

**HURON-PERTH PRESBYTERY IS CALLED TO MEET ON  
TUESDAY, OCTOBER 23, 2007  
CENTRAL UNITED CHURCH, STRATFORD**

Central United is at 194 Avondale Ave., Stratford. From West and North, as you come into Stratford on Huron Street (hwy 8), turn left onto Avondale Ave, which is the second street past the stoplights at Forman Avenue (Tim Hortons on the corner). Coming into Stratford from South (Erie Street i.e. Hwy 7 from London) turn left onto Ontario, which becomes Huron Street, or East (Ontario Street, Hwy 7 from Kitchener) in which Ontario becomes Huron, continue on Huron turning right onto Avondale Avenue (about the time you see the Forman Ave stoplight in the distance).

**AGENDA**

- 4:00pm Divisions and Committees meet (optional)  
5:05pm Clergy Quiet Room and Prayer Time  
5:30pm Supper  
6:30pm Lighting of the Candle  
Constitution of the Court  
Resource Centre Presentation  
6:35PM Worship  
6:55PM Approval of the Consent Docket  
Approval of Minutes of Previous Meetings  
Introduction of Guests and New Members of Presbytery  
7:00pm Workshops - "The Role of Presbytery in Congregational Life."  
8:00pm **I Motions from Divisions and Committees**  
Pastoral Relations Committee  
Education and Students Committee  
Division of Finance and Administration  
Division of Mission in Canada  
Division of World Outreach  
Division of Communications  
Stewardship Committee  
Pastoral Care and Oversight Committee  
Manse Committee  
Pensions Convenor  
Archives Convenor  
UCM (AOTS)  
UCW  
  
**II Time Sensitive Announcements**  
Office of the Chairperson  
Office of the Secretary  
Other Divisions and Committees  
  
**III Other Business and Announcements**  
  
9:50pm Reflections and Courtesies  
9:55pm Closing Prayers  
10:00pm Adjournment

**PRESBYTERY: HURON-PERTH  
CONFERENCE: LONDON  
LOCATION: CENTRAL UNITED CHURCH, STRATFORD**

**DATE: OCTOBER 23, 2007**

### **CONSENT DOCKET**

The Consent Docket contains a series of standard motions that are part of the preliminaries for each Presbytery meeting but which do not normally require discussion. If anyone wishes to discuss any of them, that one(s) will be removed from the Consent Docket and placed on the floor at an agreed upon time in the agenda. If anyone has a question for clarification about an item on the Consent Docket it will be answered with a brief explanation.

### **THE MOTIONS**

**ATTENDANCE** that the attendance be as noted on the registration record.

**CORRESPONDING MEMBERS** that all visitors to the Court be made Corresponding Members of the Court for the current meeting.\*

**AGENDA** That the agenda, as printed and circulated, be the agenda for the current meeting of Huron-Perth Presbytery.

**CORRESPONDENCE** that all correspondence as identified on the Correspondence Record provided at the time of registration be received for information only.\*\*

**NEXT MEETING:** That the time and place of the next meeting of Huron-Perth Presbytery shall be as noted in the current 'Notice of Meeting.'

**PRESBYTERY POWERS TO THE EXECUTIVE**, That, at the adjournment of the current meeting of the Court, the powers of Huron-Perth Presbytery be granted to the Executive of Huron-Perth Presbytery to conduct emergent business of the Presbytery on the its behalf until the next meeting of the Presbytery.

