



MINUTES OF
LEADERSHIP CIRCLE
 Kamloops-Okanagan Presbytery

OF BRITISH COLUMBIA CONFERENCE
 The United Church of Canada

January 11, 2012

WINFIELD UNITED CHURCH
 LAKE COUNTRY, BRITISH COLUMBIA

PRESENT	Norma Fraser, Elaine Diggle, Lily Watson, Dawne Taylor, Jim Hannah, Ian Fraser, Reta Robertson, Steve Hershey (Chair of Management Team), Ivy Thomas (Conference Minister), Graham Brownmiller (Secretary), Karen Medland (Chair)
AUTHORITY & CALL TO ORDER	Pursuant to the authority of the 2011 Fall Meeting of Kamloops-Okanagan Presbytery (KOP), the Leadership Circle of KOP was Called to Order at 10:15 am at Winfield United Church, Lake Country, BC and was declared open to conduct the business properly before it, Chair Karen Medland presiding. A quorum was present.
WORSHIP & CHECK-IN	Norma Fraser led the gathered community in worship, which included a check-in.
MINUTES OF PREVIOUS MEETING	<p>MS (N. Fraser / R. Robertson) that the minutes of the August 17, 2011 meeting of the Leadership Circle be adopted as circulated. Carried.</p> <p>MS (D. Taylor / R. Robertson) that the minutes of the September 22, 2011 Conference Call of the Leadership Circle be adopted as circulated. Carried.</p> <p>MS (R. Robertson / N. Fraser) that the minutes of the November 3, 2011 meeting of the Leadership Circle be adopted as circulated. Carried.</p>
CORRESPONDENCE	Correspondence has been forwarded to the appropriate Working Units or individuals for action.
BUSINESS ARISING FROM PREVIOUS PRESBYTERY MEETINGS	<p>Spring 2011 Harvest – When Kamloops-Okanagan Presbytery gathered in Westbank in the Spring of 2011, a harvest of the information was distributed to the Presbytery, however, the Leadership Circle has not yet discussed this information; the highlighted topic was communication to and within the Presbytery.</p> <p>The Leadership Circle suggests that Management Team discuss communication within the Presbytery with the Communications Working Unit and some ideas for the dissemination of that information. The Leadership Circle will be more concerned about the “what” of communications, not the variety of ways in which the communication happens. Human Resources, especially Pastoral Relations and Pastoral Oversight, should be made aware of the need for communication with congregational Ministry & Personnel Committees and also the Ministry Personnel.</p> <p>There are some needs to discuss the parameters of what items are sent through the Presbytery Email list.</p> <p>A question was raised about Pastoral Oversight summary reports to the Leadership Circle and how to continue to offer care of Pastoral Relationships, and to hold the care of the Presbytery, based on those summaries and other factors. Management Team will discuss this issue at their next meeting.</p> <p>Fall 2011 Evaluations – We discussed the evaluations from the fall presbytery meeting and raised some of the issues that came from them. A highlight of the evaluations was regarding the engagement of Presbytery delegates with the work and business of Presbytery. Therefore, perhaps the ‘thematic’ work of the Presbytery needs to be on the function of Presbytery, rather than the busy-ness of Presbytery.</p>

When the Presbytery Reports go out prior to the meeting of Presbytery, it should be indicated that the information is being made available for people to read, discuss, discern and be prepared to discuss them if there are items to be discussed. The sending of reports is meant to be an action of discernment rather than a deterrent to talking about the issues within.

Working Units need to be encouraged to meet in a different way than assuming that their only meeting time would be during Presbytery meetings.

LUNCH

Lunch was served, prepared by Jim Hannah.

**PENTICTON & OASIS
UNITED CHURCHES**

George Meier has agreed to be the chair of the Penticton & Oasis United Churches Task Group. He is spending time reviewing past decisions and process regarding the Commission and work of Presbytery and will convene the task group, comprised of Dave Kroschinsky (Oasis United) and Bob Garrett (Penticton United).

**MINISTRY
DEVELOPMENT GROUP**

This group has met twice with Karen Medland and Ivy Thomas to discern what work will come out of the gatherings. Some parameters and limitations have been set by the group; the goal is to meet with eight congregations by the end of June 2012 to have conversation.

Bringing a group together with too loose or too tight Terms of Reference makes the work hard to do. Too much time was spent framing and discovering what the work was to be about.

REMITTS

Presbytery has been requested to provide a study guide for congregations to wrestle with the Remits (regarding Statements of Faith). The Leadership Circle will model a process at the Spring meeting of Presbytery, and that process could be adapted for congregations that need a process.

