



MINUTES OF EXECUTIVE

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

12 January 2015
FIRST UNITED CHURCH
SALMON ARM, BRITISH COLUMBIA

PRESENT	Stephen Hershey, Don Seaton, Leslie Stirling (Treasurer), Norma Fraser (Chair), Reta Robertson, Leslie Ross (Secretary), and Ivy Thomas (Conference Minister)
REGRETS	Bari Castle and Ian Fraser
AUTHORITY & CALL TO ORDER	Pursuant to the authority of the Fall Meeting (October 24-26, 2014) of Kamloops-Okanagan Presbytery (KOP), the Executive of KOP was Called to Order at 11:10 am, at First United Church, Salmon Arm. Norma Fraser (Chair) presided. A quorum was present. Norma Fraser welcomed us.
REFLECTION AND CHECK-IN	Norma Fraser led a reflection based on last Sunday's Gospel reading (Mark 1: 1-11). After sharing her baptism story, she asked us to either share our baptism story or reflect on the questions: How do we awaken? How do we arise from sleep to respond to God's transformative grace? Part of the sharing included responses reminding us to recognize that each person is a beloved child of God.
APPROVAL OF AGENDA	Motion: (Reta Robertson / Stephen Hershey) that the agenda be accepted as amended. Carried.
MINUTES OF PREVIOUS MEETING	Motion: (Leslie Ross / Don Seaton) that the Executive minutes of 18 November 2014 be adopted as circulated. Carried.
CORRESPONDENCE	<ul style="list-style-type: none"> • <i>Turning the Page Together</i>, Fall 2014 Newsletter of The Committee on Indigenous Justice and Residential Schools of The United Church of Canada • E-mail correspondence with Armand Houle regarding the possibility of Summerland United Church hosting Presbytery with a confirmation e-mail dated November 25, 2014 indicating that Summerland United Church will host the Kamloops-Okanagan Presbytery meeting to be held October 21 – 23, 2016. • E-mail from Brenda Wolff, Program Assistant to the Personnel Minister, dated November 19, 2014, providing the following information pertinent to Kamloops-Okanagan Presbytery through the Pastoral Relations Working Group Minutes: <ul style="list-style-type: none"> ○ Record of Appointment: Rev. Ken Jones US (United Supply - Ordained Minister) to Revelstoke United Church for 40 hours per week for 9 months per year from January 1, 2015 to December 31, 2018. ○ Record of Appointment: Jim Hannah DLM (Designated Lay Minister) to Winfield United Church, Full-Time from July 1, 2014 – June 30, 2019. • E-mail from SurveyMonkey dated January 9, 2015 regarding renewal of Professional Plan
COORDINATOR REPORTS	
ADMINISTRATION	<p>Don Seaton reported.</p> <ul style="list-style-type: none"> • North Thompson Pastoral Charge request regarding becoming an Ecumenical Shared Ministry Motion: (Don Seaton / Reta Robertson) that Kamloops Okanagan Presbytery approves of <ol style="list-style-type: none"> 1. The change of name from North Thompson Pastoral Charge to North Thompson Ecumenical Shared Ministry. 2. The change of name from Clearwater United Church, Clearwater, BC to Trinity Shared Ministry, Clearwater, BC. 3. The new Ecumenical Shared Ministry Agreement for North Thompson Ecumenical Shared

Ministry, as shown in the attachment to this Motion [Appendix 1, pages 5-13], and authorizes the Conference Minister to execute this agreement on our behalf.

4. The new Bylaws for Trinity Shared Ministry, Clearwater, BC, as shown in the attachment to this Motion [Appendix 2, pages 14-16].
5. The new Bylaws for Church of St Paul, Barriere, BC, as shown in the attachment to this Motion [Appendix 3, pages 17-19].

Carried. Leslie Ross and Leslie Stirling abstained.

Recognizing that the judicatories of the Anglican Church of Canada and the Evangelical Lutheran Church in Canada still need to approve the name changes, the ESM Agreement, and the Bylaws of the two congregations, there is an understanding that other changes may need to be made. Ivy Thomas will determine if any further changes need to be brought to the Executive for approval prior to signing the Ecumenical Shared Ministry Agreement on behalf of Kamloops-Okanagan Presbytery. She will also advise the North Thompson Pastoral Charge on the steps required by the higher courts of the United Church of Canada.

- SurveyMonkey: The decision has been made to continue with the Professional Plan.
- Plura Hills United Church's easement issue is still pending.
- Treasurer's report: There was no written report since the books for 2014 were just closed the previous day. They will be taken to the accountant this week for review. There will be \$11,000.00 less needed in the budget for assessments. The assessment notices have not yet been sent out because she is waiting for revisions from a congregation that will impact all assessments. She hopes that they will be ready to be sent out this weekend.

