some approvals from the City.
- iv. Ina Grafton Gage Chaplaincy 2009 payment:** Clyde Harris reported that he had yet to hear back from David Allen regarding our request that Toronto Conference deal with this matter.

5. Treasurers Report:

i. Current Year (Jan 1/10 – Dec 31/10)

The Treasurer distributed the Toronto South East Financial Report Printout as of April 30, 2010 as well as his breakout spreadsheet to April 30th showing spending by team and committee. Total expenses to date are \$3,471.48. Many teams with larger allocations have yet to use those funds presumably because the anticipated activity has yet to happen. Tri-Presbytery Corporation has forwarded \$11,250 as the first quarter payment of funds requested. The documents are attached as Appendix "A" & "B"

ii. Budget Process 2011

The Treasurer distributed a Toronto Southeast Presbytery Budget 2011 Worksheet (Appendix C) which he prepared to send out to Teams this month for their guidance in preparing their submissions. There were no suggestions for changes from the Team.

iii. Update on Outreach Funding

Treasurer confirmed that Toronto Conference will make up the difference between the \$50,000 available from Tri-Presbytery Corporation (\$45,000) and TUCC in lieu of St. Enoch's Fund Income (\$5,000 in 2010) and the commitments originally listed from the founding presbyteries. The Treasurer intends to direct the \$5,000 to Christian Resource Centre/Regent Park recommendations as fitting the proscribed use of these funds and will

so advise Toronto United Church Council once the recommendations are approved by Presbytery. In terms of the funding recommended by Outreach and Mission Support an additional \$4,000 is required for 4 additional requests for support not part of the presbytery/conference commitments. There is \$3,330.25 available from the 2009 surplus if Outreach & Mission Support reviews the funding recommendation and recommends use of these funds. It was noted that in 2011 there would have to be a careful planning because the Toronto Conference support would not be repeated, the new corporation may not be funding at same level as Tri-Presbytery, and St. Enoch's funds would remain at \$5,000 unless there were a dramatic turn around in that fund. Some consideration may have to be given to support outside these additional funds.

ACTION: Clyde Harris to talk to Liz Tinker of Outreach and Mission Support about the four requests and use of surplus funds.

Clyde Harris to arrange for payment of first quarter allocations.

iv. Other

Chair and Treasurer noted that Tom Broadhurst of the General Council office April 30th update of the Statistical Forms Return listed 13 Toronto Southeast pastoral charges as overdue in their submission of forms. There was a brief but inconclusive discussion about whether there was any way to provide incentive or penalty to those who do not submit current statistics. Ann Shirley Sutherland agreed that the office could follow up with these congregations.

ACTION: Ann Shirley Sutherland to arrange a follow up call to delinquent congregations

6. Integration of Outreach Funding Recommendations into Annual Budget Process

Chair had noted that in our Governance Document the annual operating budget and Outreach funding recommendations are intended to come to the plenary together as per the following responsibility of the Finance and Property Team:

- i. to frame and present a budget annually to the Presbytery, which shall include:*
 - a. the operating expenses of the Presbytery and its Committees*
 - b. the Conference assessment*
 - c. annual support of other agencies or institutions, undertaken by the Presbytery and reviewed and recommended by the authorized Presbytery mission support body;*

After some discussion it was agreed that Finance and Property Team will take the initiative to try to make this happen by

1. Finance and Property will identify in a timely manner the amounts likely to be available from funds outside the operating budget.
2. Treasurer and/or Chair will meet with Chair of Outreach and Mission support to agree and coordinate the budget submission to Presbytery.

7. Annual Statistics on Valuation and Insurance

One of our duties is to review the annual statistics regularly in regard to property valuation and insurance carried by congregations (Col 25 and Col 30). Al Morson offered to provide an initial review and report the results to the team.

ACTION: Al Morson to review the 2009 Yearbook figures and advise for discussion at next meeting.

8. Preparation of material re Property Matters for Congregational Guidance.

Nothing new to report.

ACTION: Tom Clarke will work on something for next meeting

9. Updates:

- i. **Manor Road Manse Sale:** Manor Road has yet to provide a financial statement on closing or a report on the distribution of monies received. Ann Shirley Sutherland has received no response to several inquiries.
- ii. **Green Awakening Network:** The Chair received and agreed to a request that Finance and Property be listed as a partner in a Lighting Workshop to be held June 8, 2010 at Forest Hill United Church.

10. Other matters:

i. **Presbyteries of Toronto Conference Corporation (PTCC)**

The Chair noted that Toronto Conference Executive had received and David Allen had forwarded a report from the current Assets Task Group setting out how the Toronto West Corporation would morph into the PTCC as the body to hold and manage the investment of the redistributed assets from the Toronto Conference reorganization and any new assets accruing to Toronto Conference and designated under Toronto Conference Policy for equal distribution for the use of the four presbyteries. Within the pooled fund each prestery would have its own fund from which it could draw income and under certain conditions a portion of capital or authorize loans to congregations. David Allen's covering letter set out the necessary actions that would be required by each prestery. Among them is that each would have to sign off on an operating agreement and through its nominations process name 5 people as members to the corporation.

Anne Shirley Sutherland noted that she was looking for suggestions for nominations to membership in the PTCC.

Chair noted that St. Enoch's fund remains with Toronto United Church Council (TUCC) with income to be available to Toronto Southeast Presbytery.

ACTION: Chair will forward the documentation to the Team

11. There being no further business the meeting was declared adjourned at 5:50 pm

Thomas Clarke
Chair

Thomas Clarke
Secretary protem

Next Meetings

Monday, June 14, 2010	4:00 pm to 6:30 pm	Devotion by Wayne White
Monday, September 13, 2010	4:00 pm to 6:30 pm	

Note added: Hyacinth Robinson-Powell gave her regrets for the June meeting

**Toronto Southeast Presbytery
2010**

	ACTUALS To April 30, 2010	BUDGET To December 31, 2010
REVENUE		
Allocation from Toronto Conference	\$ 30,000.00	\$ 30,000.00
Plenary Meeting Donations	\$ 1,135.00	\$ -
	\$ -	\$ -
TOTAL REVENUE	\$ 31,135.00	\$ 30,000.00
EXPENSES		
Executive		
Executive	\$ -	\$ 6,900.00
Agenda Planning	\$ 2,269.55	\$ 5,000.00
Nominations	\$ -	\$ 400.00
Communications	\$ -	\$ 3,400.00
Total Executive	\$ 2,269.55	\$ 15,700.00
Commissions		
Finance and Property	\$ -	\$ 400.00
Pastoral Relations	\$ 490.24	\$ 500.00
Pastoral Oversight	\$ 241.77	\$ 500.00
Admissions	\$ -	\$ 1,600.00
Total Commissions	\$ 732.01	\$ 3,000.00
Programs		
Outreach and Mission Support	\$ -	\$ 600.00
Congregational Life and Youth	\$ -	\$ 6,000.00
Justice and Global Affairs	\$ 290.38	\$ 3,200.00
Inter Church Inter Faith	\$ -	\$ 500.00
Mission Strategy	\$ 80.00	\$ 1,000.00
Total Programs	\$ 370.38	\$ 11,300.00
Unallocated Expenses	\$ 99.54	\$ -
TOTAL EXPENSES	\$ 3,471.48	\$ 30,000.00
NET INCOME OVER EXPENSES (loss)	\$ 27,663.52	\$ -

	2009 Surplus	From Surplus	Direct Donations	Fund Totals
Operating Fund		\$ 16,321.00		\$ 27,663.52
Details as shown above				
Contingency Reserve Fund		\$ 4,998.15	\$ -	\$ 4,998.15
min. of 10% of operating budget plus 15% of excess surplus				
Legal and Conflict Mitigation Fund		\$ 6,660.50	\$ -	\$ 6,660.50
maximum \$50,000 allocated 50% of excess surplus				
Outreach Fund		\$ 3,330.25	\$ 11,250.00	\$ 14,580.25
maximum \$5,000 allocated 25% of excess surplus				
Education and Student Fund		\$ 1,332.10	\$ 205.50	\$ 1,537.60
no maximum allocated 10% of excess surplus				
				\$ 55,440.02

**TORONTO CONFERENCE
Toronto Southeast Presbytery
Financial Report
As of April 30, 2010**

	Date	Memo	Amount
IN500 · Income from Presbyteries			
505 · Toronto Southeast Presbytery			
General			
	01/18/2010	January 19 Plenary Meeting	535.00
	03/19/2010	March 16 Plenary Meeting	600.00
	09/04/2010	Funds Received from Tri-Presbytery Corporation	<u>11,250.00</u>
TOTAL GENERAL INCOME 2010			12,385.00
Students Fund	01/18/2010	St. Mark's United Church	<u>205.50</u>
TOTAL INCOME - 2010			12,590.50
E153 · Toronto Southeast			
Commission & Committee Expenses			
	11/01/10	Martha ter Kuile	Martha ter Kuile - Pastoral Oversight Team
	11/01/10	Faith & the Common Good	Green Kits - Justice and Global Issues Team
	12/01/10	Global Crossing Conference	Dec. 15 Pastoral Relations Call
	12/01/10	Wendy Miller	Petty Cash (various)
	17/01/2010	Ron Ewart	R. Ewart - Mission Strategy Team
	17/01/2010	Malcolm Spencer	M. Spencer - Mission Strategy Team
	26/01/2010	Vicki Obedkoff	5 copies - Steadfast Hope Resource Material
	1/31/10	VISA Charges	Pastoral Oversight (70.31) & Justice (30.42)
	2/08/10	Jean Lee	Photocopying - Global Justice Issues
	2/24/10	David Wood	Join Search Committee
	2/28/10	Global Crossing Conference	Conference Call - Pastoral Relations
	3/29/10	Vicki Obedkoff	Forum Registration
	3/29/10	VISA Charges	Justice
TOTAL COMMITTEE & COMMISSION EXPENSES - 2010			1,135.40
E150 · Presbyteries			
E153 · Toronto Southeast			
Meeting Costs			
	12/01/10	Wendy Miller	Petty cash charges (various)
	1/31/10	VISA Charges	Various - (food)
	3/15/10	Heat Catering	Food - March 16 Plenary Meeting
	4/20/10	St. Andrew's United Church	Food - January 19 Meeting
TOTAL MEETING EXPENSES - 2010			<u>1,769.55</u>
TOTAL EXPENSES - 2010			2,336.08
FINANCIAL REPORT			
FUNDS CARRIED OVER TO 2010			16,321.00
2010 GENERAL INCOME			12,385.00
2010 PRESBYTERY BLOCK GRANT			30,000.00
TOTAL INCOME AVAILABLE			58,706.00
LESS: 2010 EXPENDITURES			3,471.48
BALANCE TO APRIL 30, 2010			55,234.52

**Toronto Southeast Presbytery
BUDGET 2011 WORKSHEET**

EXPENSES

Activity	Team		Your Team	
	TOTALS	Check	\$ -	\$ -
Meetings	\$ -			
Equipment	\$ -			
Honourarium	\$ -			
Postage and Mailings	\$ -			
Promotional Material	\$ -			
Workshops, Training, other Conf.	\$ -			
Resource Material	\$ -			
Publications (Visiting Guides)	\$ -			
Administrative	\$ -			
Camping	\$ -			
Faith and Congregational Dev.	\$ -			
Youth and Youth Leadership	\$ -			
Children's Ministry	\$ -			
AGM Youth and Children's Program	\$ -			
Partnering with Organizations	\$ -			
Presbytery Events	\$ -			
Executive Retreat	\$ -			
	\$ -			
	\$ -			
	\$ -			
Travel	\$ -			
Legal and Conflict Resolution	\$ -			
Contingency Fund	\$ -			
Miscellaneous	\$ -			

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**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
Executive Minutes**

Tuesday May 11th, 2010 – 963 Pharmacy Avenue, Toronto

Vision: The Vision of Toronto Southeast Presbytery is to enable and support good, faithful and healthy communities of faith within our member Pastoral Charges and to provide opportunities for cross-congregational initiatives where individuals from Congregations with shared calls to specific ministries may work together.

Present: John Lee (chair), Mark MacLean (secretary), Clyde Harris (treasurer), Lynella Reid-James (agenda planning), Teresa Burnett-Cole (staff), Paget Blaza (member at large), Harry Brown (communications).

Regrets: Michael Cottrell (member at large) on leave.

Quorum was achieved.

Call to Order: Chair John Lee called the meeting to order at 4:23pm.

Check In: All present reported about life and professional context outside of the executive.

Agenda Review: It was moved that the agenda be accepted as presented, adding

Under New Business;

- 1) Communications Report (verbal)
- 2) Circle of Accountability
- 3) Process for Legally Sensitive Topics

Moved: **Mark MacLean**
Seconded: **Paget Blaza**
Carried.

Worship: Mark MacLean

Approval of Minutes of April 12th, 2010:

That the minutes of April 12th, 2010 be accepted as presented.

Moved: **Mark MacLean**
Seconded: **Clyde Harris**
Carried.

Business Arising:

Deer Park Letter of Agreement:

MOTION: that we accept the Deer Park “Letter of Agreement” as amended and recognize this as an “Ecumenical Shared Ministry” with Calvin Presbyterian.

Moved: **Mark MacLean**
Seconded: **Harry Brown**
Carried

Action: Mark MacLean as Presbytery Secretary will write a cover letter congratulating DPUC on past work and offering support for future endeavours.

Correspondence:

Correspondence was circulated by email.

- Letter from David Allen: re PTCC / funds from former 9 presbyteries (April 16, 2010)
 - Action: refer to Nominations with support from Finance & Property. Report to be presented to plenary meeting as a report from Conference as Correspondence.

- Stats Form Report from Tom Broadhurst listing all Pastoral Charges with dates received. (May 3, 2010)
- Email: Kairos Proposal from Waterloo Presbytery (May 3, 2010)
 - Action: Refer to JGI for review and recommendation.
- TUCC Letter requesting two representatives to June 10 AGM (May 3, 2010)
 - Action: Refer to Nominations to follow up with existing members to accept reappointment.
- Email: from Liz Tinker regarding Outreach payments (May 4, 2010)
 - Action under business arising.
- Email: from GCO regarding Triennium Plan Report & Motion (May 4, 2010)
 - Action: Receive for Information.
- Email: Report on Emmanuel Council (May 5, 2010)
 - Action: Receive for Information.
- Letter from Riverdale regarding disbanding (May 5, 2010)
 - Action: Create an Oversight Consultation Group to work with the congregation to execute the process of disbanding as per The Manual 2010 – 269 with membership made up of one from:
 - Finance & Property – Winston Roach
 - Oversight – ??
 - Mission Strategy – ??
 - Presbytery Executive – Clyde Harris.
- Email: Opinion 10-004-0 on “Remit on Doctrine” (May 5, 2010)
 - Action: Receive for Information.

It was moved that the correspondence be accepted for information and all actions that are required

Moved: **Mark MacLean**

Seconded: **Paget Blaza**

Carried.

Business:

Report from Commission Lynella Reid-James

Emerging Process:

- 1) The Commission met and has received all relevant documentation.
- 2) A full report could not be offered at this time due to the need to inform both the Executive and the Admittand with equal notice and full transparency.
- 3) The Commission's Report will be circulated simultaneously to the full membership of the Executive and the Admittand.
- 4) The Commission Chair will invite the Admittand to meet with the full Executive to respond directly to the recommendations as presented, if required.
- 5) The full Executive will make a final decision at this meeting informed by the Commission's recommendations and the content of the external Presbytery complaints.
- 6) The final decision of the full Executive will be transmitted to the Admittand, the Admissions Commission of TSP, the Presbyteries raising complaints from the national circulation of names and the appropriate national working group to complete the process.
- 7) The Executive recommends the date of 4:00 pm, Tuesday, May 25th, 2010 at the Apps Room of the Presbytery Office – **963 Pharmacy Avenue, Toronto.**

Motion to extend to 6:45

Moved: **Mark MacLean**

Seconded: **Lynella Reid-James**

Carried.

Update on financial proposals re: Tri Presbytery and Mission and Outreach (Clyde)

It was moved that the required funds from the 2009 surplus be utilized to support the four outreach applicants from Mission Support;

- a. Africa Files
- b. The Gathering Spot
- c. Glen Ayr United Church
- d. Knox United Church Agincourt

\$669.75 to be transferred from Contingency Reserve Fund to the Outreach Fund to support the four requests at \$1000.00 each.

Moved: **Mark MacLean**

Seconded: **Harry Brown**

Carried.

Agenda Planning Report – Lynella Reid-James

It was moved that the AP Report was received as presented.

Moved: **Lynella Reid-James**

Seconded: **Harry Brown**

Carried.

Green Report (follow up) – Paget Blaza

- No report at this time

Annual Meeting Issues

- FYI: 99 TSP presbyters have responded ; 66 attending & 33 regrets ; 214 have not responded either way (140 not including retirees)

COMMISSION REPORTS

Pastoral Relations Minutes April 27, 2010 (emailed out)

- Sydney Elias withdrawing from the Admissions process; ending pastoral relationship with Malvern Emmanuel
- Matthias Hartwig – appointment catch-up paperwork 2006-2010
- Glen Rhodes ending pastoral relationship with Susan Thompson
- Glen Rhodes to appoint an Intentional Interim Minister
- Timothy Eaton – JNAC approved and vacancy declared
- Kimbourne Park – Peter McNaughton pastoral charge supervisor while Michael Cottrell is on Sabbatical (Apr 25 to Sept 7)
- St. Luke's – approval of sabbatical for Rev Hoon Kim (Aug 1 to Nov 30, 2010)
- West Hill – pastoral charge supervisor Richard Choe (Apr 4 to May 12) while Greta Vosper is away in Australia.
- Retained on Roll – Cheryl-Lynn MacPherson (in search of call or appointment)

Admissions Minutes April 20, 2010 (emailed out)

- Matthias Hartwig – procedure clarified for Candidacy
- Kristin Philipson – re-activate candidacy process
- Alydia Smith – change of program to on-campus MDiv

Finance and Property Summary Motions - Appendix A (emailed out)

It was moved that the Commission Reports be received as presented.

Moved: Clyde Harris
Seconded: Harry Brown
Carried.

New Business

- 1) Communications Report (verbal)
- 2) Circle of Accountability – The Chair (John) and Secretary (Mark) will meet with the appropriate staff person to clarify the process of the report and presence of the Admittand at the regular meeting of the June Executive.
- 3) Process for Legally Sensitive Topics – Would it be advisable for Rev. David Allen could meet with us to review process and procedure with legal implications. We would invite Rev. Allen to attend our May 25th special meeting as established.

It was moved that deep thanks are expressed to Anne Shirley Sutherland and the membership of the Commission Harry, Paget and Lynella for their faithful efforts in such a challenging task.

Moved: Clyde Harris
Seconded: Mark MacLean
Carried.

Termination – 6:53 pm

NEXT (Special) MEETING: Tuesday May 25th, 4-6:30pm at 963 Pharmacy Ave.

Rev. John Lee
Chair: Toronto Southeast Presbytery

Rev. Mark MacLean
Secretary: Toronto Southeast Presbytery

Appendix A – Finance & Property Report / Summary of Motions**REPORT TO TORONTO SOUTHEAST PRESBYTERY****FINANCE AND PROPERTY TEAM****April 30, 2010****Submitted by Thomas Clarke, Chair, Finance and Property Team**

The Finance and Property Team has met on three occasions since the last report: March 8, 2010, March 16, 2010 and April 12, 2010 and has dealt with these matters

1. Provided Presbytery consent to Revised Offer of Purchase and Sale of 129 St. Clair Ave. W. – Deer Park United Church.
2. Approval of plan for Disposition of Funds from Sale of 129 St. Clair Ave., W
3. Provided Presbytery consent to Revised Offer of Purchase and Sale of 2000 Queen Street East – former Bellefair United Church
4. Approval of plan for Disposition of Funds from Sale of 2000 Queen Street East and declaration of no surplus from Beach amalgamation
5. Provided Presbytery consent to Trustees of Deutsches Evangeliums (German United Church) to proposed lease of major space at Glebe Road United site.
6. Approved Bedford Park United Church application to the Watkins Fund Grant Program for Senior Adults for a grant of \$10,000 in support of their seniors' housing project.
7. Approved draft policy on Threshold value for Major Personal Property and Major Renovations and recommended to Executive that it be forwarded to Presbytery for discussion and approval.
8. Approved Finance and Property Practice for Budget Development which sets out key steps and dates for process of developing future operating budgets.
9. Engaged in initial discussions with Property Chair of Trinity St. Paul's United Church regarding state of and need for major upgrade of boilers and heating system.
10. Supported a proposal from the Treasurer re the funding of proposed Toronto Southeast Presbytery Outreach Grants for 2010

Motions related to the various properties related approvals (items 1 through 6) and distribution of Deer Park proceeds are provided as below.

1. SALE OF 129 ST. CLAIR AVE W – DEER PARK UNITED CHURCH – REVISED OFFER

ON MARCH 16, 2010 the Team met prior to the presbytery plenary to deal specifically with a revised offer of purchase and sale for 129 St. Clair Ave W. as per the following extract from the Finance and Property Team Minutes of March 16, 2010 pages 09/10-99 and 09/10 -100

The Team had received prior to the meeting the Amendment to Agreement of Purchase and Sale and Waiver of Conditions and the resolution of the Trustees of Deer Park Pastoral Charge (Appendix A) requesting consent to the sale as per the amended agreement. There was brief discussion of the proposed revisions including the purchase price, take back mortgage and closing and reasons for the pastoral charge and presbytery agreeing to the new offer.

MOTION

WHEREAS, the Finance and Property Team of Toronto Southeast Presbytery at its meeting of October 19, 2009 consented to the sale of 129 St. Clair Ave. W. and to terms set in the Agreement of Purchase and Sale dated October 16, 2009, and

WHEREAS, the Building Sale Committee has negotiated with the purchaser and recommended changes to the Agreement of Purchase and Sale, as set out in the Amendment to Agreement of Purchase and Sale and Waiver of Conditions (Amending Agreement) dated March 12, 2010, and

WHEREAS, the Executive of Deer Park Pastoral Charge has reviewed said Amending Agreement and directed the Trustees to proceed with the sale of the property, and

WHEREAS, the Trustees of Deer Park Pastoral Charge have requested the consent of Toronto Southeast Presbytery as per the Agreement of Purchase and Sale dated October 16, 2009 and the Amendment to Agreement of Purchase and Sale and Waver of Conditions dated March 12, 2010, and

WHEREAS, the Finance and Property Team has reviewed the proposed Amending Agreement, and

WHEREAS, the Finance and Property Team of Toronto Southeast Presbytery is empowered to act as a Commission of the Presbytery in matters falling under Manual (2007) section 335,

IT IS MOVED BY Abigail Johnson and SECONDED BY Wayne White

- (a) **that Toronto Southeast Presbytery consents to the sale of the church building and adjacent lands, Parts Lots 11 to 13 and Part Lots 19 to 21, Plan 325E, the City of Toronto, and known municipally as 129 St. Clair Ave West to which the Trustees hold the title, to the purchaser and for the selling price and as per other conditions set out in the Agreement of Purchase and Sale dated October 16, 2009 as amended in the Amendment to Agreement of Purchase and Sale and Waiver of Conditions dated March 12, 2010; and**
- (b) **that until a proposal of the dispersal of funds from the sale by the Trustees of Deer Park Pastoral Charge of the church building at 129 St. Clair Ave. West is presented to the Finance and Property Team, the sale proceeds including any interest payments accruing from the Vendor Take Back Mortgage remain in trust (with solicitor) and that the principal and interest not be accessed until the proposed dispersal of funds is approved by the Finance and Property Team of Toronto Southeast Presbytery; and**
- (c) **that a copy of the full statement of sale and adjustments at closing be provided to the Finance and Property Team of Toronto Southeast Presbytery in an expeditious manner; and**
- (d) **that a copy of the Agreement of Purchase and Sale dated October 16, 2009 and the Amendment to Agreement of Purchase and Sale and Waiver of Conditions dated March 12, 2010 be appended to these minutes immediately following the closing of this sale, and**
- (e) **that Toronto Southeast Presbytery express its appreciation to Erik Mathieson, Mission through Finance, General Council Office for his continuing assistance with this sale.**

The sale of 129 St. Clair Ave West closed on April 27, 2010 and the details of the original agreement of purchase and sale and revised agreement are no longer confidential.

- The purchaser is Chappell Court Estates
- The October 19, 2009 Agreement of Purchase and Sale was for \$5,000,000 of which \$2,000,000 was a take back mortgage for 2 years at 5%
- During the due diligence period which had to be extended, the purchaser identified a number of difficulties to the redevelopment of the site and came back with a revised offer which was subject to negotiation between representatives of Deer Park and the developer.. .
- The March 12, 2010 Amendment to the Agreement of Purchase and Sale was for \$4,000,000 of which \$1,000,000 was a take back mortgage for 2 years at 5%.

2. **DISPOSITION OF FUNDS FROM SALE OF 129 ST. CLAIR AVE. W**

ON APRIL 12, 2009, the Finance and Property Team dealt with the propose disposition of funds from the sale as per the following motion extracted from Finance and Property Team Minutes of April 12, 2010 page 09/10 – 119 and 09/10 – 120.