**\* Corresponding Members (being all those who are one time visitors who are not elected Presbyters by their congregations) are reminded that they may speak on any matter before the court but you may not vote on any matter for which a vote is called.**

**\* Delegates to Huron-Perth Presbytery who have been elected at congregational Annual Meetings are not eligible to vote at meetings of Presbytery until the first Presbytery meeting after the rise of London Conference i.e. the June and subsequent meetings of Presbytery. Further, self-proclaimed Delegates will not be counted as Delegates until Presbytery has been so advised by letter from the congregational Secretary to the Secretary of Presbytery.**

**\*\*Division of Communication is now making public announcements using the computerised power point format. Therefore, all those who wish announcements to appear for the benefit of Presbyters must e-mail their notice to Kathy Butson at [hpprc@quadro.net](mailto:hpprc@quadro.net) no later than the Friday before the date of Presbytery.**

**PRESBYTERY: HURON-PERTH**  
**CONFERENCE: LONDON**  
**LOCATION: LONDSBOROUGH UNITED, LONDESBOROUGH**

**PG 1332**  
**SEPTEMBER 25, 2007**

**CONSTITUTION OF THE COURT:** a quorum being present, the Chairperson of Huron-Perth Presbytery declared the September 2007 meeting of Huron-Perth Presbytery to order at 6:40PM

**IN ATTENDANCE - LAITY:** Betty Archambault, Don Atkinson, Margaret Bakker, Maureen Beecroft, Rae Bender, Kathy Butson, Flo Cartwright, Brent Caslick, Marlene Coulthard, Fred Delbridge, Murray Donaldson, Art Duboyce, Marg Duboyce, Tom Dunbar, Sherwood Eddy, Linda Finkbeiner, George Gracey, Betty Graber Watson, Joan Hibbert, Carole Hockey, Robert Horner, Ken Hunking, Pat Hunking, Mary Ellen Jacklin, Bernice Jewson, Marjorie Johns, Donna Johnston, Lloyd Karges, Joe Laurie, Ruth Long, Marie McGavin, Byron Morris, Sandy Morris, Shirley Nicholson, Cecil Pepper, Emily Phillips, Irma Pryce, Anne Reuber, Olive Riehl, Dave Shaw, Helen Shute, Carol Simons, Jim Tyler, Shelley Warr, Alfred Young.

**IN ATTENDANCE – MINISTRY PERSONNEL:** Wayne Beamer, Chris Beaumont, Tom Beecroft, Sandra Cable, Susan Cameron, Pat Cook, Harry Disher, John Gould, Steve Hildebrand, Neil Lackey, Keith Lewis, Charles Love, Judith Ritchie, Bev Robinson, Paul Ross, George Russell, Alun Thomas, Elly Van Bergen, Marybeth Wilson.

**VOTING ALERNATES -** Dorothy McGregor

**CORRESPONDING MEMBERS:** Lyle Pettipiece, Laurie Parker, Krista Vandarsar, Barb Knox, Beth Tubb, Sally McMullern,

**ABSENT WITH REGRETS:** Elizabeth Erwin, Ann-Louise McAlister, John McIntosh, Mary McIntosh, Ron Skinner, Alex McGilvery, Roy Nicol-MacDonald, Michelle Owens, Cheryl-Ann Stadelbauer-Sampa, Kathi Urbasik-Hindley, Greg White, Laurie White.

**ABSENT:** Suzanne Andrew, Peter Aunger, Joan Bartlett, Janice Brock, Verna Burgin, Alan Carr, Gladys Carter, Barbara Cooper, Bill Coultres, Marg Dale, Max Demaray, Bob Doupe, Ruthann Eagleson, Thelma Ellerby, Laurene Erb, Bud Eyre, Hilda Grant, Steve Hearn, Jeff Hulley, Winsgton Jibb, Clifford Laidlaw, Myra Lovell, Mary Jane Lowe, Elaine MacMillan, Don McCaffrey, Judith McCartney, Danette McGlinchey, John McFadzean, Mary McIntosh, Brenda Radford, Phyllis Scott, Doris Spence, Elaine Strawbridge, Gladys Stock, Donna Young, Steven Cox; Sandra Evan-Jones, Elaine Graham, Jeff Hawkins, Marion Jackson-Tyler, Camillia LaRouche, Sharon Lohnes, Pirie Mitchell, Gwen Nicol-MacDonald, Roy Nicol-MacDonald, Julia Sinclair, Nancy Wetselaar, Elly Van Bergen, Sandra Yule.

