



MINUTES OF
EXECUTIVE
 Kamloops-Okanagan Presbytery

OF BRITISH COLUMBIA CONFERENCE
 The United Church of Canada

January 9, 2014
 TRINITY UNITED CHURCH
 VERNON, BRITISH COLUMBIA

PRESENT	Steve Hershey, Don Seaton, Irene Hart, Bari Castle, Norma Fraser (Chair), Leslie Stirling (Acting Secretary), Ivy Thomas (Conference Minister)
REGRETS	Reta Robertson, Ian Fraser, Joanne Koster
AUTHORITY & CALL TO ORDER	Pursuant to the authority of the Fall Meeting (October 18-20, 2013) of Kamloops-Okanagan Presbytery (KOP), the Executive of KOP was Called to Order at 10:00 am, at Trinity United Church, Vernon. Norma Fraser (Chair) presided. A quorum was present.
OPENING	Steve Hershey led us in worship. The question "How are you enjoying God's pleasure" was our check-in.
APPROVAL OF AGENDA	MS (Don Seaton/Bari Castle) that the agenda be adopted as circulated. Carried
APPOINTMENT OF ACTING SECRETARY	MS (Bari Castle/Don Seaton) that Leslie Stirling be appointed as acting secretary for today. Carried
MINUTES OF PREVIOUS MEETINGS	MS (Don Seaton/Bari Castle) that the minutes of 20 November 2013 be adopted as circulated. Carried MS (Don Seaton/Steve Hershey) that the minutes of 10 December 2013 be adopted as circulated. Carried
POLICY REVIEW	MS (Don Seaton/Bari Castle) that the Executive recommend to the Presbytery that the Executive 3.1 policy as amended January 9, 2014 be adopted at the next full meeting of Presbytery. Carried. A discussion was held about how to present this procedurally and how the Presbyters might have an opportunity for input. MS (Don Seaton/Irene Hart) that the Executive recommend to the Presbytery that the Executive 2.3 policy as amended January 9, 2014 be adopted at the next full meeting of Presbytery. Carried. MS (Bari Castle/Stephen Hershey) that the Executive recommend to the Presbytery that the Leadership Circle 2.1 policy as amended January 9, 2014 be adopted at the next full meeting of Presbytery. Carried.
SPRING PRESBYTERY	A copy of the proposed agenda was distributed and discussed. A discussion was held around arrangements for tables, rooms, etc. The registration package is in the works. Questions were asked and answered concerning Working Unit reports. Because of the absence of a secretary the coordinators will gather the reports and forward them to Don Seaton for posting on the website.

CONFERENCE MINISTER'S REPORT	Ivy Thomas reported the she is awaiting further information on Pastoral Relations and Pastoral Oversight.
TREASURER	Leslie Stirling asked for permission to revamp the Management Team budget lines. The final budget total would not be altered but the budget lines for Leadership Circle and Management Team would be changed to suit the new structure.
PRESBYTERY MEETINGS	2014 Fall Presbytery will be held October 24-26 in Barriere, North Thompson Pastoral Charge 2015 Spring Presbytery will be held February 13-15 at Penticton United 2015 Fall Presbytery dates will be discussed with Rutland.
WEBSITE	Don Seaton discussed the Presbytery website.
SECRETARY	MS (Don Seaton/Stephen Hershey) moved that we accept the resignation of Maxine Coffey with regret and with an expression of heartfelt appreciation. Carried
WORKING UNIT REPORTS	A report was received from Rob Couch, chair of Property and Manse. (see attached) Mackenzie Camp's annual general meeting will be held February 8, 2014 and a fund raising dinner will be held February 22, 2014. Pastoral Relations has asked for clarification from the Executive regarding LLWL policy around the honouriam for pulpit supply. MS (Stephen Hershey/Leslie Stirling) that the Executive approve the revision to the LLWL policy of Pastoral Relations Committee setting the honouriam for Pulpit Supply at \$120.00 plus travel and incidentals. Carried.
ADJOURNMENT	Norma Fraser declared the meeting adjourned at 3:04 pm.
NEXT MEETING	February 14, 2014 at 1:00 pm at First United, Kelowna. April 1, 2014 at 10:00 am at Trinity United, Vernon
BLESSING	Norma Fraser gave a closing blessing.
ADJOURNMENT	Having reached the order of the day, we adjourned at 3 pm.

Norma Fraser, Chair

Leslie Stirling, Acting Secretary

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POLICY NUMBER: 3.1	DATE ADOPTED:
POLICY TYPE: Structure	DATE AMENDED:
POLICY TITLE: Executive	DRAFT Jan 9, 2014

Executive

Purpose

The purpose of the Executive is to implement appropriate strategies so that the Mission of the Presbytery will be achieved. It provides the link between the vision of the Presbytery and the work of individual working units. It acts on behalf of Presbytery between full meetings.

