



# THE DIOCESAN SYNOD OF FREDERICTON

115 CHURCH STREET, FREDERICTON NB E3B 4C8

(506) 459 1801 [o] (506) 460 0520 [f]

Approved 02 April 2005

## MINUTES OF THE MEETING OF DIOCESAN COUNCIL

26 January 2005

St. Philip's Church, Parish of St. Philip's, Moncton

### Pre-meeting circulation:

- Agenda
- 17 November 2004 Draft Minutes
- Council Team Reports
- Sexual Harassment Policy Executive Summary
- Privacy Policy Executive Summary
- Canon Five (s.5) Revision (Registers) Executive Summary

### Meeting circulation:

- Council Team Reports - 2
- Study and Discussion - "Council Procedure and Function"
  - Rules of Order and Procedure

## 1. OPEN

1.1 The meeting was called to order at 10 a.m. with welcome by the Chair, Dr. Mohan Iype. The Chair offered a word of thanks to the Rector of St. Philip's Church and parishioners for their hospitality.

### 1.2 Regrets and Attendance

Regrets: Claude Miller; Ed Coleman (L); Walter Williams; Trevor Holder; David Edwards; Gloria Jennings; Shara Golden; Donald Thompson; Murry Arnott; Keith Joyce; Ginny McEwen; Elizabeth Murray.

Attending: Stuart Allan; Rod Black; Kevin Borthwick; Heather Carr; John Cathcart; Charles Ferris; Geoffrey Hall; Vicars Hodge; Mohan Iype; Keith Osborne; Elizabeth Reid; Fred Scott; John Sharpe; David Watts.

Observers: Ana Watts (Communications Officer).

1.3 G. Hall agreed to record minutes.

### 1.4 Bishop's Report

- Christian Education Director
  - 4 applications
  - deadline 31 January
  - interviews will be conducted
- Camp Campaign and how we go forward
- Episcopal Visitation for 2005
  - Deaneries of Chaleur / Miramichi; Lancaster; St. Andrews; Kingston/Kennebecasis; Saint John - 46 Parishes - God willing.

### Coming Events

- New Archdeacon/ Installation (Patricia Drummond) 06 February 2005 4:00 p.m.

- Primate's Visit 30 January - 02 February 2005  
Sunday - Cathedral AM  
Sunday - Cathedral - Youth Service Sunday 6:30 p.m. (George Porter Canon)  
Monday - Saint John Church Army / Saint John Community Chaplaincy  
Tuesday - Clergy Day
- Diocesan Synod with a Youth component. Synod Planning in process
- Warden's Day - April (Parish Support and Development)
- Clergy College - June

## 2. STUDY AND DISCUSSION - Council Procedures and Function

By consensus, it was decided to conduct the Study and Discussion as a committee of the whole.

Meeting Schedule. Even split between Saturday and weekday meetings, and afternoon and morning meetings would be preferred. The importance of team meetings between Council meetings is crucial. Comments indicated that changing location was important.

Preparation and Reporting Procedures. Preparation for Council meetings time line was reviewed. There are church seasonal limitations for clergy attending meetings. Suggestion made that guidelines for teleconferencing be provided. Motions and reports in advance are the "wise preference" but should not limit business from the floor.

Communication. Some members expressed the wish to receive Agenda packages by surface mail rather than e-mail. These individuals are invited to request the same.

## 3. MINUTES OF LAST MEETING

17 November 2004 Minutes

### 3.1 Acceptance

MOTION 1: D. Allen / J. Sharpe. **That the minutes of the last meeting (17 November 2004) be accepted as circulated.**

MOTION 1: Carried unanimously.

### 3.2 Arising from the Minutes

#### 3.2.1 Assistant Curacy Policy

Motion to follow.

#### 3.2.2 Diocesan Recording Secretary (Administration)

Inquiries but no applications. Suggested circulation job description to Council membership.

#### 3.2.3 Residential Schools settlement funding - \$87,000 parish portion (Stewardship / Dio Staff)

Unintentionally on-hold but will be dealt with by Diocesan Staff in due course.

#### 3.2.4 Policy re Diocesan Contracts (Administration)

Motion to follow.

#### 3.2.5 Oversight of Camp Campaign (Finance Committee)

Finance Committee Report

#### 3.2.6 Diocesan Information Management System (Administration)

Project in testing stages. Statistical return forms are available for manual collection of 2004 statistics.

#### 3.2.7 Funds to AST (Campaign) / Diocese of NS/PEI (AST Formation)

Funds were sent.

#### 3.2.8 Council Meeting Schedule

Motion to follow.

3.2.9 Referral of reports on part-time clergy (HRC) and financially struggling parishes (Bishop's Counsel).

Both were referred to the chairs of those bodies.