**SPRING PRESBYTERY
2012**

This meeting of Presbytery will be an integration meeting. We will spend time refining the use of Circles to do the work of Presbytery. There is quite a lot of the business of Presbytery coming forward, therefore we need to focus on that work rather than creation of Vision, re-vision, theme etc.

The focus of the meeting will be the business of Presbytery: dealing with remits, GC Commissioners, business from MT, education process re: Candidacy Pathways, Ministry Development Group.

Jim Hannah will be inviting folks to his house for social gathering time Friday and Saturday evening. LeAnn Blackert and Michele Walker are planning and leading worship, and will be meeting with the Youth Council in order to have them help plan worship.

Jim Hannah will coordinate gathering music times and will invite musicians to bring instruments along. Steve Hershey will invite the Communications Working Unit to coordinate the recognition of Brenda Timm, Bette Cardinal, Irene Hart and the Kamloops-Okanagan Presbytery Resource Centre during dinner on Saturday evening. Reta Robertson will coordinate grace for meals.

**FUTURE PRESBYTERY
MEETINGS**

Invitations have been extended and received for future Presbytery Meetings:

February 17-19, 2012 - Winfield United Church, October 19-21, 2012 - Naramata Centre and Naramata Community Church, February 15-17, 2013 - First United Church, Salmon Arm, October 18-20, 2013 - First United Church, Kelowna, February 14-16, 2014 - Trinity United Church, Vernon, October 17-19, 2014 - North Thompson Pastoral Charge, February 13-15, 2015 - Penticton United Church, October 16-18, 2015 - Rutland United Church.

Presbyteries can determine whether to meet during the Conference General Meeting and the Leadership Circle recommends to the court that we will not meet during BC Conference May 31-June 3, 2012 at the University of British Columbia.

**CONFERENCE MINISTER
JOB DESCRIPTION**

Ivy Thomas, Conference Minister, provided the Leadership Circle with a copy of her job description (Appendix I) and asked us the following questions: "Does this job description fit the needs of the Presbytery at this time? What does it mean for her to be a "resource person"?"

The Leadership Circle asked Ivy if she thought that there were areas of her job which did not work, or if there were items on the job description that were erroneous or that she does not seem to be doing. She shared some thoughts.

What it means to be a “resource person” to the Leadership Circle: to provide concrete resources (i.e., grant applications, handbooks etc.) and to be an ideological resource (can lead workshops and offer guidance). It also means Ivy is flexible to be both at the same time, having knowledge, or the ability to find the items needed.

- CONFERENCE MINISTER CONTINGENCY FUND** St. Mary’s Anglican-United Church, Sorrento, at their 100th Anniversary celebration sent a portion of that offering for Ivy Thomas to use as part of her contingency fund; Ivy does not have a contingency fund, and so asks the Leadership Circle to help her discern how this money might be used. Conversation will happen with the Management Team to help the Conference Minister access certain monies for emergency conditions; the discretion of that would remain with Ivy with confidential reporting to Leadership Circle.
- POLICY WORKING GROUP** Karen Medland, Ian Fraser, and Dawne Taylor met in November to discuss policies and the governance model of Kamloops-Okanagan Presbytery. The desire is that policies empower Working Units to do the work that they are to do rather than be procedures.
- Perhaps, a review of the governance model needs to happen within the Presbytery: does the model need to be tweaked before policies are reviewed, re-written and reworked. Based upon the priorities of the work of Presbytery, how does the model work?
- SEXUAL ABUSE PREVENTION & RESPONSE (SAPR) BOUNDARY TRAINING** The BC Conference Sexual Abuse Prevention & Response Committee is working at implementing the mandatory General Council workshop on Boundaries. Graham Brownmiller is a member of the Conference Committee and will offer this workshop in Kamloops-Okanagan Presbytery. It was recommended that we do this work as a pre-Presbytery workshop, plus another session for those who do cannot make this training. The Anglican Parishes of the Central Interior will also be hosting a Boundary workshop very similar to the one that has been developed by BC Conference on March 24, 2012 in Ashcroft.
- NEXT MEETING** The Leadership Circle of Kamloops-Okanagan Presbytery will next meet on April 17, 2012 from 10:00 am to 3:00 pm at Winfield United Church.
- A date will be chosen for the Executive to meet before April 30, 2012.
- ADJOURNMENT** Having reached the order of the day, we adjourned.
- BLESSING** We sang a blessing to and with each other.