Authority

The Executive is empowered by the Presbytery to act on behalf of the Presbytery between full meetings and in matters required of the Presbytery by the Manual. These decisions will be made according to the following criteria:

1. If the matter is primarily one of direction, values and spiritual leadership, such decision will be made on the recommendation of the Leadership Circle.
2. If the matter is one that would fall under the umbrella of management, administration or the implementation of existing policy, the decision will be made by the Executive on the recommendation of the relevant Working Unit.

The Executive, as the primary appointed body, will have the responsibility and the authority to make more detailed policy to define which decisions fall under each of the two criteria above.

Membership

1. The Executive will consist of the officers of Presbytery, (the chair, the vice-chair, the secretary and the treasurer), the elected Presbytery representative to BC Conference and the Presbytery appointed members (administrative coordinator, discipleship coordinator, human resources coordinator, a Gifts & Callings representative).
2. In addition, the Conference Minister and the Presbytery Youth Minister will attend as resource persons and consultants to the Executive.
3. Effort is made to achieve a balance of lay and ministry personnel, age and gender. However, this balance is secondary to the expertise, gifts and commitment offered by the members, individually and collectively. The

Coordinators will serve a maximum of two consecutive three-year terms after which at least one year must pass before serving again.

4. Terms on the Executive are set by the Manual.

Responsibilities

1. To establish Working Units as needed (or required by The Manual) in order to achieve specified ends.
2. To define the Mission and Limitations of each Working Unit.
3. To act as the communications link with the working units in their designated areas.
4. To relate with the Gifts and Callings Working Unit in identification of the gifts, skills and abilities required of Coordinators and members of the various working units.
5. To hold working units accountable for implementing the established policies, directions, visions and strategies while staying within the bounds of their limitation policies.
6. To review the draft budget as prepared by Treasurer and Administration Coordinator each year for presentation to the Presbytery at the Fall meeting.
7. To oversee the accounting and financial management procedures of the Presbytery.
8. To facilitate communications and information sharing between Working Units.
9. To ensure written reports are provided to the Presbyters prior to each Presbytery meeting regarding the past activities of the Working Units, and future plans intended in carrying out its portion of the Presbytery mission statement.

Mode of Operation

1. Each of the three Coordinators relates regularly with the chairs of the working units in their particular area of expertise, gifts and commitment. This does not limit the team's ability to adjust reporting responsibilities as it sees fit.
 - a. **Administration**
 - Home Missions
 - Property and Manse
 - Communications
 - Registrar

b. **Discipleship and Ministry with Congregations**

- Worship Animation
- Christian Formation
- Stewardship / Mission and Service
- Peace and Justice
- Outdoor Ministries
- Youth and Young Adults
 - Youth Council

c. **Human Resources**

- Pastoral Oversight
 - Pastoral Relations
 - Education and Students
 - Pensions, Group Insurance and Retirees
 - Shared Ministry
 - Spiritual Care Network
2. The Youth Minister attends meetings of the Executive only as able or as needed and acts as the primary liaison with:
 - Youth Council
 - Youth and Young Adults Working Unit
 3. The Conference Minister acts as resource and/or consultant to the Executive.
 4. Addresses the matters before it prayerfully and intentionally.
 5. Keeps the Presbytery Mission Statement in the forefront of all its deliberations and actions.

Limitations

The Executive shall not:

1. Cause or allow any practice, activity, decision or organizational circumstance which is unlawful, imprudent or in violation of commonly accepted church, business or professional ethics
2. Deal with staff, Presbyters or congregations in a manner that would be considered inhumane, disrespectful or unfair
3. Fail to hold the Working Units and Leadership Circle accountable for meeting their ends (goals) in support of the Presbytery mission, or for transgressing their limitations, or for providing regular and timely written reports to Presbyters.
4. Approve the budget submission of a working group that is inconsistent with the goals, vision, direction and mission of Presbytery.

5. Fail to ensure, prior to each regular meeting of Presbytery, that the Gifts and Callings Committee is functioning with no fewer than three people and no more than five.

Desirable Gifts for Members of the Executive

1. Gifts, interests, experience and ability in one of the following areas:
 - a) Discipleship and Congregational Life;
 - b) Human Resources;
 - c) Administration and Finance.

Together the skills, gifts and expertise of the members of the Executive will encompass these three broad areas.