Motion: (Leslie Stirling / Don Seaton) that the Treasurer's report be accepted. **Carried.**

- Spring Presbytery Registration: Dee Hershey is putting the Registration Package together this week.

HUMAN RESOURCES Education and Students: Leslie Stirling reported on behalf of Bari Castle for Education and Students. Discussion is still taking place regarding the Theological Fund. \$500.00 from the Theological Fund has been allocated to Wade Lifton.

DISCIPLESHIP Youth and Young Adult Working Unit: Ivy Thomas reported that LeAnn Blackert is still meeting with Youth Council as they plan Naari Kir. Work continues with respect to the vacant Youth Minister position. Discussions are occurring with a couple of churches that are also looking to hire a Youth Worker.

CONFERENCE MINISTER Ivy Thomas reported.

- She recommends that a policy or motion be developed to address the situation when congregations choose to use pulpit supply rather than calling a minister with regard to whom pays pastoral charge supervisor travel costs. Don Seaton and Stephen Hershey will address this recommendation at the next Executive meeting.
- It has been decided that congregations will only need to bring one copy of their congregational reports to Presbytery.
- The Pastoral Relations Committee has chosen to take on the need for providing emergency pastoral care for ministry personnel and developing a model for how pastoral care for ministry personnel will be provided in our Presbytery. As the Committee does this specific work, it will be known as the Sounding Board. Marion Best will develop a pre-Presbytery workshop for ministry personnel to glean what is needed for pastoral care. The Sounding Board will be accountable to the Executive through the Human Resources Coordinator.
- Ivy Thomas's sabbatical will be from April 12, 2015 to July 11, 2015. In her absence, George Meier, Victoria Andrews, or Treena Duncan should be contacted for matters usually addressed by her.

GIFTS AND CALLINGS Reta Robertson reported. Executive positions will be elected and appointed at Spring Presbytery. Once the Human Resources Coordinator policy is amended, a profile for that position will be sent out to Presbytery indicating a need to fill the position. Ian Fraser’s term as the Presbytery Member of BC Conference needs to be extended one year so that the total time will be three years. There will be vacancies for Home Missions Convener and a member of Gifts and Callings Working Unit.

LEADERSHIP CIRCLE Norma Fraser reported that the Leadership Circle met on November 27, 2014. They discussed the evaluations of Fall Presbytery, revised the Congregational Vitality Resource draft questionnaire, and planned the next step in developing a Congregation Vitality Resource. Presbytery’s Friday night theme time will be an opportunity to hear how the resource has been used to date. Lee Fraser will be contacting congregations to follow up on the use of the questionnaire developed at Fall Presbytery. The Leadership Circle does not have time to organize information sessions on the Comprehensive Review report that will be released shortly.

LUNCH Prior to a wonderful lunch prepared by Norma and Lee Fraser, Stephen Hershey led us in grace including blessings for those unable to be with us.

OTHER BUSINESS

POLICY CHANGES **Motion: (Reta Robertson / Don Seaton)** that the discussed amendments to policies 2.6 Presbytery Member of the BC Conference, 3.2 Administration Coordinator, 3.3 Discipleship Coordinator, 3.4 Human Resources Coordinator, 4.1 Gifts and Callings Working Unit, 4.5.1 Registrar, and 4.5.3 Treasurer be accepted. **Carried.**

The approved policies are attached as Appendix 4 (pages 20-31). Leslie Ross and Reta Robertson are to continue bringing policy revision suggestions to the Executive for approval with the understanding that their mandate is no longer limited to just making minor wording changes so that the policy language represents Presbytery’s present Executive configuration.

NAMING MINISTRIES / COMMITTEES Discussion will be held at a subsequent meeting regarding how ministries / committees are named in light of the information in section C.4.5.3 of *The Manual* (found on page 83).

GENERAL COUNCIL COMMISSIONERS ELECTIONS Norma Fraser will develop the process that will be used at Spring Presbytery for electing individuals to be nominated to be General Council Commissioners for the BC Conference General Meeting in May. This process will be distributed prior to Spring Presbytery.

SPRING PRESBYTERY AGENDA Norma Fraser presented a draft agenda for the Spring Presbytery meeting for review. Leslie Ross shared an idea for using a “wall-sized” Presbytery organization chart. Leslie Ross and Leslie Stirling will make a permanent portable chart and prepare the pieces needed for its use at Spring Presbytery.

