

ALBERTA AND NORTHWEST CONFERENCE
THE UNITED CHURCH OF CANADA
SUB-EXECUTIVE MINUTES

DATE: Sub-Executive Meeting: Monday, December 10, 2018, 1:00 p.m. (MDT)

PLACE: Telephone Conference Call

PRESENT: Kathryn Yamashita, President; Shannon McCarthy, Executive Secretary; Stuart Jackson, Edmonton Presbytery; Brenda Watt, Foothills Presbytery; and Ruth Lumax, Red Deer Presbytery. **Regrets:** Bill Doyle, Executive Secretary; Ray Goodship, Foothills Presbytery
Recording Secretary: Kathy Jackson.

CONSTITUTION OF THE COURT:

The meeting was called to order by the President, Kathryn Yamashita, with a quorum present, for the work before it, to the glory of God.

The President, Kathryn Yamashita, welcomed the Members of the Sub-Executive, and led the opening prayer.

AGENDA:

It was reported that the Agenda for this Meeting included:

1. Two complaints under the Workplace Violence and Harassment Policy of The United Church of Canada;
2. A Report from the Commission established in March, 2018, in response to a request from Calgary Presbytery.
3. A recommendation from the Conference Education and Students Committee re a Candidate for Commissioning to Diaconal Ministry;
4. A recommendation from the Conference Interview Board re an Applicant for Admission to the Order of Ministry of The United Church of Canada; and
5. Recommendations from the Interim Ministry Sub-Committee re designation of Interim Ministers.

MOTION 2018/2019-15: Ruth Lumax/Brenda Watt: that the Agenda be adopted, subject to any changes required during the Meeting. **CARRIED.**

CORRESPONDING MEMBER:

Earl Reaburn, Conference Personnel Minister, was welcomed to the meeting.

MOTION 2018/2019-16: Brenda Watt/Ruth Lumax: That Earl Reaburn, Conference Personnel Minister be named as a Corresponding Member of the Sub-Executive for this Meeting. **CARRIED.**

SUB-EXECUTIVE MINUTES: September 10, 2018.

The Minutes from the previous meeting of the Sub-Executive were reviewed.

MOTION 2018/2019-17: Stuart Jackson/Ruth Lumax: That the Minutes of the Meeting of the Alberta and Northwest Conference Sub-Executive, held September 10, 2018, be approved. **CARRIED.**

CANDIDATE FOR COMMISSIONING TO DIACONAL MINISTRY:

Earl Reaburn, Conference Personnel Minister, reported on the recommendation of the Conference Education and Students Committee that Marion Linda Martin, a Candidate for Diaconal Ministry from South Alberta Presbytery be commissioned to Diaconal Ministry in The United Church of Canada.

MOTION 2018/2019-18: Brenda Watt/Stuart Jackson: That, following the recommendations of South Alberta Presbytery and the Alberta and Northwest Conference Education and Students Committee, Marion Linda Martin be commissioned to Diaconal Ministry in The United Church of Canada at the inaugural Celebration of Ministry Service of the Chinook Winds Regional Council, to be held on June 8, 2019, in Lethbridge, Alberta, subject to successful completion all educational requirements and other requirements of The United Church of Canada.
CARRIED.

CANDIDATE FOR ADMISSION TO THE ORDER OF MINISTRY:

Earl Reaburn, Conference Personnel Minister, reported that the Conference Interview Board was recommending that Hati Mvundura, from the Canadian Baptists of Western Canada, currently serving in the Fort Nelson Pastoral Charge, Northern Lights Presbytery, be admitted to the Order of Ministry of The United Church of Canada.

The Sub-Executive Members were reminded that this Admission had been approved at the March Executive Meeting (**Motion 2017/2018-38**, Executive Minutes, Page 17/18-91) but, because Hati had been unable to attend the 85th Conference Meeting, his Admission had been deferred.

MOTION 2018/2019-19: Ruth Lumax/Stuart Jackson: That the Reverend Floyd Hati Mvundura, from the Canadian Baptists of Western Canada, be admitted to the Order of Ministry as an Ordained Minister of The United Church of Canada, at the inaugural Celebration of Ministry Service of the Northern Spirit Regional Council, on May 26, 2019, in Valleyview, Alberta, pending completion of all requirements of The United Church of Canada.
CARRIED.

INTERIM MINISTRY CANDIDATES I:

Earl Reaburn, Conference Personnel Minister, reported on several recommendations from the Interim Ministry Sub-Committee of the Conference Pastoral Relationships Committee.

Recommendation: that Deborah Springer be designated as an Interim Minister, without conditions, for a period of five years.

