



MINUTES OF  
**LEADERSHIP CIRCLE**  
 Kamloops-Okanagan Presbytery

OF BRITISH COLUMBIA CONFERENCE  
 The United Church of Canada

June 14, 2013  
 Trinity United Church, Vernon, BC

<b>PRESENT</b>	Ivy Thomas (Conference Minister), Norma Fraser (Acting Chair), Maxine Coffey (Secretary), Ian Fraser, Lily Watson, Reta Robertson
<b>REGRETS</b>	Steve Hershey, Kathy Hogman, Martha Ashbaugh, Jake Highfield, Elaine Diggle
<b>AUTHORITY &amp; CALL TO ORDER</b>	Pursuant to the authority of the 2013 Spring (February 15-17, 2013) Presbytery Meeting of Kamloops-Okanagan Presbytery (KOP), the Leadership Circle of KOP was Called to Order at 10:00 am and was declared open to conduct the business properly before it, Acting Chair Norma Fraser presiding. A quorum was present.
<b>WORSHIP &amp; CHECK-IN</b>	Norma Fraser led the gathered community in prayer, which included a check-in.
<b>APPROVAL OF AGENDA</b>	<b>MS (Maxine Coffey/ Reta Robertson)</b> amended Agenda be adopted. <b>Carried</b>
<b>MINUTES OF PREVIOUS MEETING</b>	<b>MS (Maxine Coffey/Reta Robertson)</b> that the circulated minutes of the April 24, 2013 meeting of the Leadership Circle be adopted as amended. <b>Carried.</b>
<b>BUSINESS ARISING</b>	Rob Dalgleish has confirmed that he will be our keynote speaker at Fall Presbytery. See notes at end of minutes for more information gathered during a phone call between Norma Fraser and Rob Dalgleish.
<b>FALL PRESBYTERY</b>	<p>First theme:</p> <p>“Helping people connect with their own reality” 2x2 hour blocks          Rob Dalgleish’s stories will jump us off to possibilities rather than inward looking.          We will meet in circles as per Linnea Good and Christina Baldwin.</p> <p>Second Theme:</p> <p>What do we do when we connect? Move forward.          How does Presbytery help us to move forward?</p> <p>Fall Presbytery timing was discussed and will be firmed up by Norma Fraser and Maxine Coffey. Treena Duncan has confirmed her attendance; Jenny Carter has not. After Norma discusses further with Rob Dalgleish they might be asked to attend the Spring Presbytery instead.</p> <p>Working Units will have a time to meet to discuss their work. The chairs of the various units will be informed of this time allowance so they may make good use of it.</p> <p>As an order of business we will have to discuss and vote on six remits. Maxine Coffey shared what the first five were. It was decided that Ian Fraser will explain what each is, the nature of the change, allow time for discussion and then a vote will be taken. These will be included in the pre-package of information sent out to the Presbyters so as to allow prereading and therefore speed up the formal process.</p>
<b>SPRING PRESBYTERY</b>	A change of date was again discussed with the pros and cons of various dates. The clergy are very concerned that Spring Presbytery at times interferes with Lent and thereby negates their attendance as they feel they should be with their congregations. Further discussion needs to take place but on the Presbytery floor so all ideas may be heard and evaluated.

Spring Presbytery will be at First United Church Kelowna February 21-23, 2014.

Possible themes will consider the changes taking place at BC Conference level. Treena Duncan and Jenny Carter will be able to talk to these changes.

Ideas;

What is the impact of the changes with respect to Pastoral Relations?

Shift in Presbytery allows the Presbytery to be more involved.

Executive Committee questions? What role and function should Conference Ministers have?

#### IVY THOMAS

Ivy Thomas reported that the KOP attendance at the Truth and Reconciliation Hearings in Kamloops was held and was fabulous. She complimented KOP in hearing about the issue at Spring Presbytery and then went the extra step and attended the Kamloops hearings. The next one and big one will be held in Vancouver in September 2013 (see BC Conference website).