MOTION RE DEER PARK DISPOSITION OF FUNDS

WHEREAS the Finance and Property Team of Toronto Southeast Presbytery at its meeting of March 16, 2010 has consented to the sale of 129 St. Clair Ave. W. but had yet to receive and approve the dispersal of funds from that sale, and

WHEREAS the Executive and Trustees of Deer Park pastoral charge have presented a proposed distribution of the net funds received from the sale, and

WHEREAS the Finance and Property Team has reviewed the proposed distribution of funds, and

WHEREAS the Finance and Property Team of Toronto Southeast Presbytery is empowered to act as a Commission of the Presbytery in matters falling under Manual (2007) section 335,

IT IS MOVED BY Clyde Harris and **SECONDED BY** Winston Roach that

(a) *the proposed distribution (Appendix "C") from the net proceeds from the sale of 129 St. Clair Ave W. be received with thanks and appreciation to Deer Park congregation and its officers for the thoughtful and caring allocations of these funds and be attached as an appendix to these minutes, and*

(b) *the proposed distribution of the net proceeds from the sale of 129 St. Clair Ave. W is approved subject only to the following conditions.*

- i. *Item 1 - \$182,000 retained and invested by Deer Park with income to be allocated by Trustees and Executive of the Congregation will be restricted as to capital which must be preserved except as Toronto Southeast Presbytery may provide prior written approval.*
- ii. *Item 2 -\$300,000 retained and invested by Deer Park “to provide a subsidy for half-time clergy housing” will be established as a Presbytery Restricted Fund for Ministry Housing with capital to be preserved and with income to be applied first to support the housing allowance of ministry personal of Deer Park pastoral charge with any remaining income in any financial year to be applied either to other ministry or program needs of the congregation or to establishing a reserve fund invested to generate additional income as a hedge against inflation, and income and capital may not be used for other purposes except as Presbytery may provide prior written approval.*
- iii. *Item 19 - \$178,000 retained and invested by Deer Park with income and capital available for the use of the congregation as they may decide subject only to usual consent requirements of Presbytery.*
- iv. *The distribution will be completed within 90 days of Deer Park receiving the payment on closing, except for those items that will be designated as funded by the take back mortgage. Deer Park will advise the Finance and Property Team of those items as soon as such is determined. On the completion of the distribution Deer Park United Church will provide to the Finance and Property Team a full accounting of amounts distributed.*
- v. *In the conveying any gift, the letters include the acknowledgement to the effect that the distribution of the funds was approved by Toronto Southeast Presbytery.*

(c) *In respect to part (b) the motion of March 16, 2010 (F&P Minutes March 16, 2010 page 09/10-100), consenting to the Sale of 129 St. Clair Ave W and specifically requiring that the funds be held pending approval of the distribution, that condition has now been satisfied.*

MOTION CARRIED

The resulting distribution of assets is a thoughtful and mission driven undertaking by Deer Park which is summarized below. The fuller document and accompanying letter is appended to the Finance and Property Minutes of April 12, 2009 Appendix "C" which is available from the presbytery office on request.

**SUMMARY OF DISTRIBUTION OF PROCEEDS OF SALE OF DEER PARK UNITED CHURCH
129 ST. CLAIR AVE W**

Recipient	Amount	Details
Retained by Deer Park (Referred to as Item 1 in motion)	\$ 182,000	Fund to generate income to support congregational life and programs. Invested with Toronto United Church Council (TUCC) Investing in Ministries fund
Retained by Deer Park (Referred to as Item 2 in motion)	\$ 300,000	Housing fund to support ministry housing allowance. Invested with TUCC Investing in Ministries fund
Retained by Deer Park (Referred to as Item 19 in motion)	\$ 178,000	Fund for future administrative and capital needs of congregation. Invested with TUCC Investing in Ministries fund
Reimbursement to Deer Park	\$ 128,000	For closing and carrying costs of building for 22 months
Reimbursement to Deer Park	\$ 5,000	Removal of stained glass window donated to Christian Resource Centre – 40 Oaks
Emmanuel College	\$ 1,000,000	Endow The Deer Park Professorship in Sacred Music
Emmanuel College	\$ 500,000	Support for theological scholars through Emmanuel College Scholarship fund for Research Doctorates
Christian Resource Centre – 40 Oaks	\$ 500,000	Support for redevelopment project plus stained glass window and board room furniture
Ecumenical Chaplaincy at University of Toronto	\$ 25,000	
Camp Scugog	\$ 40,000	Plus many kitchen items
Camp Big Canoe	\$ 50,000	For current projects
KAIROS	\$ 200,000	Restitution for transition/moving costs to new quarters
KAIROS	\$ 500,000	Invested with UCC Foundation – designated for staffing fund
Churches-on-the-Hill Food Bank	\$ 6,000	
Habitat for Humanity Toronto	\$ 50,000	Towards a new home project
Mission and Service Fund	\$ 320,000	Including a small cost recovery for legal and other support from General Council Office over the past year.
UCC World Development and Relief Fund	\$ 4,000	
UCC United For Peace Campaign	\$ 4,000	
Anglican United Refugee Association (AURA)	\$ 4,000	
UCC Healing Fund	\$ 4,000	
TOTAL	\$ 4,000,000	
GIFTS IN KIND		
Metropolitan U. C., Holy Trinity Anglican, St. Ansgar's Lutheran, Toronto Chamber Society, Glen Rhodes U. C., Dewi Sant U. C., McMichael Art Gallery, St. Luke's U. C., Jane-Finch Food Ministries, Victoria University, Emmanuel College Chapel, Habitat for Humanity, Children's Program China		

3. AMENDED OFFER OF PURCHASE AND SALE FOR 2000 QUEEN ST EAST

ON APRIL 12, 2010 the Finance and Property Team dealt with an amended offer of Sale and Purchase for the Beach West facility as per the following extracted from the Finance and Property Minutes April 12, 2010 Page 09/10 – 118 and 09/10 -119

Beach Pastoral Charge has advised that it has negotiated amendments to the Offer and Sale of purchase with a modest reduction in sale price, a new closing of Jan 31, 2011, a significantly increased deposit and early release of deposit, and removal of all conditions. Detailed documentation of the negotiation has been provided and reviewed by the Team.

[.....]

MOTION RE SALE OF BEACH WEST PROPERTY & DISPOSITION OF PROCEEDS

WHEREAS the Finance and Property Team of Toronto Southeast Presbytery at its meeting of October 26, 2009 consented to the sale of 2000 Queen St East (Beach United Church West) and to terms set in the Agreement of Purchase and Sale dated September 30, 2009, and

WHEREAS the Building Sale Committee of BEACH UNITED CHURCH has negotiated with the purchaser and recommended changes to the Agreement of Purchase and Sale, as set out in the Amendment to Agreement of Purchase and Sale and Waiver of Conditions (Amending Agreement) dated March 14, 2010, and

Whereas, the Council of BEACH UNITED CHURCH has directed the Board of Trustees of BEACH UNITED CHURCH to proceed with the sale of the property as per the Amending Agreement dated March 14, 2010, and

Whereas, the Board of Trustees of BEACH UNITED CHURCH have requested the approval of Toronto Southeast Presbytery as per the Agreement of Purchase and Sale dated September 30, 2009 and the Amendment to Agreement of Purchase and Sale and Waiver of Conditions dated March 14, 2010, and

Whereas, the Finance and Property Team has reviewed the proposed Amending Agreement and proposed Dispersal of Funds, and

Whereas, the Finance and Property Team of Toronto Southeast Presbytery is empowered to act as a Commission of the Presbytery in matters falling under Manual (2007) section 335,

IT IS MOVED BY Winston Roach and SECONDED BY Al Morson

- (a) **that Toronto Southeast Presbytery approves the sale of the church building and adjacent lands, Plan 5E, Lots 9 to 11, City of Toronto, and known municipally as 2000 Queen St East to which the Trustees hold title, to the purchaser and for the selling price and as per other conditions set out in the Agreement of Purchase and Sale dated September 30, 2009 as amended in the Amendment to Agreement of Purchase and Sale and Waiver of Conditions dated March 14, 2010, and**
- (b) **that Toronto Southeast Presbytery approves the proposed dispersal of funds from the sale by the Trustees of Beach United Church of the church building at Queen St East as presented to the Finance and Property Team and thereby sets aside the restriction on access to these funds as set out in the motion of October 26, 2009 except that in regard to the funds apportioned for Support for Wider Ministries (10% of net proceeds), Beach United will maintain the capital as a restricted fund until such time as a more detailed plan for its use is presented and approved by the Finance and Property Team, and**
- (c) **that a copy of the full statement of sale and adjustment at closing be provided to the Finance and Property Team of Toronto Southeast Presbytery in an expeditious manner; and**

- (d) *that a copy of the Agreement of Purchase and Sale dated September 30, 2009 and the Amendment to Agreement of Purchase and Sale and Waiver of Conditions dated March 14, 2010 and the proposed dispersal of funds be appended to these minutes (see Appendix "F" and "G") immediately following the closing of this sale.*

4. DEFERRED DECISION RE SURPLUS FROM AMALGAMATION

When Toronto South Presbytery approved the amalgamation of Kew Beach and Bellefair Pastoral Charges it deferred a decision on the declaration of surplus property pending the necessary detailed assessment and planning for the future real property needs of the congregation and the realization of actual monies from sales of property. As per the following extract from the Finance and Property Minutes of April 12, 2010 Pages 09/10 -119 and 09/10 – 120, Finance and Property recommends to Presbytery that there be a declaration of no surplus from the amalgamation.

MOTION - BEACH UNITED CHURCH – AMALGAMATION AND DEFERRED DECISION RE SURPLUS

WHEREAS at its meeting of May 8, 2007 Toronto South Presbytery approved the amalgamation of Kew Beach and Bellefair pastoral charges effective July 1, 2007, and

WHEREAS Toronto South Presbytery specifically deferred a decision on the matter of surplus pending a fuller assessment of the needs of the amalgamated congregation as set out in point 4. of the amalgamation motion as follows:

4. *That recognizing both its obligation under the Manual 2004 bylaw 268(b) i. and 334(b) I and the extensive consultation and planning required to determine the future needs for a church facility for the amalgamated congregation and the appropriate disposition of the current properties, Toronto South Presbytery defer any determination and decision on the matter of surplus, if any, pending completion of the real property review process as set out in the document "New Church Real Property Review Process" (attached)., and*

WHEREAS the Finance and Property Team has consented to the sale of property assets and approved a proposed disposition of proceeds of sale all of which will be required for redevelopment of the Beach East site and future ministries,

IT IS MOVED BY Hyacinth Robinson-Powell and ***SECONDED BY*** Joan Chinnery that the Finance and Property Team recommend to Toronto Southeast Presbytery that in the matter of the amalgamation of Kew Beach and Bellefair Pastoral Charges to form the current Beach Pastoral Charge, Toronto Southeast Presbytery declares that there is no surplus property resulting from said amalgamation.

MOTION CARRIED

5. DEUTSCHES EVANGELIUMSKIRCHE UNITED CHURCH (DEUC) – APPROVAL OF LEASE OF SPACE FOR SCHOOL

ON APRIL 12, 2010 the Finance and Property Team consented to the lease of part of the Glebe Road United Church as per the following extract from the Finance and Property Minutes of April 12, 2010 Page 09/10 – 121 and 09/10 – 122.

The Trustees of the DEUC hold title to the Glebe Road U C property and DEUC manage the property for both DEUC and Glebe Road United. For many years the CE wing was leased out to York School who have now departed to a new building. DEUC used a realtor to solicit new tenants and now have an offer to lease with significantly better financial terms than their previous one. The Trustees have requested approval of the lease as finally negotiated as per a letter of March 26, 2010 and negotiated Agreement to lease. (See Appendix "E")

[....Paragraph omitted.....]

MOTION - DEUTSCHES EVANGELIUMSKIRCHE – APPROVAL OF LEASE

WHEREAS the Trustees of the German United Church – Deutsches Evangeliumskirche (The German United Church) are the trustees of the property at 20 Glebe Road East, Toronto, otherwise known as Glebe Road United Church, and

WHEREAS the Trustees have previously leased certain spaces in the church building for educational purposes to a private school who no longer has need for the space, and

WHEREAS the Trustees have through an agent offered the space for lease and negotiated an offer from a preferred tenant, and

WHEREAS the Trustees of the German United Church have requested the approval from Toronto Southeast Presbytery to enter into a lease with The Study Canada Inc, and

WHEREAS the Finance and Property Team has reviewed the Agreement to Lease dated April 8 2010, and

Whereas, the Finance and Property Team has the authority to act for Toronto Southeast Presbytery in matters of congregational property

IT IS MOVED by Abigail Johnson and SECONDED by Al Morson that Toronto Southeast Presbytery consents to the lease of property at 20 Glebe Road East TO The Study Canada Inc as set out in the Agreement to Lease of April 8, 2010 including schedules and sketches thereto which document will be attached to these minutes (Appendix "E") provided that any renewal or extension of this lease and the terms thereof shall be reported to the Finance and Property Team in a timely manner.

6. BEDFORD PARK UNITED CHURCH – APPROVAL OF WATKINS FUND APPLICATION

The following motion appears in Finance and Property Minutes of April 12, 2010 Page 09/10-120 and 09/10 -121.

Bedford Park United Church wishes to apply to General Council Office for a \$10,000 grant from the Watkins Fund Grant Program for Senior Adults which application requires the approval of Presbytery and Council. The grant would be used to support the planning for the redevelopment of the Bedford Park property into a seniors' residence. The team received and reviewed criteria for the Watkins grant and the application and supporting material.

MOTION: BEDFORD PARK UNITED – APPROVAL OF WATKINS FUND APPLICATION

WHEREAS Bedford Park Seniors Residence Corporation, acting on behalf of Bedford Park United Church, has applied to the Watkins Fund Grant Program for Senior Adults, and

WHEREAS the Finance and Property Team of Toronto Southeast Presbytery is mandated to act for the Presbytery in matters of congregational property, and

WHEREAS the Finance and Property Team has been briefed on the Bedford Park Seniors Redevelopment Project and has acted in several matters in support of this undertaking, and

WHEREAS the Finance and Property Team has reviewed the application and the supporting material pertaining to the Watkins Fund,

IT IS MOVED by Abigail Johnson and SECONDED by Hyacinth Robinson-Powell that Toronto Southeast Presbytery declares that

- (a) **this project is in accordance with the Watkins Fund grant policy,**
- (b) **in approving this request, Presbytery is in agreement that the project being undertaken is sound, valid and necessary for future ministry with senior adults in this location, and**
- (c) **Presbytery will continue its function to provide oversight of this project.**

MOTION CARRIED

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**Toronto Conference
Toronto Southeast Presbytery
Admissions Commission – May 12, 2010**

Present: Bruce Galbraith (chair), Ila Vaculik, June Cavers, Ann Howes, Ella Taylor-Walsh, Pam Lock (note-taker), Christina Boyd, Chris Miller
Guest: Teresa Burnett-Cole
Regrets: Marie Goodyear, Paul Stott, Karl Lam, Darren Liepold, Joan Silcox-Smith, Norm Seli

Opening: Bruce welcomed everyone . Pam gave a short reflection on “Peace for the Frenzied Spirit” and a prayer from “Circles of Grace” by Keri Wehlander.

Setting up Interview Teams for Today

- 3 interview teams
 - Dan Benson
 - 1. Ella Taylor-Walsh (chair)
 - 2. June Cavers (note-taker)

- Lee-Ann Ahlstrom
 - 1. Chris Miller (chair)
 - 2. Christina Boyd (note-taker)

- Karen Bowles
 - 1. Ila Vaculik (chair)
 - 2. Ann Howes (note-taker)

Checking on plans for internship; checking on her having a marriage license.

Bruce and Pam to circulate among the 3 interviews, due to lack of people.

Teresa’s Report / Updates on Candidates

- Teresa was to meet Alydia Smith on May 18th, 2010 to clarify the terms of her change of program. Also present – Bruce Galbraith (admissions), Katherine Brittain (educational supervisor), Eleanor Scarlett (support person).
- Francisco Venegas CDM Interview: Not our current practice to interview CDM Candidates. We will pass the forms to Pastoral Relations.

MOTION: by Ella Taylor-Walsh / Ann Howes

that the Admissions Commission approve the full-time internship at St. Andrew’s UC for Henry Poutiainen OR half-time at St. Andrew’s if he is accepted in the CPE program at Scarborough General.

MOTION

CARRIED.

Nota Bene: We will urge Henry to choose the first option.

Results of Interviews**Daniel Benson**

MOTION: by Ella Taylor-Walsh/ Christina Boyd
that the Admissions Commission of Toronto Southeast Presbytery request the Interview Board of Toronto Conference to interview **Dan Benson** as a prospective candidate for ordained ministry and to assess suitability for candidacy.

MOTION**CARRIED.**

- Request that Dan contact Wanda Chin regarding his Testamur

Lee-Ann Ahlstrom

- Recommend that Lee-Ann pursue information about her PLAR (prior learning assessment report) through presbytery/Teresa and then we will decide on her application to become a DLM recognized.

Karen Bowles

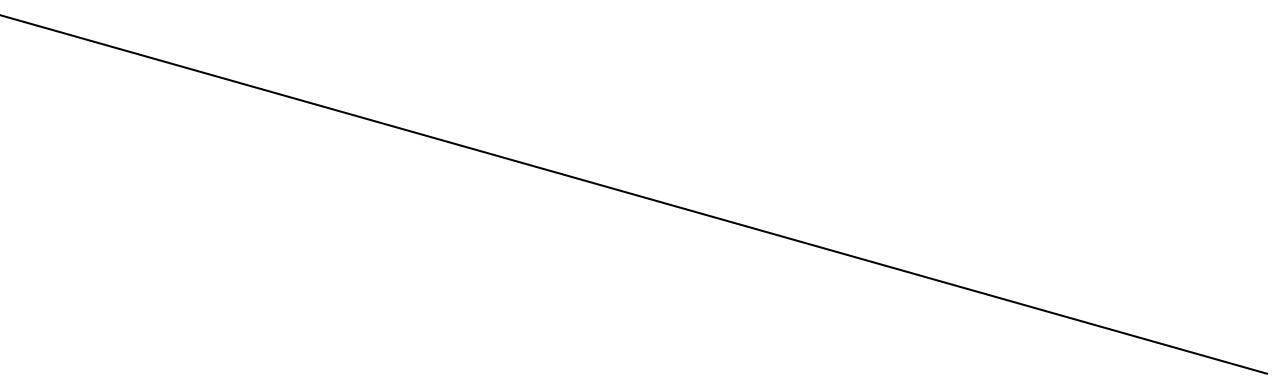
- Committee agreed to Karen's exploring ways to do an internship in another congregation, preferably a suburban one. We also need the report of the successful completion of the CPE unit that she took. Ella will continue to be in contact with Karen.

Future Meetings:
Tuesday June 8th, 2010

Adjournment : 4 pm

Bruce Galbraith, Co-Chair

Pam Lock, Note-taker



**Toronto Conference
Toronto Southeast Presbytery
Plenary Meeting**

May 18, 2010 – Scarborough Bluffs United Church

The hoped-for-outcomes for our meeting are:

- To share information about justice and global issues
- To engage the presbyters in discussions around local, national and international challenges faced by the church
- To create opportunities for community building
- To have the smallest portion of the meeting about business.
- Maximize opportunities to learn, network, support one another and to work together.

Present:

Ministry Personnel (retained/appointed/called, including DLM's): Michael Blair, Daniel Bogert-O'Brien, Teresa Burnett-Cole, Katherine Brittain, Margaret Collard, Mary Collins, Karen Dale, Lorri Daly-Price, Marc Doucet, Deian Evans, Alan Hall, Ann Howes, Won Hur, Paul Hutchison, Lorna Joblin, Hae Bin Jung, Hoon Kim, John Lee, John Joseph Mastandrea, Jim McKnight, Peter McNaughton, Chris Miller, Paul Neary, Wenh-In Ng, Alan Rush, Debra Schneider, Cynthia Scott, Norm Seli, Alydia Smith, John Taylor, Martha ter Kuile, Peter Thompson, Hans van Nie, Gretta Vosper

Retired Ministry Personnel: Richard Cammidge, Johmann Kwong, Rob Metcalf, Marion Pope, Walter Ridley, Mike Skibinski, Zenovia Skibinski, Malcolm Spencer, Ella Taylor-Walsh.

Lay Presbyters: Doug Bellamy, Rosalie Bradley, Harvey Bride, Harry Brown, Joan Chinnery, Young-Ha Cho, James Chong, Tom Clarke, Lorraine Cowley, Anita Dorotheo, Barbara Edwards, Lea Elcombe, Bruce Galbraith, Inglis Gray, Carol-Anne Green, Glen Greenwood, Clyde Harris, Michael Henville, Roger Hutchinson, Jeff Ince, Manley James, Michael Kennedy, Jessie Kerr-Lawson, George Lee, Hannah Lee, Jean Lee, Donna Lockhart, Jim McKibbin, Jennifer McPhee, Sue Metcalf, Beth Moore, Alan Morson, Flo Morson, Mary Ethel Morton, Bob Nelson, Aubrey Peterson, Juanita Pfaff, Betty Price, Lynella Reid-James, Winston Roach, Bill Scott, Paul Stott, David Peter Thomson, Amy Thornton, Evelyn Turner, Ila Vaculik, Marg Walker, Marni Whitaker, Wayne White, David Wood.

Other (Staff, Candidates, Visitors): Anne Shirley Sutherland (staff), Brian Elcombe (candidate), Margaret Mooney (candidate), Penny Keel (St. Luke's), Norm Childerhouse (The Donway Covenant), Brent Bittner (The Donway Covenant)

Regrets

Ministry Personnel (retained/appointed/called, including DLM's): Christina Boyd, John Brown, Connie Capes-Leslie, Richard Choe, Michael Cottrell, Kathy Edmison, Sandy Evan-Jones, Ron Ewart, Deborah Hart, Stephen Iverson, Annie Jannaway, Abigail Johnson, Karl Lam, David Lander, Mark MacLean, Cheryl-Lynn MacPherson, Vicki Obedkoff, Fran Ota, Jennifer Palin, Ellen Redcliffe, Ted Reeve, Judy Shand, Joan Silcox-Smith, Malcolm Sinclair, John Smith, Barbara White, Ralph Wushke.

Retired Ministry Personnel: Larry Beech, Barry Brooks, Marion Current, Janet MacPherson, Des McCalmont, Joan McCalmont.

Lay Presbyters: Dorothy Amos, Paget Blaza, Ross Boden, Sue Comish, Murray Cutler, Debra Dineen, Wendy Jarvis, Pam Lock, John MacLennan, Lynda McCowan, Sandy Seary McKinstry, Sue Sisam, Edith Smith.

Other: Bronwyn Corlett (candidate), Roma Scott (committee member)

Roll Category	Roll	Present	Regrets
Ministry Personnel (retained/appointed/called, including DLM's) - 1/3 for quorum ... 36	108	34	27
Retired Ministry Personnel	78	9	6
Lay Presbyters (1/3 for quorum) ... 32	96	48	13
Other (Staff, Candidates, Visitors)	----	6	2
Totals	282	97	

Quorum: A quorum was **not** achieved. The required number of ministry Personnel was not present.

6:00 p.m. Dinner was served in the auditorium. Thanks to Lynella Reid-James for arranging the catering by Nicey's Take Out. Everyone enjoyed a taste of West Indian food.

Call to Order: Chair John Lee called the meeting to order at 7:10 in the sanctuary of Scarborough Bluffs.

Introductions & Welcome by the Chair:

- 1) Welcome – John Lee
- 2) New Presbyters: Barbara Edwards (Dentonia Park), Jennifer McPhee (Manor Road), Mary Ethel Morton (St. Mark's) Anita Dorotheo (Saint Luke's) Roger Hutchinson (Trinity-St. Paul's)
- 3) Retiring Presbyters: Penny Keel (Saint Luke's), Grant Lorenz (Manor Road)
- 4) Visitors: Norm Childerhouse (The Donway Covenant), Brent Bittner (The Donway Covenant)
- 5) Celebrations and recognition: Lynella Reid-James introduced Wenh In Ng to the Court and congratulated her on recently receiving an honorary Doctorate of Divinity from Victoria University. John Hoffman was unable to attend because he is in hospital. A gift was presented to Wenh In to celebrate this accomplishment. Marg Walker, President-Elect of Toronto Conference was also presented with a gift.

Quorum: A quorum was not achieved. The required number of Ministry Personnel was not in attendance. Discussion and voting occurred which reflected the mind of the members present at the plenary.

The motions will be ratified at the Executive meeting in June.

Greetings from Scarborough Bluffs: Bruce Galbraith, Chair of Council shared the history and story of the renovated church facilities with the Court. John Lee expressed thanks to Scarborough Bluffs for their hospitality.

Agenda Review:

It is moved that Toronto Southeast Presbytery accept the agenda as circulated and presented.

Moved: Marg Walker /Seconded: Norm Seli

Carried..

Governance Motion:

It is moved that Toronto Southeast Presbytery:

- 1) grant the privileges of corresponding membership to all visitors to this meeting
- 2) empower the Executive from the rise of this meeting until the next regular meeting to act on behalf of Toronto Southeast Presbytery with a recommendation from the appropriate standing committee wherever possible.
- 3) receive for information the minutes of the TS Executive Meetings of March 9, 2010 and April 13, 2010.

Moved: Marg Walker / Seconded: Paul Stott

Carried..

Minutes of Previous Plenary:

It is moved that Toronto Southeast Presbytery accept the minutes of the March 16, 2010 Plenary as circulated.

Moved: Marg Walker /Seconded: Jim McKibbon

Carried..

Business Arising (none)

New Business

1. **Nominations Report** Michael Henville provided a report on the Nominations Committee. The nominations were outlined in the power point presentation. The slate of names is included in Appendix A. There was one change to the slate: Wayne White is now a lay representative from Bedford Park and was removed from the presbytery members-at-large.

Nominations

It is moved that Toronto Southeast Presbytery accept the slate of nominations as amended

Moved: Michael Henville / seconded Katherine Brittain
Carried..

2. **Finance and Property:** Tom Clarke presented the Finance and Property Team report and four Finance policies (see Appendix B) to the Court. Tom noted the distribution of proceeds of the sale of Deer Park United Church on page 4 of the Finance and Property Team report.

Finance Report

It is moved that Toronto Southeast Presbytery receive the report of the Finance Committee, noting with appreciation to Deer Park congregation for the caring and thoughtful disposition of proceeds from the sale of 129 St. Clair Avenue West.

Moved: Tom Clark / seconded Wayne White
Carried.

Budget Development Policy

It is moved that Toronto Southeast Presbytery accept the Budget Development Policy as presented.

Moved: Tom Clark / seconded Clyde Harris
Carried.

Operating Surplus & Designated Funds

It is moved that Toronto Southeast Presbytery accept the Operating Surplus & Designated Funds Policy as presented with the correction noted in Appendix B.

Moved: Tom Clark / seconded Alan Morson
Carried.

Personal Expense Reimbursement

It is moved that Toronto Southeast Presbytery accept the Personal Expense Reimbursement Policy as presented.

Moved: Tom Clark / seconded Joan Chinnery
Carried.

Threshold Value for Major Personal Property and Major Renovations

It is moved that Toronto Southeast Presbytery accept the Threshold Value for Major Personal Property and Major Renovations Policy as presented.

Moved: Tom Clark / seconded / Wayne White
Carried..

3. **Pastoral Relations.** John Joseph Mastandrea presented the Housing Allowance Policy (see Appendix C)

Housing Allowance

It is moved that Toronto Southeast Presbytery accept that effective July 1, 2010 the minimum housing allowances for ministry personnel in Toronto Southeast Presbytery shall be established for the year 2011-\$22,500 and for the year 2012-\$25,000.