MOTION 2018/2019-20: Ruth Lumax/Brenda Watt: That, having heard the recommendation of the Conference Interim Ministry Committee, and pursuant to Section I.1.7.2 of The Manual of The United Church of Canada, the Sub-Executive of the Alberta and Northwest Conference designates Deborah Springer as an Interim Minister, without conditions; and that this designation is valid from December 10, 2018, for a period of five (5) years, or until such earlier removal by the Office of Vocation.
CARRIED.

Recommendation: that Blaine Gregg be designated as an Interim Minister, without conditions, for a period of five years.

MOTION 2018/2019-21: Ruth Lumax/Brenda Watt: That, having heard the recommendation of the Conference Interim Ministry Committee, and pursuant to Section I.1.7.2 of The Manual of The United Church of Canada, the Sub-Executive of the Alberta and Northwest Conference designates Blaine Gregg as an Interim Minister, without conditions; and that this designation is valid from December 10, 2018, for a period of five (5) years, or until such earlier removal by the Office of Vocation.
CARRIED.

Recommendation: that Britt Aerhart be designated as an Interim Minister, without conditions, for a period of five years.

MOTION 2018/2019-22: Ruth Lumax/Brenda Watt: That, having heard the recommendation of the Conference Interim Ministry Committee, and pursuant to Section I.1.7.2 of The Manual of The United Church of Canada, the Sub-Executive of the Alberta and Northwest Conference designates Britt Aerhart as an Interim Minister, without conditions; and that this designation is valid from December 10, 2018, for a period of five (5) years, or until such earlier removal by the Office of Vocation. **CARRIED.**

Recommendation: that Lee Spice be designated as an Interim Minister, without conditions, for a period of five years.

Discussion: it was clarified that, as Lee Spice had been appointed as the Pastoral Relations Minister for the Chinook Winds Regional Council, this designation would apply if she were to leave that position within the next five years.

MOTION 2018/2019-23: Ruth Lumax/Brenda Watt: That, having heard the recommendation of the Conference Interim Ministry Committee, and pursuant to Section I.1.7.2 of The Manual of The United Church of Canada, the Sub-Executive of the Alberta and Northwest Conference designates Lee Spice as an Interim Minister, without conditions; and that this designation is valid from December 10, 2018, for a period of five (5) years, or until such earlier removal by the Office of Vocation. **CARRIED.**

Recommendation: that Shannon Mang be designated as an Interim Minister, without conditions, for a period of five years.

MOTION 2018/2019-24: Ruth Lumax/Brenda Watt: That, having heard the recommendation of the Conference Interim Ministry Committee, and pursuant to Section I.1.7.2 of The Manual of The United Church of Canada, the Sub-Executive of the Alberta and Northwest Conference designates Shannon Mang as an Interim Minister, without conditions; and that this designation is valid from December 10, 2018, for a period of five (5) years, or until such earlier removal by the Office of Vocation. **CARRIED.**

Recommendation: that Sarah Fanning be designated as an Interim Minister, without conditions, for a period of five years.

MOTION 2018/2019-25: Ruth Lumax/Brenda Watt: That, having heard the recommendation of the Conference Interim Ministry Committee, and pursuant to Section I.1.7.2 of The Manual of The United Church of Canada, the Sub-Executive of the Alberta and Northwest Conference designates Sarah Fanning as an Interim Minister, without conditions; and that this designation is valid from December 10, 2018, for a period of five (5) years, or until such earlier removal by the Office of Vocation. **CARRIED.**

Recommendation: that Lynn Elliot be designated as an Interim Minister, without conditions, for a period of five years.

Discussion: it was agreed that this discussion be postponed as Lynn Elliott was involved in business that would be discussed later on the Agenda.

MOTION 2018/2019-26: Stuart Jackson/Ruth Lumax: That further discussion of this Recommendation be postponed definitely until after discussion of the Complaints received by the Executive Secretaries. **CARRIED.**

WORKPLACE VIOLENCE AND HARASSMENT POLICY COMPLAINTS

The Executive Secretary, Shannon McCarthy, reported that she had received a complaint under the Workplace Violence and Harassment Policy of The United Church of Canada related to a congregation in Edmonton.

Shannon McCarthy reported that, subsequently, Bill Doyle, Executive Secretary, had received a second complaint under the same policy, related to the same congregation.

Shannon advised that, based on the Policy, it was the responsibility of the Executive Secretary to decide on the process to deal with the complaints, that she and Bill Doyle had appointed Linda Foy, a trained investigator, to hear from the parties to each complaint.

The Sub-Executive Members were advised that the reports of the investigations would not likely be available until early 2019, so they would be received by the Northern Spirit Regional Council Commission since Alberta and Northwest Conference would no longer exist as a Court of the church.