Karen Medland, Chair

Graham Brownmiller, Secretary



MINUTES OF
MANAGEMENT TEAM
 Kamloops-Okanagan Presbytery

OF BRITISH COLUMBIA CONFERENCE
 The United Church of Canada

January 12, 2012
 THE HOME OF IVY THOMAS
 KAMLOOPS, BRITISH COLUMBIA

PRESENT	Louise Burton (Human Resources), Don Seaton (Administration), Teri Meyer (Discipleship), Reta Robertson (Gifts & Callings), Leslie Stirling (Treasurer), Karen Medland (Chair of Presbytery), Ivy Thomas (Conference Minister), Steve Hershey (Chair), Graham Brownmiller (Secretary)
REGRETS	Joanne Koster (Presbytery Youth Minister)
AUTHORITY & CALL TO ORDER	Pursuant to the authority of the 2011 Fall Meeting of Kamloops-Okanagan Presbytery (KOP), the Management Team of KOP was Called to Order at 10:10 am at the home of Ivy Thomas, Kamloops, BC and was declared open to conduct the business properly before it, Chair Steve Hershey presiding. A quorum was present.
WORSHIP & CHECK-IN	Teri Meyer led the gathered community in worship, which included a check-in.
MINUTES OF PREVIOUS MEETING	<p>MS (L. Stirling/R. Robertson) that the minutes of the September 19th 2011 meeting of the Management Team be adopted as circulated. Carried.</p> <p>MS (T. Meyer/R. Robertson) that the minutes of the September 29th 2011 Conference Call of the Management Team be adopted as circulated. Carried.</p> <p>MS (D. Seaton/T. Meyer) that the minutes of the November 4th 2011 Conference Call of the Management Team be adopted as circulated, after removing Leslie Stirling's duplicate name from being present. Carried.</p>
CORRESPONDENCE	<p>Correspondence has been forwarded to the appropriate Working Units or individuals for action.</p> <p>Kamloops-Okanagan Presbytery has received a certificate of appreciation and thanks from MacKenzie Camp for our support and contributions.</p>
BUSINESS ARISING FROM THE MINUTES	<p>Cahilty and Malakwa – The Malakwa property has been sold and title is transferred. There is no update on the Cahilty property at this time.</p> <p>Budget and Surplus Conversation – At some point there will need to be a conversation regarding setting a process for the use of future surplus monies. This should be an Executive Conversation and recommendations to the floor of Presbytery.</p> <p>Don Seaton, the Administration Coordinator, and Leslie Stirling, the Treasurer, will prepare recommendations for the Management Team and the Leadership Circle regarding surplus.</p>
CONFERENCE MINISTER JOB DESCRIPTION	<p>Ivy Thomas, Conference Minister, provided the Management Team with a copy of her job description (<i>attached to the minutes of the January 11th, 2012 meeting of the Leadership Circle as Appendix I</i>) and asked us the following questions: "Does this job fit the needs of the Presbytery at this time? What does it mean for her to be a 'resource person'?"</p> <p>A majority of Ivy's work has been presenting workshops for congregations on a variety of topics. Ivy informed the Management Team that she is only working the three-quarter time (.75 FTE) that she is intended to work for this Presbytery.</p>

Conversation occurred regarding type of work, work time and other concerns. One of the hopes and goals of the New Ministry Development Team, and for Ivy, might be to help look at what the needs of congregations are, and what resources are available in and around our congregations.

We spoke about what it means to be a 'resource person': to either a) provide answers or b) help find answers.

If there is further feedback for Ivy regarding her role, please correspond with her.

HOW WE OPERATE

The Management Team has previously affirmed or ratified the decisions of Working Units, especially Pastoral Relations and Education & Students. However in the model under which we operate, that is not needed, it is also not the work of the Presbytery to approve, affirm or ratify those decisions. It is not to report the actions that have occurred, but to raise the concerns, anxieties and the areas in which the Working Units need the support of the Management Team or the Presbytery.

WORKING UNIT REPORTS

Human Resources Ashcroft Pastoral Charge – In January of 2011, the Management Team approved a name change for Ashcroft Pastoral Charge to Ashcroft-Clinton Pastoral Charge. Since that time, St. John's United Church, Clinton voted to close. The Pastoral Charge has asked us to revert to the former name of Ashcroft Pastoral Charge.

MS (L. Stirling/T. Meyer) that the Management Team approve the name change of the Ashcroft-Clinton Pastoral Charge to Ashcroft Pastoral Charge effective December 31, 2011. Carried. Reta Robertson Abstained

St. John's United Church, Clinton Trustees – With the closing of St. John's United Church, Clinton, there is a need to appoint Trustees and a Minister in Charge in order to facilitate the transfer and sale of the property in Clinton.