2. Management ability which motivates/inspires individuals and working groups so that they are committed to the mission, policies, directions and ends of the Presbytery.
3. Ability to ensure the implementation of the mission, policies, directions, ends and visions by establishing means, goals and strategies to achieve them.
4. Ability to relate to several Working Units and oversee their commitment to and implementation of the mission, policies, directions, and ends.
5. Willingness to hold Working Units accountable for implementing the policies, directions, ends, visions and for achieving their means, goals and strategies, and to take action if the goals and ends are not achieved, or if the Working Unit has exceeded its limitations.

N.B. Being a member of the Executive requires a significant time commitment as members meet together regularly, and on some occasions, the Working Units that they oversee.

POLICY NUMBER: 2.3	DATE ADOPTED: Sep 25/06
POLICY TYPE: Executive	DATE AMENDED: Draft Jan 9, 2014
POLICY TITLE: Chair and Vice Chair of Presbytery	

Chair and Vice Chair of Presbytery

Mission (Ends)

To Chair meetings of the presbytery in which the leading of God for the whole body is accurately discerned and acted upon in a spirit of Christian community. To fulfill the duties and responsibilities of the position as outlined by the Manual and the Presbytery.

The chair shall be elected pursuant to the Manual from among the members of the Presbytery. The election will be held at a regular meeting of the Presbytery, normally at the Spring meeting of the year in which the previous term expires. As a matter of policy the chair shall serve a maximum of 3 terms.

The chair will take office at the rise of the Conference Annual General Meeting. In a year in which Conference does not meet, the Chair will normally take office on June 1st.

If the chair is absent or is an interested party in a matter before the court, the Vice-Chair shall have all the rights and functions of the chair, but in signing documents shall add to their signature "Acting Chair."

In the event of the death, removal, or permanent disability of the chair, the Vice Chair shall complete the unexpired term.

Limitations

Shall not fail to call meetings of the Executive as required.

Shall not fail to maintain the Executive's and the Presbytery's focus on spiritual discernment as the basis for decisions.

Shall not fail to regularly remind the Presbytery and the Executive to carry out their responsibilities and make decisions that contribute to the fulfillment of the Presbytery Mission Statement.

Sacramental Privileges

A chair who is a Diaconal Minister or lay person shall have the right while in office to administer the Sacrament of Holy Communion at regular meetings of Presbytery and of the Leadership Team, as well as at other presbytery events.

January 08, 2014

Re: Property and Manse Working Unit update
Attn: Don Seaton

Dear Don,

Happy New Year to you and the executive!

The following is a brief outline of current projects and a new project recently initiated. Please share with the executive as an interim report. I look forward to submitting a full report for our KOP meeting in February.

Old and Current Business:

1. St. Paul's United Church Princeton; sale of property manse,
The trustees of the congregation of St. Paul's Princeton have completed their sale of property as approved by the executive in December. Title documents were executed and delivered on December 22nd by the church lawyer, Stan Turner. Funds were removed from trust and credited to St. Paul's United Church Princeton on December 29th.
St. Paul's AGM is January 26th; at which time they will address the use of funds as described in the agreement letter from Presbytery.
When I queried if Norma Fraser was contacted to sign off title they did not know. Can you please confirm that Norma was included in the title transfer?
2. St. Paul's United Church Kelowna; development proposal,
St. Paul's Kelowna is excited to report that the municipal process has received approval in principle for subdivision and re-zoning. This is a huge milestone for the project and opened up several opportunities. Three financial institutes have submitted expressions of interest for construction financing and the church is preparing for a market launch of their condos, offices, and retail. The project is on solid footing and slowly moving towards a construction date. The development committee has asked me to offer an update presentation to the executive at their convenience; perhaps at the KOP meeting in February.
3. Mount Paul United Church Kamloops; property development,
The Mount Paul 'Dream Team' led by Leann Blackert has been busy with transition issues, program definition, and defining the new worship space. The developer picked by BC Conference, Townline Homes, presented an open house update for the seven churches involved in the property resource team project on January 7th, 2014. Mount Paul had a delegation attend and is preparing a report to forward to the executive in mid-January. At that time we will be able to determine the status and timing of their project. There is nothing further to report at this time...

New Business:

1. St. Andrews United Church Enderby; accessibility ramps

The council for St. Andrews has issued a request for proposals from three contractors to supply and install covered wheel chair ramps for their church. The church is used by several groups in the community and access has become an issue. St. Andrews will be applying to the Federal Government for an accessibility grant to cover some or all of the costs. The quotes will be in by January 15th and the grant application must be submitted by January 20th. The council will be seeking a letter of support for this worthwhile endeavor.

A few other items have been discussed and will be included in the February report but these are the most current and active at this time.

Respectfully,

Rob Couch
KOP Working Unit
Property and Manse