#### **RESOURCE CENTRE**

- 1) United For Peace materials have been sent to Pastoral Charges. Some items are free but some have costs attached. Kathy is making a trip to Toronto at the end of the week, and she offered to pick up materials for anyone who contacted her before she left.
- 2) World Development and Relief materials have been sent to Pastoral Charges. Some items are free but some have costs attached. Kathy is making a trip to Toronto at the end of the week, and she offered to pick up materials for anyone who contacted her before she left.
- 3) The 2008 church calendars are available in limited supply from the Resource Centre. Order early, and you won't have to wait for shipments from Toronto.
- 4) "Hand In Hand" an M&S volume 2 resource is available.
- 5) Presbyters are advised of the following release dates: October 2007 for "Challenging Empire" kits: November 2007, Minutes for Mission; October 15<sup>th</sup> for "Cannot Keep Singing,"; the new UCC Handbook late October or early November.

**WORSHIP** was led by members of the Executive of Huron-Perth Presbytery.

**PRESBYTERY: HURON-PERTH**  
**CONFERENCE: LONDON**  
**LOCATION: LONDSBOROUGH UNITED, LONDESBOROUGH**

**PG 1333**  
**SEPTEMBER 25, 2007**

**APPROVAL OF THE CONSENT DOCKET**

**MOTION:** Moved and seconded that Huron-Perth Presbytery approve the Consent Docket as presented.  
**CARRIED.**

**MINUTES OF THE MEETING OF HURON-PERTH PRESBYTERY OF JUNE 5, 2007**

**MOTION:** Moved and seconded that Huron-Perth Presbytery approve the minutes of the meeting of Huron-Perth Presbytery for June 5, 2007 as printed and circulated. **CARRIED.**

**MINUTES OF THE MEETING OF THE EXECUTIVE OF HURON-PERTH PRESBYTERY OF JUNE 15, 2007**

**MOTION:** Moved and seconded that Huron-Perth Presbytery approve the minutes of the meeting of the Executive of Huron-Perth Presbytery for June 15, 2007 for information only. **CARRIED.**

**INTRODUCTION OF GUESTS AND MEMBERS** saw a number of new Delegates and Ministry Personnel introduced.

**WELCOME TO THE PASTORAL CHARGE** was graciously offered by Rev Pat Cook with Ken Hunking providing a brief history of the Pastoral Charge.

**EDUCATION AND STUDENTS COMMITTEE**

- 1) **MOTION:** Moved and seconded that Huron-Perth Presbytery decide upon the following issue by a show of hands. **CARRIED.**
- 2) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve **Tom Dunbar** as a Candidate for the Ordained Ministry. **CARRIED.**
- 3) **MOTION:** Moved and seconded that Huron-Perth Presbytery recommend **Elaine Strawbridge** be interviewed by London Conference in January for Ordination at the May 2008 annual meeting of Conference. **CARRIED.**
- 4) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the Appointment of **Elaine Strawbridge** as a Staff Associate at Faith Memorial Church, Florenceville, New Brunswick effective for the period September 8, 2007 to June 28, 2008 **CARRIED.**
- 5) **MOTION:** Moved and seconded that Huron-Perth Presbytery renew the Lay Worship Leader's License for **Bruce Whitmore.** **CARRIED.**
- 6) **MOTION:** Moved and seconded that Huron-Perth Presbytery renew the Lay Worship Leader's License for **Gloria Wilbee.** **CARRIED.**
- 7) **MOTION:** Moved and seconded that Huron-Perth Presbytery renew the Lay Worship Leader's License for **Ruth Long.** **CARRIED.**
- 8) **MOTION:** Moved and seconded that Huron-Perth Presbytery renew the Lay Worship Leader's License for **Don Atkinson.** **CARRIED.**
- 9) **MOTION:** Moved and seconded that Huron-Perth Presbytery renew the Lay Worship Leader's License for **Barbara Hicks.** **CARRIED.**
- 10) **MOTION:** Moved and seconded that Huron-Perth Presbytery renew the Lay Worship Leader's License for **David Williams.** **CARRIED.**
- 11) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the **Victoria Street-Benmiller** Pastoral Charge as a Learning Site. **CARRIED.**