Discussion was held about the need for the Sub-Executive to authorize payment of the expenses of the investigator, the investigation, and any required follow-up.

Stuart Jackson, Edmonton Presbytery, named his concerns about his close relationship to the matter as the Presbytery Chairperson.

The Sub-Executive was advised that this discussion was limited to arranging for payment of expenses, and not to the details or process of the investigation, and so none of its Members would be in a conflict of interest.

MOTION 2018/2019-27: Brenda Watt/Ruth Lumax: That the Alberta and Northwest Conference Sub-Executive set aside \$25,000.00 to pay for the costs associated with the investigations, and resultant follow-up, of two complaints received under the Workplace Violence and Harassment Policy of The United Church of Canada; that the funds would be held in trust by the Northern Spirit Regional Council; and that any funds remaining after all costs were paid would be divided equally between the Northern Spirit and the Chinook Winds Regional Councils. **CARRIED.**

Executive Secretary

INTERIM MINISTRY CANDIDATES II:

MOTION 2018/2019-28: Brenda Watt/Stuart Jackson: That the Alberta and Northwest Conference Sub-Executive take no action on the recommendation of the Interim Ministry Committee regarding Interim Ministry designation for Lynn Elliott, and that the recommendation be referred to the Office of Vocation. **CARRIED.**

CALGARY PRESBYTERY COMMISSION:

The Executive Secretary, Shannon McCarthy, reported that the Commission, established by **Motion 2017/2018-29** (Sub-Executive Minutes, Page 17/18-84) in response to the request from Calgary Presbytery, had met four times to do their work.

It was reported that the Decisions from these meetings and the related correspondence would be forwarded to the Conference, and that the Final Report of the Commission would be available after today's meeting.

The Final Report of the Commission is appended to these Minutes, as Appendix A, Executive Minutes, Page 18/19-27.

Appendix A

MOTION 2018/2019-29: Shannon McCarthy/Stuart Jackson: That, the final report of the Commission established by Motion 2017/2018-29 be received and that any outstanding action be referred to the Chinook Winds Regional Council as of January 1, 2019. **CARRIED.**

ADJOURNMENT:

As there was no further business to be brought to the Sub-Executive, the President declared this Meeting to be adjourned at 1:45 p.m.

The President, Kathryn Yamashita, led the Benediction, wishing everyone a Merry Christmas and a Happy New Year.

The President, Kathryn Yamashita, was wished the same.

Kathryn Yamashita,
President

Shannon McCarthy,
Executive Secretary

DRAFT

APPENDIX A

**Final Report of the Commission Appointed on Behalf of Calgary Presbytery
by Alberta and Northwest Conference**

Commission Members:

Kathy Yamashita
Andrew Larienge
Ruth Lumax (Chair)

Staff Resource:

Shannon McCarthy, Executive Secretary

Meeting Summary:

The Commission meet four times, twice with Rev. Dr. Danielle Ayana James face-to-face and twice electronically with just the Commission members.

The Commission made the following decisions at its March 2018 meeting:

1. That the Rev. Dr. James meet with a qualified professional; i.e., a psychologist or psychiatrist to be named by the Commission in consultation with the Rev. Dr. James, for at least six sessions; That the qualified professional not be someone with whom the Rev. Dr. James has already worked or consulted, but that some consideration be given to finding a professional who understands and/or has lived experience of the issues faced by persons of colour in a predominantly Caucasian culture; That these sessions begin as soon as possible and be completed within six months;
2. That the focus of these sessions be for the Rev. Dr. James and the qualified professional to explore and integrate the issues identified in the J9 Review, specifically focusing on identifying the Rev. Dr. James' role and accountability for events that have been damaging; what does it mean for her practice of ministry to recognize that "working harder" or "fixing" is not always a solution; that having recognized people aren't ready for change, how can she assist or encourage greater readiness; strengthening her ability to connect with people in all their diversity.
To determine next steps for healing and integration of these experiences; with the intention of strengthening the Rev. Dr. James' professional well-being;
3. That the Rev. Dr. James sign any release necessary for this J9 report to be provided to the qualified professional, and any release necessary for any resultant reports by the qualified professional to be released to the Commission;
4. That an interim report be provided to the Commission by the professional after the fourth session and a final report be provided to the Commission after the sixth session, indicating whether s/he believes that the Rev. Dr. James has acquired insight into the concerns about her practice of ministry, and what commitments are in place to continue integrating this learning into her professional conduct;

APPENDIX A - Continued

5. That Calgary Presbytery (or its successor) pay for the initial set of six counselling sessions. Should the qualified professional indicate in her/his report that the Rev. Dr. James requires additional sessions, that Calgary Presbytery (or its successor) not be responsible for such payment;
6. That the Rev. Dr. James be on Administrative Leave and not perform any functions of ministry in the United Church of Canada pending the Commission's determination of a favourable outcome of the counselling sessions. The Commission has no jurisdiction over coaching which the Rev. Dr. James undertakes in her private practice;

That the Rev. Dr. James and/or the Commission on her behalf, be eligible to apply to the Personnel Emergency Fund effective March 15, 2018 for up to a six month period or until such time as the Rev. Dr. James accepts an appointment, whichever comes first.