Ivy commented that when she started her position there were seven to eight (7-8) congregations without clergy now there is one (1) congregation without clergy who want one.

She reported on the continuing education portion of her time. In May she went to a "First Fire Gathering" in which twenty-six (26) Circle Practitioners from around the world met to further their training. One question was: "How does circle process continue after Ann Linnea and Christina Baldwin retire?"

In September Ivy Thomas will take additional training in Conflict Management.

#### NEW BUSINESS

KOP Policy Changes. See approved changed policies at end of Minutes.

**MS** (*Reta Robertson, Ian Fraser*) to accept the Licensed Lay Worship Leader (LLWL) Policy 4.4.1 amended May 2, 2013 and previously sent out. **Carried**

**MS** (Ian Fraser, Lily Watson) to change the definition of Conflict of Interest Policy 1.7. **Carried.**

Via Ivy Thomas, LeAnn Blackert informed us she will be stepping down as Chair of Worship Animation Working Unit after Fall 2013 Presbytery.

Ian Fraser reported on the ad hoc committee RE KOP structure. Nothing has happened since February Presbytery. The work to be done is:

1. Define Executive
2. Under whose 'authority' are actions being done? This will be a cleanup of technicalities. The chair is elected (appointed) by presbytery and this Chair of Presbytery then chairs the Leadership Circle.

There will be a conference call for the Leadership Circle on 19 June 2013 in order to discuss the Memorandum of Agreement (MOA) dated June 7, 2013 between The Synod of the Diocese of Kootenay and the Parish of St. Saviour's, Penticton representing the Anglican Worshipping Community of St. John the Divine, Keremeos and The Kamloops Okanagan Presbytery of the United Church of Canada and the Congregation of Cawston United Church, Cawston, B.C. This MOA deals with the dissolution of the formal worshipping agreement between the parties.

A discussion pursued as to how to deal with the monies derived from the sale of Clinton United Church. The next Leadership Meeting will deal with this item.

#### LETTER AND CORRESPONDENCE

June 3, 2013 KOP secretary received a package of information (real mail) from General Council Office. In it there are five (5) remits to be presented to KOP to be voted upon and the results to be sent back to General Council Office. These will need to be awarded time in our planning for Fall Presbytery. The secretary had difficulties with some of the wording so she contacted Nora Saunders, Executive Secretary who forwarded her concerns to Cynthia Gunn General Council. They emailed and spoke on the phone to clear up some issues.

#### NEXT MEETING

The next Leadership Circle meeting will be Saturday December 7, 2013 at 10:00am Trinity United Church, Vernon BC.

#### ADJOURNMENT

Having reached the order of the day, we adjourned.

**BLESSING**

Acting Chair, Norma Fraser, offered a blessing to the day.

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Norma Fraser, Acting Chair

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Maxine Coffey, Secretary

Rob Dalgleish

- Talked on Wednesday about his visit
- Works with new ministry development
- Learning to see the lenses through a different way-disconnected
- After discussion it seems our theme would be, "Helping people connect with own reality" –tell stories
- Engage the presbytery and ask the question-How do we get there?

Steve's questions for this presbytery:

What excites you about your congregation?

What concerns you about your congregation's life?

What scares you about your congregation's life?

What hope do you have for your congregation's life?

This would require someone who is able to respond to the answers that would arise?

Rob would like 2, 2 hour blocks

Happy to have worship lead into this

We need to pay for flight and hotel.

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<b>POLICY NUMBER:</b> 4.4.1	<b>DATE ADOPTED:</b> 14 June 2013
<b>POLICY TYPE:</b> Education and Students	<b>DATE AMENDED:</b> May 2013
<b>POLICY TITLE:</b> Licensed Lay Worship Leaders	

## Licensed Lay Worship Leaders

### Role and Characteristics of Licensed Lay Worship Leaders

In 1925, when the Methodist, Presbyterian, and Congregationalist churches joined to form The United Church of Canada, lay preachers, as a leadership designation, became a part of this union. Today, rather than the designation “lay preachers,” the term “licensed lay worship leader” is used to designate those who offer occasional worship leadership that continues to be part of our life as a church.

