

---

**OTTAWA PRESBYTERY MEETING, APRIL 10, 2018**

The Ottawa Presbytery was called by the Chair, Rev. Steve Clifton, to meet on Tuesday, April 10, 2018 at Bells Corners United Church.

**THE FOLLOWING REGISTERED THEIR ATTENDANCE:**

**Order of Ministry:** Angela Bailey, Anthony Bailey, Nancy Best, Karen Boivin, Tony Boonstra, Elizabeth Bryce, Erin Burns, Susan Butler-Jones, Dianne Cardin, Steve Clifton, Brian Copeland, Brian Cornelius, Paul Dillman, Georgina Fitzgerald, Stewart Hewlett, Richard Hollingsworth, Carolyn Insley, Andrew Jensen, Jenni Leslie, Camille Lipsett, Jack Lovering, Laurie McKnight, Grant McNeil, Hilary Merritt, Robert Merritt, Anne Montgomery, Janet Nield, Stan Parkhouse, Kathryn Peate, Caroline Penhale, Ken Robinson, Debbie Roi, Jamie Scott, David Sherwin, Whit Strong, Kim Vidal, Bob Williams (37)

**Lay:** Margaret Armstrong, Pat Ashton, Eileen Ball, Charles Barrett, Nicole Beaudry, John Benson, Reg Best, Cam Bowes, Janice Burroughs, Susan Chambers, Carolyn Clark, Sandra Copeland, John Douglas, Alyce Dunnewold, Kevan Durrell, Marg Eddy, Phil Fay, Dietlind Gardell, Brian Giffin, Beth Gutsell, Jamie Hill, Nancy Hazen, Joan Heyland, Brian Irvine, Jackie Kearns, Noreen King, Gail Kirkconnell, Charles Knight, Mary Laidlaw, Kim Lavoie, David Lee, Don Macartney, Norma McCord, Jeff Milan, Sue Morrison, David Patterson, Evelyn Perkins, Janice Péron, Al Quirt, Barbara Reynolds, Mary Lou Robillard, David Rockwell, Doug Robinson, Joy Ruttan, Alison Sales, Joe Smarkala, Heather Smith, Wendy Snelgrove, David Stafford, Cathy Stewart, , Desna Sulway, Sara Surjadinata, Beth Sweetnam, Sandra Thompkins, Margaret Torrance, Ron Walsh, Jim Watchorn, Joan Wyatt (59)

**Lay Ministers:** (including the categories of DLM, DLM Applicant, DLM not recognized, Retired DLM, Retained DLM, Student Intern and Student Supply): Jessica Hetherington

**Corresponding Members:** Rev. Ed Barbezat, Rev. Rosemary Lambie, Wendy Mather

**Guests:** Sahada Alolo, Leila Sieg, Sandra Smith (LLWL)

**Regrets:** Rev. Elaine Beattie, Rev. George Clifford, Molly Colwell, Rev. Ted Colwell, Rev. Boyd Drake, Jodi Fisher, Rev. Daniel Gilroy, Natalie Istead, Melodee Lovering, Kay Porteous, Rev. Stanley Ralph, Rev. Arlyce Schiebout, Ruth Sword, Rev. Peter Woods, Ev Zytveld

**CALL TO ORDER**

Rev. Steve Clifton, Chair of the Ottawa Presbytery, called the meeting to order at 6:35 pm. Charles Knight was parliamentarian and quorum was met.

**APPROVAL OF AGENDA**

**Motion:** (David Lee/Andrew Jensen) that the agenda be adopted as distributed. **Carried**

**WELCOME TO MEMBERS OF THE COURT & GUESTS**

Rev. David Sherwin welcomed and introduced, Sahada Alolo, a staff member at Multifaith Housing Initiative (MHI), and Leila Sieg, a resident at The Haven, who will be making a presentation about The Haven, the new MHI development that Ottawa Presbytery has supported.

---

**Motion:** (Dianne Cardin/Nancy Hazen) that Sahada Alolo and Leila Sieg be made corresponding members for this meeting of Ottawa Presbytery. **Carried**

### **WORDS OF WELCOME**

Sue Morrison, Past Chair of Council, welcomed the court to Bells Corners United Church. Sue thanked the members of the United Church Women (UCW) who provided the supper; presbyters expressed their appreciation with applause. She highlighted several activities at Bells Corners that involve young adults, youth and children: including all-ages worship services, choirs for children and teens, and a family supper night program. She noted that the congregation supports participants travelling on partnership trips such as the trip to Zambia in May. Two young adults and one staff member will be going to Zambia. Bells Corners is developing an interfaith relationship with Jami Omar Mosque. There is a new Progressive Learning circle at Bells Corners; the first event will be on September 21<sup>st</sup> and 22<sup>nd</sup> and will feature theologian Bernard Brandon Scott.