## 4. REPORTS AND BUSINESS

### 4.1 Team Reports

#### 4.1.1 Administration

4.1.1.1 Registers Project - consultations to be held in St. Andrews, Shediac, Kennebecasis and Lancaster. Completed consultations with clericus in Fredericton and Woodstock.

4.1.1.2 Rules of Order and Procedure for Diocesan Council (C. Ferris)

**MOTION 2: C. Ferris/D. Watts. That the Diocesan Council adopts sections 1, 2, 4, 5, 6, 8, 9(2), 9(3), 9(4), 10 and 11 of Canon Two as the Rules of Order and Procedure for the meetings of the Diocesan Council and its committees, substituting "Council" for the word "Synod" wherever necessary.**

Discussion: M. Berry - the precis form of Rules and Procedures need to go to the parish and used at all levels as an example for the Diocese.

MOTION 2a (Amendment): C. Ferris/S. Allen. **"and signed by the chair" should read "and submitted by the Chair."**

MOTION 2a: Carried unanimously.

MOTION 2: Carried unanimously.

#### 4.1.1.3 Signing Authority

**MOTION 3: C. Ferris / M. Berry. That Council adopt the following:**

**1. The Bishop and the Secretary of the Synod shall sign all documents that are required to be executed under the seal of the Diocesan Synod, and all other documents that may cause financial or other liability to the Diocese or the Synod.**

**2. Cheques and other money instruments issued by the Diocese or the Synod shall be signed by any two of the Bishop, the Treasurer of the Synod, the Secretary of the Synod and the Administrative Assistant to the Treasurer of the Synod.**

MOTION 3: Carried unanimously.

**MOTION 4: M. Berry / R. McConnell. A Canon change / amendment regarding signing officers be implemented to reflect the recommendation of the Council Administration Team and Finance Committee as per the motion duly carried by Diocesan Council 26 January 2005.**

MOTION 4: Motion carried unanimously.

By consensus, Council agreed to recommend the adopted understanding regarding signing authority should be regarded as policy until such time as it can be incorporated into Canon.

#### 4.1.1.4 Sexual Harassment Policy (C. Ferris)

The Executive Summary to the Sexual Harassment and Assault Policy was read aloud by the chair.

**MOTION 5: C. Ferris / H. Carr. That the "Sexual Harassment and Assault Policy and Procedure" as circulated be adopted, replacing the current Redbook B-12, "Diocesan Policies and Guidelines."**

Discussion: The Policy is an alternate process to the legal one outlined by Canon Eight.

MOTION 5: Carried unanimously.

**MOTION 6: S. Allan / V. Hodge. That the Administration Team assure that a plan be provided to Council to implement education / training pertaining to the Sexual Harassment and Assault Policy and Procedure by 01 September 2005 with full implementation targeted by 30 November 2005.**

Discussion: Timing of implementation was discussed. The approach to initial implementation as well as routine educational and sign-off processes should be proposed. When the question was called,

MOTION 6: Carried unanimously.

#### 4.1.1.5 Privacy Policy (C. Ferris)

Chancellor Ferris briefly commented on the issue of the acceptance of the Privacy Policy.

MOTION 9: C. Ferris / K. Osborne. **That the “Diocese of Fredericton Privacy Policy” be adopted as circulated .**

Discussion: Privacy Officer should be indicated by position rather than name. There was inquiry concerning personal information of those who are deceased. C. Ferris stated that the Policy does not apply to the deceased. Parish registers are considered “public” documents.

MOTION 9: Carried unanimously.

MOTION 10: C. Ferris / D. Barrett. **That Council be informed of a proposed Privacy Policy strategy and implementation by the Administration Team by 01 November 2005.**

MOTION 10: Carried unanimously.

#### 4.1.1.6 Finance Committee

Reports as circulated.

##### 5.1.1.6.1 Camp Capital Campaign.

The Committee has directed that the diocese take advantage of outside consultant assistance (Judith Arbow Consulting - month to month basis) to transition the Campaign from external to internal management and move forward to the campaign goal. The Committee asks the Bishop to work expeditiously to appoint a co-ordinator of the Campaign to work with the Consultant in the transition.

Discussion: Question as to fees of the consultant proposal - negotiation required. Question about the outcome of the ACOA application should there be a different relationship with the consultant(s) - application made by the Diocesan Synod.

##### 4.1.1.6.2 2004 Financials

Addendum report circulated. Approximately \$67,000 deficit. Income falling short is the cause of the deficit (income based budgeting). Committee suggests we need to do more to communicate the financial reality diocesan wide. Updates on the budget as well as reporting on parish accomplishments on diocesan income. Wider knowledge and publication of status of parish support is recommended.