**PASTORAL RELATIONS COMMITTEE**

- 1) **MOTION:** Moved and seconded that Huron-Perth Presbytery decide upon the following issue by a show of hands. **CARRIED.**
- 2) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the a request from St John's United Church, Stratford, that the Rev Laurie White be granted permission to administer The Sacraments, and that Huron-Perth Presbytery request of London Conference that the Rev Laurie White be granted permission to perform the Sacraments. **CARRIED.**

**PASTORAL RELATIONS COMMITTEE (cont'd)**

- 3) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the Settlement of **Rev Sandra Yule**, Ordained Minister, category A, to the **Walton-Bluevale Pastoral Charge**, at Full time (40 hrs per week) effective July 1, 2007 with terms as follows: salary of \$30,161; Manse valued at \$7,800; Study and Book Allowance of \$1,200; basic telephone; no less than three consecutive months of sabbatical leave after five consecutive years of service to the pastoral charge, and with all other terms and conditions according to The Manual, and policy set by General Council. **CARRIED.**
- 4) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the Call of **Rev Pirie Mitchell**, Ordained Minister, category C, to the **St Mary's Pastoral Charge**, at Full time (40 hrs per week) effective October 1, 2007 with terms as follows: salary of \$37,806; Housing Allowance of \$13,000; Study and Book Allowance of \$2000; telephone of \$800; and with all other terms and conditions according to The Manual, and policy set by General Council. **CARRIED.**
- 5) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the Transfer of **Rev Pirie Mitchell** from Middlesex Presbytery to Huron-Perth Presbytery effective October 1, 2007. **CARRIED.**
- 6) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the Transfer of **Rev Dr. Phillip Neilsen**, from Simcoe Presbytery of Hamilton Conference to Huron-Perth Presbytery effective September 25, 2007. **CARRIED.**
- 7) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the Transfer of **Rev Michelle P Down** from Huron-Perth Presbytery to Middlesex Presbytery effective August 1, 2007. **CARRIED.**
- 8) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the Transfer of **Rev Sheila Macgregor** from Huron-Perth Presbytery to Middlesex Presbytery effective September 5, 2007. **CARRIED.**
- 9) **MOTION:** Moved and seconded that Huron-Perth Presbytery, having received notice of a Change in Pastoral Relations from **Elly Van Bergen** of the **Varna-Goshen Pastoral Charge**, begin a Joint Needs Assessment to address the future ministry of the Pastoral Charge. **CARRIED.**
- 10) **MOTION:** Moved and seconded that Huron-Perth Presbytery, having received notice of a Change in Pastoral Relations from **Rev Gary Jones** of the **Sebringville-Rostock Pastoral Charge**, begin a Joint Needs Assessment to address the future ministry of the Pastoral Charge. **CARRIED.**
- 11) **MOTION:** Moved and seconded that Huron-Perth Presbytery, having received notice of a Change in Pastoral Relations from **Rev Sheila Macgregor** of the **Crediton Pastoral Charge**, begin a JoInt Needs Assessment to address the future ministry of the Pastoral Charge. **CARRIED.**
- 12) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the Appointment of **Tom Dunbar Mitchell**, to the **Victoria Street-Benmiller Pastoral Charge**, as part time (30 hrs per week) Student Supply, category A effective October 1, 2007 to June 30, 2008 with terms as follows: salary of \$21,837; Housing Allowance of \$9,000; Study and Book Allowance of \$900; secretarial help defined as 3 1/2 days/week, and with all other terms and conditions according to The Manual, and policy set by General Council. **CARRIED.**
- 13) **MOTION:** Moved and seconded that, by virtue of Pastoral Relations Committee having previously established that there shall be no pastoral Relations motions passed with conditions, Huron-Perth Presbytery remove the conditional statement, "effective upon receipt of a request from the pastoral charge," from item #4 on page 1327 of the minutes of Huron-Perth Presbytery of June 15, 2007. **CARRIED.**

