

ATTENDANCE

Present

Ordered Cheryl-Ann Stadelbauer-Sampa, Cathy Larmond, Connie Ellis, Kenji Marui, Paul Rodey, Mark Marshall, Wanda Burse, Eun-Joo Park, Doug Wright, Jeffrey Crittenden, John Brown, Carey Wagner

Lay Glenda McMillan, Mary Anne Silverthorn, Beverley Slater, Brent Caslick, Jessica Swance, Doreen Hewitson, Chuck Scott, Tanya Cameron

Regrets Mark Ferrier, Sandra Stock, Sheila MacGregor, Ken Hunking

OPENING - Cathy Larmond

*In the name of Jesus Christ, the one true head of the church, and by the authority given to me by the 91st Annual Meeting of London Conference, I declare this meeting of the Executive of London Conference duly constituted for any business that may properly come before it. The bounds of the meeting shall be this room and conference call.*

President Cathy Larmond opened the meeting with a devotion based on her Conference theme of "Travelling Along With You." She introduced the concept of a staff, both literally and figuratively and referenced the passage from Mark where Jesus sends the followers out two at a time and tells them to take nothing with them but their walking stick. She asked of those in attendance two questions: What is the one thing that you need to take with you into our future, and what is one thing that you are grateful for from our staff?

Cathy Larmond expressed thanks to Jeff Crittenden, Past President and Paul Rodey, Essex Presbytery representative for their time as members of London Conference Executive. Their terms will expire at the Rise of Conference on May 29<sup>th</sup>, 2016. John van Omme will be the new Essex Presbytery representative to London Conference Executive.

CONSENT DOCKET

**Motion** It was moved, seconded and carried to accept the consent docket as amended:

**CONSENT DOCKET**

**Motion** That the Executive approve the minutes of the February 17, 2016 and receive the March 30 and March 31, 2016 minutes of the London Conference Sub-Executive for information.

**Motion** That the Executive make Assistant Treasurer Brent Caslick and David Armour corresponding members.

**Motion** That the agenda as circulated be adopted.

**Motion** That Business Arising from the Minutes be covered through upcoming reports.

INCORPORATED MINISTRIES

**Motion** It was moved, seconded and carried that Betty Knight be approved as member of Lambton United Church Centre Board of Directors. (Appendix 1)

BUSINESS ARISING FROM MINUTES

**Nominating Committee Report** – Chuck Scott (Appendix 2)

**Motion** It was moved, seconded and carried to approve the following slate of nominees:

- Conference Education and Student Chair – Rev. Laurie O’Leary
- London Conference Settlement Chair – Louise Hall
- Fairfield Museum Committee members – Bruce Parks and Doug Mitton

**Motion** It was moved, seconded and carried that at the Rise of Conference 2016, Mary Anne Silverthorn’s term as Chair, Finance and Administration be renewed for 3 more years. Mary Anne Silverthorn abstained.

**Staff Support Committee Report** – John Brown

**Proposal #1 – Pastoral Support Minister**

**Origin:** Staff Support Committee  
**Financial Implications:** Within existing capacity  
**Staffing Implications:** Provides additional staff to the Conference; requires supervision from Executive Secretary  
**Title:** Pastoral Support Minister, London Conference Staff

**It was moved and seconded that the Executive of London Conference:**

- 1) Receive with regret the resignation of Elaine Graham as Pastoral Support Minister for London Conference effective June 30, 2016; (Appendix 3)
- 2) Approve the attached description for this position; (Appendix 4)
- 3) Authorize a search for a new Pastoral Support Minister (Appendix 5)
- 4) Establish an interview team of the Executive Secretary, Chair of Staff Support and one other to be named by the Executive to recommend a candidate to the Executive for appointment

**Motion** It was moved, seconded and carried to amend the job description: At the bottom of page 1, under Quantitative Data: Annual Operating Expense Budget for Year Amount *add* \$500.

Proposal as amended carried.

**Proposal #2 – Sabbatical Plan** (Appendix 6)

**Origin:** Staff Support Committee  
**Financial Implications:** Within current budget  
**Staffing Implications:** No additional staff  
**Title:** Sabbatical Plan for Faith Formation, Youth and Young Adult Minister

**It was moved, seconded and carried that the Executive of London Conference:**

- a) endorse the attached sabbatical proposal for the Faith Formation, Youth and Young Adult Minister, Betsy Exley; and** (Appendix 7)
- b) forward the same to the Executive Officer, Ministry and Employment for authorization.**

**Executive Secretary’s Accountability Report** – (Appendix 8) - Cheryl-Ann Stadelbauer-Sampa

The Executive Secretary responded to general questions from the members of the executive pertaining to the topics of her report.