### **WORSHIP**

Rev. Kim Vidal and the Bells Corners Worship Team led worship, beginning with the singing of *Be the Church*, composed for Rendez-Vous 2017, and *This is the Day*, MV #122. Rev. Kim Vidal and Nicole Beaudry led a responsive Call to Worship and Prayer of Approach. David Donaldson read selected verses from 1 Corinthians 15 from *The Message Bible*. Rev. Kim Vidal gave a reflection on Resurrection in 6 Words. Worship concluded with the singing of *My Love Colours Outside the Lines*, MV #138 and *Go Make a Difference*, MV #209.

### **APPROVAL OF MINUTES**

**Motion:** (Ken Robinson/Norma McCord) that the minutes of the March 13, 2018 meeting of Ottawa Presbytery be approved as circulated, and that the Minutes of the February 22, 2018 meeting of Ottawa Presbytery Executive be received for information. **Carried**

### **CORRESPONDENCE**

Rev. David Sherwin noted the following correspondence received from the General Council office:

- April 4, 2018 letter re: naming people to Regional Council Transition Commissions; and
- Outline for draft proposal to be presented to GC43.

### **PASTORAL RELATIONS REPORT**

**Motions adopted by the Pastoral Relations Ministry Team acting as a commission on Monday, April 4, 2018:**

#### ***Aylmer-Eardley Pastoral Charge – Appointment of Presbytery Representative***

**Motion:** (Beth Sweetnam / Robert Merritt) that the Ottawa Presbytery appoints Bryan Giffin as the presbytery representative for a meeting on April 24, 2018 of the Council of Aylmer-Eardley Pastoral Charge to discuss options for the joint needs assessment process. **Carried.**

---

***Knox Edwards United Church, Kenmore United Church and Russell United Church – Appointment of Presbytery Representative***

*Motion: (David Stafford / Dianne Cardin) that in response to the requests of Knox Edwards United Church, Kenmore United Church and Russell United Church to undertake a joint needs assessment in order to explore the possibility of a sharing arrangement, the Ottawa Presbytery appoints Barbara Reynolds as a presbytery representative to a joint meeting on April 25, 2018. Carried.*

***Shawville Pastoral Charge – Extension of the Appointment of the Rev. Dr. Richard Hollingsworth***

*Motion: (David Stafford / Bryan Giffin) that the Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference Settlement Committee the request of the Shawville Pastoral Charge for an extension of the appointment of the Rev. Dr. Richard Hollingsworth as Interim Minister, from July 1, 2018 to June 30, 2019 with the following terms: full time (40 hours per week); base salary of \$56,879 plus 10% [total salary \$62,567]; telephone of \$100 per month; continuing education of \$1393; administrative assistance at 12 hours per week; minimum one month vacation (5 Sundays) in the pastoral year; three weeks study leave in each pastoral year; participation in the Centralized Payroll Service; pension and group insurance payments as assessed; sabbatical policy provision; travel as logged at the General Council rate, currently \$0.39 per kilometer. Category F COL2 Carried.*

***Kanata United Church – Appointee for Quorum***

*That the Ottawa Presbytery takes note that the Rev. Brian Copeland is appointed as the presbytery representative for a quorum for a meeting of the Council of Kanata United Church on April 16, 2018.*

***Rev. Carolyn Insley - Sabbatical***

*Motion: (David Stafford / Beth Sweetnam) that Ottawa Presbytery take note of the Sabbatical and holidays of the Rev. Carolyn Insley, North Gower Pastoral Charge, who will be absent for the Pastoral Charge June 25 thru August 27, 2018, all arrangements for continuing ministry having been made. This is the second of a two part Sabbatical as noted in 2017. Carried.*

***Rev. Sandra Yule -Sabbatical***

*Motion: (David Stafford / Bryan Giffin) that Ottawa Presbytery take note of the Sabbatical of the Rev. Sandra Yule, Merivale-Fallowfield Pastoral Charge, from June 18 to July 30, 2018 and December 30, 2018 to February 11 2019, arrangements for continuing ministry being made. Carried.*

***Rev. Stephen Clifton – Sabbatical***

*Motion: (David Stafford / Dianne Cardin) that Ottawa Presbytery take note of the Sabbatical with holidays of the Rev. Steve Clifton, Rideau Park Pastoral Charge, from June 1 to September 30, 2018, arrangements for continuing ministry having been made. Carried.*

***Stittsville Pastoral Charge – Categorization of Position of Spiritual Growth Animator***

*Motion: (David Stafford / Bryan Giffin) that Ottawa Presbytery has categorized the position of spiritual growth animator at Stittsville Pastoral Charge as Congregational Designated Minister*

---

2, with a letter of explanation to be sent to the pastoral charge. **Carried.** (Beth Sweetnam abstained).