Moved: John Joseph Mastandrea / seconded Beth Moore
Carried.

It is moved that Toronto Southeast Presbytery accept that Ministers moving into pastoral relationships in 2010 will receive the higher of the current minimum approved by the former Presbytery in which the pastoral charge is located or that proposed by the Search Committee.

Moved: John Joseph Mastandrea / seconded Beth Moore
Carried.

4. **Riverdale**

At the Riverdale's annual General Meeting on March 28/10, the congregation voted to disband the pastoral charge.

Riverdale

It is moved that Toronto Southeast Presbytery approves the request of Riverdale United Church pastoral charge to disband as of June 30, 2010. Toronto Southeast Presbytery supports the request of Riverdale United Church to Toronto Conference regarding the use of the building and assets of Riverdale United Church in the following manner a) to be used to support the vital community outreach provided by our current partners, the Toronto Chinese Evangelical Church and the Parent Resources Centre and b) to support other outreach/alternative ministry, as opposed to study, in the Woodgreen / Riverdale UC areas, through Toronto Southeast Presbytery."

Moved: Marg Walker / seconded Jessie Kerr Lawson
Discussion was held

Tom Clarke pointed out that the Motion is out of order since this is a matter to be dealt with by the Executive. The Toronto Southeast Governance Document states that in matters relating to The Manual Section 334 Amalgamate, Disband, Cease to Exist, the Executive will act for the Presbytery and further that it calls for consultation and involvement with Teams who need to be involved.

Rev. Teresa Burnett-Cole and Jessie Kerr Lawson, lay representative to presbytery were invited to comment on the motion. Teresa noted that representatives of several committees have walked with Riverdale United Church during the last seven years. These include David Lander and Martha ter Kuile. Anne Shirley Sutherland and the Mission Strategy Team have also been involved. Teresa also noted that we often talk about doing mission and ministry in different ways and yet we are not always willing to let this happen.

The motion was withdrawn by Marg Walker and Jessie Kerr-Lawson.

Marg Walker noted that this will need to be dealt with at the next Executive meeting and expressed appreciation to the members of Riverdale United Church for their faithful witness through many years, especially in their community.

GCE Lay Representative

Marg Walker introduced Lynella Reid-James, Toronto Conference lay representative to the General Council Executive to the Court.

Lynella provided information about the May 1-3 meeting and decisions of the General Council Executive. She noted that there were rich conversations about what it means to be a faithful church and a vibrant United Church of Canada. Because of reduced support of the Mission and Service Fund, there is and will continue to be a budget shortfall. Background information and the approved Planning for 2011–2013 Triennium documents are available at <http://gc40.united-church.ca/en/gce/meetings2010>.

Jean Lee questioned whether the General Council Executive could approve these plans rather than the General Council.

Paul Stott (Chair of the General Council Executive Permanent Committee on Governance and Agenda) responded that some of this work can begin immediately, some will be further clarified for discussion at the November GCE meeting. For work which is not within the mandate of GCE, further preparation will be done so GCE can prepare proposals for discussion at General Council 41 (2012).

A **questionnaire / survey** was distributed and responses requested. Comments will be used as we plan for 2010/11.

Worship

Worship was led by the Worship Team of Ann Howes and Bruce Galbraith, Scarborough Bluffs; Lorrie Daly-Price, Agenda Planning and Teresa Burnett-Cole, staff. Some of the other voices heard were Marc Doucet, Hannah Lee, Johann Kwong and Alydia Smith.

Rev. Michael Blair, Executive Minister, Communities in Mission, General Council Offices was our guest preacher. Michael spoke of the history of the United Church of Canada and intercultural relations through the years. He reminded us of the goodness of creation in the differences and that we are often afraid to

embrace differences. He invited us to have courageous conversations; to deconstruct some of the terminology we use; and to first seek to understand. He challenged us to celebrate and understand differences.

Thanks:

Marg Walker thanked Michael Blair and the Worship team for the worship.

Benediction: Chair, John Lee and acting secretary, Marg Walker shared in the Benediction.

Adjournment 9:30 p.m.

Next Meetings: September 21st, 2010 – TBA

Rev. John Lee
Chair: Toronto Southeast Presbytery

Marg Walker
Acting Secretary: Toronto Southeast Presbytery

Appendix A – Nominations Slate*** Indicates new appointments**

Chair	John Lee (OM)
Chair Elect	James McKnight* (OM)
Secretary	Mark MacLean (OM)
Treasurer	Clyde Harris (L)
Agenda Planning	Lynella Reid-James (L)
Communications	Lynda McCowan* (L)
Nominations	Pending
Members at Large	1. Paget Blaza (L) 2. Michael Cottrell (OM) 3. Harry Brown* (L) 4. _____ (OM)

Commission and Team Chairs

Pastoral Relations	John Joseph Mastandrea
Finance & Property	Tom Clarke
Pastoral Oversight	Martha ter Kuile
Admissions	Pam Lock, Bruce Galbraith Liz Tinker Malcolm Spencer
Mission & Outreach	Lee-Ann Ahlstrom
Mission Strategy	Hans van Nie
Congregational Life & Youth	Pending
Inter-Church/ Inter-Faith	
Justice & Global Issues	

Conference Executive: (3)

1. Tom Clarke – 2 yr
2. Paget Blaza – 1 yr
3. Joan Silcox Smith* - 3 yr

Presbytery Members-at-Large

1. Harry Brown
2. Clyde Harris
3. Manley James
4. Wayne White

Conference Interview Cttee (10)

(Admissions' Responsibility)

1. Bruce Galbraith
2. Joan Silcox-Smith
3. Norm Seli
4. Ella Taylor-Walsh
5. Susan McAllister
6. Cheryl-Lynn MacPherson
7. June Cavers
8. Darren Liepold Nicholson
9. Karl Lam
10. Paul Stott

Settlement & Pastoral Relations Committee**(2)**

1. Andrew Cassidy (L)
2. Ann Howes (M)

Mission Support Task Group (Conference) (2)

1. Liz Tinker
2. Deborah Hart

Toronto Urban Native Ministry Board (1 OM)

1. Jennifer Palin*

Malvern Community Ministries

1. Murray Campbell*
2. vacant

Toronto United Church Council

1. vacant
2. vacant

Presbyteries of Toronto Corporation

Board	1. Nick Walker*
	2. vacant
Members	1. vacant
	2. vacant
	3. vacant

Sexual Abuse Officer of the Court**John Smith* (O)****Sexual Abuse Co-Chairs****Wendy Jarvis* (L) and Vacant (M)**

Appendix B – Finance & Property POLICIES

TORONTO SOUTHEAST PRESBYTERY POLICY		Policy Number/Designation:
Policy Name: Budget Development		Date Approved:
		Dates Amended:
To be Reviewed: 2 years after approval and every 5 years thereafter	Date Last Reviewed:	
Purpose of this Policy: To provide a framework for the development of the presbytery annual operating budget.		

Background and Context:

The Finance and Property Team is charged with the responsibility “to frame and present a budget annually to the Presbytery,” [TS Governance Page 30 section A-4.3.1.1. Finance.]

Policy:

1. The Toronto Southeast Presbytery Annual Operating Budget will be developed in a manner that
 - 1.1. Is transparent and known to the key stakeholders represented by the Presbytery Teams, Committees and Executive.
 - 1.2. Ensures and enables consultation with and the input of those stakeholders.
 - 1.3. In the allocation of financial resources, is guided by the vision and mission of Presbytery
 - 1.4. Results in a timely budget approval recommendation to the Presbytery Plenary.
2. The presentation of the Operating Budget will include sufficient narrative and/or explanation so that those reviewing and approving a budget document understand how the funds are to be used and the Presbytery program they support.
3. Finance and Property Team will develop, in consultation with the stakeholders, practices and guidelines for the implementation of this policy.

TORONTO SOUTHEAST PRESBYTERY POLICY		Policy Number/Designation:
Policy Name: Finance – Operating Surplus and Designated Funds		Date Approved:
		Dates Amended:
To be Reviewed: 2 years after approval and every 5 years thereafter	Date Last Reviewed:	
Purpose of this Policy: This policy establishes how any surplus operating funds at the end of each fiscal year will be held and utilized.		

Background and Context:

The Toronto Southeast Presbytery operating budget is funded by an annual grant from Toronto Conference and a Presbytery Assessment should one be approved by the Presbytery. Toronto Conference has decided to adopt a policy “that unspent Presbytery grants in any year be retained for future Presbytery use” (Minutes, Toronto Conference Executive –Nov 11/09 page 09/10 – 17).

Presbytery operating funds are held by Toronto Conference and expended and accounted for by the Toronto Conference Financial Administrator and in accordance with the financial practices and standards of Toronto Conference. Consequently this policy provides guidance to Toronto Conference as to the intent of Toronto Southeast Presbytery regarding the surplus funds and to the responsible officers of Toronto Southeast Presbytery in respect to authorizing and approving the use of any surplus funds.

Policy:

The intent of this policy is

- a. To ensure that financial resources are available to support the mission and work of Toronto Southeast Presbytery, and
- b. that these resources are managed and utilized appropriately, and
- c. that surplus funds are used in a way that enables the annual operating budget to be applied to the ongoing work of the Presbytery and not set aside for contingency, emergency situations and /or unforeseen opportunities.

To those ends, it shall be the policy of Toronto Southeast Presbytery that

1. the balance of operating funds as of the December 31st closing of accounts of any year be transferred to and retained in named funds with designated purposes.
2. Those designated funds shall be established as follows with the purposes as stated:

2.1. Contingency Reserve Fund

The purpose of the Contingency Reserve Fund is to provide a source of funds

- i. For contingency; i.e., to cover incidental and unforeseen expenses and so reduce or remove that requirement from the annual operating budget.
- ii. For reserve, to allow
 - a. equipment purchases as may be required from time to time,
 - b. a short term annual operating deficit where such is determined to be necessary, or
 - c. funding of an unexpected opportunity.

2.2. Legal and Conflict Mitigation Emergency Fund

The purpose of the Legal and Conflict Mitigation Emergency Fund shall be to provide funding when such is required unexpectedly and urgently and is in excess of an annual presbytery budget allocation and/or is not available through other United Church of Canada resources, for

- i. Assistance in supporting a pastoral relationship and/or resolving a potential difficulty in a pastoral relationship including but not limited to the costs of salary and benefit support during the first six months of disability or following the death of Ministry Personnel or additional Ministry Personnel costs required but beyond the resources of the Pastoral Charge;
- ii. Legal, mediation, arbitration, conflict resolution or similar services;
- iii. The costs to presbytery in the exercise of a 333 or 363 process;
- iv. The Presbytery share of costs for required remedial actions under United Church policies;
- v. Damages awarded by a court or as terms of a settlement where such is not covered by other United Church of Canada resources.

2.3. Outreach Fund

The purpose of the Outreach Fund is to provide funding when such is required in addition to Presbytery ongoing funding sources dedicated to Mission and Outreach in order to

- i. Address an unexpected shortfall in funds required to meet approved commitments but not available from regular funding sources;
- ii. Meet an emergency need in a recognized Presbytery outreach ministry or regularly supported social agency;
- iii. Address an opportunity for new and innovative work that is timely but was not apparent during the annual process of allocating mission and outreach resources.

2.4. Education and Student Support Fund

The purpose of the Education and Student Support Fund is to provide support to those under the oversight of the Admissions Committee having extraordinary need for

assistance which cannot be met from other United Church or institutional funding for such matters as

- i. Travel costs to meet with supervisors or team members;
- ii. Costs of courses or fees
- iii. Other costs related to education of ministry personnel as may be identified by the Admission Team

3. The funds shall be capped or maintained at a stated level and any operating surpluses at the end of an operating year allocated to them as follows:

3.1. Contingency Reserve Fund will have no cap but must be maintained at a minimum of 10% of the current year total operating budget and to achieve and to maintain that minimum will have first call on the retained surplus operating funds to be allocated. The Contingency Reserve Fund will receive any retained surplus operating funds not allocated under 3.2 and 3.3 below.

3.2. Legal and Conflict Mitigation Emergency Fund will be capped at \$20,000 and will be allocated the lesser of 50% of the balance of the retained surplus operating funds at the end of any operating year after dealing with the Contingency Reserve Fund or the portion required to maintain the fund at that cap as of the beginning of an operating year.

3.3. Outreach Fund will be capped at \$5,000 and will be allocated the lesser of 25% of the balance of the retained surplus operating funds at the end of any operating year after dealing with the Contingency Reserve Fund or the portion required to maintain the fund at that cap as of the beginning of an operating year.

3.4. Education and Student Support Fund will be capped at \$2,000 and will be allocated the lesser of 10% of the balance of the retained surplus operating funds at the end of any operating year after dealing with the Contingency Reserve Fund or the portion required to maintain the fund at that cap as of the beginning of an operating year.

3.5. Funding other than Operating Surplus:

- i. In the event that presbytery funds that are designated for outreach and mission support purposes are not allocated or used during a funding cycle, such will be accrued in the Outreach Fund.
- ii. Presbytery may by specific action create or designate other funding sources for any of these funds.

4. Requests for and approval of the use of monies in these funds will be as follows:

4.1. Contingency Reserve Fund : A request from a Team or Committee to over spend their allocated funding or to access reserve funds for one time or special needs will be reviewed by the Treasurer and a recommendation to “approve” or “not approve” forwarded by the Finance and Property Team to the Executive for their action.

4.2. Legal and Conflict Mitigation Emergency Fund: A recommendation of Pastoral Oversight, Pastoral Relations Team and/or the Presbytery Personnel Minister, as the matter may relate to their responsibilities, will be reviewed by the Treasurer and Finance and Property Team to ensure that funds are available and that there is compliance with the purpose of the Fund, and forwarded to the Executive for action. Where matters of confidentiality are paramount and discussion needs to be restricted to the Executive, the Treasurer will act for the Finance & Property Team.

4.3. Outreach Fund: A recommendation of Mission Support and Outreach Ministries Team will be reviewed by the Treasurer and Finance and Property Team to ensure that funds are available and that there is compliance with the purpose of the Fund, and forwarded to the Executive for their action.

4.4. Education and Student Support Fund: A recommendation of the Admissions Team, will be reviewed by the Treasurer and Finance and Property Team to ensure that there are funds available and that there is compliance with the purpose of the Fund, and forwarded to the Executive for their action.

5. General

- 5.1. The Executive may develop and publish practices and guidelines in support of the interpretation, implementation and administration of this policy.
- 5.2. Where monies are expended from these funds, such will be reported in a timely manner to the Presbytery subject to any requirements of confidentiality.
- 5.3. The status and use of these funds will be included as part of the regular financial reports to Finance and Property Team. Executive and Presbytery

TORONTO SOUTHEAST PRESBYTERY POLICY		Policy Number/Designation:
Policy Name: Reimbursable Expenses		Date Approved:
		Dates Amended:
To be Reviewed: 1 st and 2 nd years after approval and every 5 years thereafter		
Date Last Reviewed:		
Purpose of this Policy: To define what expenses incurred by Presbyters may be claimed by and reimbursed to those members.		

Background and Context:

All members of Presbytery will incur some cost by virtue of their membership and participation in the Court and its work. Within the annual operating budget teams may take a different approach in allocating funds for the expenses incurred in the exercise of their responsibilities. In order to ensure consistency and fairness, provide guidance to the functioning groups within Presbytery, and establish direction for the financial administration of the Presbytery funds, Presbytery will set a policy for what expenses may be claimed for reimbursement.

Policy:

In establishing a policy which determines what expenses can be claimed by and reimbursed to Presbyters, Toronto Southeast Presbytery is guided by

1. the need to ensure that participation in Presbytery does not create a financial burden or a disincentive to full involvement;
2. the typical expectations of those who volunteer for community service;
3. the usual practice of congregations and other courts of the church, including that Ministry Personnel appointed or called to pastoral charges have access to travel allowances.

To that end, it is the policy of Toronto South Presbytery

1. That financial reimbursement of personal out-of-pocket expenses will be provided for:
 - 1.1. Costs of photocopying, courier, supplies and the like in support of meetings of Teams, Committees, Executive and their task groups as constituted from time to time, and of participation as a Presbytery representative on a Joint Needs Assessment Committee, a Joint Search Committee, Pastoral Oversight Visit Team or in authorized consultations and meetings related to the work of Teams Committee or Executive.
 - 1.2. Travel in the form of mileage at the Toronto Conference rate and parking costs or TTC fare undertaken as a Presbytery representative on a Joint Needs Assessment Committee, a Joint Search Committee, Pastoral Oversight Visit Team or in

authorized consultations and meetings related to the work of Teams, Committees or Executive where such cannot be claimed through a travel allowance provided by another level of the United Church.

- 1.3. Attendance at training events authorized by a Team or Committee or the Executive and included in the approved budget allocation for that group including travel and fees if such was approved by the group or Chair prior to the event.
2. Travel costs **cannot** be claimed or reimbursed for attendance at a regular meeting of the Presbytery Plenary, Executive, Teams and/or Committees.
3. Where the attendance of a Presbyter in the meeting and/or work of the Executive, a Team or Committee is hindered or limited by the additional costs of day care, baby sitting or elder care required, the Presbyter so affected may claim to be reimbursed up to \$50 per instance.
4. Executive and Treasurer may develop further guidelines, approval requirements and forms for the implementation of this policy.

TORONTO SOUTHEAST PRESBYTERY POLICY		Policy Number/Designation:
Policy Name: Threshold Value for Major Personal Property and Major Renovations		Date Approved:
		Dates Amended:
To be Reviewed: Every 5 th year following initial approval	Date Last Reviewed:	
Purpose of this Policy: This policy establishes the threshold value for “major Personal Property” and “major renovations” for which the Trustees of a congregation or pastoral charge must obtain consent of Presbytery to act.		

Background and Context:

The Manual 2007 335 (a) states that:

Each Presbytery shall determine what constitutes “major Personal Property” and “major renovations” for the area within its jurisdiction and shall communicate that determination to each Congregation and Pastoral Charge within its jurisdiction.

The terms refer to the Congregational Property sections of the Manual (sections 265 and following) and particularly Manual 2007 267 under which Trustees must obtain direction and consent of Presbytery in dealing with congregational property and which states as follows:

The Trustees may acquire, sell, mortgage, exchange, lease, or otherwise deal with the Real Property or major Personal Property of any Congregation, or erect, enlarge, demolish, rebuild, or effect major renovations to any building held or to be held for any Congregation, only with the prior Decision of the Presbytery, in writing, consenting to such action. Such consent shall be sought in the first instance at the preliminary planning stage, and at such other times as the Presbytery may direct. The application for such consent shall be in writing. The Trustees shall submit such material as the Presbytery may require, and:

- (a) *in the case of any acquisition, major renovation, enlargement, or construction, the application shall state the source from which funds will be made available; and*
- (b) *in the case of any sale, mortgage, exchange, lease, or other disposition of Real Property or major Personal Property, the application shall give the Presbytery full information. The Official Board or Church Board or Church Council shall develop, in consultation with the Presbytery, a proposal in respect of the disposition of the proceeds after providing for all costs and payment of indebtedness of the Trustees. The Presbytery shall make a Decision in respect of such proposal.*

In the Manual in Section 001 definitions are provided

“Real Property” means land, buildings, and anything else affixed to or growing on land or buildings, and rights relating to these.

"Personal Property" means all property other than Real Property. Personal Property includes, without limitation, money, investments, furniture and equipment.

Although the Toronto Southeast Presbytery Governance provides that the Finance and Property Team will make decisions for Presbytery in matters related to property requiring the consent and approval of Presbytery, it is appropriate that the full Presbytery determine the threshold at which Trustees are required to obtain that consent and approval.

Policy:

In regard to the Manual 2007 section 335 (a), it is the policy of Toronto Southeast Presbytery that

1. Effective July 1, 2010 and notwithstanding any past policy or practice of any previous presbytery, **Major Personal Property** constitutes any item or group of items under the same consideration contemplated in Manual 2007 section 267 (b) in the accrued amount or valuation of One Hundred Thousand Dollars (\$100,000) or greater.
2. Effective July 1, 2010 and notwithstanding any past policy or practice of any previous presbytery, **Major Renovations** constitutes any repair, work, addition, upgrade or capital improvement or like project to the Real Property of a Congregation or Pastoral Charge estimated or expected to cost \$100,000 or more with all costs in including without limitation applicable taxes, design, permits, project management and commissioning.

APPENDIX C:

TORONTO SOUTHEAST PRESBYTERY POLICY		Policy Number/Designation:
Policy Name: Housing Allowance		Date Approved:
		Dates Amended:
To be Reviewed: At least once every three years by Pastoral Relations Team		Date Last Reviewed:
Purpose of this Policy: To set the minimum housing allowance for Toronto Southeast Presbytery		

Background and Context:

The Manual [2007 036(f) ii.] requires that

.....Where a Pastoral Charge provides a housing allowance instead of a manse, the allowance shall take into account the cost of providing heavy appliances, drapes, and rugs, and shall be based on the fair rental value of suitable accommodation comparable to that which should have been provided as a manse in the area. Fair rental value shall be supported by data, shall be approved by the Presbytery the time of the call or appointment, and shall be reviewed by the Presbytery at least once every three (3) years.

Policy:

1. Effective July 1, 2010 the minimum housing allowances for ministry personnel in Toronto Southeast Presbytery shall be established for the year 2011-\$22,500 and for the year 2012-\$25,000.
2. Ministers moving into pastoral relationships in 2010 will receive the higher of the current minimum approved by the former Presbytery in which the pastoral charge is located or that proposed by the Search Committee.

**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
Executive Minutes**

Tuesday May 25th, 2010 – 963 Pharmacy Avenue, Toronto

Vision: The Vision of Toronto Southeast Presbytery is to enable and support good, faithful and healthy communities of faith within our member Pastoral Charges and to provide opportunities for cross-congregational initiatives where individuals from Congregations with shared calls to specific ministries may work together.

Present: Rev. John Lee (chair), Rev. Mark MacLean (secretary), Clyde Harris (treasurer), Lynella Reid-James (agenda planning), Anne Shirley Sutherland (staff), Rev. Teresa Burnett-Cole (staff), Paget Blaza (member at large), Harry Brown (communications), Rev. David Allen (Toronto Conference).

Quorum was achieved.

Call to Order: Chair, John Lee called the meeting to order at 4:03pm.

Agenda Review:

- meet with Rev. David Allen to review the parameters of the Presbytery Executive's authority in dealing with personnel matters;
- establish a process for our meeting with admittand;
- discuss the approach of the Executive – re. Circle of Accountability
- admittand guest to arrive at 5:00 pm;
- time allowing we may deal with the Plenary motions.

Moved: **Mark MacLean**

Seconded: **Harry Brown**

Carried.

Worship: Rev. John Lee – Trust Building

Order of The Day: It was moved that Rev. David Allen be established as a corresponding member of the TSP Executive.

Moved: **Paget Blaza**

Seconded: **Harry Brown**

Carried.

Business Arising:

The guest admittand and support person arrived and were welcomed at 5:09 pm.

Recommendation from Commission; Lynella Reid-James, Paget Blaza, Harry Brown

The Executive of TSP moved that it receive the report and accompanying recommendations of the Commission as presented.

Moved: **Lynella Reid-James**

Seconded: **Paget Blaza**

Carried.

The guest admittand responded to the report as received by the TSP Executive.

The following logistical questions were raised;

- expenses a 50/50 split between TSP and the involved individual,
- the process could/would assume to move forward in the context of paid accountable ministry,

- the supervisory process would include the ongoing Admissions process with the Pastoral Charge supervisor including the two (2) additional supervisors reporting directly to the TSP Executive,
- access to any psychological assessment information is available only at the permission of the individual based on work with the relevant professionals as appointed by the TSP executive.

6:42 pm *TSP Executive moves to accept the report and recommendations therein of the Commission as presented.*

Furthermore, we would recommend that the Executive Co-Supervisory Team be established and appointed at the June 8th, 2010 TSP Executive meeting in consultation with the Toronto Conference Executive Secretary to implement the recommendations and requirements of the Commission.

Moved: Clyde Harris
Seconded: Mark MacLean
Carried.

Termination – 6:45 pm

NEXT MEETING: **Tuesday, June 8th, 4-7:30pm at 963 Pharmacy Ave.**

Rev. John Lee
Chair: Toronto Southeast Presbytery

Rev. Mark MacLean
Secretary: Toronto Southeast Presbyter

**TORONTO CONFERENCE
Toronto Southeast Presbytery
Admissions Commission – June 8, 2010**

Present: Bruce Galbraith (chair), Ila Vaculik, June Cavers, Ann Howes, Ella Taylor-Walsh, Pam Lock (note-taker), Christina Boyd, Norm Seli, Paul Stott

Regrets: Marie Goodyear, Karl Lam, Darren Liepold, Joan Silcox-Smith, Chris Miller, Teresa Burnett-Cole

Opening: Bruce welcomed everyone. Congratulations were offered to Christina on her call to a congregation in Kitchener – Hamilton Conference. We have also received letters of resignation from Joan Silcox-Smith and Marie Goodyear. At the Executive meeting later today, Bruce will point out the need for more members.
Bruce read excerpts from “The Spirituality of Music” by John Bird.

Review and Update on Previous Meeting

- Pam and Wendy continue to work on the Admissions minutes. They will be posted on the Presbytery website showing motions and decisions.
- Bruce reported on the meeting on May 18th with Alydia Smith – confirming our decision.

Internship of Henry Poutiainen at St. Andrew’s

- Paul Stott and June Cavers were appointed as our agents to visit St. Andrew’s asap, to interview the minister, lay supervision team, and supervisors, to decide on affirming St. Andrew’s as a learning site. They will use Henry’s learning goals from his original application for this visit.

MOTION: by Christina Boyd / Ila Vaculik

that the Admissions Commission of Toronto Southeast Presbytery approve Henry Poutiainen as an intern at St. Andrew’s United Church; if it is full-time, we direct him not to take any courses (including CPE) during this period (September 2010 to April 2011).

MOTION

CARRIED.

Norm will discuss the commission’s directive with Henry.

Request from Douglas duCharme

- In response to a request from Douglas duCharme about a course substitution for his Theology credit:

MOTION: by Ella Taylor-Walsh / Paul Stott
that the Admissions Commission of Toronto Southeast Presbytery approve the course EMT3604 (Building Inter Cultural Community) at Emmanuel College as fulfilling the requirements for a Theology course in Douglas duCharme's educational requirements for Admissions.