7. That should the Commission decide that the outcome of the counselling sessions is favourable, the Rev. Dr. James will be eligible for appointment to a pastoral charge or other United Church of Canada ministry, or a coaching-type position within the United Church of Canada, that the Commission, in consultation with the Rev. Dr. James, appoint a mentor for the Rev. Dr. James;

This individual will have Ministry of Supervision training, and will meet with the Rev. Dr. James in person initially, then by phone or virtually for monthly sessions. The purpose of these sessions will be to discuss any issues that arise for the Rev. Dr. James in her practice of ministry; to encourage a deepening of the spiritual reflection that helps the Rev. Dr. James identify her own warning signs and continue to reflect on the impact her ministry has on others.

That this mentor-ship will last for twelve months after the Rev. Dr. James' appointment to a pastoral charge or other positions within the United Church of Canada including private coaching in The United Church of Canada;

The mentor will report to the Commission at the end of the twelve month period as to the progress made through the mentor-ship sessions on the issues named above.

8. Pending the Commission's determination of a favourable outcome to the one year mentor-ship, the Rev. Dr. James would be eligible for call.
9. That Rev. Dr. James sign any release necessary for the reports of the qualified professional involved in counselling sessions to be provided to the appointed mentor. That the Rev. Dr. James provide written permission for the Commission to speak with the qualified mentor about the Rev. Dr. James should the Commission wish to do so;
10. That should the Rev. Dr. James refuse to meet with a qualified professional for counselling and for mentor-ship, or if in the opinion of either the qualified professional or mentor should she be unable to accept the conditions of these determinations, or should she refuse to explore appropriate ways of addressing the issues outlined above to the satisfaction of the Commission, that the Commission make a recommendation to the Conference (or its successor) that the Rev. Dr. James' name be placed on the Discontinued Service List (Disciplinary).

APPENDIX A - Continued**The Commission made the following decisions at its September 2018 meeting:**

1. That the Rev. Dr. James be named in good standing with restrictions.
2. That the Rev. Dr. James meet with a qualified Spiritual Director for at least six sessions, two of which need to be face to face. The Spiritual Director to be named by the Commission in consultation with the Rev. Dr. James.
That these sessions begin as soon as possible and be completed within six months from time of commencement.
3. That the focus of these sessions be for the Rev. Dr. James and the Spiritual Director
 - to encourage a deepening of the spiritual reflection that helps the Rev. Dr. James strengthen her ability to connect with people in all their diversity;
 - to explore any issues arising from her practice of ministry; and,
 - to encourage her resilience and a deeper personal awareness.
4. That a final report be provided by the Spiritual Director to the Commission as soon as possible after the sixth session, summarizing the key learning or insights and scope of this work; and what commitments are in place to continue integrating this learning into Rev. Dr. James' professional conduct.
5. That Calgary Presbytery (or its successor) pay for the set of six Spiritual Direction sessions. Should the qualified professional indicate in her/his report that the Rev. Dr. James requires additional sessions, that Calgary Presbytery (or its successor) not be responsible for such payment;
6. That should the Commission decide that the outcome of the Spiritual Direction sessions is favourable, the Rev. Dr. James will be eligible for call or appointment to a pastoral charge or other United Church of Canada ministry, or a coaching-type position within the United Church of Canada and be in good standing, without restrictions.
7. That Rev. Dr. James sign any release necessary for the reports of the qualified professional involved in counselling sessions to be provided to the appointed Spiritual Director. That the Rev. Dr. James provide written permission for the Commission to speak with the qualified Spiritual Director about the Rev. Dr. James should the Commission wish to do so.
8. That should the Rev. Dr. James refuse to meet with a qualified professional for Spiritual Direction, or should she refuse to explore appropriate ways of addressing the issues outlined above to the satisfaction of the Commission, that the Commission make a recommendation to the Conference (or its successor) that the Rev. Dr. James' name be placed on the Discontinued Service List (Disciplinary).

The Commission made the following decision at its November 2018 meeting:

1. That Revered Dr. Danielle Ayana James having completed her directed program as laid out by the ANWC commission acting on behalf of Calgary presbytery is in Good Standing without restrictions.