**Stittsville Pastoral Charge – Categorization of Position of Tender Loving Care Facilitator**

**Motion:** (David Stafford / Bryan Giffin) that Ottawa Presbytery has categorized the position of tender loving care facilitator at Stittsville Pastoral Charge as Congregational Designated Minister 2, with a letter of explanation to be sent to the pastoral charge. **Carried.** (Beth Sweetnam abstained).

**Bells Corners Pastoral Charge – Abbreviated Needs Assessment**

**Motion:** (Dianne Cardin / Charles Barrett) that in view of the change in status of the person working in the congregational designated ministry position, the Ottawa Presbytery requests the Bells Corners Pastoral Charge to undertake an abbreviated needs assessment focusing on the position descriptions in the ministry model as well as the financing. **Carried.** (David Stafford abstained).

**Motion adopted by the Pastoral Relations Ministry Team acting as a commission on Monday, April 9, 2018:**

**Motion:** ( Dianne Cardin / Robert Merritt) that Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference Settlement Committee the request of Grace Pastoral Charge for a provisional call to Natalie Istead, Minister of Word, Sacraments and Pastoral Care with the following terms, effective June 1, 2018; full time (40 hrs/wk), basic annual salary of \$51,979, plus; cell phone supplied; office land line and internet supplied; continuing education financial support, including book allowance to be reimbursed to a maximum of \$1,393; vacation of one month (5 Sundays) in each pastoral year, minimum of three weeks study leave in each pastoral year; administrative assistance of 7 hrs/week; participation in the Centralized Payroll Service; pension and group insurance payments as assessed; travel expense reimbursement as logged based on minimum General Council rate (currently \$0.39/km). (Category A, COL 3). **Carried.**

**Motion adopted by the Pastoral Relations Ministry Team acting as a commission on Tuesday, April 10, 2018:**

**Motion** (David Stafford/Robert Merritt) that Ottawa Presbytery transmits for approval the appointment of Eric Hebert as Student Supply to the Quyon Pastoral Charge with the following terms: April 4, 2018 to June 30, 2019, part time 17.5 hours per week; prorated salary of \$20,591 plus 10% (total salary \$22,650.10); telephone at \$50 per month, support for continuing education at \$613 each pastoral year,; minimum one month (5 Sundays) vacation; three weeks study leave in each pastoral year; administrative assistance - volunteer as required; participation in the Centralized Payroll Service; pension and group insurance payments as assessed; travel expense reimbursement as logged based on minimum General Council rate (currently \$0.39/km). (Student Category Step 1, COL 2). **Carried.**

**Motion:** (Barbara Reynolds/Charles Barrett) that Ottawa Presbytery receive the report of the Pastoral Relations Ministry Team working as a Commission from March 14, 2018 – April 10,

---

2018. The Pastoral Relations Ministry Team has been authorized by Presbytery to work as a Commission with decision-making power. Presbytery receives a report of the actions of the Ministry Team at each Presbytery meeting. **Carried**

### **MULTIFAITH HOUSING INITIATIVE**

Sahada Alolo, a staff member at Multifaith Housing Initiative (MHI), thanked the presbyters and congregants in Ottawa Presbytery for all their fundraising and support for The Haven. She said The Haven is a place of hope and a first home for many. Leila Sieg, a resident at The Haven, presented a huge thank you card, signed by many of the residents, to the presbytery. The card lists fourteen of the activities taking place in The Dr. Anne Squire Community Room and that the room is a place of peace, learning and friendships, among many other things.

### **PRESENTATION BY REV. ROSEMARY LAMBIE**

The Chair welcomed Rev. Rosemary Lambie to the meeting. Rosemary is both the Executive Secretary of Montreal & Ottawa (M&O) Conference and the recently appointed Regional Executive Minister for Regions 11, 12 and 13. She has been attending meetings with the other provisional Executive Ministers; they have many questions about the transition and have been told that answers to many of these will be forthcoming by May 15, 2018. She concluded with the following lyrics from *My Love Colours Outside the Lines*, MV #138:

“I want to walk beyond the boundaries where I’ve never been before  
Throw open doors to worlds outside the lines.”