MS (L. Burton/D. Seaton) that Kamloops-Okanagan Presbytery appoints Donna Walch, Brenda Heiben, and Jocelyn Cahill as Trustees of the property of the former St. John's United Church, Clinton, and The Rev. Graham Brownmiller as the Minister in Charge for the purpose of transferring the property. Carried Graham Brownmiller and Reta Robertson abstained.

Pastoral Relations and Education & Students – A summary of actions undertaken by Pastoral Relations and Education & Students will be circulated with the pre-Presbytery reports to be received for information. With the new Candidacy Pathways pilot project in BC Conference, the role of Education & Students in the Presbytery will be evolving.

Discipleship Teri Meyer has been in touch with the Working Units that fall under Discipleship. There are not large issues or concerns for the Management Team to be worried about. Teri has asked the Working Units to be talking about the policies and their work in the Presbytery in conversation with the Mission and Vision of the Presbytery.

There is a request from the Youth Council to know whether or not there is time for fundraising to happen at the Spring Presbytery meeting. Often, the Youth Council provide a coffee house or something else when there is something scheduled for the Presbytery. This will be referred to conversation with the Chair, Secretary and the Youth Council.

Administration Property & Manse – Kamloops United Church, St. Paul's United Church and Summerland United Church re-development projects have nothing to report.

Grant Applications

Van Dusen Applications – There have been two Van Dusen Applications from First United Church, Salmon Arm and First United Church, Kelowna.

MS (D. Seaton/T. Meyer) that we forward with concurrence Van Dusen Applications to BC Conference for: First United Church, Salmon Arm in the amount of one thousand, two hundred dollars (\$1,200); and First United Church Kelowna in the amount of three thousand dollars (\$3,000). Carried.

General Council Applications –

MS (D. Seaton/L. Burton) that we forward a Technology Support Grant to the General Council Office in the amount of one thousand five hundred dollars (\$1,500) and a Church/Manse Modernization and Improvement Grant in the amount of five thousand dollars (\$5,000) for Mount Paul United Church with our concurrence. **Carried.**

Manse Funds – Mount Paul United Church has requested access to their restricted Manse Funds to help pay for emergency roofing repairs and for other renovation plans that are in planning.

MS (L. Stirling/R. Robertson) that we approve the release of manse funds for Mount Paul United Church's request for permission to use the balance of the proceeds of the sale of the manse funds for renovations and repairs. **Carried.**

The Spiritual Care Network will be submitting a Van Dusen application for the Clergy Retreat in April; the Management Team will need to have a Conference Call to deal with that, and any other applications which come forward.

Communication Don Seaton has been in touch with Wayne Atkinson regarding the Communication Working Unit.

Resource Centre / Resource Centre Management Committee – Wayne shared that the Resource Centre Management Committee met in December and at that meeting recommended closing the Resource Centre and re-visioning the future of that work.

There will be a presentation of appreciation to Brenda Timm, Bette Cardinal and Irene Hart during Saturday dinner at the Spring Presbytery meeting in Winfield.

There will be an invitation extended to Mustard Seed Bookstore (Naramata Centre) to provide resource materials at the Spring Presbytery Meeting. There will not be a Resource Fair in 2012, and will see what might happen in 2013.

Movie Licensing – There may be a compliance problem with the movie licensing that the Presbytery pays for, because there is a lack of knowledge within the Presbytery that the license is available. The quarterly reporting should be encouraged through the Presbytery email list by Leslie Ross who is the one to report to.

Shared Website Hosting – There is a possibility for a shared hosting of church websites for an accessible fee. Further, there would be some training (through workshops) for people to learn how to update and maintain the website. The Management Team encourages Don Seaton to be in further conversation with the Communication Working Unit regarding this option.

St. Andrew's United Church & Centre for Peace, Golden – The congregation in Golden hosted the 2011 Fall Presbytery meeting, and ended those hosting duties with a six hundred and twenty-three dollar deficit (\$623).

MS (D. Seaton/L. Burton) that Kamloops-Okanagan Presbytery cover three hundred dollars (\$300) of the six hundred and twenty-three dollar deficit for St. Andrew's United Church & Centre for Peace, Golden. **Defeated**

Graham Brownmiller will communicate this decision to St. Andrew's United Church & Centre for Peace, Golden.

Leslie Stirling will add a letter of information to the "So You're Going to Host Presbytery" booklet which more clearly outlines costs and fees regarding Presbytery Meetings.