COMPREHENSIVE REVIEW With the soon-to-be-released Comprehensive Review Task Group’s Report, there is a desire to provide opportunity for presbyters to be informed about the report and its implications prior to the BC Conference General Meeting in May so that they will be prepared for discussion of it.

Motion: (Leslie Stirling / Stephen Hershey) that the Faith Development Fund be utilized to cover costs for two workshops (north and south) regarding the Comprehensive Review Report to be presented by Victoria Andrews with the travel and meals paid as set by the Treasurer and Administration Coordinator. **Carried.**
Norma Fraser and Ivy Thomas will make arrangements for these workshops.

INFORMATION ITEMS

PRESBYTERY MEETINGS

Year	Spring Presbytery		Fall Presbytery	
	Date	Place	Date	Place
2015	February 13 - 15	Penticton United	October 23 - 25	Mount Paul United, Kamloops
2016	February 19 - 21	St Mary’s, Sorrento	October 21 - 23	Summerland United Church

NEXT MEETING The Executive’s next meeting will be on Tuesday, March 24, 2015 beginning at 10:00 am at Trinity United in Vernon.

ADJOURNMENT The meeting adjourned at 3:10 pm.

Norma Fraser, Chair

Leslie Ross, Secretary

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Appendix 1

ECUMENICAL SHARED MINISTRY AGREEMENT
North Thompson Ecumenical Shared Ministry
Church of St. Paul, Barriere and Trinity Shared Ministry, Clearwater, BC

I. Preamble

Rejoicing in the beauty of our three traditions, recognizing that all Christian churches are part of the one holy catholic church, and responding to the gift of unity given to us, the people of the North Thompson Ecumenical Shared Ministry enter into this Agreement as part of our collective journey of faith.

As a visible sign of Christ's desire that his disciples be one (John 17:20-24), and in response to the call of Christ to be a witness in our communities and in the world (Matthew 28:19-20; Acts 1:8), we commit ourselves to embodying God's love for all in our unity and in our diversity, through our worship, learning, witness, and service in Christ's name.

In everything we do - in all our worship, learning, witness, and service - where it is possible and where it is practical, we will blend our three traditions instead of maintaining each tradition as separate and distinct or alternating between them. In this way, we seek to find the common ground that unites us as well as build on the strengths of one another.

II. Relationship to Participating Denominations

1. The North Thompson Ecumenical Shared Ministry (referred to herein as "this ESM") consists of two congregations: the Church of St. Paul, Barriere, BC and Trinity Shared Ministry, Clearwater, BC (together referred to herein as "the congregations") and serves those communities and people along the North Thompson Valley between Blue River and McLure.
2. This ESM is and shall remain a part of the Anglican Church of Canada (ACC), the Evangelical Lutheran Church in Canada (ELCIC), and the United Church of Canada (UCC) or their successors (referred to herein as "the partner churches"), and of the regional bodies of the partner churches within whose boundaries it is located or to which it has otherwise been assigned.
3. This ESM claims for itself all the rights and privileges and accepts all the duties and obligations connected with being part of the partner churches. In so doing, this ESM recognizes all governance documents and enactments of the partner churches as having governing force in its life and will endeavour to govern itself according to them.

4. Where polity, policies, or practices of the partner churches differ, this ESM shall
 - a. follow the polity, policy, or practice of the partner church that is most connected with the situation;
 - b. if necessary, consult with the governing authorities of the partner churches to determine which polity, policy, or practice should be followed or determine with them what could be woven together to form the policy or practice for this ESM; and
 - c. ensure that the history, traditions, and practices of this ESM and its members are honoured.
5. This ESM commits to support faithfully the work of the partner churches through prayer, personal service, and offerings.
6. Should this ESM or either of the congregations desire to sever its relationship with any or all the partner churches, they shall notify all governing authorities. This decision shall require a two-thirds majority vote of all voting members present and voting at a duly called and conducted meeting. Such a decision shall not be effective until all governing authorities have been notified and until the initial action has been ratified by a two-thirds majority vote at a subsequent duly called and conducted meeting held not less than ninety days after the first meeting.
7. Should this ESM or either of the congregations disband, all property, real, personal, and mixed, not dealt with according to this Agreement or the bylaws, shall vest in the partner churches, their successors or assigns, equally divided, unless other mutually agreeable arrangements have been made.

III. Membership

1. All who are members or adherents of the Church of St. Paul and Trinity Shared Ministry are members or adherents of this ESM, are eligible to vote at all meetings of this ESM, and shall represent this ESM at any official function of the partner churches or hold any office once they have been duly elected or appointed.
2. All members are expected to adhere to the conditions of membership and communicant status of his/her denomination.
3. All members are expected to support the life and work of this ESM by sharing time, talent, and financial resources.