### **TRANSITION WITHIN OTTAWA PRESBYTERY**

Rev. David Sherwin introduced the Ottawa Presbytery Transition Team: Charles Barrett, Rev. Paul Dillman, Norma McCord, MaryLou Robillard and himself. The Team has prepared three questions:

- 1: What questions and issues must be addressed in the transition from Presbyteries and Conferences to Regions?
- 2: What parts of the mission and ministry of Ottawa Presbytery must be continued by the new Region?
- 3: What actions and/or communications would be valuable to ensure Ottawa Presbytery congregations remain connected in the new Region?

Presbyters were invited to discuss these questions with the person sitting next to them, write down their personal responses and hand the completed questionnaires in.

### **FINANCE MINISTRY TEAM**

Rev. Paul Dillman, Chair of the Finance Ministry Team, drew presbyters' attention to the document entitled *Ottawa Presbytery: Use of Manse Funds – Principles and Guidelines*, included in the agenda package.

### **Aylmer United Church - Mountainview Fund**

**Motion:** (Paul Dillman/Brian Irvine) that Ottawa Presbytery give permission to Aylmer United Church to use the remaining balance of the Mountainview Fund to help the congregation in their transitional visioning process. **Carried**

---

## **First United Church - Building Legacy Fund**

**Motion:** (Paul Dillman/Joe Smarkala) that Ottawa Presbytery change the 2007 condition on the Building Legacy Fund of First United to remove the ceiling of \$45,000 annual draw on the fund, with the stipulation that the original principle of \$813,871 be maintained. **Carried**

## **APPROVAL OF THE ROLL OF PRESBYTERY**

**Motion:** (Barbara Reynolds/Mary Lou Robillard) that Ottawa Presbytery certify the current Roll of the Ottawa Presbytery, as circulated, to the Montreal & Ottawa Conference as follows and as defined in Manual 2016 C. Presbytery 1. Membership - 1.1 Members of the Order of Ministry; 1.2 Lay Members;

### **1.1 Members of the Order of Ministry**

The following members of the order of ministry are members of the presbytery:

- (a) those who have been settled in pastoral charges, missions, or outreach ministries in the presbytery;
- (b) those who have been appointed by the presbytery to serve a pastoral charge, mission, or outreach ministry;
- (c) those who have been appointed to a United Church position by the General Council, a Conference, a presbytery, or an institution of the United Church;
- (d) those who are retired;
- (e) those who were granted leave for postgraduate studies at the time of commissioning or ordination;
- (f) those who are from another denomination if
  - (i) their credentials have been approved through General Council procedures; and
  - (ii) they have been appointed by the presbytery to a pastoral charge, mission, or outreach ministry; and
- (g) those who have been retained on the rolls of the presbytery and Conference.

### **1.2 Lay Members**

The lay members of the presbytery are full members of the United Church who are

- (a) appointed by the presbytery as designated lay ministers to serve a pastoral charge or other presbytery-accountable ministry in the presbytery;
  - (b) retained on the roll at the end of an appointment as designated lay ministers;
  - (c) candidates appointed by the presbytery to serve a pastoral charge, mission, or outreach ministry in the presbytery;
  - (d) receiving long-term disability benefits as a result of a disability that occurred when they were serving as designated lay ministers in the presbytery;
  - (e) elected by congregations and missions on the following basis:
    - (i) one representative from each congregation or mission with 100 or fewer resident members;
    - (ii) two representatives from each congregation or mission with 101 to 200 resident members;
    - (iii) three representatives from each congregation or mission with 201 to 300 resident members;
-

- (iv) four representatives from each congregation or mission with more than 300 resident members;
- (f) elected on the same basis as in the previous paragraph by an interdenominational congregation or mission, including a Canadian Forces Base, if it is recognized by the presbytery and the United Church is one of the participating denominations;
- (g) one representative from the presbyterial United Church Women or a successor organization;
- (h) one representative from the presbytery United Church Men or a successor organization;
- (i) at least one youth representative (age 13 to 18) appointed by the presbytery;
- (j) at least one young adult representative (age 18 to 30) appointed by the presbytery;
- (k) one representative from each presbytery-accountable ministry in the presbytery;
- (l) past Moderators who live in the presbytery;
- (m) past presidents or leading Elders of a Conference if
  - (i) they are members of a congregation in the presbytery; and
  - (ii) the presbytery is in the Conference where they served as president or leading Elder; and
- (n) up to 10 lay members at large appointed by the presbytery. **Carried**