MOTION

CARRIED.

- A letter will be sent to Wanda Chin at Emmanuel, copy to Douglas duCharme and to Michael Bourgeois.

Brian Elcombe – Change of Stream

- Having received a report from Gwyn Griffith and Jackie van't Voort about their meeting with Brian Elcombe we made the following motion:

MOTION: by Ella Taylor-Walsh / Ila Vaculik
that the Admissions Commission of Toronto Southeast Presbytery approve the transfer of Brian Elcombe from the DLM to the Diaconal Ministry stream (subject to the recommendation of the Conference Interview committee if it is required).

MOTION

CARRIED.

Alison Mock

- We received discernment paperwork for Alison Mock and plan to interview her in September prior to sending her to a Conference Interview. If all goes well, she will become Student Supply at Lawrence Park (she is currently DLM non-recognized).

Ian Kellogg

- Ian Kellogg will be interviewed in September. We have received the completed Internship forms from Alberta Northwest Conference.

New Business

- Budget
 - we will submit a request again for \$1600 in our 2011 budget.
 - Our expenses could include: transportation/travel for interviews and site visits; educational events (training of lay supervision teams, discernment committees); retreat for our commission; financial assistance to students and candidates and gifts to ordinands and admittants.

- Setting dates and times for Meetings
Tuesday September 14th 1-4pm we will try to set the schedule for the year
(new members might have restrictions).
- Request to Executive

MOTION: Paul Stott/ Ila Vaculik

That Toronto Southeast Presbytery change our name to Education and Students Commission.

MOTION

CARRIED.

Setting up Interview Teams for Today

- 3 interview teams
 - Patricia Wright for CDM
 - 1. Paul Stott (chair)
 - 2. Ila Vaculik (note-taker)
 - 3. Bruce Galbraith

Elizabeth Kiff – finished discernment

- 1. Norm Seli (chair)
- 2. June Cavers (note-taker)
- 3. Ella Taylor-Walsh

Carmen Palmer – check in / resumption of process

- 1. Pam Locke(chair)
- 2. Christina Boyd (note-taker)
- 3. Ann Howes

Has finished her MDiv, needs to do internship.

Results of Interviews

Patricia Wright

MOTION: by Paul Stott / Ila Vaculik

that the Admissions Commission of Toronto Southeast Presbytery affirm **Dr. Patricia Wright** as a congregational designated minister (CDM) at Metropolitan United Church.

MOTION

CARRIED.

Elizabeth Kiff

MOTION: by Norm Seli / June Cavers

that the Admissions Commission of Toronto Southeast Presbytery request the Interview Board of Toronto Conference to interview **Elizabeth Kiff** as a prospective candidate for ordained ministry and to assess suitability for candidacy.

MOTION

CARRIED.

Carmen Palmer

MOTION: by Ann Howes / Christina Boyd
that the Admissions Commission of Toronto Southeast Presbytery affirm the
continuing candidacy for ordained ministry of **Carmen Palmer.**

MOTION **CARRIED.**

- In 2011, we will discuss plans for Internship for Carmen.

Adjournment : 4 pm

Bruce Galbraith, Co-Chair

Pam Lock, Note-taker

**The Vision of Toronto Southeast Presbytery is
to enable and support good, faithful and healthy communities of faith
within our member Pastoral Charges
and to provide opportunities for cross-congregational initiatives
where individuals from Congregations with shared calls to specific ministries**

**TORONTO CONFERENCE
TORONTO SOUTHEAST PRESBYTERY
MINUTES OF THE EXECUTIVE MEETING**

Date: **Tuesday, June 8th, 2010**

Time: **4:00 pm – 7:30 pm**

Place: **Apps Room, 963 Pharmacy Avenue, Scarborough, Ontario.**

Present: Rev. John Lee (Chair), Rev. Mark MacLean (Secretary), Clyde Harris (Treasurer), Lynella Reid-James (Agenda Planning), Harry Brown (Member-at-Large), Paget Blaza (Member-at-Large), Lynda McCowan (Communications), Jim McKnight (Chair Elect, representative for Pastoral Oversight)

Staff: Rev. David Allen (Toronto Conference); TSP: Anne Shirley Sutherland, Rev. Teresa Burnett-Cole, Wendy Miller.

Corresponding Members: Lee-Ann Ahlstrom (Congregational Life & Youth), Pam Lock & Bruce Galbraith (Admissions), Tom Clarke (Finance), Liz Tinker (Mission & Outreach), Malcolm Spencer (Mission Strategy), Rev. Deb Schneider (InterChurch-InterFaith).

Regrets: John Joseph Mastandrea (Pastoral Relations), Absent rep. from (Justice & Global)

Quorum was achieved.

4:06 pm **Call to Order – Rev. John Lee & Agenda Review:**

Moved: **Mark MacLean**
Seconded: **Clyde Harris**
Carried.

4:10 pm **Business Arising:**

Ratification of Motions from Plenary:

It was moved that the policy documents and reports as presented to the May 18th, 2010 TSP plenary meeting be ratified by the full executive including policies specifically related to;

- i. Budget Development,
- ii. Finance – Operating Surplus and Designated Funds,
- iii. Reimbursable Expenses,
- iv. Threshold Value for Major Personal Property and Major Renovations,
- v. Housing Allowance,
- vi. Report of the Nominations Committee.

Moved: **Mark MacLean**
Seconded: **Harry Brown**
Carried.

4:12 pm **Worship: Chair, Rev. John Lee – Scripture: John 9:1-3**

4:25 pm **Check-In:** At the end of our first year, how are you feeling about your own work and your team's work? Informal reporting occurred related to the past year's work both personal and process related issues.

4:58 pm **I – Order Of The Day:** Rev. David Allen (see attached letter from Executive Secretary).

At the end of this first year, the Executive Secretary is speaking with each Presbytery about setting mission strategies and about staffing models. David will meet with staff to discuss program needs related to job descriptions and the parameters related to them as heard in the meeting.

6:02 pm **5 Minute Coffee Break**

6:07 pm **II – Order Of The Day:** Time with Corresponding Members Commission/Team Leads

- 1) Questions and clarification re. reports and reporting process,
- 2) Feedback to Executive
- 3) Request to Executive
- 4) Other comments or expectations

6:35 pm **Break & Food:** (Corresponding members to leave meeting)

7:00 pm **Circle of Accountability** (see attached documents)

Rev. Teresa Burnett-Cole – Provided summary of “Circle of Accountability” process, guidelines and outcomes. Investigation of the process found no grounds for the concern. Grounds for reprimand were found related to another complaint in another denomination and both organizations supported the creation of the process reviewed at this meeting as described in associated and attached documentation.

The participant in the aforementioned process was then afforded the opportunity to respond to the Executive as a whole along with the support person present.

Process is to be reviewed and decisions related to process will be related to the participant immediately following the meeting at the latest by noon the next day.

Motion: It is moved that the requirements as stipulated in the motion as presented by the Executive of Toronto South Presbytery have been fulfilled as required by the participant.

Moved: **Clyde Harris**

Seconded: **Lynella Reid-James**

Carried.

The Executive of TSP strongly recommends the following two issues to be addressed with the appropriate bodies through the personnel minister;

- 1) That the existing pastoral charge supervisor be named as an intentional support and mentor for the candidate going forward throughout the Admissions process.
- 2) That there be a new pastoral charge supervisor named to address the issues of process and accountability for the candidate, congregation and presbytery.

Consensus was reached.

8:06 pm **Motion to extend 15 mins.**

8:08 pm **Finance Report & Budgeting Process:** (Clyde Harris)

Review of our current financial situation including an outline of budget process as described in budget process document.

It was moved that the financial report be accepted as presented.

Moved: **Clyde Harris**

Seconded: **Paget Blaza**

Carried.

Minutes of May Executive Meetings

It was moved that the minutes of the May 11th and 25th meetings be approved as presented.

Moved: **Mark MacLean**
Seconded: **Clyde Harris**

Carried.

8:10 PM Nominations:

It was moved that the Jennifer Janzen-Ball be approved as the Chair of Justice & Global Issues and Marnie Whittaker to be named as a director of the Presbyteries of Toronto Conference Corporation (PTCC).

Moved: **Mark MacLean**
Seconded: **Jim McKnight**

Carried.

8:18 pm Appointment of Supervisory Team (see Minutes from May 25)

It was moved that the following persons be recommended in supervisory roles for the admittance as required from the May 25th meeting; Norm Seli, Jubilee United Church; Katherine Brittain, St. Matthew's. These requests to be executed through the Personnel Minister.

Moved: **Lynella Reid-James**
Seconded: **Lynda McCowan**

Carried.

New Business

8:23 pm Riverdale Pastoral Charge Request

This is a request by Riverdale Pastoral Charge to disband effective June 30. It will be accompanied by a report and proposal from the Consultation Group who met with them.

MOTION that Toronto Southeast Presbytery accept the request from Riverdale United Church to disband as of June 30th, 2010 and

That the Riverdale building, 1117 Gerrard St East, be turned over to Toronto Conference to manage, effective July 1st, 2010, in accordance with the Manual 2007 Section 270 (d) until such time as a firm decision is made on the use of the real and personal property within the Presbytery's overall plans, but not to extend beyond June 30th, 2012, with further discussions as per the Manual 2007 Section 334 (e) and Section 428 (b) taking place prior to the disposition of the building and

That the Southeast Presbytery Mission Strategy Team, as part of its planning, consider the requests of the Riverdale Pastoral Charge as it seeks ways of exploring how to become effective partners in the creation of strong neighbourhoods and healthy communities in the city and

That the Mission Strategy Team prepare a plan for Toronto Southeast Presbytery which would clearly outline the use of the Riverdale building with such plan to be completed by December 1, 2011.

Moved: **Clyde Harris**
Seconded: **Lynda McCowan**

Carried.

8:28 pm

Mission Strategy – East End Proposal

This report outlines work being done to bring to reality a project anticipated for the “East End” a number of years ago. Conference Executive has asked for a proposal by June 30 and the team will be requesting an extension. This is before you as a progress report as ultimately it will need to go from this Executive to Conference Executive should they approve the extension.

It was moved the Executive of TSP support the extension of the above request to September 30, 2010.

Moved: **Lynella Reid-James**
Seconded: **Clyde Harris**
Carried.

Bathurst Street Corporation Request (see attached letter from Beth Moore)

It was moved to table the motion until our September meeting pending further information being provided.

Moved: **Jim McKnight**
Seconded: **Lynda McCowan**
Carried.

Announcements

7:30 PM Termination

NEXT MEETING: **Tuesday, September 14th, 4-6:30pm at 963 Pharmacy Ave.**
Mark MacLean to lead worship.

Rev. John Lee
Chair: Toronto Southeast Presbytery

Rev. Mark MacLean
Secretary: Toronto Southeast Presbyter

**THE UNITED CHURCH OF CANADA
TORONTO SOUTHEAST PRESBYTERY
FINANCE AND PROPERTY TEAM**

Minutes of the meeting of the Finance and Property Team of Toronto Southeast Presbytery, held on Monday, June 14, 2010 at 4:00 p.m. at Toronto Southeast Presbytery Offices, 963 Pharmacy Ave, Scarborough, Ontario, with Thomas Clarke, Chair, presiding.

PRESENT: Thomas Clarke (Chair), Winston Roach, Al Morson, Nick Walker, Joan Chinnery, Clyde Harris, Wayne White, Anne Shirley Sutherland (Staff Support)

REGRETS: Abigail Johnson, Hyacinth Robinson-Powell,

CALL TO ORDER

Tom Clarke called the meeting to order.

Wayne White led a brief devotion based on conflicts of values and ethical decision making with material derived from Financial Advisor resources.

1. Appointment of Secretary

In the absence of a permanent secretary the Chair undertook to provide minutes for this meeting.

2. Agenda

MOVED by Nick Walker and SECONDED by Wayne White that the agenda be approved as circulated.

MOTION CARRIED

3. Approval of Minutes:

Several spelling and editorial errors were noted

MOVED by Nick Walker and SECONDED by Al Morson that the minutes of May 10, 2010 are approved as corrected.

MOTION CARRIED

4. Business Arising:

i. **Riverdale Status and Property Issues:**

Clyde Harris who had been named by the Executive to chair a committee to meet with Riverdale representatives circulated a copy of his report to the Executive, attached as Appendix "A". The proposed motion was adopted by the Executive and thereby Riverdale Pastoral Charge will be disbanded as of June 30, 2010. Presbytery has requested Toronto Conference that the property not be disposed of prior to June 30, 2012 during which time Toronto Southeast Presbytery will explore a mission strategy for the Riverdale area and needs for the building. He invited questions of which there were several from members of the Team. The Chair confirmed that David Allen, Executive Secretary of Toronto Conference had reported to Toronto Conference Executive that the property would be acquired by Conference and held for two years as requested by Presbytery.

ii. **Don Mills Property Development:** Nothing new to report

iii. **Beach Confidentiality Period:** Nothing new to report

iv. **Ina Grafton Gage Chaplaincy 2009 payment:** Clyde Harris reported that he had yet discuss with David Allen our request that Toronto Conference deal with this matter.

v. Valuation and Insurance

Following from the minutes of last meeting Al Morson has reviewed the 2009 Yearbook statistics on value of buildings and insurance coverage and provided a spreadsheet summary attached as Appendix "B". He noted that for most pastoral charges the insurance equalled or exceeded the valuation of the buildings but in five instances the insurance appeared to be significantly low. It was agreed that

- a. the team should follow up with the Trustees of those congregations to draw their attention to the discrepancy and seek an explanation.
- b. any communication should allow for the possibility that the figures, either value of buildings or insurance, could be reported incorrectly.

ACTION: Chair will draft a letter and circulate to team for comment

After any changes resulting from review the letter will be sent out to the Trustees of the five congregations.

vi. Follow up on Pastoral Charges who have yet to submit annual statistical form

Anne Shirley Sutherland advised that the Presbytery Office had made contact with the delinquent congregations.

vii. Lighting Workshop – June 8, 2010

Nick Walker attended the workshop and circulated a brief report which is included verbatim below:

The Lighting Workshop hosted by Forest Hill UC was attended by approximately 30 people. There were presentations on Lighting Audits and Toronto Hydro Grant Programs for lighting retrofits, as well as an informative tour of the Forest Hill UC facility to see the retrofits that had been accomplished at this church.

A copy of the Lighting Audit presentation in PowerPoint format will be available as well as a detailed spreadsheet that can be used to conduct an energy audit of a facility. The audit process assesses the current lighting load, makes recommendations on a proposed replacement for incandescent lighting, and calculates the cost savings.

The group was advised that current Toronto Hydro grant programs will cease by the end of 2010; however, new programs are being proposed for 2011. The details are not known on the new programs so it might be beneficial to try to implement lighting retrofits under the current grant plan.

The workshop was organized by the Green Awakening Network (TUCC) and Toronto Southeast Presbytery Finance & Property Team was a partner.

Nick further advised that Toronto Hydro considers churches as residential for the purposes of their programs.

5. Order of the Day 4:30 pm: Fairlawn Avenue United Church Request to List 277 Brookdale Ave. for Sale

The Chair, Tom Clarke, declared a conflict of interest as a Trustee of Fairlawn Avenue United Church and relinquished the Chair to Ann Shirley Sutherland and did not vote on the motions related to this matter.

Paul Mills, Chair of Trustees, Fairlawn Avenue United Church was welcomed as a guest. He had previously forwarded the following documentation which is attached as Appendix "C"

- a. Fairlawn Proposed Sale of Manse - a letter requesting consent of presbytery and providing background including the rationale for selecting The Mills Team based on recent positive experience from the sale of the manse on Willowbank Blvd.;

- b. Fairlawn Listing Agreement with The Mills Team;
- c. The Mills Team Recommended Marketing and Pricing Strategy;
- d. Fairlawn Budget 2010
- e. Fairlawn Financials 2008 – audited statements
- f. Fairlawn Financials 2009 – audited statements

Paul Mills summarized the rationale for the request including the selection of The Mills Team and invited questions. Team members sought additional information about the Fairlawn staffing model set out in the recently approved JNAC. The congregation is going from a complement of 2.5 Ministry Personnel (2 FT OM and .5 DLM for youth) to 1.5 Ministry Personnel (1 new FT OM and retaining the .5 DLM for Youth) and a .6 FTE lay person for community liaison and congregational development. The lay salary, still to be determined, will be based on a .6 FT minister compensation (salary + salary in lieu of housing allowance). Hence Fairlawn will be expecting to augment the existing \$800,000 housing allowance fund held by trustees to increase income to offset the extra salaries and allowances to be paid when there is no manse. Paul Mills advised that the analysis is not simple with the amount to be set aside still under discussion but to be determined when consent to accept an offer to purchase is brought forward to the Team. It was noted by the Team that a presbytery restricted fund for housing and ministry salary might be a new development that needs to be looked at when the proposal comes forward.

**MOTION RE LISTING OF FAIRLAWN AVENUE UNITED CHURCH
MANSE**

WHEREAS the Executive Council of Fairlawn Avenue Congregation at its meeting of April 27, 2010 has directed the Trustees of the congregation to list the manse at 277 Brookdale Avenue for sale and complete a sale, and

WHEREAS the Trustees of Fairlawn Avenue Congregation has requested the consent of Toronto Southeast Presbytery for the listing for sale of said manse, and

WHEREAS the Finance and Property Team has received and reviewed documentation in support of this request for listing, and

WHEREAS the Finance and Property Team has the authority to act for Toronto Southeast Presbytery in matters of congregational property as set in Manual (2007) section 335

IT IS MOVED by Winston Roach and **SECONDED** by Clyde Harris that

- a. Toronto Southeast Presbytery consent to the listing for sale of the Fairlawn Avenue United Church manse located at 277 Brookdale Avenue being legally described as the westerly 25 feet of Lot 435 according to Plan 1501 York, for a listing price of \$629,900 for a period of 90 days and commission of 5% and other terms in accordance to the listing agreement with Royal LePage Signature Reality as appended to these minutes, and
- b. The proceeds of sale be applied to augment the Housing Allowance Support Fund already held by the Congregation in the amount of \$800,000 and in part to provide current and future capital and income needs subject to exact amounts of disposition being provided when consent is sought for an Offer to Purchase.

MOTION CARRIED

Tom Clarke returned to the Chair of the meeting.

6. Preparation of Material for Congregations: The Chair advised that he had not made any further progress in part because of the need to review Trustees Handbook to ensure that what we produce is not duplicative and takes every opportunity to refer to existing material.

7. Order of the day 5:15 Extra Appeals Request from Lake Scugog Camp

John Lloyd attended on behalf of the Board of Lake Scugog Camp. The team had previously received from Lee Ann Ahlstrom, Chair of Congregational Life and Youth Team, a document attached as Appendix "D" setting out the request from the Lake Scugog Camp Board and indicating the support of the Team for this request. The Chair had also provided to the Finance and Property Team criteria formerly used by Toronto Conference in assessing extra appeal requests. John Lloyd also provided copies of camp brochures, copies 2008 unaudited financial statements and documents related to proposed capital improvements to camp buildings.

In his presentation and response to questions, John Lloyd, a member of the Board of Lake Scugog Camp conveyed the following

- the urgent need for operating funds particularly in 2011 and years following.
- There is currently a capital campaign of \$300,000 which is going well to rebuild the dining hall and kitchen
- The operating budget is around \$250,000 which in the past was supported by a grant from TUCC Camping Opportunities Fund of between \$50,000 to &60,000. In addition TUCC paid the property taxes of about \$24,000. Currently TUCC is no longer able to pay the taxes and the Camping Opportunities Fund will likely only produce \$40,000 this year.
- Lake Scugog Camp receives the larger share of the Camping Opportunities Fund largely because it subsidizes camper fees for those who have need.
- Consequently they are looking at a \$45,000 shortfall. For current year (2010) the Board had a successful fundraiser which produced \$7,000 and Deer Park has designated a gift of \$40,000 from the sale of property but Board is not sure of its timing. (It was suggested to John Lloyd that he contact Fred Graham to determine the payment schedule and convey urgency of the need for funds.)
- On a continuing basis, the Board is looking for support from Toronto Southeast Presbytery congregations.
- The fund raising plan includes
 - Writing to all congregations setting out need and opportunity to support this ministry of Toronto Southeast Presbytery;
 - Offer to make presentations to congregations
 - Starting campaign this summer

The Team had questions and concerns on several matters including

- The amount of support expected and whether congregations would likely go to monthly support.
- The possible conflict and/or confusion between funding requests for Camping Opportunities Fund and Lake Scugog Camp. John Lloyd indicated that TUCC was aware of Lake Scugog Camp need to fund raise.
- What other Extra Appeals were ongoing in the Presbytery. In response it was noted that TUCC had a number of ongoing appeals but that they would come under Toronto Conference jurisdiction for extra appeals. No one was aware of any presbytery specific appeals.

MOTION RE LAKE SCUGOG CAMP REQUEST FOR AN EXTRA APPEAL

MOVED BY Clyde Harris and SECONDED by Joan Chinnery that Toronto Southeast Presbytery grant permission to Lake Scugog Camp to solicit funds from congregations of Toronto Southeast Presbytery for a two year period by the end of which they will report back to the Finance and Property Team, and

Further Lake Scugog Camp will advise the Finance and Property Team how they are coordinating with Toronto United Church Council Camping Opportunities Fund

MOTION CARRIED

8. Priorities and Plans for next Pastoral Year

The Team had received a report by the Chair to the June 8th meeting of Toronto Southeast Presbytery Executive which set out a number of priorities for the coming pastoral year.

1. Continue to deal in a timely manner to request from congregational trustees for presbytery approvals around property matters.
2. Implement the Budget Development Process in the development of the 2011 Operating Budget
3. Work closely with Missions and Outreach Ministries Team to identify funding sources and needs and to try to have operating budget and outreach funding proposals come to presbytery together in November.
4. Develop guide to the property approvals processes and good practice in regard to approvals required from presbytery.
5. Become more proactive in building a knowledge base of congregational property and resources (including TUCC) that support good stewardship of property.
6. More consistent follow up of Trustees obligations after sale or disposition of assets.
7. Continued oversight of a number of redevelopment projects.
8. Find a Secretary

Because of limitations of time discussion was very brief but there was general agreement with the priorities as set out. Nick Walker asked what happened to annual reports. Anne Shirley Sutherland advised that Pastoral Oversight Team has assigned Team members as congregational contacts and they would review reports. Also there is an intention by the team to develop a tool to assess congregational viability. The Chair wondered if they would have the skills to analyse congregational financial reports in a consistent fashion and perhaps there was a role for Finance and Property. It was noted that an earlier document – “interim guidelines re manse” was a good start re item # 4. In terms of Outreach funding, Mission and Outreach Ministries Team needs to connect with Bathurst Corporation as a potential funding source. Wayne White advised that he could provide the current objects for Bathurst Corporation which would provide some guidance in the matter.

9. Treasurers Report:

i. Current Year To Date

The Treasurer distributed the Toronto Southeast Presbytery Financial Spreadsheet as of May 31, 2010. Total expenses to date are \$4,073.09. Team expenses continue to run well below allocations but some teams may have plans for the fall. The document is attached as appendix “E”. He noted that the mission support payments had been made for the first quarter. This included the previously unfunded \$4,000 which had been met by using fully the Outreach Fund and transferring (by decision of the Executive) a further \$669.75 from the Contingency Reserve Fund. The second quarter payments should be issued by Toronto Conference for the end of June by which time, the payment schedule would be up-to-date.

ii. Budget Process 2011

The Treasurer sent out the requests for submissions to Teams on June 4th but expects not to hear back from anyone until September.

iii. Other

The Treasurer reported that the Treasurers' Workshop of June 1, 2010 had a relatively low turnout. The main matter for discussion was the impact of HST. Based on feedback he feels that congregational Treasurers generally are not prepared for dealing the July 1st implementation. He noted that while churches, as charities, are entitled to an 82% rebate of the Ontario portion (8% tax), there will be significant extra work involved in tracking separately the 5% Federal and 8% portions and then completing two separate rebate claims for 50% of the Federal portion and 82% of the Provincial portion.

10. Updates:

- i. **Manor Road Manse Sale:** Manor Road has yet to provide a financial statement on closing including a report on the distribution of monies received. Ann Shirley Sutherland reports that contact has been made and information will be forthcoming

- ii. **Reallocation of Conference Assets - Presbyteries of Toronto Conference Corporation (PTCC)**

Nick Walker had circulated the following report prior to the meeting:

The process to form the new Presbyteries of Toronto Conference Corporation is taking longer than previously expected. The response from the Ontario Government has not yet been received on the name change from TWPC to PTCC and new Supplementary Letters Patent. Our lawyer is chasing this application to see if there are any problems.

The Operating Agreement between PTCC and the Founding Presbyteries has also taken longer to prepare and was approved by the Board of TWPC on June 8, 2010. This document will be sent to the Presbyteries for review this week. Meetings with Presbyteries and members of the task group will be scheduled over the summer for early September dates.

With Ontario government approvals in hand, signed agreements from the Founding Presbyteries and a slate of nominees for the Corporation, the TWPC members and Board can convene meetings to set up the new Corporation, PTCC. This activity will probably now occur in October 2010.

There was a brief discussion regarding progress on nominating members and members of the Board of PTCC.

11. **October meeting:** It was noted that the regular October meeting date fell on Thanksgiving. There was discussion of alternatives which identified that the budget development process would be aided by meeting later in the month rather than earlier. Those present agreed that the meeting be rescheduled to October 18, 2010.

12. There being no further business the Chair declared the meeting terminated at 5:50 pm.

Thomas Clarke
Chair

Thomas Clarke
Secretary Protom

Next Meetings

Monday, September 13, 2010 4:00 pm to 6:30 pm

Monday, October 18, 2010 4:00 pm to 6:30 pm

Devotion by Tom Clarke

**Toronto Southeast Presbytery
Riverdale Closing Team**

A letter was received from Riverdale United Church, addressed to the Toronto Southeast Presbytery Executive regarding the Riverdale Official Board decision to disband as of June 30th, 2010. At the Executive meeting on May 11th, the Executive appointed an Oversight Consultation Group to work with the congregation to execute the process of disbanding as per the Manual 2007 Section 269 and Section 270 (d). The membership was made up with Winston Roach, Finance and Property, a representative from each of Pastoral Oversight and Mission Strategy, and Clyde Harris, Executive.