IV. Clergy

1. The clergy of this ESM shall be an ordained clergy of one of the partner churches, be in good standing in his/her denomination, and adhere to its discipline. He/she shall be a person whose soundness of faith, aptness to teach, and educational qualifications have been examined and approved by the denomination to which he/she belongs, and who has been properly ordained, commissioned, licensed, and/or recognized.
2. The clergy of this ESM is expected to be in agreement with the basic concept of ecumenical shared ministry as understood and outlined in this Agreement. Clergy entering an ecumenical shared ministry for the first time must have instructional and supervised time up to one month with each of the two denominations to which they do not belong. Normally this would occur within the first year. The partner churches will assume the responsibility for this training as well as any related costs.
3. A review of his/her ministry shall be conducted annually by the Personnel Relations Committee and the report shall be submitted to the Shared Ministry Council.
4. When a clergy person resigns his/her call, all appropriate governing authorities of the partner churches shall be notified immediately, as well as the chairpersons of the Shared Ministry Council, the Personnel Relations Committee, and the Church Boards of the congregations. Unless otherwise agreed, the termination of the call shall become effective within three months of such notification.
5. At an opportune time and in close consultation with the appropriate governing authorities of the partner churches, a Search Committee shall be formed, with roughly equal representation from each of the congregations, to assess the needs of this ESM and seek and select candidates for call. Normally, clergy called to this ESM will alternate between denominations. The procedure for call will be that of the denomination of the clergy being considered/called. Salary and benefits will be negotiated according to the recommendations of his/her denomination, with consideration given to those of the other partner churches.
6. At the time of vacancy, provisions for appropriate pastoral services and oversight shall be made after consultation with the congregations as well as the governing authorities of the partner churches.

7. The authority to call a clergy shall rest in the Shared Ministry Council in consultation with the governing authorities of the partner churches, the Search Committee, and the congregations. Such authority to call shall be exercised by not less than a two-thirds majority vote of all voting members present and voting at a duly called meeting of each congregation.
8. As soon as is practical after beginning his/her duties, the new clergy shall be installed according to the practice of his/her denomination, with participation by the other partner churches.
9. In order that the clergy may devote himself/herself fully to the duties of his/her office, he/she shall receive an adequate salary and other benefits and allowances negotiated according to his/her denominational recommendations, with consideration given to those of the other partner churches.
10. The clergy shall be an *ex officio* member with both voice and vote of all committees of this ESM, excepting any committee seeking to call another clergy.
11. The clergy is expected to maintain a regular relationship with the governing authorities of his/her denomination and abide by any specific requirements that participation in his/her denomination and maintaining that relationship entails. He/she is expected to participate as fully as possible in the life and mission of the denomination to which he/she belongs and shall be invited to participate in and attend the higher courts or other levels of the other two partner churches. He/she, along with other representatives of the congregations, shall keep the members of the congregations informed of developments within each of the partner churches and encourage them to participate where possible.
12. Where the relationship between the clergy and either or both of the congregations threatens the welfare of this ESM, the governing authorities of the denomination to which the clergy belongs shall be consulted so that appropriate action can be taken. Any of the governing authorities of the congregations or this ESM or the clergy may appeal to the denomination to which the clergy belongs for counsel and assistance concerning the relationship between the clergy and this ESM.

V. Meetings

This ESM shall meet annually and may hold other meetings as necessary. Notice of all such meetings shall be announced at Sunday worship on two successive Sundays prior to the meeting. Quorum shall be nine, comprising of the clergy and four members of each of the congregations.

VI. Shared Ministry Council

1. At its annual meeting, this ESM shall affirm the members of a Shared Ministry Council (referred to herein as “this Council”) consisting of the clergy and four people from each congregation (with consideration given to each denomination) who have been duly elected at the annual meeting of each congregation. Terms shall be for one year, except for the clergy who shall be an *ex officio* member with both voice and vote. In the event of a lay vacancy, this Council, in consultation with the appropriate Church Board, may appoint a person to serve for the remainder of the term.
2. At the first meeting following the annual meeting, this Council shall elect from among its members, a chairperson, a secretary, and a treasurer. The chairperson shall alternate annually between the congregations.
3. The duty of chairperson shall be to preside, preserve order, take the vote, and announce the decisions.
4. The duty of the secretary shall be to keep the record of proceedings, conduct the correspondence, preserve all documents, and ensure that all denominational statistical reports are completed.
5. The duty of the treasurer shall be to receive all monies for the support of this ESM, disburse them under the direction of this Council, keep a record of receipts and expenditures, present a financial report at each meeting of this council, and prepare an annual financial statement to be included in the annual report of this ESM. The treasurer shall ensure that an annual financial review, any grant applications, and the annual government charities return are completed.
6. This Council shall meet regularly, normally four times a year. Quorum shall be five members, comprising of the clergy and two representatives from each of the congregations.
7. The Shared Ministry Council shall
 - a. have general oversight of the life and activities of this ESM ensuring that everything is done in accordance with the faith and practice of the partner churches;
 - b. through the Personnel Relations Committee, provide support for the clergy person and ensure an annual review and evaluation of his/her ministry is completed; and, based on recommendations of the Personnel Relations Committee, make adequate adjustments to his/her financial compensation;

