

Present: Cheryl-Ann Stadelbauer-Sampa, Executive Minister

Sue Duliban, Executive Assistant

Region 7 Transition Commission: Joyce Payne (Chair), Judith Fayter, Louise Hall, Karen Low, Beth Parsons, Robin Sherman

Region 8 Transition Commission: Laurie O'Leary (Chair), Brent Caslick, Gord Dunbar, Ann Harbridge, Margaret Krauter, Heather Leffler, Tim Reaburn

Region 9 Transition Commission: Deborah Laforet (Chair), Jean Bethune, Robert Lawson, Christina Paradela, Sybil Wilson, Kate Young

Regrets: Jim Evans, Mary Anne Silverthorn, Eileen Antone, Grafton Antone (Reg. 7); Rod Coates, Mark Laird, Martha Pedoniquotte (Reg. 8); Margaret Blewett, Rhonda Johns, George Montour, Ted Smith (Region 9)

Review of Staff Complement and Functions

Position descriptions

The transition commissions reviewed staff position descriptions for seven program staff and two administrative positions.

All position descriptions were accepted, some with changes to wording, with the exception of the Minister, Right Relations and Indigenous Justice position. It was agreed that finalizing that position description should be done with Indigenous representation at the table. It was further agreed that the position be held until such time as the position description is completed.

There was some discussion concerning the possibility of having regional staff report to regions, rather than the executive minister. It was agreed that it would be inappropriate to have staff report to volunteers. Regional staff will report to the Executive Minister as their supervisor. There will be a performance appraisal document for staff. Intended to be an evaluative document, but is also a work planning, development for the next year, document with specific, measurable, smart goals.

Staff complements

Cheryl-Ann Stadelbauer-Sampa, Executive Minister, put forward to the transition commissions what she envisions as the staff complement.

Minister for Congregational Support & Mission Region 8: John Neff (currently Conference Program Minister for Ministry, Planning and Governance Support, out of Northern Waters Presbytery Office)

Minister for Congregational Support & Mission, Regions 7 & 9 & Minister, Right Relations & Indigenous Justice:

Kim Uyede-Kai (currently Minister for Congregational Support, Hamilton Conf.) would be best for both positions. It was suggested that Kim be offered the choice of either position.

Minister, Social justice: Diane Matheson-Jimenez (currently Minister for Social Justice & Youth, Hamilton Conf.). Diane is currently on maternity leave. The transition commissions will need to figure out if the Social Justice portfolio is staffed during Diane's maternity leave – but not at this time.

Minister, Pastoral relations: Diane Blanchard (currently Hamilton Conference Personnel Minister)

Minister, Pastoral support: Kevin Steeper (currently Pastoral Support Minister, Huron Perth Presbytery, London Conf.)

Paul Miller, Waterloo Presbytery Support Minister and Anne Beattie-Stokes, Pastoral Support Minister London Conference, are both retiring at the end of the year. Both have indicated they would be happy to do contract work.

Positions with multiple incumbents for specific roles among the remaining staff are Minister, Faith Formation and the two Admin positions; Administrative Assistant, Mission and Hospitality and Administrative Assistant, Communication and Records. Interviews with candidates (from amongst current staff) for all three positions will take place August 10th.

It was also discussed and agreed by all three regions that it would be helpful to continue to have staff support committees.

Consensus by Region 7, 8, 9 Transition Commissions to have two representatives from each region be part of a Regional Office Staff Committee.

Accounting Services

There was brief discussion regarding the accounting piece; whether to explore the General Council offer of accounting services or have an accounting staff person.

Consensus by Region 7, 8, 9 Transition Commissions to utilize the Accounting Services offered by General Council.

It was noted that now the decision has been made to go with GC Accounting Services, the proposal can be refined, including getting final costs.

Annual Meeting

Consensus by Region 7, 8, 9 Transition Commissions to hold a joint Annual Meeting at the end of May, 2019 at the UNIFOR Family Education Centre, Port Elgin.

The following Transition Commission members agreed to serve on the planning committee for the Annual Meeting:

Region 7: Joyce Payne, Beth Parsons

Region 8: Gord Dunbar, Heather Leffler

Region 9: Jean Bethune, Kate Young

Indigenous representative: to be named

Newsletter Update

The first Regional newsletters were sent out at the end of July, following GC43. The next newsletter will be sent out at the end of August (or first week of September), theme to be "meet your regional staff". The mailing list will be refined for the next issue. The aim is for a newsletter to be sent out once a month (while Transition Commissions are still in force).

Every region has agreed to talk to their presbyteries in September. It was suggested a slide show be provided for each region. Fridge magnets to be distributed, with the why for each region and the regional office phone number. (C-A to look into ordering the magnets).

Next joint meeting of the Transition Commissions for Regions 7, 8, 9:

10 a.m. Wednesday, October 10, Hamilton Conference (Regional) Office.

Agenda: Governance

(Overnight accommodation on Oct. 9 is available)