



## MINUTES OF EXECUTIVE

Kamloops-Okanagan Presbytery  
OF BRITISH COLUMBIA CONFERENCE  
The United Church of Canada

14 February 2014

FIRST UNITED CHURCH  
KELOWNA, BRITISH COLUMBIA

<b>PRESENT</b>	Steve Hershey, Don Seaton, Irene Hart, Norma Fraser (Chair), Leslie Ross (Acting Secretary), Ivy Thomas (Conference Minister), Joanne Koster, Ian Fraser, and Reta Robertson.
<b>REGRETS</b>	Leslie Stirling and Bari Castle
<b>AUTHORITY &amp; CALL TO ORDER</b>	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 12:00 pm, at First United Church, Kelowna. Norma Fraser (Chair) presided. A quorum was present.
<b>OPENING, LUNCH, AND CHECK-IN</b>	Don Seaton led us in opening prayer and grace. While we had lunch, Norma Fraser welcomed the members and facilitated a check-in.
<b>APPROVAL OF AGENDA</b>	<b>MS</b> (Steve Hershey / Reta Robertson) that the agenda be accepted as amended. <b>Carried.</b>
<b>APPOINTMENT OF ACTING SECRETARY</b>	<b>MS</b> (Don Seaton / Irene Hart) that Leslie Ross be appointed as acting secretary. <b>Carried.</b>
<b>MINUTES OF PREVIOUS MEETINGS</b>	<b>MS</b> (Don Seaton / Steve Hershey) that the Executive minutes of 9 January 2014 be adopted as circulated. <b>Carried.</b> <b>MS</b> (Don Seaton / Reta Robertson) that the Management Team minutes of 18 October 2013 be adopted as circulated. <b>Carried.</b>
<b>CORRESPONDENCE</b>	Letter from Katie Purych of BC Conference dated January 27, 2014 regarding the 83 <sup>rd</sup> General Meeting of BC Conference (May 22-25, 2014) requesting materials required from Presbytery for the meeting. Letter from S.A. Browne for The MacKenzie Camp Society dated January 25, 2014 thanking Presbytery for its continuing support. Letter from Scott Campbell of Campbell & Company Chartered Accountants dated January 29, 2014 regarding year-end engagement report services associated with the financial statements. Thank you card from Maxine Coffey. Letter from Cathy Hamilton, Chair, Comprehensive Review Task Force, dated January 8, 2014 requesting Presbytery to provide input on four topics.
<b>COORDINATOR REPORTS</b>	
<b>ADMINISTRATION</b>	Don Seaton reported. <ul style="list-style-type: none"> <li>• Assessment Policy <b>MS</b> (Don Seaton / Steve Hershey) that the KOP Assessment Policy be approved as revised October 18, 2013. <b>Carried.</b></li> <li>• Grants A \$1,500 Technology Support Grant for Zion United Church in Armstrong to upgrade office and worship computer and projection equipment having a total cost of \$3,000 has been approved.</li> </ul>

A \$5,000 Modernization Grant and a \$10,000 Loan for St. Andrew's United Church in Enderby for a wheelchair ramp with a projected cost of \$50,000 has been approved subject to a federal grant request of \$25,000.

- Princeton Manse Sale  
Paperwork still needs to be completed.
- Requests from Leslie Stirling  
**MS (Don Seaton / Ian Fraser)** that Presbytery engage Campbell and Co. in the upcoming fiscal year to perform a notice to reader. **Carried.**  
**MS (Don Seaton / Reta Robertson)** that Presbytery approve the treasurer's report and financial reports as circulated in the reports on the website. **Carried.**

**DISCIPLES** No report.

**HUMAN RESOURCES** Irene Hart reported that there are no changes from the report included with the reports for the Presbytery meeting on the website.  
Ivy Thomas reported for the Pastoral Relations Committee that met February 13, 2014.  
**MS (Irene Hart / Reta Robertson)** that Presbytery approve Sharilynn Upsdell's request to have her Chaplaincy at Heron Grove, Vernon, a Good Samaritan Society facility to be a Presbytery Recognized Ministry. **Carried.**  
**MS (Don Seaton / Steve Hershey)** that the following Lay Licensed Worship Leaders be relicensed for one year following the February 2014 Presbytery meeting: Victor Ince, Lillian McLeod, Judy Ritcey, Fern Gibbard, Diane Stuart, Darlene Cockerill, and Louise Burton.  
**Carried.**

**GIFTS AND CALLING** Reta Robertson reported that Gifts and Callings is working on finding people for the Leadership Circle and a person to be Pensions Convener.