The motions to disband and for the future use of **the real and personal property of Riverdale United Church** were taken to the Presbytery Plenary Meeting on May 18th, 2010, by the Executive. When these motions were brought to the floor the discussion indicated that according to the terms of the governance manual for the Presbytery this item was to be decided by the Executive. The discussion also indicated that all of the terms of the Manual 2007 had not been met. The vote went ahead at the call of the Chair even though it was known that a quorum was not present at the meeting. This vote was intended to give the Executive the feeling of the Court.

After the discussion at the plenary meeting it was decided that the Oversight Consultation Group had to respond quickly. As the Executive did not name a Chair for the Group, Clyde Harris and Anne Shirley Sutherland took the responsibility to call the first meeting with Clyde acting as Chair.

Prior to the Group meeting Clyde and Anne Shirley met with David Allan, Executive Secretary, Toronto Conference, to clarify a number of items and to give Clyde some pointers as to the disbanding of a congregation. After reviewing the documentation available in this matter it was very clear that we are dealing with a number of Sections within the Manual 2007.

269 Congregation Disbanding.

- (a) In order for a Congregation to initiate the process to disband, the Congregation shall pass a resolution indicating its desire to disband and proposing an effective date, and shall seek the approval of the Presbytery of the resolution to disband. (2007)
- (b) Provided that the Presbytery agrees with the resolution, the Congregation shall then make provisions for the transfer of its members to other Congregations as may be desired by the members, shall submit to the Presbytery a proposal regarding the disposition of its Property, both Real and Personal, following where applicable the procedures outlined in section 267.
- (c) The Congregation shall place with the Presbytery the records of the Congregation in order that these may be forwarded to the Conference archives.

270 Congregation Ceasing to Exist.

- (a) A Congregation may cease to exist as of a specified date in one of two ways: (2007)
 - i. by the Presbytery approving a resolution passed by the Congregation to disband as of the specified date; or (2007)
 - ii. by the Presbytery making a Decision to disband the Congregation as of the specified date. (2007)
- (b) A Congregation does not cease to exist by reason of no longer functioning as an organized body, but rather only after the action of the Presbytery.
- (c) Congregations do not cease to exist by reason of being parties to an amalgamation, but rather continue as the amalgamated Congregation.
- (d) Where a Congregation has ceased to exist as of a specified date, either by the Presbytery approving a resolution passed by the Congregation to disband as of the specified date or by the Presbytery making a Decision to disband the Congregation as of the specified date, all of its Property, Real and Personal, shall after that date be applied for such purpose for the benefit of the United Church as the Conference may determine after having consulted with the Presbytery. (2007)
- (e) Where a Congregation has ceased to exist, the Presbytery shall take possession of the records of the Congregation and arrange through its Archives Committee to forward them to the Conference archives.

334 Amalgamate, Disband, Cease to Exist. The Presbytery shall have power to amalgamate, realign, reconstitute, relocate, or disband Pastoral Charges, Congregations, or Missions within its jurisdiction.

- (a) Before amalgamating, realigning, reconstituting, relocating, or disbanding Pastoral Charges, Congregations, or Missions, the Presbytery shall hold separate meetings with the Pastoral Charge, Congregation, or Mission concerned, for the purpose of hearing and considering any proposals or representations that they or any of them may wish to make. Any Pastoral Charge or Congregation may empower the Official Board or Church Board or Church Council to represent it at any such meetings.
- (b) Where two (2) or more Pastoral Charges or Congregations are to be amalgamated by the Presbytery:
 - i. after consulting with me Pastoral Charges or Congregations, and before any amalgamation takes place, the Presbytery must declare surplus the part or parts of the property of the amalgamating Pastoral Charges or Congregations determined by the Presbytery no longer to be needed; and
 - ii. such surplus property shall be applied, either before or after the completion of the amalgamation, for such purpose for the benefit of the United Church as the Conference may determine.
- (c) When amalgamating or realigning a Pastoral Charge, Congregation, or Mission with another Pastoral Charge, Congregation, or Mission, the Presbytery may attach conditions upon such amalgamation or realignment, including conditions respecting the assumption of liabilities and the disposition of assets.
- (d) Where any amalgamation or realignment involves Pastoral Charges, Congregations, or Missions in separate Presbyteries, both Presbyteries shall consult and agree upon the conditions to be imposed, and obtain Conference approval,
- (e) Where a Congregation has ceased to exist as of a specified date, either by the Presbytery approving a resolution passed by the Congregation to disband as of the

specified date or by the Presbytery making a Decision to disband the Congregation as of the specified date, all of its Property, Real and Personal, shall after that date be applied for such purpose for the benefit of the United Church as the Conference may determine after having consulted with the Presbytery.

(2007)

- (f) Where a Congregation has ceased to exist, the Presbytery shall take possession of the records of the Congregation and arrange through its Archives Committee to forward them to the Conference archives.

428 Application of Property.

- (a) Where there has been an amalgamation and the Presbytery has declared property to be surplus, such surplus property shall be applied, either before or after the completion of the amalgamation, for such purpose for the benefit of the United Church as the Conference may determine.
- (b) Where a Congregation has ceased to exist as of a specified date, either by the Presbytery approving a resolution passed by the Congregation to disband as of the specified date or by the Presbytery making a Decision to disband the Congregation as of the specified date, all of its Property, Real and Personal, shall after that date be applied for such purpose for the benefit of the United Church as the Conference may determine after having consulted with the Presbytery.

(2007)

The following summarizes the various Manual 2007 requirements:

Congregation Acts - 269 (a),

If Presbytery Agrees to disband Congregation, Congregation makes proposal re All Property - 269 (b)

Records of congregation – 269 (c)

Congregation only ceases to exist by action of Presbytery – 270 (a) & (b)

All Property goes to control of Conference 270 (d)

Presbytery responsible for records going to archives 270 (e)

Presbyteries power to disband

Requirement to meet with Pastoral Charge prior to disbanding 334(a)

All Property goes to control of Conference who must consult with Presbytery 334 (e)

Presbytery duty to take over records and forward to archive 334(f)

Conference duty to consult with Presbytery re use of Property of disbanded congregation 428 (b)

The first meeting of the Oversight Consultation Group was held on May 27th, 2010 with John Woodhouse (Riverdale), Teresa Burnett-Cole (Riverdale), Carole-Anne Green (Oversight),

Ron Scott (Mission Strategy) and Clyde Harris (Executive) in attendance. Winston Roach (Finance and Property) and Anne Shirley Sutherland (Staff) were unable to attend.

At this meeting Clyde requested a complete update of the actions taken by Riverdale leading up to this point in time. From this update it was obvious that the Riverdale congregation had been through a long process which involved conversations with a number of Presbytery people including David Lander and Martha ter Kuile, Pastoral Oversight, attending a number of meetings. The culmination of the process was a unanimous decision at a duly called Congregational meeting to disband as of June 30th, 2010. Part of their decision included a complete outline describing their wishes for the continuing use of the church's real and personal property after June 30th, 2010. It was the feeling of the Group gathered that the terms outlined in the Manual 2007 had been met and only required Presbytery approval.

Before giving Presbytery approval it was felt that we must look at the continuing use of the church building. This request is an unusual one in that there will be no United Church presence in a United Church of Canada owned and operated building. Neither Toronto Conference nor General Council is in the business of owning and operating buildings other than for their own use. Also, after June 30th the building and all the personal property will become the property of Toronto Conference and their current policy for all acquired property is to dispose of it in a timely manner. This latter point does not satisfy the position of Riverdale if their proposal is approved.

The discussion, while referring to the building, included all of the personal property of the pastoral charge. It was very clear that the wish of the Riverdale pastoral charge was that the personal property must remain in place so as to make the building usable by the current tenants. There are two exceptions which should be noted: 1) the music library of Riverdale United Church has already been given to Emmanuel College as that was not being used by the other tenants, and 2) a few personal mementos were returned to the families who placed them in the church building for all to enjoy. These latter items were things like pictures of prominent people or events of the congregation and would not likely have been considered as gifts-in-kind.

The discussion then centered around the mission strategy of the Presbytery to see how the proposed use of the facilities would fit in that plan. It was known that the Presbytery has not articulated a mission strategy at this time. The Riverdale building is considered to be self-supporting with the current, long term, tenants already in place. The services provided to the Community by these tenants is extremely important to the community at large as witnessed by the number of supporting letters received in support of keeping their operations within the premises. A number of ideas were expressed including using the offices for the community workers in the East End Project and the West Don Project. After further discussion it was agreed that a Mission Strategy Plan was to be developed at the earliest possible time. (Since our meeting a document on the East End Conversation, of which Riverdale is a part, has been prepared by Mission Strategy for consideration by the Presbytery Executive.)

David Allen had indicated that he would be willing to present to Toronto Conference Executive a notice that the Riverdale real and personal property will become the property of

Toronto Conference and that he would consider the disposal in a timely manner to be after two years. This would mean that the Mission Strategy Plan must be developed as soon as possible so that if the retention of the building does not fit in the plan then the tenants could be given reasonable notice. As a part of the decision to place the building and contents with Toronto Conference any cash and investments would also be placed with Toronto Conference to help maintain the property. At time of disposition the first draw on the proceeds would be to reimburse Toronto Conference for all expenses related to the property during the time they hold the property.

The Riverdale Oversight Group has agreed that the proposals as presented by Riverdale United Church be presented to the Toronto Southeast Presbytery Executive as the following motions:

Move by Clyde Harris and Seconded by Linda McCowan that Toronto Southeast Presbytery accept the request from Riverdale United Church to disband as of June 30th, 2010, and

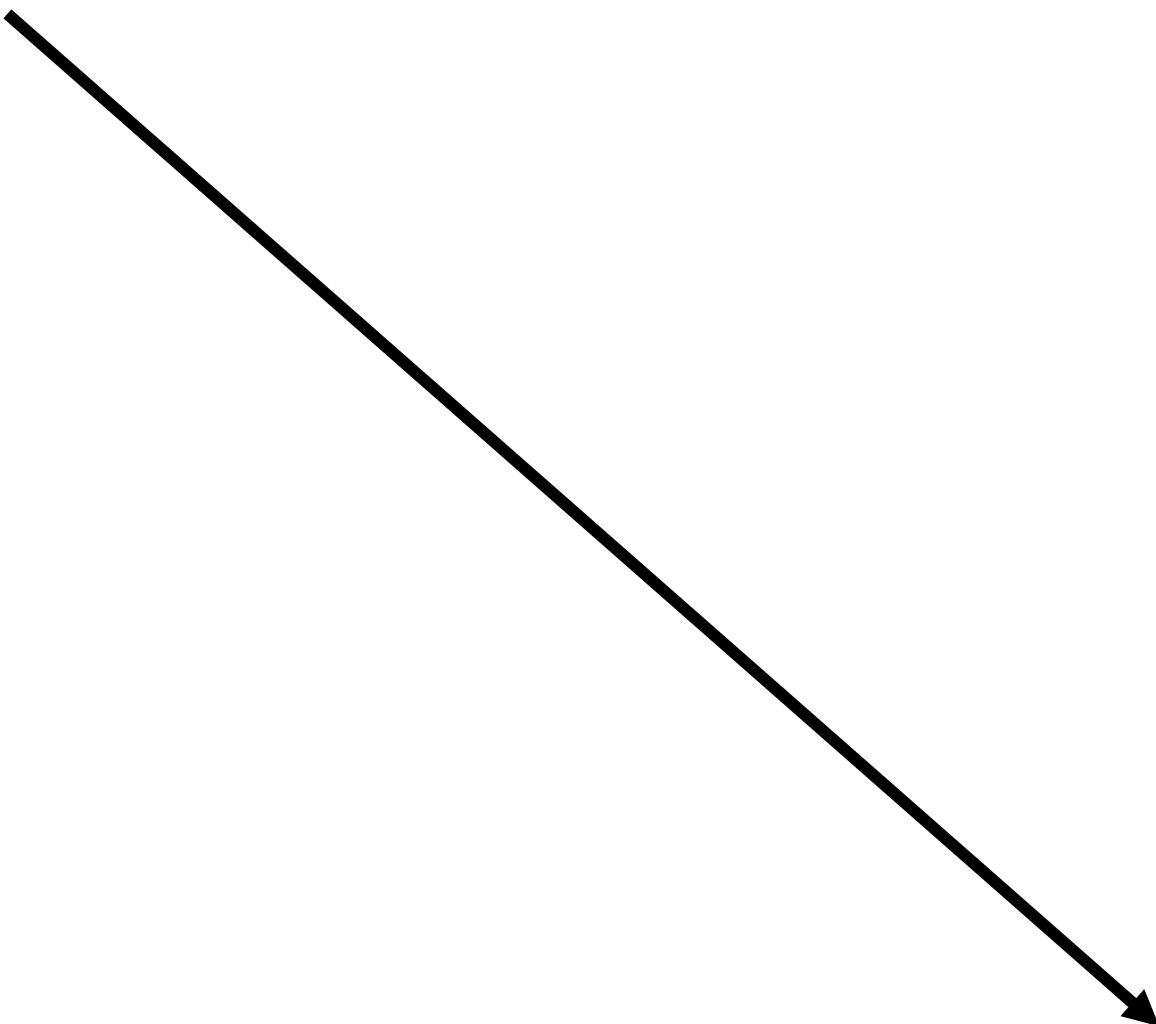
that the Riverdale building, 1117 Gerrard St. East, be turned over to Toronto Conference to manage, effective July 1, 2010, in accordance with the Manual 2007 Section 270 (d) until such time as a firm decision is made on the use of the real and personal property within the Presbytery's overall plans, but not to extend beyond June 30th, 2012, with further discussions as per the Manual 2007 Section 334 (e) and Section 428 (b) taking place prior to the disposition of the building, and

That the Southeast Presbytery Mission Strategy Team, as part of its planning, consider the requests of Riverdale Pastoral Charge as it seeks ways of exploring how to become effective partners in the creation of strong neighbourhoods and health communities in the city, and

That the Mission Strategy Team prepare a plan for Toronto Southeast Presbytery which would clearly outline the use of the Riverdale building with such plan to be completed by December 1, 2011.

CHARGE	25	29	30	
	Bldg/contents	Land	Insurance	Insc/BC
Alpha Korean (EM)	0	0	0	
Bathurst Street	0	0	25,500	
Beach	12,091,478	4,750,000	12,091,478	1.00
Bedford Park	3,000,000	3,000,000	2,111,500	0.70
Birchcliff Bluffs	2,895,000	700,000	3,105,000	1.07
Bloor Street	8,386,816	6,700,000	9,086,816	1.08
Centennial-Rouge	943,480	1,000,000	1,183,470	1.25
Church of the Master	2,251,459	0	2,251,459	1.00
College Street	2,000,000	0	2,104,602	1.05
Cosburn	1,875,000	200,000	2,000,000	1.07
Deer Park	8,318,635	6,400,000	8,318,635	1.00
Dentonia Park*	700,000	300,000	1,107,161	1.58
Deutsche Evangeliums Kirche (EM)	8,000,000	1,222,000	9,719,944	1.21
Dewi Sant Welsh (EM)	1,667,107	1,000,000	1,667,107	1.00
Don Mills-Thorncliffe Park	4,006,404	2,231,232	2,618,474	0.65
Eastminster	9,832,790	5,000,000	10,559,790	1.07
Ebenezer	3,189,399	385,000	3,189,399	1.00
Eglinton St. George's	10,009,620	2,000,000	12,209,620	1.22
Fairlawn Avenue	3,400,400	1,500,000	4,350,600	1.28
Finnish (EM)	0	0	0	
Glebe Road	0	0	0	
Glen Ayr	1,922,700	300,000	2,205,700	1.15
Glen Rhodes	2,525,000	4,000,000	2,525,000	1.00
Hope*	2,451,900	1,500,000	2,451,900	1.00
Iondale Heights	1,730,700	600,000	1,339,225	0.77
Jubilee	3,277,990	3,277,990	3,277,990	1.00
Kimbourne Park	3,139,456	2,300,000	4,776,854	1.52
Kingston Road	6,610,707	0	6,610,707	1.00
Knob Hill	2,000,000	1,300,000	1,300,000	0.65
Knox, Agincourt	3,227,000	1,781,750	3,069,849	0.95
Lawrence Park Community*	4,230,000	0	4,230,000	1.00
Leaside	5,180,000	2,600,000	5,180,000	1.00
Malvern-Emmanuel	612,512	750,000	612,512	1.00
Manor Road	4,000,000	2,834,000	4,075,000	1.02
Metropolitan	29,753,610	5,000,000	29,753,610	1.00
Northlea	4,589,680	2,292,000	4,589,680	1.00
Oriole-York Mills	2,048,670	2,574,000	2,100,000	1.03
Parkwoods	2,830,848	2,000,000	2,600,000	0.92
Presteign-Woodbine	1,500,000	600,000	1,718,555	1.15
Regent Park	1,215,840	1,200,000	1,215,840	1.00
Riverdale	2,294,510	500,000	2,294,510	1.00
Rosedale	7,250,000	5,000,000	8,000,000	1.10
Saint Luke's	13,000,000	1,950,000	4,000,000	0.31
Scarborough Bluffs	2,138,000	1,800,000	2,000,000	0.94
St. Andrew's	3,824,184	551,000	3,824,184	1.00

CHARGE	25	29	30	
St. John's, Scarborough	3,419,785	220,000	3,419,785	1.00
St. Mark's	1,523,370	100,000	1,523,370	1.00
St. Matthew's	3,000,000	600,000	3,800,000	1.27
St. Paul's, Scarborough	2,448,000	500,000	2,448,000	1.00
The Donway Covenant	5,006,190	0	5,006,190	1.00
Timothy Eaton Memorial	41,723,545	3,493,000	41,723,545	1.00
Toronto Chinese (EM)	4,250,000	3,000,000	4,250,000	1.00
Trinity-St. Paul's	11,555,582	2,000,000	11,555,582	1.00
Victoria Park	2,638,000	400,000	2,638,000	1.00
Wanstead	1,000,000	1,000,000	2,000,000	2.00
West Ellesmere	3,051,000	1,800,000	3,039,000	1.00
West Hill	2,000,000	500,000	2,476,400	1.24
Wexford Heights	3,687,887	2,730,000	3,687,887	1.00
{Toronto Southeast Misc.}	0	0	0	
	279,224,254	97,441,972	279,019,430	1.00



"Request to Finance and Property Committee"

The purpose of the request is to acquire permission to make an "extra appeal" to the congregations in our presbytery.

Dear _____

You are familiar, I am sure, with Lake Scugog Camp and its history of serving young children from disadvantaged backgrounds living in Toronto. Lake Scugog Camp is "our" camp, designated as an integral part of South East Presbytery. The land and buildings where the camp is situated are owned by The United Church of Canada, specifically The Toronto United Church Council (TUCC). The property is leased on a long term basis to the Lake Scugog Camp Board of Directors. A minimum of 50% of our board members are members of The United Church of Canada. While the assets of Lake Scugog Camp fall under the jurisdiction of TUCC, the ministry of Lake Scugog Camp is entrenched in South East Presbytery's ministry.

Due to financial shortfalls, TUCC is no longer able to pay the property tax bill, currently outstanding at \$24,000. This financial responsibility has now fallen to the camp to pay. Further to this, Scugog's income of the Camping Opportunities Fund (administered by TUCC) has been reduced due to fundraising shortfalls by roughly \$10,000. Also, some other costs to the camp have increased, for example, hydro costs. This year's projected shortfall for Lake Scugog Camp exceeds \$45,000. In order to address this shortfall, the camp's board has recently held a successful fundraiser at Metropolitan United Church, raising almost \$7,000. Recent efforts by board members have also been successful at raising some funds, and the board continues to pursue new ways to raise funds.

While we recognize that funding shortfalls are a common problem in this financial climate for many charitable organisations, we see hope for Scugog in our new partnership with South East Presbytery. A sustainable solution would be for all of our fifty eight congregations to participate in a long term commitment on a monthly or annual basis. For example, if the smaller churches would commit to \$50 monthly, and the larger churches commit to \$200, the camp would not only be back in a positive position financially, but would be able to sustain that level of stability.

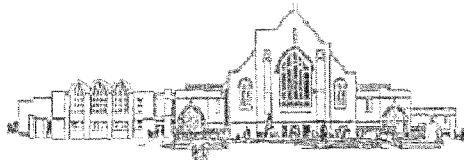
We are requesting your permission to contact the churches in our presbytery in order to try and secure their participation.

Thank you for your consideration of our request, and for your support for our new partnership.

**Toronto Southeast Presbytery
2010**

	ACTUALS To May 31, 2010	BUDGET To December 31, 2010
REVENUE		
Allocation from Toronto Conference	\$ 30,000.00	\$ 30,000.00
Plenary Meeting Donations	\$ 1,675.00	\$ -
TOTAL REVENUE	<hr/> <u>\$ 31,675.00</u>	<hr/> <u>\$ 30,000.00</u>
EXPENSES		
Executive		
Executive	\$ -	\$ 6,900.00
Agenda Planning	\$ 2,871.16	\$ 5,000.00
Nominations	\$ -	\$ 400.00
Communications	\$ -	\$ 3,400.00
Total Executive	<hr/> <u>\$ 2,871.16</u>	<hr/> <u>\$ 15,700.00</u>
Commissions		
Finance and Property	\$ -	\$ 400.00
Pastoral Relations	\$ 490.24	\$ 500.00
Pastoral Oversight	\$ 241.77	\$ 500.00
Admissions	\$ -	\$ 1,600.00
Total Commissions	<hr/> <u>\$ 732.01</u>	<hr/> <u>\$ 3,000.00</u>
Programs		
Outreach and Mission Support	\$ -	\$ 600.00
Congregational Life and Youth	\$ -	\$ 6,000.00
Justice and Global Affairs	\$ 290.38	\$ 3,200.00
Inter Church Inter Faith	\$ -	\$ 500.00
Mission Strategy	\$ 80.00	\$ 1,000.00
Total Programs	<hr/> <u>\$ 370.38</u>	<hr/> <u>\$ 11,300.00</u>
Unallocated Expenses	<hr/> <u>\$ 99.54</u>	<hr/> <u>\$ -</u>
TOTAL EXPENSES	<hr/> <u>\$ 4,073.09</u>	<hr/> <u>\$ 30,000.00</u>
NET INCOME OVER EXPENSES (loss)	<hr/> <u>\$ 27,601.91</u>	<hr/> <u>\$ -</u>

	From Surplus	Brought Forward	Direct Donations	Transfers	Payments	Fund Totals
Operating Fund	2009 Surplus	\$ 16,321.00				
Details as shown above	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,601.91
Contingency Reserve Fund	\$ 4,998.15	\$ -	\$ -	\$ 669.75	\$ -	\$ 4,328.40
10% of operating budget plus 15% of excess						
Legal and Conflict Mitigation Fund	\$ 6,660.50	\$ -	\$ -	\$ -	\$ -	\$ 6,660.50
max. \$50,000 allocated 50% of excess surplus						
Outreach Fund	\$ 3,330.25	\$ -	\$ 13,406.25	\$ 669.75	\$ 17,406.25	\$ -
max. \$5,000 allocated 25% of excess surplus						
Education and Student Fund	\$ 1,332.10	\$ -	\$ 205.50	\$ -	\$ -	\$ 1,537.60
no maximum allocated 10% of excess surplus						
						<hr/> <u>\$ 40,128.41</u>



Fairlawn Avenue United Church

28 Fairlawn Avenue, Toronto ON M5M 1S7

Tel 416-481-6848 Fax 416-481-4109

www.fairlawnavenueunited.ca

June 8, 2010.

VIA MAIL AND EMAIL (mmaclean@standrewsunited.com)

Rev. Mark MacLean
Secretary,
Toronto Southeast Presbytery,
963 Pharmacy Avenue,
Scarborough, ON
M1R 2C5

Re: Proposed Sale of Manse

The Trustees of Fairlawn Avenue United Church hereby request approval of the listing for sale of our Manse located at 277 Brookdale Avenue, Toronto, being the westerly 25 feet of Lot 435, Plan 1501, York.

David Lander, one of our current Ministers, has been living in the Manse but he is retiring as of June 30, 2010. Our Executive Council has determined that it is not in the best interests of either our new Minister (whoever that may be) or the Congregation to continue to provide a Manse.

The following Motion was passed unanimously by our Executive Council at its meeting on April 27, 2010:

"The Executive Council of Fairlawn Avenue United Church hereby directs the Trustees of the Congregation to take all steps necessary to list the Manse property located at 277 Brookdale Avenue, Toronto for sale and to complete a sale on such terms and at such price as the Trustees consider appropriate but in accordance with the provisions of the Manual, the proceeds of sale to be applied, in part, to augmenting the housing allowance support fund and in part to provide current and future capital and income needs of the congregation."

Following the direction of the Executive Council, the Trustees accepted the above direction and appointed a Sale Committee comprised of Tom Clarke, Doug Crozier, Brien Dane and Paul Mills. The Sale Committee is aware that the normal procedure is to identify three potential agents and obtain proposals from them to be chosen as the listing agent. The Sale Committee has decided, after due deliberation, not to follow that process and, instead, to select as the proposed listing agent The Mills Team of Royal LePage Signature Realty. Sue Mills, the leader of The Mills Team, is a niece of Paul Mills, the Chair of our Trustees and a member of the Sale Committee. The Mills Team is well known to the Sale Committee as it handled the sale of the former St.

James-Bond Manse in September, 2008. Prior to that sale, other prospective listing agents were asked to make proposals and they did so. In spite of the fact that the other agents were well respected, experienced and knowledgeable individuals, their presentation and proposals did not come close to that of The Mills Team. Brien Dane, who works in the real estate industry, proposed to the current Sale Committee that it would be unfair to ask other agents to make proposals with respect to 277 Brookdale when there was little likelihood of their being successful. In light of my familial connection to Sue Mills, I did not take part in that discussion. The Committee was ultimately unanimous in agreeing that we should select The Mills Team as the listing agent.

Attached to this request is a letter from The Mills Team describing the property. As you will see, the recommended listing price is \$629,900.