**DIVISION OF FINANCE AND ADMINISTRATION**

- 1) All Presbyters who wish to be on the permanent meal list should e-mail Brent Caslick of Crediton Pastoral Charge. If you do not want a meal on any given meeting of Presbytery, you must advise Rev Judith Ritchie of Thames Road-Elimville pastoral charge before 11am on the Friday before the meeting of Presbytery.
- 2) The financial report for the period ending September 20, 2007 was presented for information. (see pg. 1335).

**DIVISION OF FINANCE AND ADMINISTRATION (cont'd)**

- 3) F&A Budget Night is Friday, November 12.07. Please forward all budget requests to F&A before that date.
- 4) Grand Bend has become an teaching site, and having received a student, has been granted \$2,000 for the 2007-08 to assist with the costs of this endeavour.
- 5) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the 2007 Archives Report (see pages 1336 and 1337) submitted by Rev John Gould. **CARRIED.**
- 6) **MOTION:** Moved and seconded that, since there is no resolution to the church's Archival changes, Huron-Perth Presbytery authorize Rev John Gould to accumulate archives to December 31,2 007. **CARRIED.**

**DIVISION OF MISSION IN CANADA**

- 1) **MOTION:** Moved and seconded that, in response to policy changes for mission grants, Huron-Perth Presbytery no longer fund Group Delta. **CARRIED.**
- 2) **MOTION:** Moved and seconded that Huron-Perth Presbytery approve the request of the St John's United Church Co-Op Preschool for a mission grant of \$5,000. **CARRIED.**

**UCW PRESBYTERIAL**

- 1) The annual Fall Rally will be held at St Mary's on October 22<sup>nd</sup> when the gust speaker will be Elly van Bergen.

**OTHER BUSINESS – LEVEL II**

- 1) The Huron-Perth Presbytery Youth Minister Search Committee has not selected a successful candidate in its two previous searches, and will try a third round of applications.
- 2) A committee is being formed to prepare for the Moderator's visit in November 2008. If you can help contact the Chair or the Secretary of Presbytery.
- 3) The Roll of Conference and The Record of Proceedings, May 2007 is at the Registration desk, and is available for Presbyters to take a copy of each.
- 4) The Chairs of the committees and divisions are requested to forward the list of committee members to the Secretary following the October Presbytery.
- 5) Refer to the 2007 version of The Manual where you will note a revised formula for determining the number of Delegates a congregation/pastoral charge is entitled to have. Contact the Secretary if you have any questions.
- 6) The next meeting will be on October 23, 2007 at St John's Stratford when there will be a workshop on "The Role of Presbytery in Congregational Life."

**REFLECTIONS AND COURTESIES** thoughtfully and eloquently offered by Rev Paul Ross.

**ADJOURNMENT** declared by the Chair at 915pm.

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Chair, Flo Cartwright.

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Secretary, Chris Beaumont.