She presented the Executive with correspondence received from Hamilton Conference, The United Church of Canada that informed our Conference that Five Oaks Education and Retreat Centre cease operations effective November 15, 2016. (Appendix 9)

**Conference Call with David Armour - Stewardship Weekends**

David Armour, President, United Church Foundation participated via conference call and updated the members of the Executive on all of the types of stewardship events and models that other conferences and/or presbyteries are using to highlight stewardship topics and mission and service. He confirmed that spring and fall are optimal times to operate the 5-week congregationally-based stewardship campaign, “Called to Be the Church”.

**Division of Finance and Administration**

Bev Slater will remain be part of the London Conference Executive for all meetings that relate to the Review process with Rev. Karen Rodman; her term as a member of the Executive expires when Brent Caslick assumes the role of Treasurer. In addition, she was confirmed as an alternate member for the Treasurer once Brent Caslick assumes that roll at the Rise of Conference 2016.

Bev provided a review of the London Conference audit process; it is taking longer than expected due to new requirements from the PricewaterhouseCoopersLLC auditing process. An outcome of the audit will require London Conference to change the format of our financial statements and current financial statements will be provided to the Executive as soon as they are available from the auditor.

As a result of Budget Forum 2017, there will be a draw 50% of our archive fee (between \$40,000 – \$45,000 per year) from the Archive Fund investments to pay for London Conference's share of the General Council Archives in 2017.

**Proposal #3 – Budget 2017** (Appendix 10)

**Origin:** Budget Forum  
**Financial Implications:** See proposal  
**Staffing Implications:** Within Existing Capacity

**Motion**        **It was moved, seconded and carried that the Executive of London Conference recommends to the 92<sup>nd</sup> Annual Meeting of London Conference:**

- a) a budget with an assessment rate of 2.7% of Line 40 averaged over three years for a total of \$643,052; and,
- b) **Authorize a draw of 50% of the Archive Fee for 2017 from the Archive Capital Fund in accordance with the terms of the Creation of an Archive Capital Fund approved by the 84th Annual Meeting in May 2008**

**Division of Communication and Public Relations – Doreen Hewitson**

The Grand River Bookstore will cease to exist with the closing of Five Oaks and London Conference is in the unique position to have the only remaining resource centres outside of the Five Oaks Conferences. There may be an opportunity to obtain more market share in the provision of worship resources and the current resource centres are in conversation about areas of marketing and growth.

**Division of Ministry Personnel and Education – Tanya Cameron**

There was a discussion of the creation of the Licensed Lay Worship Leaders program and where it can be held now that its traditional learning centre of Five Oaks is closing. Presbytery Education and Students committees will be in continuing conversation about the logistics and opportunities to manage and/or provide programming for the Licensed Lay Worship Leaders program.

**Motion**        **It was moved, seconded and carried that Joshua Jin Soo Kang be approved as an applicant for Admissions within The United Church of Canada. (Appendix 11)**

**Division of Social Justice – Carey Wagner**

Carey provided the Division of Social Justice report for review and also provided the updated Division Mandate (Appendix 12). The term of the Chair is currently at two years with an option for renewal. The Executive entertained a discussion that the term of Chair of the Division of Social Justice be extended to three years. Carey Wagner confirmed that the Division of Social Justice is amenable to a term of three years for the Chair and the mandated will be updated to reflect that adjustment.

**Motion**        **It was moved, seconded and carried that the Mandate for the Division of Social Justice be approved, noting that the term of the Chair is for three years.**

Kenji Marui noted that as part of a grant application through his pastoral charge (Calvary Pastoral Charge) for refugee sponsorship, it requires a governing body sponsor and requested that London Conference Executive fulfil that role as sponsor of the grant application. Cheryl-Ann asked that more information be brought to the sub-executive for investigation and research. Discussion deferred until materials have been sent and reviewed prior to next meeting of the sub-executive.

**Planning Committee** – Jeff Crittenden

Jeff provided a draft Annual Meeting agenda for information and Cheryl-Ann confirmed that most details are confirmed. The next meeting of the Planning Committee is May 11, 2016 at Riverside United Church.

Meeting adjourned.

Next meeting: June 15, 2016

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Cathy Larmond, President  
Secretary

Cheryl-Ann Stadelbauer-Sampa, Executive