The Trustees have accepted the recommendation of the Sale Committee and passed the following Resolution:

"WHEREAS the Executive Council directed the Trustees to take all steps necessary to list the Manse property located at 277 Brookdale Avenue, Toronto for sale;

NOW THEREFORE the Trustees of Fairlawn Avenue United Church hereby request the consent of Toronto Southeast Presbytery for:

- (1) The listing for sale of 277 Brookdale Avenue, Toronto, being legally described as the westerly 25' of Lot 435 according to Plan 1501, York pursuant to a Listing Agreement with Royal LePage Signature Realty as attached, subject to Presbytery approval. The terms of the listing are as follows:

Period of Listing	-	90 Days
Commission	-	5%
Listing Price	-	\$629,900

- (2) The proceeds of sale being applied in part to augment the Housing Allowance Support Fund already held by the Congregation in the amount of \$800,000 and in part to provide current and future capital and income needs of the Congregation, the exact disposition to be included in a subsequent application to Presbytery when an acceptable Offer to Purchase is submitted for approval."

While we are seeking your approval of the listing at this time, on the recommendation of The Mills Team we will not be putting the property on the market immediately. Rather, once David Lander has moved out at the end of June, we intend to do some cosmetic work including refinishing of floors, interior painting and other improvements with a view to making the property more attractive in what is becoming a much more competitive market. We expect that all of the work will be completed in July

and that we will thereafter list the property. We understand that any offer which we are willing to accept must be subsequently approved by your Team at which time we will also submit a more specific proposal for the use of the proceeds.

The following is a list of the supporting documents:

- (1) Letter from The Mills Team dated June 4, 2010.
- (2) Form of Listing Agreement.
- (3) Current year Congregational Budget.
- (4) Audited Financial Statements for 2008 and 2009.

As specified in the Resolution, the proceeds of sale will be applied in part to augment the Housing Allowance Support Fund already in existence and having a value of \$800,000 and, in part, to provide current and future capital and income needs of the congregation. The exact allocations will be submitted to you for review and approval at such time as we present an Offer to Purchase for your approval.

We would ask that the approval of the Listing Agreement be placed on your Agenda for June 14, 2010.

Yours truly,



J. Paul Mills
Chair, Trustees

JPM/S
Enclosures

c.c.: Chair, Property and Finance Team

PERSONAL\FAUC\MANSE\FinancePropertyTeam.let 060810



X

This is a Multiple Listing Service® Agreement

(Seller's Initials)

EXCLUSIVE

(Seller's Initials)

OR Exclusive Listing Agreement

BETWEEN:

BROKERAGE: ROYAL LEPAGE SIGNATURE REALTY, BROKERAGE

8 SAMPSON MEWS SUITE 201 TORONTO (the "Listing Brokerage") Tel.No. (416)443-0300

SELLER(S): The Trustees of Fairlawn Avenue United Church (the "Seller")

In consideration of the Listing Brokerage listing the real property **for sale** known as 277 Brookdale Avenue

Toronto M5M 1P6 (the "Property")

the Seller hereby gives the Listing Brokerage the **exclusive and irrevocable** right to act as the Seller's agent, commencing at 12:01 a.m. on the day of 20....., 20....., until 11:59 p.m. on the day of 20..... (the "Listing Period").

Seller acknowledges that the length of the Listing Period is negotiable between the Seller and the Listing Brokerage and, if an MLS® listing, may be subject to minimum requirements of the real estate board; however, in accordance with the Real Estate and Business Brokers Act (2002), **if the Listing Period exceeds six months, the Listing Brokerage must obtain the Seller's initials.**

(Seller's Initials)

to offer the property **for sale** at a price of: Dollars (CDN\$) \$629,900.00

Six Hundred Twenty-Nine Thousand Nine Hundred Dollars

and upon the terms particularly set out herein, or at such other price and/or terms acceptable to the Seller. It is understood that the price and/or terms set out herein are at the Seller's personal request, after full discussion with the Listing Brokerage's representative regarding potential market value of the Property.

The Seller hereby represents and warrants that the Seller is not a party to any other listing agreement for the Property or agreement to pay commission to any other real estate brokerage for the sale of the property.

1. DEFINITIONS AND INTERPRETATIONS: For the purposes of this Listing Agreement ("Authority" or "Agreement"), "Seller" includes vendor, a "buyer" includes a purchaser, or a prospective purchaser and a "real estate board" includes a real estate association. A purchase shall be deemed to include the entering into of any agreement to exchange, or the obtaining of an option to purchase which is subsequently exercised. This Agreement shall be read with all changes of gender or number required by the context. For purposes of this Agreement, anyone introduced or shown the property shall be deemed to include any spouse, heirs, executors, administrators, successors, assigns, related corporations and affiliated corporations. Related corporations or affiliated corporations shall include any corporation where one half or a majority of the shareholders, directors or officers of the related or affiliated corporation are the same person(s) as the shareholders, directors, or officers of the corporation introduced to or shown the property.

2. COMMISSION: In consideration of the Listing Brokerage listing the Property, the Seller agrees to pay the Listing Brokerage a commission of 5% + TAX% of the sale price of the Property or

for any valid offer to purchase the Property from any source whatsoever obtained during the Listing Period and on the terms and conditions set out in this Agreement OR such other terms and conditions as the Seller may accept.

The Seller further agrees to pay such commission as calculated above if an agreement to purchase is agreed to or accepted by the Seller or

anyone on the Seller's behalf within days after the expiration of the Listing Period (**Holdover Period**), so long as such agreement is with anyone who was introduced to the property from any source whatsoever during the Listing Period or shown the property during the Listing Period. If, however, the offer for the purchase of the Property is pursuant to a new agreement in writing to pay commission to another registered real estate brokerage, the Seller's liability for commission shall be reduced by the amount paid by the Seller under the new agreement.

The Seller further agrees to pay such commission as calculated above even if the transaction contemplated by an agreement to purchase agreed to or accepted by the Seller or anyone on the Seller's behalf is not completed, if such non-completion is owing or attributable to the Seller's default or neglect, said commission to be payable on the date set for completion of the purchase of the Property.

Any deposit in respect of any agreement where the transaction has been completed shall first be applied to reduce the commission payable. Should such amounts paid to the Listing Brokerage from the deposit or by the Seller's solicitor not be sufficient, the Seller shall be liable to pay to the Listing Brokerage on demand, any deficiency in commission and taxes owing on such commission.

All amounts set out as commission are to be paid plus applicable taxes on such commission.

3. FINDERS FEES: The Seller acknowledges that the Brokerage may be receiving a finder's fee, reward and/or referral incentive, and the Seller consents to any such benefit being received and retained by the Brokerage in addition to the commission as described above.

INITIALS OF LISTING BROKERAGE:



INITIALS OF SELLER(S):



4. REPRESENTATION: The Seller acknowledges that the Listing Brokerage has provided the Seller with information explaining agency relationships, including information on Seller Representation, Sub-agency, Buyer Representation, Multiple Representation and Customer Service. The Seller authorizes the Listing Brokerage to co-operate with any other registered real estate brokerage (co-operating brokerage), and to offer to pay the co-operating brokerage a commission of 2.5%.....% of the sale price of the Property or.....
(indicate any incentive or +/- adjustment)

..... out of the commission the Seller pays the Listing Brokerage. The Seller understands that unless the Seller is otherwise informed, the co-operating brokerage is representing the interests of the buyer in the transaction. The Seller further acknowledges that the Listing Brokerage may be listing other properties that may be similar to the Seller's Property and the Seller hereby consents to the Listing Brokerage listing other properties that may be similar to the Seller's Property without any claim by the Seller of conflict of interest. The Seller hereby appoints the Listing Brokerage as the Seller's agent for the purpose of giving and receiving notices pursuant to any offer or agreement to purchase the Property. Any commission payable to any other brokerage shall be paid out of the commission the Seller pays the Listing Brokerage, said commission to be disbursed in accordance with the Commission Trust Agreement.

MULTIPLE REPRESENTATION: The Seller hereby acknowledges that the Listing Brokerage may be entering into buyer representation agreements with buyers who may be interested in purchasing the Seller's Property. In the event that the Listing Brokerage has entered into or enters into a buyer representation agreement with a prospective buyer for the Seller's Property, the Listing Brokerage will obtain the Seller's written consent to represent both the Seller and the buyer for the transaction at the earliest practicable opportunity and in all cases prior to any offer to purchase being submitted or presented.

The Seller understands and acknowledges that the Listing Brokerage must be impartial when representing both the Seller and the buyer and equally protect the interests of the Seller and buyer. The Seller understands and acknowledges that when representing both the Seller and the buyer, the Listing Brokerage shall have a duty of full disclosure to both the Seller and the buyer, including a requirement to disclose all factual information about the property known to the Listing Brokerage.

However, the Seller further understands and acknowledges that the Listing Brokerage shall not disclose:

- that the Seller may or will accept less than the listed price, unless otherwise instructed in writing by the Seller;
- that the buyer may or will pay more than the offered price, unless otherwise instructed in writing by the buyer;
- the motivation or personal information about the Seller or buyer, unless otherwise instructed in writing by the party to which the information applies or unless failure to disclose would constitute fraudulent, unlawful or unethical practice;
- the price the buyer should offer or the price the Seller should accept; and
- the Listing Brokerage shall not disclose to the buyer the terms of any other offer.

However, it is understood that factual market information about comparable properties and information known to the Listing Brokerage concerning potential uses for the Property will be disclosed to both Seller and buyer to assist them to come to their own conclusions.

Where a Brokerage represents both the Seller and the Buyer (multiple representation), the Brokerage shall not be entitled or authorized to be agent for either the Buyer or the Seller for the purpose of giving and receiving notices.

MULTIPLE REPRESENTATION AND CUSTOMER SERVICE: The Seller understands and agrees that the Listing Brokerage also provides representation and customer service to other sellers and buyers. If the Listing Brokerage represents or provides customer service to more than one seller or buyer for the same trade, the Listing Brokerage shall, in writing, at the earliest practicable opportunity and before any offer is made, inform all sellers and buyers of the nature of the Listing Brokerage's relationship to each seller and buyer.

5. REFERRAL OF ENQUIRIES: The Seller agrees that during the Listing Period, the Seller shall advise the Listing Brokerage immediately of all enquiries from any source whatsoever, and all offers to purchase submitted to the Seller shall be immediately submitted to the Listing Brokerage before the Seller accepts or rejects the same. If the Seller fails to advise the Listing Brokerage of any enquiry during the Listing Period and said enquiry results in the Seller accepting a valid offer to purchase during the Listing Period or within the Holdover Period after the expiration of the Listing Period, the Seller agrees to pay the Listing Brokerage the amount of commission set out above, payable within five (5) days following the Listing Brokerage's written demand therefor.

6. MARKETING: The Seller agrees to allow the Listing Brokerage to show and permit prospective buyers to fully inspect the Property during reasonable hours and the Seller gives the Listing Brokerage the sole and exclusive right to place "For Sale" and "Sold" sign(s) upon the Property. The Seller consents to the Listing Brokerage including information in advertising that may identify the property. The Seller further agrees that the Listing Brokerage shall have sole and exclusive authority to make all advertising decisions relating to the marketing of the Property for sale during the Listing Period. The Seller agrees that the Listing Brokerage will not be held liable in any manner whatsoever for any acts or omissions with respect to advertising by the Listing Brokerage or any other party, other than by the Listing Brokerage's gross negligence or wilful act.

7. WARRANTY: The Seller represents and warrants that the Seller has the exclusive authority and power to execute this Authority to offer the Property for sale and that the Seller has informed the Listing Brokerage of any third party interests or claims on the property such as rights of first refusal, options, easements, mortgages, encumbrances or otherwise concerning the property, which may affect the sale of the Property.

8. INDEMNIFICATION: The Seller will not hold the Listing Brokerage responsible for any loss or damage to the Property or contents occurring during the term of this Agreement caused by the Listing Brokerage or anyone else by any means, including theft, fire or vandalism, other than by the Listing Brokerage's gross negligence or wilful act. The Seller agrees to indemnify and save harmless the Listing Brokerage and any co-operating brokerage from any liability, claim, loss, cost, damage or injury, including but not limited to loss of the commission payable under this Agreement, caused or contributed to by the breach of any warranty or representation made by the Seller in this Agreement or the accompanying data form.

9. FAMILY LAW ACT: The Seller hereby warrants that spousal consent is not necessary under the provisions of the Family Law Act, R.S.O. 1990, unless the Seller's spouse has executed the consent hereinafter provided.

10. VERIFICATION OF INFORMATION: The Seller authorizes the Listing Brokerage to obtain any information affecting the Property from any regulatory authorities, governments, mortgagees or others and the Seller agrees to execute and deliver such further authorizations in this regard as may be reasonably required. The Seller hereby appoints the Listing Brokerage or the Listing Brokerage's authorized representative as the Seller's attorney to execute such documentation as may be necessary to effect obtaining any information as aforesaid. The Seller hereby authorizes, instructs and directs the above noted regulatory authorities, governments, mortgagees or others to release any and all information to the Listing Brokerage.

INITIALS OF LISTING BROKERAGE: 

INITIALS OF SELLER(S): 



11. USE AND DISTRIBUTION OF INFORMATION: The Seller consents to the collection, use and disclosure of personal information by the Brokerage for the purpose of listing and marketing the Property including, but not limited to: listing and advertising the Property using any medium including the Internet; disclosing property information to prospective buyers, brokerages, salespersons and others who may assist in the sale of the Property; such other use of the Seller's personal information as is consistent with listing and marketing of the Property. The Seller consents, if this is an MLS® Listing, to placement of the listing information and sales information by the Brokerage into the database(s) of the appropriate MLS® system(s), and to the posting of any documents and other information provided by or on behalf of the Seller into the database(s) of the appropriate MLS® system(s). The Seller acknowledges that the MLS® database is the property of the real estate board(s) and can be licensed, resold, or otherwise dealt with by the board(s). The Seller further acknowledges that the real estate board(s) may: distribute the information to any persons authorized to use such service which may include other brokerages, government departments, appraisers, municipal organizations and others; market the Property, at its option, in any medium, including electronic media; compile, retain and publish any statistics including historical MLS® data which may be used by board members to conduct comparative market analyses; and make such other use of the information as the Brokerage and/or real estate board deems appropriate in connection with the listing, marketing and selling of real estate.

In the event that this Agreement expires or is cancelled or otherwise terminated and the Property is not sold, the Seller, by initialling:



Does



Does Not

consent to allow other real estate board members to contact the Seller after expiration or other termination of this Agreement to discuss listing or otherwise marketing the Property.

12. SUCCESSORS AND ASSIGNS: The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms of this Agreement.

13. CONFLICT OR DISCREPANCY: If there is any conflict or discrepancy between any provision added to this Agreement (including any Schedule attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement, including any Schedule attached hereto, shall constitute the entire Agreement between the Seller and the Listing Brokerage. There is no representation, warranty, collateral agreement or condition, which affects this Agreement other than as expressed herein.

14. ELECTRONIC COMMUNICATION: This Listing Agreement and any agreements, notices or other communications contemplated thereby may be transmitted by means of electronic systems, in which case signatures shall be deemed to be original. The transmission of this Agreement by the Seller by electronic means shall be deemed to confirm the Seller has retained a true copy of the Agreement.

15. SCHEDULE(S).....and data form attached hereto form(s) part of this Agreement.

THE LISTING BROKERAGE AGREES TO MARKET THE PROPERTY ON BEHALF OF THE SELLER AND REPRESENT THE SELLER IN AN ENDEAVOUR TO OBTAIN A VALID OFFER TO PURCHASE THE PROPERTY ON THE TERMS SET OUT IN THIS AGREEMENT OR ON SUCH OTHER TERMS SATISFACTORY TO THE SELLER.

[Authorized to bind the Listing Brokerage]

DATE.....

Sue Mills

[Name of Person Signing]

THIS AGREEMENT HAS BEEN READ AND FULLY UNDERSTOOD BY ME AND I ACKNOWLEDGE THIS DATE I HAVE SIGNED UNDER SEAL AND HAVE RECEIVED A TRUE COPY OF THIS AGREEMENT. Any representations contained herein or as shown on the accompanying data form respecting the Property are true to the best of my knowledge, information and belief.

SIGNED, SEALED AND DELIVERED I have hereunto set my hand and seal:

[Signature of Seller]



DATE.....



DATE.....

[Tel. No.]

[Signature of Seller]

SPOUSAL CONSENT: The undersigned spouse of the Seller hereby consents to the listing of the Property herein pursuant to the provisions of the Family Law Act, R.S.O. 1990 and hereby agrees that he/she will execute all necessary or incidental documents to further any transaction provided for herein.

[Spouse]



DATE.....



[Seal]

.....

The broker/salesperson **SUE MILLS**

[Name of Broker/Salesperson]

hereby declares that he/she is insured as required by the Real Estate and Business Brokers Act (REBBA) and Regulations.

[Signature(s) of Broker/Salesperson]



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Form 200a

2010

Page 3 of 3

WEBForms™ Dec/2009



Signature Realty
IND. OWNED & OPERATED BROKERAGE

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June 4th, 2010

The Trustees of Fairlawn Avenue United Church
c/o J.Paul Mills [paul.mills@millsandmills.ca]

**Re: Recommended Marketing and Pricing Strategy
277 Brookdale Avenue, Toronto, ON, M5M 1P6**

SUBJECT NEIGHBOURHOOD:

The subject property is located in one of Toronto's most sought-after, family oriented neighbourhoods – Bedford Park West. This neighbourhood boasts easy access to excellent schools such as John Wanless Public School (immediately across the street from the subject property), Glenview J.H.S and Lawrence Park Collegiate. The area benefits from nearby shops, restaurants, the Yonge/Lawrence subway station, a public library, local community centres and churches including Fairlawn Avenue United Church, nearby parks and easy access to the 401 highway. There exists an ideal balance between long-time owners, first time buyers, and families already living in the area wanting to "trade-up" to larger homes.

SUBJECT PROPERTY DESCRIPTION:

The subject property is a 2-storey, 3 bedroom, semi detached home on a 25' x 110' lot. According to MPAC, it is 1166 sq ft above grade, and 583 sq ft below grade. The 1/1/2008 CVA is \$624,000.

The width of the lot allows for a wide mutual drive, and access to a single detached garage in the rear. There is no likelihood of a front pad parking permit for 277 Brookdale due to a large tree in the front yard.

The house has an updated kitchen with white cupboards and appliances (approximately 10 years old) with laminate flooring and arborite counters (as opposed to preferred hardwood flooring and granite countertops). The 2nd floor bathroom has had some updates, but is unusually small for a house of this size. The 3 bedrooms are all reasonably spacious. There is an older 4-piece bathroom in the basement. There is a large 2-tier deck, and a small south-facing garden. The house appears to have 100 amp electrical service, with circuit breakers (it is likely a mix of copper and knob-and-tube wiring). There is an older (approximately 10-15 year) hot water gas furnace (typically 15-20 year life expectancy). There is no central air conditioning.

The recommended pricing strategy herein is reflective of the following: the hardwood floors on the main and 2nd floors are in need of repair and will be refinished prior to marketing the property. The worn and dated existing carpet (staircases to 2nd floor and basement, and lower level recreation room) will also be replaced. The interior of the house, in need of repainting throughout, will be painted and repaired as necessary for cracked walls and damaged/missing trim. Necessary lawn and garden maintenance will be carried out, and the vacant property will be staged appropriately.

SUGGESTED LISTING PRICE:

Based upon immediate area sales of comparable properties, and most specifically the two most recent comparable sales at 90 Glengarry Avenue (sold \$639,000 April 15th, 2010 – note: private driveway with parking for 2 cars) and 230 Bedford Park Ave (sold \$628,000 May 20th, 2010 – note: private driveway with parking for 2 cars), it is our recommendation that the property be listed for:

Six Hundred and Twenty Nine Thousand Nine Hundred Dollars (\$629,900)

Following please find our recommended Marketing Plan. Trusting that this is the information you require at this time. Please don't hesitate to call if you require any further information or clarification.

Sincerely,

Sue Mills
Sales Representative



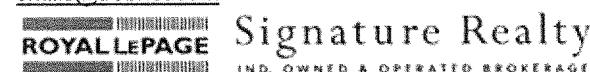
www.TheMillsTeam.ca

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THE MILLS TEAMS'
MARKETING PLAN
277 Brookdale Avenue

Marketing Activities:

1. Complimentary **Interior Design / “Staging” Consultation** – provided by The Mills Team – at your option.
2. Completion of a **Pre-listing Home Inspection** by a qualified Home Inspector – provided by The Mills Team.
3. Development of professionally prepared **feature and benefit materials**, with **floor plans, digital photos, area and school information** to distribute to:
 - ✓ Agents active in the market area
 - ✓ Prospective buyers via email and the internet
 - ✓ Prospective buyers as they view the property
4. Multiple Listing Service (**MLS**) exposure via the Toronto Real Estate Board – **complete with digital photos, floor plans, virtual tour and open house dates and the property address visible to the public.**
 - ✓ All 29,500 members and their buyers will have access to the information on the property through the on-line MLS computer system
5. Posting of the listing on the internet via www.Realtor.ca, www.TheMillsTeam.ca, www.RoyalLePageSignature.com and www.RoyalLePage.ca for the public to view. This will provide all the relevant information and photos of the property to the growing number of prospective buyers who shop for a home by surfing on the net.
6. Creation of a **unique property website** www.277Brookdale.com and **associated lawn sign rider** so interested buyers can view the property details, photos and virtual tour on-line.
7. Installation of a **for sale sign** to ensure potential buyers watching the area know the property is available for sale.
8. Installation of a **secure lock box** to ensure agents have convenient access to show the property to their clients.

THE MILLS TEAMS'
MARKETING PLAN
277 Brookdale Avenue

- 9. Networking** to promote the highlights of the property to:
 - ✓ Agents from **Royal LePage Signature Realty**
 - ✓ Agents from **other real estate companies**
 - ✓ **Potential buyers** who have expressed an interest in properties in the area and price range.
- 10. Development** of **newspaper advertisements** to run from a selection of papers such as:
 - ✓ Toronto Star, Globe and Mail, National Post, Local Post City Magazines,
The Real Estate News, Resale Homes Magazine
- 11. Hosting** of an **open house for agents** in the area to preview the property.
- 12. Hosting** of a **public open house** (at your option) for potential buyers to visit the property.
- 13. Providing** **on-going feedback to you** (daily if appropriate) from each showing.
- 14. Ensuring** **on-going communication with agents and buyers** expressing interest in the property.
- 15. Preparation** for **offer presentations** on the date set.
- 16. After the sale assistance.** We continue to be available to you with guidance and support until the closing and beyond!

Fairlawn Avenue United Church – 2009 Annual Report

2010

BUDGET

FAIRLAWN AVENUE UNITED CHURCH**PROPOSED BUDGET 2010**

SUMMARY	Budget 2010	Actual 2009	Budget 2009	Actual 2008	Budget 2008
REVENUE					
Offerings	365,000	357,648	350,000	343,449	350,000
Fairlawn Neighbourhood Centre	21,600	21,600	21,600	22,725	21,600
Other rentals	34,953	36,231	36,153	35,923	36,153
Willowbank Ave. manse rental	0	0	0	23,120	0
Yae Dalm congregation	24,000	24,000	24,000	6,000	0
Community Life	4,000	3,710	4,000	3,715	4,000
Special events and fundraising	12,000	14,379	12,000	25,479	7,500
Other	0	861	0		
Total Operating Revenue	461,553	458,429	447,753	460,411	419,253
EXPENSES					
Administration	39,356	35,875	39,998	39,135	39,998
Adult Education	750	296	700	581	700
Children's Education	4,900	4,372	4,700	2,693	4,700
Community Life	4,500	4,513	4,500	3,852	4,500
Communications	400	357	400	545	750
Contact	200	164	200	-1,793	200
Executive Council	1,500	3,418	2,500		2,500
Volunteer Resources Council	500	0	0	0	0
FAUC Manse	7,480	7,370	7,580	7,954	7,580
SJB Manse	0		0	8,415	0
Ministry & Personnel	393,396	402,119	404,730	389,316	404,730
Network	1,100	73	1,100	462	1,100
Property	57,500	55,234	57,200	58,761	57,200
Worship	39,225	34,892	38,175	37,631	38,175
Youth	650	557	650	453	650
Total Operating Expenses	551,457	549,240	562,433	548,005	562,783
Net Operating Income (Loss)	-89,904	-90,811	-114,680	-87,594	-143,530
Less transfers from trustees to fund operating (loss):					
Restricted funds (housing)	35,000	35,000	30,000	28,249	
Non-restricted funds	54,904	55,811	84,680	59,345	
	0		0	0	

**FAIRLAWN AVENUE UNITED CHURCH
FINANCIAL STATEMENTS**

Year ended 31 December 2009

PC

Philip
Creighton
Chartered
Accountant

AUDITOR'S REPORT

To the members of Fairlawn Avenue United Church

I have audited the statement of financial position of the Fairlawn Avenue United Church as at 31 December 2009, the statements of operations and restricted funds transfer, of changes in fund balances, of cash flow, of changes in restricted operating funds, and so changes in trustee administered funds for the year then ended. These financial statements are the responsibility of the Executive Council and the Trustees. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the Executive Council and the Trustees, as well as evaluating the overall financial statement presentation.