**PRESBYTERY: HURON-PERTH  
CONFERENCE: LONDON  
LOCATION: LONDSBOROUGH UNITED, LONDESBOROUGH**

**PG 1335  
SEPTEMBER 25, 2007**

TREASURER'S REPORT for the period ending September 20, 2007

	2007 BUDGET		2007 ACTUAL
<b>RECEIPTS:</b>			
ASSESSMENTS	\$197,690	69.0%	\$136,339
MISCELLANEOUS	100		46
INTEREST	500		541
HOSPITAL VISITATION APPEAL	500		50
CONVENANTS	650		-
CONTINGENCY RECOVERY	-		2,500
DRAW FROM RESERVES	<u>9,500</u>		<u>3,106</u>
TOTAL RECEIPTS	208,940		142,582
<b>EXPENSES:</b>			
LONDON CONFERENCE ALLOCATIONS	66,250		58,000
PRESBYTERY ADMINISTRATION:			
EXECUTIVE (Mileage, misc)	500		-
SEARCH COMMITTEE EXPENSES-Youth Ministry	1,000		150
OFFICE OF SECRETARY	400		160
OFFICE OF TREASURER	600		366
HONORARIA - SECRETARY	2,600		1,300
- E-MAIL NETWORK CO-ORDINATOR	500		250
- TREASURER	800		-
DIVISIONS AND COMMITTEES:			
MPE & PENSIONS	100		-
MANSE	100		-
PASTORAL RELATIONS	1,000		234
PASTORAL CARE & OVERSIGHT	100		315
EDUCATION & STUDENTS	2,450		702
- CONTINUING EDUCATION SUPPORT	1,000		-
COMMUNICATIONS	100		(2)
MISSION IN CANADA	1,000		-
YOUTH	1,000		400
WORLD OUTREACH	500		-
FINANCE & ADMINISTRATION	400		83
STEWARDSHIP	100		-
PRESBYTERY PROJECTS, GRANTS:			
RESOURCE CENTRE	21,000		16,000
CAMP BIMINI	12,000		12,000
CAMP MENESETUNG	12,000		12,000
HOSPITAL VISITATION	5,150		5,150
SHORT/LONG TERM DISABILITY-SEBRINGVILLE	-		3,106
CONTINGENCY	1,000		1,101
PASTORAL SUPPORT MINISTER	46,500		32,262
YOUTH MINISTER	30,000		-
	208,150		143,576
	\$790		\$(994)
	<u>208,150</u>		<u>143,576</u>
<b>(DEFICIT) BALANCE</b>	\$790		<b>\$(994)</b>

	2004	2005	2006	2007		Bank Balance-Sep 20,07	\$(25,102)
MEMBERSHIP	11,531	11,050	10,998	10,600		Temporary Reserve	\$35,247
FEES						Special Reserve Fund	\$28,379
Conference	\$5.75	\$6.25	\$6.25	\$6.25		Loan-Camp Menestung	\$5,000
Presbytery	<u>\$8.25</u>	<u>\$8.25</u>	<u>\$8.90</u>	<u>\$12.40</u>			
Total	\$14.00	\$14.50	\$15.15	\$18.65			

**Paid In Full:** Bayfield, Blyth, Crediton, Dashwood-Zurich, Dungannon-Union, Grand Bend, Hensall, Parkview-Stratford, Thames Rd.-Elimville, Varna-Goshen, Walton-Bluevale, Whitechurch & Wingham

**Paid In Part:** Atwood, Auburn, Belgrave, Brucefied-Kippen, Brussels-Ethel, Centralia, Clinton, Egmondville, Exeter, Fordwich, Goderich-North St., & Victoria St.-Benmiller, Gorrie-Wroxeter, Hibbert, Holmesville, Kirkton-Woodham, Listowel-(Calvary-Wallace-Zion) & Trinity, Londesborough, Millbank-Hampstead, Milverton, Mitchell, Monkton, Northside-Cavan, St. Mary's, Sebringville-Rostock, Stratford-Central & St. John's, Tavistock & Thamesview-Fullarton