Gifts & Callings Reta Robertson presented information regarding Gifts & Callings. Martha Ashbaugh will be taking on the role of Registrar when Bob Hendrie finishes at the rise of the Spring Presbytery Meeting. Michele Walker & LeAnn Blackert have agreed to chair Worship Animation

There is still a requirement for members on Property & Manse and for the Mission & Service portfolio.

FROM THE EXECUTIVE	George Meier has taken on the task of chairing the Task Group regarding Penticton and Oasis United Churches with the appointees of the congregations: Dave Kroschinsky (Oasis United) and Bob Garrett (Penticton United).
FROM THE LEADERSHIP CIRCLE	<p>Ministry Development Group – This group has met twice and is setting parameters and limitations for their group, especially since the parameters given by Kamloops-Okanagan Presbytery were very loose. The goal of this group is to meet and have conversation with eight congregations by the end of June 2012.</p> <p>Spring 2011 Presbytery Meeting – From the harvest of the Spring meeting, a suggestion to the Communications Working Unit regarding a variety of types of communication forms.</p> <p>Pastoral Relations and Pastoral Oversight – functioning M&P committees, and follow-up with recommendations from Oversight visits.</p> <p>Conference Minister Discretionary Fund – Ivy Thomas received two-hundred fifty dollars (\$250) for a ‘Conference Minister Discretionary Fund’ from St. Mary’s Anglican-United Church, Sorrento from their 100th Anniversary Celebration. As per conversation with the Leadership Circle on January 11th, 2012, a recommendation is to make available up to five hundred dollars (\$500) as a discretionary fund for emergency conditions. The discretion of that would remain with Ivy with confidential reporting to Leadership Circle.</p> <p><i>MS (R. Robertson/T. Meyer) that we establish a “Conference Minister Discretionary Fund” holding account and that we draw two-hundred fifty dollars (\$250) from the Contingency Fund for that account. Carried.</i></p>
SEXUAL ABUSE PREVENTION & RESPONSE (SAPR) BOUNDARY TRAINING	The BC Conference Sexual Abuse Prevention & Response Committee is working at implementing the mandatory General Council workshop on Boundaries. Graham Brownmiller is a member of the Conference Committee and will offer this workshop in Kamloops-Okanagan Presbytery. It was recommended that we do this work as a pre-Presbytery workshop, plus another session for those who do cannot make this training. The Anglican Parishes of the Central Interior will also be hosting a Boundary workshop very similar to the one that has been developed by BC Conference on March 24, 2012 in Ashcroft.
DIRECTOR’S LIABILITY INSURANCE	We as ‘directors’ of Kamloops-Okanagan Presbytery are covered under the General Council Director’s Liability Insurance policy.
MAJOR PERSONAL PROPERTY & MAJOR RENOVATIONS (KOP POLICY 4.5.4 / THE MANUAL 335 (A))	A number of years ago, a policy regarding Major Personal Property & Major Renovations based on <i>The Manual</i> 335 (a) was adopted. However, this policy is rare to be found in the files of Presbytery. The Secretary was given a copy, and will digitize and disseminate this policy. The policy is numbered 4.5.4, however should probably be numbered 4.5.4.1.
MANAGEMENT TEAM TIME AT PRESBYTERY	<p>During the Presbytery meeting, it would be helpful to have some time to identify the Candidacy Admissions Board (CAB) process which incorporates: Discernment, Presbytery Education & Students responsibilities, Conference Interview Board and Conference Education & Students process.</p> <p>We will have the Human Resources portfolio speak about Pastoral Oversight and Pastoral Relations, including receiving for information the actions of Pastoral Relations.</p> <p>The Administration Portfolio will give some information regarding Property & Manse.</p>
FUTURE CONVERSATION	At future meetings of the Management Team we will need to discuss the ministries of the Working Units and how we and they hold the Mission and Vision of Kamloops-Okanagan Presbytery in the work that is done. This conversation might include insights and possible new directions for the work of Presbytery.

- DEADLINES** The Secretary has asked that February 8th, 2012 be the deadline for reports.
- NEXT MEETING** The Management Team of Kamloops-Okanagan Presbytery will next meet on May 3, 2012 from 11 am – 4 pm at the home of Ivy Thomas. Leslie Stirling will provide lunch and Ivy Thomas will provide worship.
- The Executive will meet April 18, 2012.
- ADJOURNMENT** Having reached the order of the day, we adjourned.
- BLESSING** Chair, Steve Hershey, asked Karen Medland, Chair of Presbytery, to offer a blessing.

Steve Hershey, Chair

Graham Brownmiller, Secretary

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