Specifically, a **licensed lay worship leader** is a person who

- has completed a course of study and, after appropriate recommendation and evaluation processes by Kamloops-Okanagan Presbytery, is licensed to offer occasional worship leadership and preaching within the bounds of Kamloops-Okanagan Presbytery in the absence of a regularly designated minister.
- conducts worship when a regularly designated minister is away due to illness, continuing education course work, or vacation.
- is a member in good standing in a local congregation who has been determined by his/her home congregation and Kamloops-Okanagan Presbytery to have gifts and a sense of call to a ministry of worship leadership and preaching. Through participation in a Kamloops-Okanagan Presbytery approved course of study, these gifts and call are developed further, giving both the licensed lay worship leader and the congregation confidence that worship leadership is built upon a theological and biblical foundation consistent with the ethos of the United Church.

Many lay people in a congregation participate and give leadership in worship, but those who choose to participate in a licensed lay worship leadership program are choosing to develop their leadership gifts further. They are **not** entering an order of ministry. The term “licensed” indicates that an individual has engaged in a course of study and is considered suitable for this ministry by a congregational session, board, or council as well as Kamloops-Okanagan Presbytery. Licensed lay worship leaders are **not** eligible for appointment to any paid accountable ministry personnel position, although they may receive standard remuneration for conducting individual worship services on the basis of the “Worship Leadership and Preaching” rate, including travel, in the current *Salary and Allowances Schedule* issued by General Council each year. They are **not** eligible, by virtue of licensing, to preside at sacraments or to wear vestments.

(Adapted from Licensed Lay Worship Leaders Guidelines for Preparation June 2009 – UCC)

## Training Program

The training program is outlined in *The Manual* (Section 734).

**734** Program. The normal program leading to licensing as a Licensed Lay Worship Leader shall extend over at least two (2) years, and shall include the study of theology and church history, Hebrew and Christian scriptures, preaching, and worship and pastoral skills. Lists of recommended books and seminar topics on each subject are available from the appropriate General Council working unit.

This training may be obtained outside of Kamloops-Okanagan Presbytery (e.g. at the Calling Lakes Centre in Saskatchewan) or, when offered, within the presbytery itself.

For its LLWL training, Kamloops-Okanagan Presbytery is responsible for determining the format and prescribed curriculum (in accordance with the topics set forth in *The Manual* as outlined above), the frequency of gatherings, assignments required, the cost of the program for participants, honoraria paid to the course facilitator/instructor(s), the competencies required for licensing as a Lay Worship Leader, and the means by which to evaluate such competencies. The procedures and guidelines as outlined in this paragraph will be set by the appropriate Presbytery Committee charged with oversight of the LLWL program and licensing of those who have completed the program.

## Evaluation and Licensing

Evaluation will normally take place in three parts.

1. There will be an element of peer feedback, particularly in the areas of preaching and leadership in worship.
2. The evaluative tools or process for each topic may include papers, tests, participation and direct observation of practice.
3. The final determination of suitability for licensing will be made by the appropriate Presbytery Committee after an interview with the individual and feedback from the instructor(s) and/or the educational institution.

While LLWLs are not expected to perform at the same level as ordered ministers or Designated Lay Ministers, the central evaluation question will be, “are this person’s worship leadership skills of a sufficient standard to provide a sound worship experience?” Alternatively, the evaluators might ask, “Would I be comfortable recommending this person to lead worship in my congregation or a neighbouring one?”

The appropriate Presbytery Committee shall recommend by motion to Presbytery the names of individuals for licensing and the presbytery will make the final decision. The costs of the final evaluation process will be born by the appropriate Presbytery Committee’s budget.

## Remuneration

In cases where a LLWL is asked to lead worship in a congregation or pastoral charge of which he/she is not a member, then an honorarium with travel expenses and incidentals would normally be expected on the basis of the “Sunday Supply” rate in the current “Salary and

Allowances” schedule issued by General Council each year. This policy is not intended to limit the freedom of a Licensed Lay Worship Leader to offer this service on a volunteer basis if desired. If the LLWL chooses to donate their honorarium they must first accept it and then donate it back.