**CONFERENCE MINISTER** Ivy Thomas reported that the Effective Leadership / Healthy Relationships initiative will result in a change to her job description. She will no longer be a minister to the ministers. Additions to her role include providing assistance to congregations engaged in needs assessment and searches for personnel; more training for Ministry and Personnel Committees, particularly with respect to annual reviews; responding to pastoral relations concerns and enquiries; and being a resource for at least one Conference Committee. Areas that Presbyteries will need to redevelop include oversight of congregations, the pastoral and spiritual care of ministry personnel, and Education and Students. There is a need for two people from Presbytery to serve on a Conference Committee.  
She plans to take her sabbatical from March to May in 2015, working to earn an Associate Certificate in Conflict Coaching from the Justice Institute of British Columbia.

#### NEW BUSINESS

**PETITION TO GENERAL COUNCIL** The process to deal with a petition to General Council from Revelstoke United Church was discussed.

**BC CONFERENCE** It was decided to have a Presbytery meeting during BC Conference.

**PROCESS FOR APPROVING POLICY CHANGES** The process for approving the three policy revisions at Presbytery was discussed. Steve Hershey will chair that portion of the meeting.

**COMPREHENSIVE REVIEW TASK FORCE** The document, *Fishing on the Other Side*, will be discussed by the Leadership Circle. A suggestion to facilitate an event in both the north and south of Presbytery to assist congregations to discuss and respond to the document was made.

**CLINTON PROCEEDS TASK GROUP** **MS (Don Seaton / Irene Hart)** that Presbytery amend the mandate so that only one member of the Leadership Circle will be required to sit on the Task Group. **Carried.**

**NEXT MEETING**            The next meeting of the Executive will be April 1, 2014 at 10am at Trinity United Church  
Vernon.

**ADJOURNMENT**            Having reached the order of the day, the meeting adjourned at 2 pm.

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Norma Fraser, Chair

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Leslie Ross, Acting Secretary

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Kamloops Okanagan Presbytery  
Assessment Policy  
revised Oct 18, 2013

1. **Authority to Assess.**  
Kamloops Okanagan Presbytery (“KOP”) will set an annual assessment payable by each Pastoral Charge in the Presbytery.
2. **Calculation of Assessment.**
  - a. Assessments are based upon the budget for KOP in the upcoming year, allocated among the Pastoral Charges based upon the Pastoral Charge’s “Calculated Expenditure.”
    - i. The Calculated Expenditure for all the Pastoral Charges is added, and that total is used to determine the percentage each Pastoral Charge’s Calculated Expenditure is of the total,
    - ii. Each Pastoral Charge is assessed that percentage of the KOP budget expenditures.
  - b. A Pastoral Charge’s Calculated Expenditure, except for a Pastoral Charge in Shared Ministry, is a three-year average of the amounts recorded in column 40 of The United Church of Canada Yearbook, using the most recent three years available.
  - c. A Pastoral Charge’s Calculated Expenditure for a Pastoral Charge in Shared Ministry is the three-year average of the amounts recorded in column 40 average of The United Church of Canada Yearbook, using the most recent three years available, divided by the number of denominations in the Shared Ministry.
    - i. This calculation is effective upon the signing of a Shared Ministry Agreement.
    - ii. To be considered for this Shared Ministry calculation, the Pastoral Charge must be required to also contribute to the other shared denomination(s).
    - iii. If part of the Pastoral Charge is in Shared Ministry, and part is not, then a calculation will be made proportionately.
    - iv. If the Shared Ministry Pastoral Charge’s reporting of column 40 already includes a division of expenses between denominations, then the Calculated Expenditure will be as set out in 2(b) above.

**Notes:**

1. The definition of Column 40: “Column 40 of the Year Book – Expended for the Operation of the Pastoral Charge, including salaries – comprises the totals of B.3, B.4, B.5(a), B.6(a) – essentially, all expenses except housing allowance, M&S and other charitable contributions, and capital projects or major renovation costs.”