MOTION 11: F. Scott / C. Ferris. **Request authorization for a broader publication of our financial information including quarterly budget updates and a regular publication of the status of the parishes in respect of their support for the Diocesan Budget.**

Discussion: Question about inability vs unwillingness of parishes to support the Diocesan Budget. Comments were made about the need to evaluate these actions and to maintain the current “narrative” approach to financial issues.

MOTION 11: Carried unanimously.

#### 4.1.1.2 Episcopal

MOTION 12: D. Watts / J. Sharpe. **That the Assistant Curacy Policy as circulated be adopted.**

Discussion: A question was raised about regular assessment of the Policy. It was suggested that all policies should be reviewed on a regular basis. Chancellor Ferris pointed out that the Harassment Policy of the Provincial Synod and our new diocesan policy includes the understanding that a record of complaints, yearly report of statistics and regular review be part of the “operation” of the Policy. The Administration Team should be aware of the need for maintenance of the operating policy, including review. Current revision of the Redbook should also include clarification of regular policy review. D. Watts noted that V. Hodge provided helpful assistance in the creation of the Assistant Curacy Policy.

MOTION 12: Carried unanimously.

#### 4.1.1.3 Mission / Outreach

4.1.1.3.1 Companion Diocese. Request that Council consider the renewal of the Companion relationship with the Diocese of Recife or forming a relationship with another diocese.

MOTION 13: K. Osborne / M. Berry. Companion Diocese Committee

**That we request a mandate from the Bishop and Council to form a Companion Diocese Committee, which would operate under the terms of reference which have been circulated at this Council meeting.**

Discussion: D. Watts added that National Funding is available for Companion Diocese program (PIM). Question was raised as to whether the need is for a task group to formulate a recommendation as to the Companion Diocese relationship. New Committee should prepare those recommendations to Council and be prepared to work with the relationship. Concern raised by M. Berry re Recife and the sensitivity in terms of the cultural/theological situation. We would not want to be seen as stepping away from the relationship at this time with the complexity of the struggles they are now experiencing?

MOTION 13: Carried unanimously.

4.1.1.3.2 Paul Jeffries Mission in Uganda.

Paul assessing his situation and is in conversation with the Bishop and the Mission Outreach Team concerning his future plans.

4.1.1.3.3 Hospital Chaplaincies

Fredericton does not fit into a diocesan-wide common mandate for hospital chaplaincies. Flexibility and autonomy over uniformity recommended.

4.1.1.3.4 PWRDF. Continuing to be supportive of Betty McNammara in this diocesan ministry.

5.1.1.3.5 Refugees. Refugee Coordinator search continues.

4.1.1.4 Parish Support and Development

No Report. The Team awaits the outcome of two motions to refer (to Bishop's Council and the Human Resources Committee).

4.1.1.5 Spiritual Formation

No report.

4.1.1.6 Stewardship

Report as circulated.

4.1.1.7 Youth

R. McConnell reported on the on-going investigation of melding the Youth Action Committee and the Diocesan Council Youth Team. "The complexity and distracted-ness of modern life is the very context in which people, young and old, search for meaning and faith in our society.

4.2 Other Business

4.2.1 Parish of the Nerepis of St. John Permission

**MOTION 14: V. Hodge / S. Allan. Notwithstanding Canon 6.2, and recognizing the unique situation of the Corporation of the Anglican Parish of the Nerepis and St. John, that this Diocesan Council grants permission to the Parish to set the maximum number of members of Vestry at fourteen (14). This permission will expire at the Annual Meeting to be held in January or February 2006 unless extended by resolution of this Council.**

MOTION 14: Carried unanimously.

4.2.2 2005 Meeting Schedule (G. Hall)

**MOTION 15: G. Hall / E. Reid. That the planned Council Development Weekend (01-02 April 2005) be changed to a regular meeting on Saturday, 02 April 2005.**

Discussion: Clarification on the reasoning behind the motion - new Council by 2005 Synod, and difficulty in finding a venue. Disappointment was expressed. G. Hall assured Council that our Bishop considers development a priority. When put to the vote

**MOTION 15: Carried unanimously.**

## 5. CLOSE

5.1 The chair again thanked the Parish of St. Philip's for hospitality shown.

5.2 Future Meeting Schedule:

02 April 2005, 18 May 2005, 21 September 2005, 09 November 2005.

5.3 Adjourn

MOTION 16: V. Hodge. **That the meeting of Council be adjourned (2:50 p.m.).**

Items referenced for follow-up:

1. Sexual Offences Policy introduction and implementation
2. Privacy Policy introduction and implementation
3. Signing authority Canon change
3. Publication of financial updates
4. Companion Diocese Committee
5. 2005 Council development

Respectfully submitted,

Geoffrey Hall (The Ven.)  
Appointed Recording Secretary  
03 February 2005

Dr. Mohan Iype  
Vice-chair