

**Metropolitan United Church
Congregational Meeting
August 30, 2020; DRAFT**

1. **Call to order**

Ken Younie called the online meeting to order and welcomed all those in attendance. He gave a brief outline of how presentations, questions and answers, and voting would proceed in the online format.

2. **Approval of voting privileges for adherents**

Ken Younie moved that voting privileges be extended to adherents. MOTION CARRIED.

3. **Approval of agenda**

Ken Younie moved that the agenda, which had been circulated prior to the meeting, be approved. MOTION CARRIED.

4. **Appointment of Trustees.** Susan Girvan briefly reviewed the role of Trustees; they are responsible for the care of all church lands and property in trust for the congregation and the United Church of Canada. The Trustees are further responsible for the investment and disbursement of capital funds or donations acquired through legacies or donation.

Trustees can only be appointed by the congregation. In the past few months, Trustee chair Alan Cotterill has moved away from the city and Terry Kelly is stepping away from Trustees to become chair of the new Stewardship Committee.

Two members of the congregation have agreed to join the Trustees: Linda Wright and Peter Johnston. Both are members of the congregation who have served on the Financial Advisory Committee. After brief introductions of both members, **Jim Nixon moved that the appointments of Linda Wright and Peter Johnston to Trustees be approved. Doug Flanders seconded. MOTION CARRIED.**

5. **Recruitment of the New Ministerial Team.** A description of the recruitment process was circulated prior to the meeting for information (Attachment A). The next stage of the ministerial transition period is the authorization of a search committee.

A summary of the framework for the Search Committee and the recruitment process was circulated prior to the meeting for information (Attachment B). The summary also included a list of the potential committee members.

After a brief oral review of the processes and the list, Ken Younie asked if there were any questions.

Question 1: Can Rev. Karen Bowles apply for any of the positions? [Answer: No. Rev. Bowles’s position as Intentional Interim precludes that possibility.]

Question 2: Will there be an active search [beyond simply posting the vacancy?] [Answer: Yes.]

Question 3: Will regular process reports be made to the congregation? [Answer: Yes. Deborah Davis commented that there is an extensive manual of instructions for the Search Committee members that covers the reporting requirements.]

After the discussion, **Bob Vernon moved the approval of the creation of a search committee with the following members:**

Linn Holness	Chair of Worship Committee and Spiritual Learning for Life pillar; Transition Team
Dorcas Beaton	Chair of Outreach
Gunn Wongsuwan	Chair of Congregational Care

Jim Nixon	Transition Team
Wilbert Ward	Member of Ministry & Personnel; long-term member
Ruth Peckover	Former Chair of Ministry & Personnel; long-term member
Ed Oikawa	Music Committee; Stewardship Committee; long-term member
Melanie Gilbert	Met parent; long-term member
Asha Woolrich	Member of Great Heart; younger member of the congregation;

Connie Dilley seconded the motion. MOTION CARRIED.

6. **Appreciation.** Susan Girvan, Board Secretary, then took the floor to note that the community that is Metropolitan United Church has been hard at work during this Intentional Interim period and that a number of thank yous were in order.

- First, to the Transition Team: Deborah Davis, Linn Holness, Jim Nixon, Laird Orr, and Joe Landon before he moved to Ministry and Personnel, thank you for meeting regularly and working with Rev. Karen Bowles to manage this period of interim ministry.
- Second, to Vera Taylor, Ken Younie, and Rev. Karen Bowles, who have worked hard to recruit a representative search committee for the next steps in the process of building a new ministry team.
- Next, to Metropolitan’s Nominating Committee, who have wooed and recruited a group to take our Stewardship efforts forward. For this, thanks go to Vera Taylor, Dorcas Beaton, Tracy Pratt, Linn Holness, and Gunn Wongsuwan. The new Stewardship team will be led by Terry Kelly, and include Shawn Winsor, Doug Flanders, Ed Oikawa, and Helen Han. A rebuild of the Property Committee is also underway, with Greg McMaster taking an interim leadership position of that group as we prepare for the opening of the renovated north end and a post-COVID-19 world.

To all of you, please accept thanks and blessings from the members of the congregations for this work.

Meeting adjourned. (For a list of attendees, see Attachment C)

Attachment A

A SHORT GUIDE TO THE PROCESS FOR SEARCHING FOR TWO NEW MINISTERS

PROCESS SO FAR:

Beginning in August 2018, the Transition Team (Deborah Davis, Linn Holness, Joe Landon (ret'd), Laird Orr, Jim Nixon), started meeting regularly to find an interim minister to assist in finding a permanent replacement for The Rev. Dr. G. Malcolm Sinclair. Metropolitan was fortunate to be able to hire the Rev. Karen Bowles, who began work in April 2019. A significant aspect of her work as Intentional Interim Minister was to draw up the job description for the ministerial position; as an Intentional Interim Minister, she is not eligible for this position.

The Rev. Dr. John Joseph Mastandrea announced his intention to move to another congregation by early 2019. In the interests of simplicity, the Transition Team undertook the job of finding a replacement for him and Rev. Bowles agreed to produce job descriptions for both permanent positions. The Rev. Jason Meyers was hired on contract to carry out the duties of the second minister in the meantime.

Earlier this year, consultation was undertaken with members of the congregation, who were invited to take part in three facilitated Pillar Talks: these included discussion of the Four Pillars (Congregational Care, Ministry of Integrated Arts, Outreach, and Spiritual Learning for Life), as well as the desirable attributes of the ministers. Staff members also had input.