In my opinion these financial statements present fairly, in all material respects, the financial position of the Fairlawn Avenue United Church as at 31 December 2009 and the result of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



22 February 2010
Toronto, Ontario

Philip Creighton, FCA
Chartered Accountant
Licensed Public Accountant

FARLAWN AVENUE UNITED CHURCH
 STATEMENT OF OPERATIONS AND RESTRICTED FUNDS TRANSFER
 Year ended 31 December 2009

	2009		2008			
	Operating	Trustees	Total	Operating	Trustees	Total
CONTRIBUTIONS AND REVENUE						
Congregation contribution	\$ 357,649	\$ -	\$ 357,649	\$ 345,450	\$ -	\$ 345,450
Building users	81,831	-	81,831	64,649	-	64,649
Manse rent	-	-	-	23,120	-	23,120
Other income	5,582	-	5,582	18,254	-	18,254
Special events	14,379	-	14,379	11,485	-	11,485
Interest and dividends	-	85,682	85,682	-	114,834	114,834
Legacies and memorials	-	21,532	21,532	-	73,044	73,044
Capital increases	-	-	-	-	637,685	637,685
Realized gain/(loss)	-	(6,385)	(6,385)	-	(8,090)	(8,090)
Mission and Service contribution	60,128	-	60,128	65,204	-	65,204
Food bank contribution	3,869	-	3,869	2,894	-	2,894
EXPENSE	\$ 523,438	\$ 100,829	\$ 624,267	\$ 331,056	\$ 817,473	\$ 1,348,529
Salaries and benefits	\$ 367,119	\$ -	\$ 367,119	\$ 354,316	\$ -	\$ 354,316
Property	55,234	-	55,234	64,381	-	64,381
Ministers' housing	42,370	-	42,370	42,954	-	42,954
Administration	36,375	-	36,375	39,135	-	39,135
Worship	34,892	-	34,892	37,631	-	37,631
Other councils	13,748	-	13,748	8,794	-	8,794
Capital assets	-	60,207	60,207	-	41,114	41,114
Social Justice and Affordable Housing	-	527,660	527,660	-	211,000	211,000
Bursaries	-	1,800	1,800	-	3,300	3,300
Miscellaneous	-	5,052	5,052	-	10,176	10,176
Mission and Service payments	60,128	-	60,128	65,204	-	65,204
Food bank payments	3,869	-	3,869	2,894	-	2,894
Total expense	\$ 613,735	\$ 594,719	\$ 1,208,454	\$ 615,309	\$ 265,590	\$ 880,899
Excess revenue/(expense) before transfer	\$ (90,297)	\$ (493,890)	\$ (584,187)	\$ (84,253)	\$ 551,883	\$ 467,630
Transfer from restricted funds	30,847	(30,847)	-	19,688	(19,688)	-
Excess revenue/(expense) after transfer	\$ (59,450)	\$ (524,737)	\$ (584,187)	\$ (64,565)	\$ 532,195	\$ 467,630

Philip Creighton, Chartered Accountant 1

**FAIRLAWN AVENUE UNITED CHURCH
STATEMENT OF CHANGES IN FUND BALANCES**
Year ended 31 December 2009

	2009 Operating	2009 Trustees	2009 Total	2008 Operating	2008 Trustees	2008 Total
Excess revenue/(expense) after restricted funds transfer	\$ (59,450)	\$ (524,737)	\$ (584,187)	\$ (64,565)	\$ 532,195	\$ 467,630
Unrealized capital gains/(losses)	-	278,465	278,465	-	(172,686)	(172,686)
Operating deficit transfer	59,450	(59,450)	-	-	(64,565)	-
Fund balances at beginning of year	-	3,243,872	3,243,872	64,565	2,948,928	2,948,928
Fund balances at end of year	<u>\$ -</u>	<u>\$ 2,938,150</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,243,872</u>	<u>\$ 3,243,872</u>

STATEMENT OF CASH FLOW
Year ended 31 December 2009

Operations	2009			2008		
	Operating	Trustees	Total	Operating	Trustees	Total
Excess revenue/(expense) before restricted funds transfer	\$ (90,297)	\$ (493,890)	\$ (584,187)	\$ (84,253)	\$ 551,883	\$ 467,630
Net change in non-cash items	(20,856)	21,055	199	12,438	(28,173)	(15,735)
Capital (gains)/losses not affecting cash	-	6,385	6,385	-	8,090	8,090
Transfers between funds	90,297	(90,297)	-	-	-	-
Increase/(decrease) in cash from operations investment	\$ (20,856)	\$ (556,747)	\$ (577,603)	\$ 84,253	\$ (84,253)	\$ 447,547
Net (purchase)/disposal of investments	\$ (20,856)	\$ 591,701	\$ 591,701	\$ 12,438	\$ 714	\$ 13,152
Net increase/(decrease) in cash during year	35,791	\$ 34,954	\$ 14,098	23,353	309	23,662
Cash at beginning of year	\$ 14,935	\$ 1,023	\$ 36,814	\$ 35,791	\$ 1,023	\$ 36,814
Cash at end of year		\$ 35,977	\$ 50,912			

Philip Creighton, Chartered Accountant

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**FAIRLAWN AVENUE UNITED CHURCH
STATEMENT OF FINANCIAL POSITION
Year ended 31 December 2009**

	2009	Operating	Trustees	Total	2008	Operating	Trustees	Total
ASSETS								
Cash	\$ 14,935	\$ 35,977	\$ 50,912	\$ 35,791	\$ 1,023	\$ 36,814		
Accounts receivable	2,874	21,211	24,085	8,369	21,840	30,209		
Interfund balances	18,958	(18,958)	-	(1,788)	1,788	-		
Investments (note 5)	-	2,924,100	2,924,100	-	3,243,721	3,243,721		
Prepaid expenses	8,743	-	8,743	5,847	-	5,847		
	<u>\$ 45,510</u>	<u>\$2,962,330</u>	<u>\$3,007,840</u>	<u>\$48,219</u>	<u>\$3,268,372</u>	<u>\$3,316,591</u>		
LIABILITIES								
Accounts payable	\$ 9,778	\$ 24,180	\$ 33,958	\$ 7,294	\$ 24,500	\$ 31,794		
Restricted operating funds	<u>35,732</u>	<u>-</u>	<u>35,732</u>	<u>40,925</u>	<u>-</u>	<u>40,925</u>		
FUND BALANCES	\$ 45,510	\$ 24,180	\$ 69,690	\$ 48,219	\$ 24,500	\$ 72,719		
	<u>-\$ 45,510</u>	<u>2,938,150</u>	<u>2,938,150</u>	<u>-\$ 48,219</u>	<u>3,243,872</u>	<u>3,243,872</u>		
Fund balances	\$ -	\$2,227,234	\$2,227,234	\$ -	\$2,713,756	\$2,713,756		
Restricted funds	\$ -	710,916	700,962	\$ -	530,116	530,116		
Discretionary funds	\$ -	\$2,938,150	\$2,928,196	\$ -	\$3,243,872	\$3,243,872		
FUND BALANCES								

Philip Creighton, Chartered Accountant

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**FAIRLAWN AVENUE UNITED CHURCH
STATEMENT OF CHANGES IN RESTRICTED OPERATING FUNDS
Year ended 31 December 2009**

	31 December Donations 2008	Expenditures 31 December 2009
Sunday School	\$ 6,846	\$ 934
Flower Fund	2,699	865
Benevolent Fund	5,052	4,530
Seniors Fund	4,362	(102)
Outreach	2,615	25,935
Families Helping Families	878	1,550
Special Music	12,453	37,171
Green Team	2,688	153
Boarding Home Ministry	324	398
Bessie Barber Nursery	3,008	460
	<u>\$ 40,925</u>	<u>\$ 71,894</u>
Excess revenue/(expense)		<u><u>\$ (77,087)</u></u>
		<u><u>\$ 35,732</u></u>
		<u><u>\$ (5,193)</u></u>

**FAIRLAWN AVENUE UNITED CHURCH
STATEMENT OF CHANGES IN TRUSTEE ADMINISTERED FUNDS
Year ended 31 December 2009**

	Ministry Housing	Lucas Sanders	Anne Krug	Kellough Seniors	Affordable Housing	Social Justice	Total Restricted	Contin- gencies	Ifcat Plant	General	Total Discretionary	Grand Total
Investment income Robertson and McIntosh bequest	\$ 30,847	\$ 4,050	\$ 642	\$ 1,034	\$ 14,581	\$ 7,705	\$ 58,359	\$ -	\$ 20,441	\$ 20,441	\$ 79,300	
Bequests received	<u>\$ 30,847</u>	<u>\$ 4,050</u>	<u>\$ 642</u>	<u>\$ 1,034</u>	<u>\$ 14,581</u>	<u>\$ 7,705</u>	<u>\$ 58,359</u>	<u>\$ -</u>	<u>\$ 41,384</u>	<u>\$ 41,384</u>	<u>\$ 100,832</u>	
Capital assets Christian Resource Centre	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,207	\$ 60,207	\$ 60,207
Donations Piano wing	-	-	-	-	-	527,000	-	-	-	-	-	527,000
Bursaries	-	-	-	-	-	660	660	-	-	-	-	660
Other expense Transfers	-	-	-	-	-	-	-	-	-	-	-	711
Mission and Service Housing	30,847	1,012	-	-	-	-	-	-	-	-	-	1,800
Operating deficit	<u>\$ 30,847</u>	<u>1,012</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,320</u>
Net change during year	\$ -	\$ 3,824	\$ 711	\$ -	\$ 527,000	\$ 660	\$ 563,042	\$ -	\$ -	\$ 59,450	\$ 59,450	\$ 60,462
Balance start of year	\$ 300,000	<u>105,026</u>	<u>(69)</u>	<u>\$ 1,034</u>	<u>\$ (512,419)</u>	<u>\$ 7,045</u>	<u>\$ (504,183)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 121,977</u>	<u>\$ 121,977</u>	<u>\$ 685,019</u>
Balance end of year before unrealized gains	\$ 300,000	\$ 105,232	\$ 16,584	\$ 27,846	\$ 914,963	\$ 349,928	\$ 2,209,573	\$ 75,000	\$ 66,546	\$ 307,977	\$ 450,112	\$ 2,659,985
Unrealized gains	<u>\$ 300,000</u>	<u>\$ 105,232</u>	<u>\$ 16,584</u>	<u>\$ 27,846</u>	<u>\$ 914,963</u>	<u>\$ 17,661</u>	<u>\$ 17,661</u>	<u>\$ 75,000</u>	<u>\$ 66,546</u>	<u>\$ 260,804</u>	<u>\$ 260,804</u>	<u>\$ 2,738,465</u>
Balance end of year	<u>\$ 300,000</u>	<u>\$ 105,232</u>	<u>\$ 16,584</u>	<u>\$ 27,846</u>	<u>\$ 914,963</u>	<u>\$ 362,589</u>	<u>\$ 2,227,234</u>	<u>\$ 75,000</u>	<u>\$ 66,546</u>	<u>\$ 568,781</u>	<u>\$ 568,781</u>	<u>\$ 2,938,150</u>

**FAIRLAWN AVENUE UNITED CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009**

1. The Church

Fairlawn Avenue United Church (the Church) was established in 1915 and is a pastoral charge in Toronto Southeast Presbytery of the United Church of Canada. The Church is a registered charity and is exempt from income tax.

2. Basis of Presentation

These financial statements include the accounts of the Operating Fund of the Church, which fund is administered by the Financial Stewardship Council, and the accounts of the Trustee Administered Funds of the Church, which are administered by the Board of Trustees.

3. Significant Accounting Policies

The following is a summary of significant accounting policies of the Church:

(a) Accrual basis of accounting

These financial statements are prepared on the accrual basis of accounting. Revenue is recognized when received or considered receivable, and expense is recognized when services are rendered or supplies consumed without regard to the receipt or payment of cash.

(b) Capital assets

The Church building, land and manse are owned by the United Church of Canada and are not reflected in these financial statements. Capital assets are expensed in the year of purchase.

(c) Donated materials and services

Much of the Church's work is performed by volunteers. The value of their efforts can not be readily estimated and so no attempt has been made to reflect such amounts in these financial statements.

(d) Donated securities

Donated securities are accounted for at fair value on the date the gift accepted.

(e) Financial instruments

The Church's financial instruments, other than investments (see note below), cash, accounts receivable, and accounts payable are reported at cost. The Church feels that, given the short life of these assets and liabilities, the reported values approximate fair value satisfactorily.

(f) Valuation of investments

Investments are valued at fair value, determined as bid price for marketable securities. Investment in Ministry is valued at cost.

(g) Use of estimates

The preparation of these financial statements in conformity with Canadian generally accepted accounting principles requires the Church to make estimates and assumptions that affect the reported amount of assets and liabilities, and the reported amounts of revenues and expenses during the year. These estimates and assumptions are reviewed periodically and adjustments are made to income in the year they become known.

**FAIRLAWN AVENUE UNITED CHURCH
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2009**

(h) Revenue Recognition

In the Operating Fund, congregational donations are recognized when payment is received. Other revenues are recognized on the accrual basis when payment seems certain. In the Trustee Administered Funds, investment income is recognized on the accrual basis. Donations, bequests, and other revenues are recognized when payment is received.

(i) Changes in accounting policy

- During the year the Trustees changed the basis of allocating income to the pooled fund; Ministry Housing, Lucas Sanders, Anne Krug, Kellough Seniors and General. Now all the funds share equally in the pooled investment income, including realized capital gains/losses, in proportion to their opening fund balances. Formerly, Lucas Sanders, Anne Krug and Kellough Seniors received their share based on the average bond return, but changes in investment policy have eliminated any advantage that they might have received. The change has been made prospectively 1 January 2009.
- During the year the Trustees decided to change the presentation of unrealized investment gains/losses from inclusion in the statement of operations, as an income item, to the statement of changes in fund balances. The Trustees feel this change will produce a more realistic presentation of their operations. The change has been made prospectively 1 January 2009. The 2008 statement presentation has altered to be comparable. The change does not affect the final fund balance.

(j) Change in statement presentation

- During the year the Trustees split the social justice fund into two funds; Affordable Housing and Social Justice to reflect the different nature and objectives of these funds. The change has been made prospectively 1 January 2009, and has no effect on the final fund balance. The purpose and source of the two funds are discussed below in Note 4.

4. Trustee Administered Funds

Restricted Funds

Ministry Housing Fund

The Ministry Housing Fund was created from the net proceeds of the sale of the Armour Heights Church and Manse and from the sale of the St. James-Bond Manse. Income from this fund can be used to cover housing for a second minister and to assist in covering the operating expense of the Church as approved by the Trustees and the Executive Council. Spending of the capital in this fund requires the sanction of the Trustees, the Executive Council and the approval of Toronto Southeast Presbytery.

Lucas Sanders Fund

The Lucas Sanders Fund was formed with the legacies from Lillian Lucas and Ann Sanders. These legacies specified that the income from this fund be distributed annually in the following fashion: 25% to Church operating expense, 25% to the Mission & Service Fund and 50 % to bursaries for students who are proceeding beyond secondary school.

Anne Krug Fund

The Anne Krug Fund was established to administer the contributions from the congregation in support of the renovation and maintenance of the grand piano donated by the Krug family. This fund also pays for the tuning and maintenance of other pianos in the Church.

Kellough Seniors Fund

The Kellough Seniors Fund was created by the legacy from Maude Kellough. The legacy restricts the use of the income from the fund for the benefit of seniors.

**FAIRLAWN AVENUE UNITED CHURCH
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2009**

Affordable Housing Fund

The Affordable Housing Fund was established from 90% of the net proceeds of the sale of the St. James-Bond United Church. The sale proceeds are to be used for the development of affordable housing in association with United Church affiliated groups and organizations.

Social Justice Fund

The social Justice justice fund is a continuation of the pre-amalgamation St. James-Bond United Church non-designated trust funds. The non-designated trust funds have been used to defray the transitional costs arising out of the amalgamation of St. James-Bond United Church and Fairlawn Heights United Church and are now available to provide funding for the congregation's commitment to the development of a Social Justice Ministry. Spending of the capital in this fund requires the approval of the Social Justice Committee and the Executive Council.

Discretionary Funds

Contingency Fund

The Contingency Fund was created following a vote by the Fairlawn Heights United Church Congregation in 1986. The purpose of the fund is to provide for any major emergency or disaster. The original amount was \$25,000, with the upper limit to be \$75,000. Any amount in excess of \$75,000 is to revert to the General Fund of the Board of Trustees.

Capital Reserve Fund

The Capital Reserve Fund was formed from the net proceeds of the sale of the former Manse for Fairlawn Heights United Church and the purchase of a smaller house. In addition, members of the congregation have donated amounts to this fund. The fund is to be used for any capital projects of the Church that have been approved by the Executive Council.

Heat Plant Fund

The Heat Plant Fund was created during 2007 to accumulate funds that were donated or raised for a renewed heat plant for the Church. Active investigation is under way to determine the most appropriate solution for the heating needs of the Church, keeping in mind concern for the environment as well as cost.

Memoriam Fund

The Memoriam Fund is a subset of the Trustee General Fund. It was formed to track all memorials donated to the Church without directions as to how they are to be administered. The balance in this fund is transferred to the General Fund at the end of each year.

General Fund

The General Fund is used to cover all administrative costs of the Trustees and to provide operating support for the Church and any additional funding requirements as directed by the Executive Council.

**FAIRLAWN AVENUE UNITED CHURCH
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2009**

5. Investments Held by Trustees

The Social Justice and Affordable Housing Committees, in the restricted funds held by the Trustees, has its own investments. All other restricted and discretionary funds share pooled investments. Investment income, including realized capital gains/losses, is allocated to the pooled funds in proportion to their opening fund balances.

Affordable Housing and Social Justice Investments

	2009	2008
Cash	\$ 4,895	\$ 198,920
Money market	1,376	1,366
GIC/Bankers' acceptance	903,000	1,393,194
Investment in ministry	100,000	100,000
Bonds	195,617	71,635
Preferred shares	56,300	-
Income trusts	<u>30,254</u>	<u>18,136</u>
	<u>\$ 1,291,442</u>	<u>\$ 1,783,251</u>
Pooled Investments		
Cash	\$ 9,178	\$ (9,831)
Money market	29,715	27,111
Bankers' acceptance	-	655,030
Bonds	368,126	345,171
Preferred shares	352,722	-
Common shares	700,958	343,668
Income trusts	<u>171,959</u>	<u>99,320</u>
	<u>\$ 1,632,658</u>	<u>\$ 1,460,470</u>
Total investments held by Trustees	<u>\$ 2,924,100</u>	<u>\$ 3,243,721</u>

The Trustees believe that their investments do not suffer from unusual credit, interest rate or currency exchange rate changes.

6. Related Parties

During the year the congregation contributed \$60,128 (\$62,247 in 2008) to the United Church of Canada for its Mission & Service Fund. The Lucas Sanders Fund contributed a further \$1,012 (\$546 in 2008).

The Church paid Presbytery and Conference assessments of \$15,528 (\$17,360 in 2008) to Toronto South Presbytery and its successor, Toronto Southeast Presbytery.

7. Gift

During the year the Trustees received a gift of shares with a fair value of \$873, (\$40,578 in 2008.)

FAIRLAWN AVENUE UNITED CHURCH
FINANCIAL STATEMENTS
31 DECEMBER 2008

PC

Philip Creighton
Chartered Accountant

AUDITOR'S REPORT

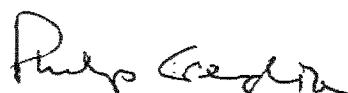
To the members of Fairlawn Avenue United Church

I have audited the statement of financial position of the Fairlawn Avenue United Church as at 31 December 2008, the statements of revenue and expense, of changes in fund balances, of cash flow, of changes in restricted operating funds, and schedule of trustee administered funds for the year then ended. These financial statements are the responsibility of the Executive Council and the Trustees. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the Executive Council and the Trustees, as well as evaluating the overall financial statement presentation.

In my opinion these financial statements present fairly, in all material respects, the financial position of the Fairlawn Avenue United Church as at 31 December 2008 and the result of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Toronto, Ontario
15 July 2009



Philip Creighton, FCA
Chartered Accountant
Licensed public accountant

**FAIRLAWN AVENUE UNITED CHURCH
STATEMENT OF REVENUE AND EXPENSE AND RESTRICTED FUNDS TRANSFER
Year ended 31 December 2008**

	2008	2007	
	Operating	Trustees	Total
	Operating	Trustees	Operating
REVENUE			
Congregation donation	\$ 345,450	\$ -	\$ 345,450
Building users	64,649	-	64,649
Manser rent	23,120	-	23,120
Other income	18,254	-	18,254
Special events	11,485	-	11,485
Interest and dividends	-	114,834	114,834
Legacies and memorials	-	73,044	73,044
Capital increases	-	637,685	637,685
Unrealized gain/(loss)	-	(172,686)	(172,686)
Realized gain/(loss)	-	(8,090)	(8,090)
Mission and Service donation	65,204	-	65,204
Food bank donation	2,894	-	2,894
\$ 531,056	\$ 644,787	\$ 1175,843	\$ 270,773
EXPENSE			
Salaries and benefits	\$ 354,316	\$ -	\$ 354,316
Property	64,381	-	64,381
Ministers' housing	42,954	-	42,954
Administration	39,135	-	39,135
Worship	37,631	-	37,631
Other councils	8,794	-	8,794
Capital assets	-	41,114	41,114
Social Justice	-	211,000	211,000
Bursaries	-	3,300	3,300
Miscellaneous	-	10,176	10,176
Mission and Service payments	65,204	-	65,204
Food bank payments	2,894	-	2,894
Total expense	\$ 615,309	\$ 265,590	\$ 880,899
Excess revenue/(expense) before transfer	\$ (84,253)	\$ 379,197	\$ 294,944
Transfer from restricted funds	19,688	(19,688)	-
Excess revenue/(expense) after transfer	\$ (64,565)	\$ 359,509	\$ 294,944
			\$ (82,965)
			\$ (342,288)
			\$ (382,019)

FAIRLAWN AVENUE UNITED CHURCH
STATEMENT OF CHANGES IN FUND BALANCES
Year ended 31 December 2008

	2008			2007		
	Operating	Trustees	Total	Operating	Trustees	Total
Excess revenue/(expense) after restricted funds transfer	\$ (64,565)	\$ 359,509	\$ 294,944	\$ (82,965)	\$ (342,288)	\$ (382,019)
Operating subsidy transfer	-	-	-	51,079	(51,079)	-
Operating deficit transfer	64,565	(64,565)	-	31,886	(32,921)	(1,035)
Fund balances at beginning of year	-	2,948,928	2,948,928	-	3,375,216	3,375,216
Fund balances at end of year	\$3,243,872	\$3,243,872	\$ -	\$2,948,928	\$2,948,928	\$2,992,162

STATEMENT OF CASH FLOW
Year ended 31 December 2008

	2008			2007		
	Operating	Trustees	Total	Operating	Trustees	Total
Operations						
Excess revenue/(expense) before restricted funds transfer	\$ (84,253)	\$ 379,197	\$ 294,944	\$ (82,965)	\$ (342,288)	\$ (425,253)
Unrealized (gain)/ loss not providing/requiring cash	-	172,686	172,686	-	(3,655)	(3,655)
Net change in non-cash items	12,438	(28,173)	(15,735)	(32,555)	22,917	(9,638)
Transfers between funds	<u>84,253</u>	<u>(84,253)</u>	<u>-</u>	<u>82,965</u>	<u>(84,000)</u>	<u>(11,035)</u>
Increase/(decrease) in cash from operations	\$ 12,438	\$ 439,457	\$ 451,895	\$ (32,555)	\$ (407,026)	\$ (439,581)
Investment						
Net (purchase)/disposal of investments	<u>(438,743)</u>	<u>(438,743)</u>	<u>-</u>	<u>-</u>	<u>391,815</u>	<u>391,815</u>
Net increase/(decrease) in cash during year	\$ 12,438	\$ 714	\$ 13,152	\$ (32,555)	\$ (15,211)	\$ (47,766)
Cash at beginning of year	<u>23,353</u>	<u>309</u>	<u>23,662</u>	<u>55,908</u>	<u>15,520</u>	<u>71,428</u>
Cash at end of year	\$ 35,791	\$ 1,023	\$ 36,814	\$ 23,353	\$ 309	\$ 23,662

**FAIRLAWN AVENUE UNITED CHURCH
STATEMENT OF FINANCIAL POSITION**

	2008 Operating	2008 Trustees	Total	2007 Operating	2007 Trustees	Total
ASSETS						
Cash	\$ 35,791	\$ 1,023	\$ 36,814	\$ 23,353	\$ 309	\$ 23,662
Accounts receivable	8,369	21,840	30,209	4,491	8,877	13,368
Interfund balances	(1,788)	1,788	-	33,178	(33,178)	-
Investments (note 6)	-	3,243,721	3,243,721	-	2,975,920	2,975,920
Prepaid expenses	5,847	-	5,847	6,501	-	6,501
	<u>\$ 48,219</u>	<u>\$3,268,372</u>	<u>\$3,316,591</u>	<u>\$ 67,523</u>	<u>\$2,951,928</u>	<u>\$3,019,451</u>
LIABILITIES						
Accounts payable	\$ 7,294	\$ 24,500	\$ 31,794	\$ 10,877	\$ 3,000	\$ 13,877
Restricted operating funds	40,925	-	40,925	56,646	-	56,646
	<u>\$ 48,219</u>	<u>\$ 24,500</u>	<u>\$ 72,719</u>	<u>\$ 67,523</u>	<u>\$ 3,000</u>	<u>\$ 70,523</u>
FUND BALANCES	<u>3,243,872</u>	<u>3,243,872</u>	<u>\$3,316,591</u>	<u>-</u>	<u>2,948,928</u>	<u>2,992,162</u>
	<u>\$ 48,219</u>	<u>\$3,268,372</u>	<u>\$3,316,591</u>	<u>\$ 67,523</u>	<u>\$2,951,928</u>	<u>\$3,062,685</u>
Fund balances	\$ -	\$2,713,756	\$2,713,756	\$ -	\$2,574,263	\$2,574,263
Restricted funds		<u>530,116</u>	<u>530,116</u>	<u>-</u>	<u>374,667</u>	<u>374,667</u>
Discretionary funds		<u>3,243,872</u>	<u>\$3,243,872</u>	<u>\$ -</u>	<u>\$2,948,930</u>	<u>\$2,948,930</u>
FUND BALANCES						

**FAIRLAWN AVENUE UNITED CHURCH
STATEMENT OF CHANGES IN RESTRICTED OPERATING FUNDS
Year ended 31 December 2008**

	31 December Donations 2007	31 December 2008	Expenditures 31 December 2008
Sunday School	\$ 6,567	\$ 699	\$ (420)
Flower Fund	2,323	970	(594)
Refugee Fund	2,139	-	(2,139)
Rummage Sale	8,735	-	(8,735)
Benevolent Fund	8,234	3,318	(6,500)
Seniors Fund	4,567	545	(750)
Outreach	5,321	39,418	(42,124)
Families Helping Families	251	1,250	2,615
Special Music	15,354	10,399	(623)
Green Team	2,784	-	878
Boarding Home Ministry	371	525	(13,300)
Nursery	-	4,500	12,453
	<u>\$ 56,646</u>	<u>\$ 61,624</u>	<u>\$ (77,345)</u>
			<u>\$ 40,925</u>
			<u><u>\$ (15,721)</u></u>

Excess revenue/(expense)

FAIRLAWN AVENUE UNITED CHURCH TRUSTEES
CONTINUITY OF TRUSTEE ADMINISTERED FUNDS
YEAR ENDED DECEMBER 31, 2008

	Housing Funds	Lucas Sanders	Anne Krug	Kellough Seniors	Social Justice	Total Restricted	Contingency Fund	Heat Plan Fund	Memoriam	General	Total Discretionary	Grand Total
Additions	300,000				300,000				307,685	307,685		637,685
Donations	19,688	4,600	716	1,148	64,092 (1,195) (11,573)	90,244 (1,195) (11,573)	58,321	14,723 (6,895) (161,113)	73,044 24,588 (6,895) (161,113)	73,044 24,588 (6,895) (161,113)		73,044 114,832 (8,090) (172,686)
Interest & Dividends												
Realized Gains/(Losses)												
Unrealized Gains/(Losses)												
Total Revenue	319,688	4,600	716	1,148	51,324	377,476	58,321	14,723	194,265	267,309		644,785
Social Justice projects												
Transition Costs	19,688				211,000 1,735	211,000 1,735						211,000
Ministry/Housing Capital Projects						19,688						19,688
Operating Deficit												
Bursaries	546					546						41,114
Mission & Service Support	3,300					3,300						64,565
Seniors Programs	546					546						-
Piano Tuning						545						3,300
Other						415						546
												546
Total Expense	19,688	4,392	415	546	212,735	237,775			6,389	6,389		415
Nat Before Transfers									112,068	112,068		6,389
Transfers Between Funds	300,000	208	301	603	(161,411)	139,701 (206)	58,321	14,723 (14,723)	82,197	155,241		349,843
Opening Balance	500,000	105,026	16,352	26,209	1,926,676	2,574,263	75,000	8,225	14,931	208		294,942
Closing Balance	800,000	105,026	16,353	26,812	1,785,285	2,713,786	75,000	8,546	29,442	374,667		2,948,930
									338,570	530,116		3,243,872

FAIRLAWN AVENUE UNITED CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2008

1. The Church

Fairlawn Avenue United Church (the Church) was established in 1915 and is a pastoral charge in Toronto South Presbytery of the United Church of Canada. The Church is a registered charity and is exempt from income tax.