Where the LLWL occasionally leads worship in his/her own congregation or pastoral charge, whether an honorarium is paid will be determined by the policy of that pastoral charge. In any case, the LLWL should be able to be reimbursed for travel or out of pocket expenses.

When leading worship in a 2-point charge, the charge is responsible for one pulpit supply fee at the national minimum prescribed rate plus travel for the distance between the points. Some 2-point charges may choose to pay more than the minimum, but this is not required.

### **Recognition**

After approving individuals for licensing, the presbytery will conduct a suitable liturgy of recognition.

Licensed Lay Worship Leaders will be presented with a pin or similar item to indicate their role. Because the LLWL program is clearly a lay program and not another order of ministry it would be inappropriate to present as a symbol of licensed status any item that would be seen as a vestment such as a stole, alb or shawl. The cost of the item of recognition will be built into the budget for the LLWL program.

### **Accountability to Kamloops-Okanagan Presbytery**

Each Licensed Lay Worship Leader is accountable to the Presbytery through the appropriate Presbytery Committee. If the LLWL or congregations where the LLWL has led worship and preached have particular concerns, such concerns should be taken to that Committee.

**It is the expectation of Kamloops-Okanagan Presbytery that an LLWL will preach no more than once per month in any given Pastoral Charge. In cases where an extended use of one particular LLWL is desired, the Pastoral Charge is required to receive permission from the appropriate Presbytery Committee Chairperson.**

In accordance with The Manual (section 344 (d) ), the License for a Lay Worship Leader is valid for one year and must be renewed annually in writing to the appropriate Presbytery Committee. It is the prerogative of that Committee to turn down a re-licensing request if there are seen to be valid concerns about the suitability and/or conduct of the LLWL. The appropriate Presbytery Committee will establish the procedures necessary for annual re-licensing, and will advise all LLWL's of these procedures.

An LLWL who has not been licensed for 2 years and who wishes to reapply for a license, normally will be asked to lead worship in his or her own pastoral charge, and be evaluated by a representative appointed by Presbytery before being considered for relicensing.

To maintain the license, an LLWL normally needs to lead worship a minimum of twice in one year. This may include leading worship in his or her own pastoral charge.

### **Educational Events**

As laid out in The Procedures for Re-Licensing, LLWL's are required to engage in continuing

education in order to be relicensed. This may include a variety of programs, workshops, and reading as well as educational events deemed mandatory by the national church, BC Conference or Kamloops-Okanagan Presbytery. In such cases, travel costs will be reimbursed from the appropriate Presbytery Committee's budget at regular KO Presbytery meeting rates.

**Transfer to Another Presbytery**

The License of the LLWL is applicable only in Kamloops-Okanagan Presbytery. Should the LLWL move to another Presbytery and should the performance of said LLWL be satisfactory in this Presbytery, then Kamloops-Okanagan Presbytery may write a letter recommending that the LLWL be considered for similar licensing in the new Presbytery.

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<b>POLICY NUMBER:</b> 1.7	<b>DATE APPROVED:</b> 14 June 2013
<b>POLICY TYPE:</b> Executive Governance	<b>DATE AMENDED:</b>
<b>POLICY NAME:</b> Conflict of Interest	

This policy is adapted from policies of General Council and Toronto Conference.

Members of the Executive and others appointed by the Executive to any position owe a duty of undivided loyalty to the United Church as represented by Kamloops-Okanagan Presbytery. Individuals must not put themselves in a position where their own interest may conflict with their duty to act in the best interest of The United Church of Canada and, more specifically, the Presbytery. .