At the July 29th meeting of the Official Board, draft position descriptions were tabled for *in camera* discussion and approval in principle. Board members also reviewed a framework for a search committee that will reflect the various constituencies of the congregation while keeping the group to a workable size. Board Chair Ken Younie and past Board Chair/current chair of the Nominations Committee Vera Taylor undertook to recruit members for the Search Committee; committee membership must be approved by the congregation.

PROCESS GOING FORWARD:

Members of the congregation approve those nominated for the Search Committee.

The committee will convene, and its members will familiarize themselves with the Search Committee procedures defined by the United Church of Canada, review the job descriptions (including input from the Official Board), and forward them to personnel at Shining Waters Region, along with a Community of Faith description.

The Shining Waters Region personnel will review the documentation, declare the positions vacant, and constitute the Search Committee. This procedure will include naming the congregational members nominated by Metropolitan, as well as two representatives of Shining Waters – a procedural expert and an ordained minister.

The Search Committee will then do a final review of the position descriptions, potentially modify them to meet format and other requirements, and post the positions on the UCC Church Hub site, together with the Community of Faith description of Metropolitan. It is anticipated that the posting of the positions may happen as early as September 2020.

The Search Committee will then start the process of monitoring and reviewing applications and interviewing acceptable candidates. It is anticipated that new candidates will be hired in Spring 2021.

August 2020

Attachment B
SEARCH COMMITTEE PROCESS

On July 29, 2020, the Official Board of Metropolitan United met in a special summer session for the purpose of moving forward with the transition plan of hiring Met's two permanent ministers. The Board voted on a process to select the Search Committee who will be charged with finalizing and posting the job descriptions, reviewing applications, selecting applicants to interview, and choosing the ministers to hire.

The process approved by the Board was for Ken Younie, the Chair of the Board, Vera Taylor, the Past Chair of the Board and current Chair of the Nominating Committee, and Reverend Karen Bowles, our Intentional Interim Lead Minister, to form a roster of candidates to be presented to the congregation for review and approval. Ken and Vera will not be on the search committee; Karen will not be either as staff members cannot be a part of that team.

The Board also reviewed and voted to approve a framework for Ken, Vera and Karen to follow in selecting candidates for the Search Committee. The framework was formed by consulting and considering the United Church of Canada resources on this topic.

The framework included representation from the following segments of the congregation:

- the Pillar Chairs of the three of Met's Pillars most closely connected to these ministerial positions: Spiritual Learning for Life, Outreach and Congregational Care (Note that the fourth pillar, Ministry of Integrated Arts, is under the purview of Minister of Music, Patricia Wright. Although the Pillar Chair is not on the roster, several of the candidates have a connection to Met's music programs)

- representation from Met's Transition Team
- representation from Met's Ministry and Personnel Committee
- representation from Met's Affirming community
- representation of Met's racial/cultural diversity
- representation of long-term members with historical ties to the church
- representation of those who live near the church as well as those who travel a substantial distance to attend services
- representation from younger families/newer members
- representation from our teenage members

Ken, Vera, and Karen spoke several times to come up with names of potential candidates for the Search Committee. They then divided up duties of contacting candidates. The candidates were encouraged to give much thought to taking a position, given the importance of the work and the time commitment required. It took a couple of weeks and several telephone calls to finalize the roster of candidates. Ultimately, Ken, Vera and Karen believe the roster of candidates are representative of Met's diverse congregation and would do an excellent job in selecting Met's two permanent ministers.

The roster includes nine members of Metropolitan, and they will be joined by two representatives from the Shining Waters Regional Council. This is a good size for a committee that will be charged with selecting two ministers.

We ask that the congregation approve the following members to form the Search Committee:

- Linn Holness - Chair of Worship Committee and the Spiritual Learning for Life Pillar, also on the Transition Team
- Dorcas Beaton - Chair of Outreach, member of the Parks Ministry
- Gunn Wongsuwan - Chair of Congregational Care
- Jim Nixon - from the Transition Team, member of the Affirming Committee and Metropolitan Choir
- Wilbert Ward - member of Ministry & Personnel Committee and long-term member of Met
- Ruth Peckover – long-term member of Met with long family history here, former Chair of Ministry & Personnel Committee
- Ed Oikawa – long-term member of Met, member of Stewardship Committee
- Melanie Gilbert - a member of Met and representative of younger families
- Asha Woolrich - a teenage member of the congregation, member of Great Heart

August 2020

Attachment C

August 30, 2020 Attendees (46 confirmed)

Andrew McGee	Karen Scott
Bob Vernon	Kenneth Younie
Carol Kitney	Linn Holness
Carole Payne	Lisa Hems
Charles Davidson	Lynn Patterson
Constance Dilley	Marion Elliott
Darrel Zehr	Melanie Gilbert
Dennis Donovan	Michael Connolly
Diane Turner	Nancy Hardy
Dorcas Beaton	Pat Cleland
Doug Flanders	Pat Wright
Elspeth Bowler	Patricia Orr
Eric Noble	Paul Jacobson
Frances Parkin	Peter Johnston
Greg McMaster	Rosemary Mok
Gunn Wongsuwan	Shari McMaster
Helen Han	Susan Girvan
James Harper	Tim and Hazel Gorley
James Nixon	Vera and Ron Taylor
Jay Wagner	Vicki Harris
Jean Robison	Wilbert Ward
Karen Bowles	William Wright