### **ALTERNATE LAY DELEGATES**

**Motion:** (Barbara Reynolds/David Lee) that those names of alternate delegates forwarded by the governance body in the pastoral charge to the Presbytery no later than April 26, 2018; or in the instance of the Youth and Young Adult Representatives forwarded by the YAYA Committee of Presbytery by the same date, may be authorized as the delegates in place of those cited in 1.2 (e),(f),(g),(h),(i),(j),(k) when authorized by:

The Chair and Secretary (Presbytery Minister) who by this resolution are authorized to appoint and certify where vacancies in representation exist between the date of this meeting April 10, 2018 and the rise of Conference May 26, 2018. **Carried**

### **MEMBERSHIP OF EXECUTIVE AND MINISTRY TEAMS UNTIL THE END OF 2018**

Barbara Reynolds noted that changes in presbytery leadership usually occur in May. This year, the Nominations Ministry Team has suggested that the current leadership be left in place until the end of 2018. New leadership will be chosen for Region 12 early in 2019.

**Motion:** (Barbara Reynolds/David Lee) that Ottawa Presbytery appoint all current members of Executive to serve until December 31, 2018 and that, effective at the rise of Conference, Rev. Carla Van Delen, Chair-Elect, be elected as Chair of the Ottawa Presbytery, Rev. Rev. Steve Clifton be elected as Past Chair or Presbytery and Phyllis MacRae be elected as member-at-large of Executive. **Carried**

### **RELICENSING OUR LICENSED LAY WORSHIP LEADERS (LLWL)**

**Motion:** (Joan Heyland/Elizabeth Bryce) that the following people, having completed the necessary requirements, be re-licensed to serve as Licensed Lay Worship Leaders within the Ottawa Presbytery for the coming year: Joanne Braaksma, Chris Burbridge, David Clemis, Carolle Dallas-Arbuckle, Dana Ducette, Dietlind Gardell, Nancy Huggett, Marni Hunt-Stephens,

Dori Jensen, Joanne Kosmack, Stephanie Langill, Heather McGrath, Bridget Meszaros, Carla Miner, Ruth Mooney, Andrew Nichols, Jeannie Page, David Patterson, Don Reynolds, Hilda Sabadash, Alison Sales, Sharon Sanderson, Carol Scott, Sandra Smith, Joanne Tanner, Lynda Therkelsen and Bonnie Warnock. **Carried**

The Chair thanked the members of the LLWL Ministry Team for their work in organizing the re-licensing and offered congratulations and expressed appreciation to the 27 Licensed Lay Worship Leaders. Presbyters showed their appreciation with applause.

### **REFUGEE SPONSORSHIP**

Norma McCord requested that congregations continue to sponsor refugees or consider ways they can help. The 2018 spaces have been used but applications can be placed in queue for 2019 spaces. She stated that Barrhaven United Church is considering another application, and as it has already done several sponsorships, needs funding. They have already raised some funds and are looking for partners.

### **NEW BUSINESS**

The Chair stated that David Patterson would like more 60-second videos from congregations for the Montreal & Ottawa Conference Annual General Meeting. He also reminded presbyters to register at the M&O Conference website, <http://www.montrealandottawaconference.ca/>, to participate in the online May 11<sup>th</sup> business meeting and/or the May 26<sup>th</sup> celebration in Hudson.

Rev. David Sherwin informed the court that Larry Richardson, Office Administrator for M&O Conference and a member of Woodroffe United Church, is currently in hospital. Presbyters were invited to sign a card for Larry at the registration table.

### **MOTION TO GIVE FULL POWERS TO THE EXECUTIVE**

**Motion:** (Andrew Jensen/Jack Lovering) that the Presbytery Executive be given the full powers of the Presbytery in all matters including property between now and the next meeting of Presbytery. **Carried**

### **CLOSING WORSHIP**

Rev. Kim Vidal offered a closing prayer.

### **CONCLUSION BY THE CHAIR**

Rev. Steve Clifton, Chair, closed the meeting at 9:00 pm.

*The next regular meeting of Ottawa Presbytery is called for Tuesday, May 8, 2018 at First United Church; the Executive next meets on Thursday, April 25, 2018.*

---

Rev. Steve Clifton  
Chair

---

Rev. David Sherwin  
Presbytery Minister

---

Wendy Mather  
Recording Secretary

---