### General

1. Definition: “Member” is defined as a person serving on the Presbytery Executive (composed of members of the Leadership Circle and the Management Team) or appointed by the Executive to serve on any Presbytery committee or task group. For purposes of this policy, “Member” also includes the Conference Minister serving Kamloops-Okanagan Presbytery. Although it is acknowledged from time to time the duties of the Conference Minister might be in conflict with loyalty to the Presbytery.
2. A conflict of duty may be monetary or non-monetary:
  - a) a monetary conflict arises when a member is considering a decision that may have a monetary effect, either positive or negative, on that member of the Executive or a person close to that member, i.e. a relative or friend.
  - b) a non-monetary conflict arises in any circumstance where a member is constrained in any way from acting in the best interest of the United Church and, more specifically, the Presbytery. That could occur when a member or a person close to that member, i.e. a relative or friend, stands to gain a benefit or could be seen to benefit in some non-monetary way from a decision the Executive is considering.
3. Members must avoid situations where their duty to the United Church and, more specifically, the Presbytery is in a conflict with a duty they owe to another organization or another part of the United Church. That could happen where a member serves another organization as an employee, contractor, or in an elected leadership role..

### Principles

4. Members must not participate in any decision that could result in direct or indirect benefit to them.

5. Members must not give preferential treatment to relatives or friends or any organization or congregation in which they have an interest.
6. Members must not benefit from the use of information acquired during the course of their participation if that information is not generally available to the wider church.
7. Members must not use any property provided by the Presbytery for any activities other than the work of the Presbytery.
8. Members must not accept or offer, or agree to accept from a person who has dealings with the Presbytery, any regard, advantage or benefit of any kind, either directly or indirectly.
9. Members must not place themselves in a position where they are under obligation to another person or group who might benefit from special consideration or favour, or who might seek preferential treatment.
10. Exceptions:
  - a) Monetary conflicts: It is not a conflict of interest if, in the opinion of the Executive, the member's monetary interest is substantially the same as the monetary interest of all other members, e.g. the setting of a travel rate for the Presbytery.
  - b) Non-monetary conflicts: It is not a conflict of interest if, in the opinion of the body, the member's conflict is so remote that it is not likely to affect the member's decision.
  - c) Conflicts regarding Presbytery representation: The Conference Executive has been structured intentionally to include Presbytery representation. The representative of Kamloops-Okanagan Presbytery to the BC Conference Executive brings the perspective of the Presbytery to the Conference. It is not a conflict of interest for such a representative to participate when the Conference Executive is considering a decision that affects Kamloops-Okanagan Presbytery with the exception of the Executive considering a decision to enact Section 422.1 of *The Manual* in a case where "the functioning of a Presbytery is ineffectual or the Presbytery fails to take appropriate action", or where the Conference is requesting an action involving finances specific to Kamloops-Okanagan Presbytery or one of its congregations.
  - d) Waiver of conflicts: In waiving the conflict, the Executive must ensure that its decision will not negatively impact on the transparency and integrity of the Executive's decision-making.

### Practice

11. Knowledge/awareness: Members must be constantly aware of the need to avoid situations that might result in a conflict of interest, or that might be perceived as resulting in a conflict of interest.
12. Identifying conflicts: Members must consider whether any particular item of business presents a conflict of interest for them. If unsure, the member may seek advice in discerning whether a conflict exists.

13. Disclosing conflicts: A member informs the Executive of the conflict at the earliest opportunity once the member becomes aware of the conflict.

14. Refrain from participation: If the member stands to benefit from a decision as described in paragraph #2, above, or is in a conflict as described in paragraph #3, above, the member shall refrain from all participation except to answer any questions for clarification that might be possible because of having information which the Executive requires to make an informed decision. When any questions have been asked, the member shall leave the room while further discussion continues, and shall abstain from the actual vote.

15. Responsibility of other members: If a member fails to notice, or to declare, a conflict of interest, any other member may raise the matter. Once the issue has been raised, the member with the conflict of interest will act according to paragraphs #2, 3, 10 and 14, above.

16. Decision by the Executive: If a dispute about conflict of interest continues, the chair of the meeting shall call for a vote on whether the member is considered to be in a conflict of interest.

17. Documentation: The minutes of the meeting shall record all actions regarding conflict of interest.

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