**HURON PERTH PRESBYTERY  
ARCHIVES COMMITTEE REPORT 2007**

**SUMMARY OF INSPECTIONS:**

PASTORAL CHARGE	DATE VISITED	RECORD OF LAST VISIT	REGISTERS	MINUTE BOOKS	ROLL	TRUSTEE DECLARATION
BELGRAVE	4 APRIL 2007	28 FEB 1968	CERTIFIED	CUM NOTA <sup>1</sup>	CERTIFIED	RECEIVED
VICTORIA ST BENMILLER	3 MAY 2007	1990	CUM NOTA	CUM NOTA <sup>2</sup>	CERTIFIED	RECEIVED
ATWOOD	29 JUNE 2007	25 NOV 1997	CUM NOTA	CUM NOTA <sup>3</sup>	CUM NOTA <sup>4</sup>	RECEIVED
HENSALL	28 APRIL 2007	22 SEPT 1968	CERTIFIED	CUM NOTA <sup>5</sup>	CERTIFIED <sup>6</sup>	RECEIVED
SEBRINGVILLE	19 SEPT 2007	28 NOV 1989	CUM NOTA <sup>7</sup>	CUM NOTA	CUM NOTA <sup>8</sup>	RECEIVED

Dashwood and Crediton Pastoral Charges did not response to the request to ireview their records.

Dungannon Pastoral Charge did not establish a date to review their records.

**COMMENTS AND RECOMMENDATIONS**

1. **FREQUENCY OF INSPECTION:** It appears that the records in this cycle have not be inspected for some time. The 2007 inspection included an examination only for the previous 3 years after a check for some evidence of a previous inspection.
2. **ACCESS TO RECORD BOOKS:** It appears that ministers other than the settled minister or ministers covering vacation times have been using the registers for weddings and funerals. (In one case a record book left the Conference for use in another Conference by a minister from the third Conference.) Such practices are clearly a violation of the Privacy Act and also the Terms of Call. I recommend that The Pastoral Care and

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1 Only inspected Congregational Meeting Minute Book. The Minute Books for Trustees, Stewards and Session were not submitted.

2 Four Minute Books retained that are no longer in use: Benmiller Register of Baptisms and Burials, Victoria Street Baptisms, Victoria Street Roll. Pastoral Charge was advised to retain them until further information about Archives storage was received.

3 Signatures and some information incomplete. Three Minute Books retained that are not current. A fourth Minute Book from a closed congregation has been retained with the unused pages being retained as a Minute Book for one of the congregations.

4In process of being updated.

5 The Trustees do not keep Minutes.

6 Electronic with hard copy and updates Minuted.

7 Emmanuel Funeral Register was not available and was not inspected.

8 Needs updating.

**(archives report 2007 cont'd)**

Oversight Committee address this issue with congregations.

3. ELECTRONIC RECORD KEEPING: Electronic Record Keeping is now a reality for many congregations. However, this form of record keeping requires new storage features. Hard Copy must be maintained. Storage of Hard Copy needs to be in an *Acco Report Folder*, Bar Code # 0 50505 25971 7. The Product # for a black Folder is 25971. The price at Goderich *Micro Age Basics* is \$2.60. Or a *Duo-Tang Poly Report Cover*, Bar Code# 0 64501 40221 3. The Product # for a black folder is 40221-05. The price at Stratford *Staples* is \$3.59. Both brands come in several colours. Neither product appears to be sold at *Wal-Mart* or *Zellers*. Hard Copy should **not** be glued, taped, paper clipped or stapled into journals as this can rot/rust the paper and eventually destroy the document. Ring binders should **not** be used because of the potential for lost pages. An *Acco* or *Poly Duo-Tang Report Folder* should hold at least 200 pages of Minutes without danger of pages falling out.
4. London Conference Archives Committee is planning to organize a workshop on record keeping in each Presbytery. I recommend that Huron Perth Presbytery avail itself of this opportunity.

NOTES:

CUM NOTA means that the record is not being kept within acceptable Archive standards for the United Church of Canada. Shortcomings have been noted on sheets submitted to the various congregations. Records with CUM NOTA attached are inadmissible as evidence in a civil court of law.

CERTIFIED means that the record is being kept within the acceptable Archives standards of the United Church of Canada and deemed to be complete.

TRUSTEE DECLARATION is a statement of annual accounting to the congregation, a statement of trust conditions, the method of disbursement of assets, and whether the Trustee are responsible for building maintenance, insurance and whether the insurance is reviewed annually.