2. Basis of Presentation

These financial statements include the accounts of the Operating Fund of the Church, which fund is administered by the Financial Stewardship Council of the Executive Council, and the accounts of the Trustee Administered Funds of the Church, which are administered by the Board of Trustees.

3. Significant Accounting Policies

The following is a summary of significant accounting policies of the Church:

(a) Accrual basis of accounting

These financial statements are prepared on the accrual basis of accounting. Revenue is recognized when received or considered receivable, and expense is recognized when services are rendered or supplies consumed without regard to the receipt or payment of cash.

(b) Capital assets

The Church building, land and manse are owned by the United Church of Canada and are not reflected in these financial statements. Capital assets are expensed in the year of purchase.

(c) Donated materials and services

Much of the Church's work is performed by volunteers. The value of their efforts can not be readily estimated and so no attempt has been made to reflect such amounts in these financial statements.

(d) Donated securities

Donated securities are accounted for at fair value, on the date the gift accepted.

(e) Valuation of investments

Investments are valued at fair value.

(f) Change in statement presentation

The Church has separated the cost of ministers' housing from salaries and benefits. The 2007 statements have been changed to agree to the current's year disclosure. The result of operations remains unchanged.

4. Trustee Administered Funds

Restricted Funds

Ministry Housing Fund

The Ministry Housing Fund was created from the net proceeds of the sale of the Armour Heights Church and Manse and from the sale of the St. James-Bond Manse. Income from this fund can be used to cover housing for a second minister and to assist in covering the operating expense of the Church as approved by the Trustees and the Executive Council. Spending of the capital in this fund requires the sanction of the Trustees, the Executive Council and the approval of Toronto South Presbytery.

Lucas Sanders Fund

The Lucas Sanders Fund was formed with the legacies from Lillian Lucas and Ann Sanders. These legacies specified that the income from these funds be distributed annually in the following fashion: 25% to Church operating expense, 25% to the Mission & Service Fund and 50 % to awards for students who are proceeding beyond secondary school.

Anne Krug Fund

The Anne Krug Fund was established to administer the contributions from the congregation in support of the renovation and maintenance of the Grand piano donated by the Krug family. This fund also pays for the tuning and maintenance of other pianos in the Church.

Kellough Seniors Fund

The Kellough Seniors Fund was created by the legacy from Maude Kellough. The legacy restricts the use of the income from the fund for the benefit of seniors.

Social Justice Fund

The Social Justice Fund was established from 90% of the net proceeds of the sale of the St. James-Bond Church and the pre-amalgamation St. James-Bond United Church non-designated trust funds. The sale proceeds are to be used for the development of affordable housing in association with United Church affiliated groups and organizations. The non-designated trust funds have been used to defray the transitional costs arising out of the amalgamation of St. James-Bond United Church and Fairlawn Heights United Church and are now available to provide funding for the congregation's commitment to the development of a Social Justice Ministry. Spending of the capital in this fund requires the approval of the Social Justice Committee and the Executive Council.

Unrestricted Funds

Contingency Fund

The Contingency Fund was created following a vote by the Fairlawn Heights United Church Congregation in 1986. The purpose of the fund is to provide for any major emergency or disaster. The original amount was \$25,000, with the upper limit to be \$75,000. Any amount in excess of \$75,000 is to revert to the General Fund of the Board of Trustees.

Capital Reserve Fund

The Capital Reserve Fund was formed from the net proceeds of the sale of the former Manse for Fairlawn Heights United Church and the purchase of a smaller house. In addition, members of the congregation have donated amounts to this fund. The fund is to be used for any capital projects of the Church that have been approved by the Executive Council.

Heat Plant Fund

The Heat Plant Fund was created during 2007 to accumulate funds that were donated or raised for a renewed heat plant for the Church. Active investigation is under way to determine the most appropriate solution for the heating needs of the Church, keeping in mind concern for the environment as well as cost.

Memoriam Fund

The Memoriam Fund is a subset of the Trustee General Fund. It was formed to track all memorials donated to the Church without directions as to how they are to be administered. The balance in this fund is transferred to the General Fund at the end of each year.

General Fund

The General Fund is used to cover all administrative costs of the Trustees and to provide operating support for the Church and any additional funding requirements as directed by the Executive Council.

5. Revenue Recognition

In the Operating Fund, congregational donations are recognized on the accrual basis. No congregational donations were receivable at the end of this year or the prior year. Other revenues are recognized on the accrual basis when payment seems certain. In the Trustee Administered Funds, investment income is recognized on the accrual basis. Donations, bequests, and other revenues are recognized when payment is received.

6. Investments Held by Trustees

The Social Justice Committee, in the restricted funds held by the Trustees, has its own investments. All other restricted and discretionary funds share pooled investments.

Investment income is allocated to the pooled funds in the following manner:

Lucas Sanders, Anne Krug, and Kellough Seniors are credited with an amount equal to the average return on the fixed income investments applied to their opening capital; the other funds share the balance of the investment income in proportion to their opening capital. The allocation is the same as the prior year.

Social Justice Investments

	<u>2008</u>	<u>2007</u>
Cash	\$ 198,920	\$ 550
Money Market	1,366	1,325
Bankers' Acceptances	1,393,194	1,727,959
Investment In Ministry	100,000	100,000
Bonds	71,635	70,367
Income Trusts	<u>18,136</u>	<u>31,780</u>
	<u>\$1,783,251</u>	<u>\$ 1,931,981</u>

Pooled Investments

Cash	\$ (9,831)	\$ 999
Money Market	27,111	26,414
Bankers' acceptance	655,030	
Bonds	345,171	490,095
Common Shares	343,668	290,684
Income Trusts	<u>99,320</u>	<u>235,746</u>
	<u>\$1,460,470</u>	<u>\$1,043,938</u>
	<u>\$3,243,721</u>	<u>\$2,975,919</u>

The Trustees believe that their investments do not suffer from unusual credit or currency exchange rate changes.

7. Related Parties

During the year the congregation contributed \$62,247 (\$62,247 in 2007) to the United Church of Canada for its Mission & Service Fund. The Lucas Sanders Fund contributed a further \$546 (\$1,035 in 2007).

The Church paid Presbytery and Conference assessments of \$16,262 (\$16,262 in 2007) to Toronto South Presbytery.

8. Gift

During the year the Trustees received gifts of shares with a fair value of \$40,578, (\$6,840 in 2007.)

**TORONTO SOUTH EAST
PASTORAL RELATIONS COMMISSION
Wednesday June 30, 2010 6 :00 pm
Potluck Dinner Meeting at Metropolitan United Church
Minutes**

ATTENDING: Doug Bellamy, Harvey Bride, John Brown, Jean Day, Johann Kwong, , **John Joseph Mastandrea (Chair)**, Cheryl Lynn MacPherson, Peter McNaughton, Rob Metcalf, Sue Metcalf, Beth Moore, EdithAnn Shantz, David Wood

REGRETS: Larry Beech, Malcolm Sinclair, Susan Smith, Barb White

1. WELCOME John Joseph Mastandrea convened the meeting at 6:45

2. NOTE TAKER – Peter McNaughton agreed to take notes

3. APPROVAL OF AGENDA

MOVED by David Wood, SECONDED by John Brown that the agenda be approved as amended by several additions to that distributed.

CARRIED.

4. REVIEW AND APPROVAL OF MINUTES

MOVED by Peter McNaughton, SECONDED by Cheryl-Lynn MacPherson, that the minutes of the May 29, 2010 meeting be approved as written.

CARRIED.

5. PASTORAL CHARGE SUPERVISORS

a. ROLE/HANDBOOK

Peter McNaughton will re-send the material gathered by Cheryl-Lynn Macpherson on the duties of Pastoral Charge Supervisors as outlined in *The Manual, 2010*. Commission members are asked to review the material for discussion at the September meeting. The goal is to produce a hand book for Supervisors so that their roles and responsibilities are known, and expectations clearly understood—ie that they attend Board/Council meetings, and generally be aware of what is going on in the pastoral charge.

b. CHURCHES IN NEED OF SUPERVISOR

i. **Hope** Eilert Frerichs has been acting as Supervisor, but needs to be replaced as he will be acting as Rev. duCharme's mentor during the next phase of the Admissions process.

ii. **Malvern-Emmanuel** MOVED by David Wood, SECONDED by John Brown, that Cheryl-Lynn MacPherson be appointed Pastoral Charge Supervisor

CARRIED.

iii. **College Street** MOVED by David Wood, SECONDED by John Brown, that Peter McNaughton be appointed Pastoral Charge Supervisor

CARRIED.

iv. **Deutsche Evangelicum** MOVED by Beth Moore, SECONDED by Doug Bellamy, that David Wood be appointed Pastoral Charge Supervisor.

CARRIED.

6. UPDATE OF MINISTRY PERSONNEL AND PASTORAL CHARGES

MOVED by Cheryl-Lynn MacPherson SECONDED by Rob Metcalfe that the PRC move into an in camera discussion

MOVED by Doug Bellamy, SECONDED by John Brown that the PRC return from an in camera discussion

CARRIED.

7. UPDATE ON PASTORAL CHARGES

Bloor Street is looking at the possibility of part time supply for children's ministry. As of August, new rules for the CDM process will be in effect; Pastoral Relations will only need to approve the position.

Riverdale the last service was held on June 27. A representative from Pastoral Oversight acted on behalf of Presbytery for the de-commissioning. The Chinese Evangelical congregation will have two years to decide whether to join the United Church of Canada

Iondale is currently meeting its payroll. Pastoral Oversight is working with the congregation.

Church of the Master is interviewing for supply ministry.

Beach United Beth Moore will check into whether they are advertising on Charity Village for a position, and whether this could be considered an 'end-run'.

Glen Rhodes EdithAnn Shantz will serve as PRC representative for the exit interview for Peter McNaughton; Rob Metcalfe for Douglas duCharme. Teresa Burnett-Cole will send out draft guidelines for those conducting exit interviews.

8. CHURCHES IN TRANSITION

St. John's Peter McNaughton will participate as Pastoral Relations Representative for Paul Hutchison's exit interview in September.

Malvern Emmanuel Cheryl-Lynn will initiate the interview/appointment process for supply.

Presteign Woodbine

MOVED by Johmann Kwong, SECONDED by Rob Metcalfe, that a Joint Needs Assessment Committee be established for Presteign-Woodbine, and that Jean Day and David Wood serve as Clergy and Lay Representatives, respectively, on the Committee.

CARRIED.

Teresa is working on obtaining supply for the congregation

Dewi Sant Welsh

The Commission accepted the resignation of Deian Evans effective September 30, 2010.

MOVED by David Wood, SECONDED by John Brown, that Eilert Frerichs be appointed Interim Minister.

CARRIED.

Victoria Park – is in discussion with a candidate for Supply.

St. Andrew's has been accepted as an internship site. Janet MacPherson and Katherine Corlett will be supervisors.

9. UPDATE ON JNACs

College Street

MOVED by EdithAnn Shantz SECONDED by Cheryl-Lynn MacPherson: That a JNAC be established for College Street United and that Malcolm Sinclair be appointed Ordered Representative.

CARRIED.

Bloor Street Work is proceeding.

Donway Covenant

It was duly moved and seconded that the following motion from a June 9th telephone poll by the TS Pastoral Relations Commission be ratified. CARRIED.

MOTION: by Johmann Kwong Seconded by Larry Beech

That the Pastoral Relations Commission of Toronto Southeast Presbytery:

1. *Approve the request from Donway Covenant United Church to change the designation of the second Ministry position at the DCUC from a Designated Lay Minister to a Congregational Designated Minister*
2. *Approve the request to designate the position as a ten month contract to commence September 1, 2010 for twelve hours per week*
3. *Disband the JNAC effective May 30, 2010*

CARRIED.

St John's United

MOVED by Cheryl Lynn MacPherson, SECONDED by Jean Day that a JNAC be established for St. John's and that Beth Moore be Lay Representative, and EdithAnn Shantz be Ordered Representative.

CARRIED.

10. UPDATE ON JSCs

Cosburn United No report.

Church of the Master The search continues. There are serious discussions with one potential candidate, who, if selected, will also be seeking another half time appointment.

Fairlawn is in negotiations with a candidate. Supply will be needed for September and October.

11. APPOINTMENTS

Metropolitan—Patricia Wright, CDM

MOVED by Peter McNaughton, SECONDED by Cheryl-Lynn MacPherson, that Patricia Wright be appointed to the position of Congregational Designated Ministry at Metropolitan United Church.

CARRIED.

Parkwoods

MOVED by David Wood, SECONDED by Jean Day:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the request of Parkwoods United Church to appoint Rev. Robert Wright as Retired Supply (20 hours per week) for the period July 1, 2010 to September 30, 2010 with the following terms:

Salary	\$1521/month	Category D; 10 years service
Housing Allowance	\$ 1207/month	
Basic Telephone	\$ 100/month	
Support for Study	\$ 100/month	
Other	\$ 100/month	

Other terms as required by the Manual

CARRIED.

MOVED by Cheryl Lynn MacPherson, SECONDED by John Brown:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the request of Parkwoods United Church and approve the call of the Rev. Dr. Randolph Naylor, OM, beginning October 1, 2010, full time with the following terms:

Salary	\$47,500 /year	Category F, 14+ years
Housing Allowance	\$28,960 /year	
Basic Telephone	\$ 1,200 /year	
Support for Study	\$ 2,000/year	
Other	\$ 2,500/year	

Other terms as required by the Manual

And in this regard, APPROVED the transfer Rev. Randy Naylor from Foothills Presbytery, Alberta/NW Territories Conference, effective October 1, 2010
CARRIED.

Timothy Eaton

MOVED by Doug Bellamy SECONDED by Rob Metcalfe:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the request of Timothy Eaton Memorial Church to call Rev. David McMaster, as full time(40 hours per week), Minister with the following terms:

Salary	\$4725/month	(\$56,700 per annum)
		Category F/20 years
Housing Allowance	\$1200/month	(\$24,000)
Support for Study	\$ 167/month	(\$ 2,000)
Other	\$ 500/month	(\$ 6,000)

Other Terms as required by the Manual

CARRIED.

Centennial Rouge – Brian Elcombe, weekend supply

MOVED by Doug Bellamy SECONDED by Beth Moore:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the request of Centennial-Rouge United church to appoint Brian Elcombe as Weekend Supply (12 hours per week) for the period July 1, 2010 to June 30, 2011, with the following terms:

Salary	\$988/month
Housing Allowance	\$n/a
Basic Telephone	\$n/a
Support for Study	\$n/a
Other	

Other Terms as required by the Manual

CARRIED.

Glen Rhodes – Lynn Calnek summer supply; Malcolm Spencer

MOVED by EdithAnn Shantz, SECONDED by David Wood:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the request of Glen Rhodes United Church to appoint Lynne Calnek as Student Supply (full time) for the period June 28, 2010 to September 5, 2010 with the following terms:

Salary	\$2537/month
Housing Allowance	\$ 508/month
Basic Telephone	\$ 30/month
Support for Study	\$ 105/month—maximum; reimbursement of expenses. Other terms as required by the Manual

And in this regard, the Commission appointed Reverend Malcolm Spencer as Pastoral Charge Supervisor for that period.

CARRIED.

Cosburn United

MOVED by Beth Moore, SECONDED by David Wood, that the appointment of Katherine Irwin be extended to August 30, 2010 with the same terms as the current appointment.

CARRIED.

St. Matthew's

MOVED by Beth Moore SECONDED by Johann Kwong:

That Ella Taylor Walsh, Sara Bourcier Miller be appointed co-Pastoral Charge Supervisors at St. Matthew's United Church for the period July 1, 2010 to /while Rev. Katherine Brittain is on unpaid leave.

CARRIED.

Church of Master

MOVED by Doug Bellamy, SECONDED by Rob Metcalfe:

That Ron Ewart and Beth Moore be appointed co-Pastoral Charge Supervisors at Church of the Master, effective June 14, 2010

CARRIED.

Fairlawn --Dona Slater—retroactive appointments

MOVED by Doug Bellamy, SECONDED by Johann Kwong:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the request of Fairlawn Avenue United Church to appoint Dona Noreen Slater as Designated Lay Minister (20 hours per week) for the period July 1, 2010 to June 30, 2011 with the following terms:

Salary	\$ 17,326/year
Housing Allowance	\$ 11,000/year
Basic Telephone	\$ 50/month
Support for Study	\$ 625/year
Other (Car Allowance)	\$ 2,520/year

Other terms as required by the Manual

And:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the request of Fairlawn Avenue United Church to appoint Dona Noreen Slater as Designated Lay Minister (20 hours per week) for the period July 1, 2009 to June 30, 2010 with the following terms:

Salary	\$16,936/year
Housing Allowance	\$11,000/year
Basic Telephone	\$ n/a
Support for Study	\$ 600/year
Other (Car Allowance)	\$ n/a

Other terms as required by the Manual

And

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the request of Fairlawn Avenue United Church to appoint Dona Noreen Slater as Designated Lay Minister (20 hours per week) for the period July 1, 2008 to June 30, 2009 with the following terms:

Salary	\$16,523/year
Housing Allowance	\$11,000/year
Basic Telephone	\$ n/a
Support for Study	\$ 600/year
Other (Car Allowance)	\$ n/a

Other terms as required by the Manual

CARRIED.

St John's -- Ellen Redcliffe

MOVED by David Wood, SECONDED by EdithAnn Shantz:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the request of St. John's United church to appoint Rev. Dr. Ellen Redcliffe as Retired Supply (40 hours per week) for the period September 1, 2010 to June 30, 2011, with the following terms:

Salary	\$3950/month	Category f/21 years
Housing Allowance	\$2000/month	
Basic Telephone	\$ 50/month	
Support for Study	\$ 100/month	
Other		

Other Terms as required by the Manual

CARRIED.

Hope—Douglas duCharme

MOVED by Beth Moore, SECONDED by EdithAnn Shantz:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the request of Hope United Church to re-appoint Rev. Douglas duCharme as Ordained Supply (half time, 20 hours per week) for the period July 1, 2010 to June 30, 2011 with the following terms:

Salary	\$ 19,527.12/year	Category F
Housing Allowance	\$ 1,880.00/month	
Basic Telephone	\$	
Support for Study	\$ 625/year	

Other terms as required by the Manual

CARRIED.

In this regard, the Commission NOTED that the submitted appointment form would need to be re-submitted to incorporate the required amounts for Basic Telephone.

Knox United

MOVED by John Brown, SECONDED by Doug Bellamy:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the request of Knox United Church to appoint Paul Neary as Designated Lay Minister (16 hours per week) for the period July 1, 2010 to June 30, 2011 with the following terms:

Salary	\$18,962/year
Housing Allowance	\$ 9,258/year
Basic Telephone	\$ 600/year
Support for Study	\$ 1,543/year
Other (Car Allowance)	\$ 2,520/year

Other terms as required by the Manual

CARRIED.

Wanstead United

MOVED by Doug Bellamy, SECONDED by Jean Day:

That the Pastoral Relations commission of Toronto Southeast Presbytery approve the request of Wanstead United Church to appoint Paul Neary as Designated Lay Minister (part time—15 hours per week) for the period July 1, 2010 to June 30, 2011 with the following terms

Salary	\$16,950/year
Housing Allowance	\$ 8,680/year
Basic Telephone	\$ 600 /year
Support for Study	\$ 469/year
Other	

Other terms as required by the Manual

Rosedale United

The Commission DEFERRED consideration of the request to re-appoint Karen Bowles as candidate supply pending clarification of the salary to be paid.

VAMs

MOVED by Jean Day, SECONDED by David Wood:

that the Pastoral Relations Commission of Toronto Southeast Presbytery appoint the following members of the Order of Ministry as Voluntary Associate Ministers.

St. Andrew's

Janet MacPherson – St Andrew's United Church, effective June 20, 2010
—coverage for incumbent; other duties as requested by incumbent
and

The Rev. Dr. Mark Toulouse – St Andrew's United Church, effective June 20, 2010
—coverage for incumbent; other duties as requested by incumbent.

Bloor Street

Michael Blair—Pastoral Care, Weddings, Funerals, effective July 1, 2010

Eglinton St-George's

Donald Parsons—pastoral care, weddings, coverage for incumbent, other—
preaching and worship leadership, effective July 1, 2010.

12. RETAINED ON ROLL

MOVED by Doug Bellamy, SECONDED by Rob Metcalfe:

That the Pastoral relations Commission of Toronto Southeast Presbytery accept the request of the following individuals to be retained on the roll of Presbytery for the terms and reasons as indicated:

Jennifer Jansen-Ball	In Search	July 1, 2010 to June 30, 2011*
Peter Thompson	Other Employment	July 1, 2010 to June 30, 2011
Teresa Burnett-Cole	Other Employment	July 1, 2010 to June 30, 2011

*upon receipt of required documentation

CARRIED.

13. TRANSFERS

MOVED by Cheryl-Lynn MacPherson SECONDED by Johmann Kwong:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approve the transfer of Rev./ Christina Boyd to Waterloo Presbytery, Hamilton Conference, effective September 1, 2010

CARRIED.

MOVED by Rob Metcalfe SECONDED by EdithAnn Shantz:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approved the transfer of Rev. Charles Swan to Toronto Southwest Presbytery, Toronto Conference, effective September 1, 2010, pending receipt of required documentation (PR451TR)

CARRIED.

MOVED by Beth Moore, SECONDED by David Wood:

That the Pastoral Relations Commission of Toronto Southeast Presbytery approved the transfer of Rev. Gary Redcliffe to Toronto Southwest Presbytery, Toronto conference, effective June 1, 2010, pending receipt of required documentation (PR451TR)

CARRIED.

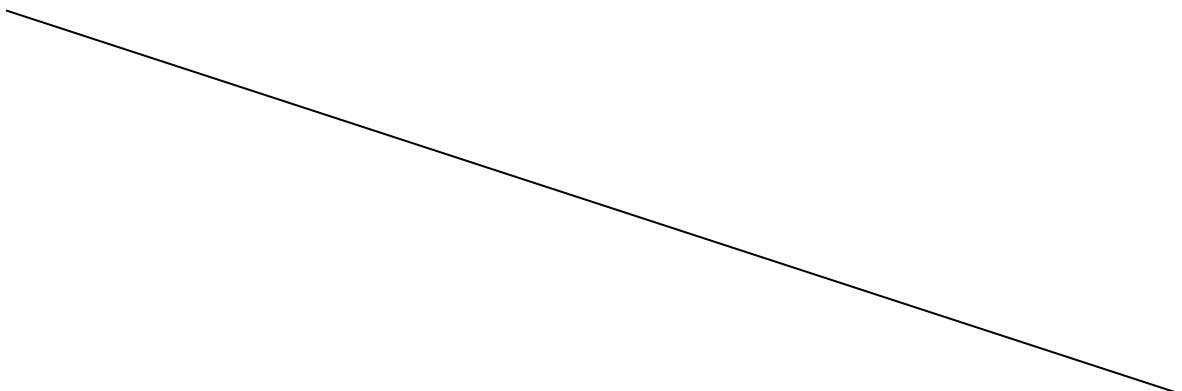
13. OTHER BUSINESS

a. Contact with Retirees

Rob Metcalfe indicated he is willing to keep contact with retirees from Toronto South Presbytery, but others will need to maintain contact with retirees from the other former Presbyteries. He will contact Wendy Miller regarding sorting the list of pensioners by postal code. The sorted listed will be brought to the next meeting to find ways to maintain contact with all retirees. Rob and Sue Metcalfe were thanked for their work on this important aspect of Pastoral Relations.

b. Travel Allowance

The Commission agreed that individuals not able to claim mileage from their pastoral charge are entitled to reimbursement of mileage to and from regular meetings from the Commission's budget. Claim forms will be submitted to Wendy Miller for processing. (Presbytery has already approved a policy by which reimbursement for participation on JNACs, JSCs etc. are eligible for reimbursement from Presbytery Funds.)



c. Car Allowance/Technology Allowance

In response to a concern raised, the Commission noted that congregations cannot force Ministry Personnel to purchase a car. It is up to the Ministry Personnel to determine how visiting will take place, and to negotiate with the Pastoral Charge appropriate compensation.

The Commission also suggested that consideration be given to broadening the scope of 'basic telephone' to include all forms of electronic communication. This matter is under consideration by National Office.

d. Meeting Locations

The Commission determined that future meetings will be held at Presbytery Office.

e. Summer approval process

A telephone poll will be conducted for matters of urgency, such as an appointment of supply for Church of the Master. Peter McNaughton will be the contact person for the month of July as John Joseph is on holiday that month. Other matters can be approved in principle via email and formally approved at the September meeting.

14. ADJOURNMENT

The meeting adjourned at 9:15 p.m.

15. NEXT MEETING

TUESDAY SEPTEMBER 7, 2010—PRESBYTERY OFFICE

John Joseph Mastandrea, Chair

Peter McNaughton, Secretary

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