- c. receive reports on the activities of the congregations;
- d. report on activities of this Council to the congregations and Church Boards;
- e. appoint members to the Personnel Relations Committee;
- f. appoint any other committees as may be necessary or advisable;
- g. promote unity and good will within this ESM, fostering mutual understanding in times of conflict, and exercising discipline when necessary;
- h. prepare and submit reports on the work of this Council and this ESM for inclusion in the annual report of this ESM;
- i. prepare and approve a budget for the coming fiscal year, which shall be shared with the Church Boards and presented at the annual meeting of this ESM;
- j. secure the monies required to support the budget; and
- k. encourage the congregations to participate in and support the life and ministry of the partner churches.

VII. Personnel Relations Committee

1. This ESM shall have a Personnel Relations Committee (referred to herein as “this Committee”). This Committee shall be a recommending body only. Any recommendations to the Shared Ministry Council or the Church Board of either of the congregations, shall be submitted in writing. Confidentiality is vital to the work of this Committee and normally minutes will not be kept.
2. The members of this Committee shall be appointed by the Shared Ministry Council upon recommendation by the Church Boards of each of the congregations in close consultation with the clergy. This Committee shall consist of two people from each congregation and the clergy. Terms shall be for two years, with the term of one member from each of the congregations expiring each year. No member may serve more than two consecutive terms.
3. This Committee shall meet regularly, normally three times a year and preferably within the month prior to a meeting of the Shared Ministry Council. One meeting shall include an annual ministry review. This Committee shall meet regularly without the clergy present but not without his/her knowledge. A simple majority with representation from each of the congregations shall constitute a quorum for all meetings.

4. This Committee shall report in writing to the Shared Ministry Council and to the Church Board of each of the congregations at the first opportunity following a meeting of this committee. This Committee may also report to the congregations as appropriate.
5. The Personnel Relations Committee shall
 - a. provide support for the clergy and any paid or volunteer staff of this ESM;
 - b. facilitate communication between the clergy and the congregations, the clergy and other staff, and among other staff and the congregations;
 - c. consider any concerns brought to the attention of this Committee and, if required, recommend how to address them;
 - d. clarify the relationship of the clergy and other staff regarding their responsibilities, authority, and accountability;
 - e. prior to the budget for this ESM being set, review with the clergy his/her salary, benefits, allowances, and working conditions and make recommendations to the Shared Ministry Council;
 - f. consult with the clergy regarding continuing education plans and needs and make recommendations to the Shared Ministry Council;
 - g. consult with the clergy regarding vacation plans and make recommendations to the Shared Ministry Council;
 - h. conduct an annual ministry review, including a review of the effectiveness of the clergy in relation to the goals and objectives of this ESM, and assist the clergy in establishing goals for himself/herself;
 - i. relate to any groups or individuals within the partner churches whose purpose it is to support clergy and become familiar with any resources available to enhance the effectiveness of this committee; and
 - j. educate the members of this ESM as to the nature, role, and purpose of this Committee.

VIII. Property

1. The properties and assets of each of the congregations shall continue to be the responsibility of each of the congregations.

2. The funds held in trust by this ESM as a result of the sale of the United Church manse shall be governed by *The Manual of the United Church of Canada* and upon dissolution of this ESM shall remain the property of the United Church of Canada.

IX. Amendments

1. Amendments to this Agreement may be made at a duly called meeting of each of the congregations by a two-thirds vote of the voting members present and voting at each meeting. Proposed amendments shall come from or be submitted in writing to the Shared Ministry Council. As well, any of the partner churches may propose amendments to this Agreement. The Shared Ministry Council shall consider any proposed amendment and proceed as appropriate.
2. Following the adoption of an amendment, the secretary of the Shared Ministry Council shall forward a copy thereof to the appropriate governing authorities of the partner churches. The amendment shall go into effect only upon receipt of notice that such amendment is approved by each of the partner churches.

X. Conflict Resolution

Should there be conflict between the congregations or between factions within the congregations that cannot be resolved internally, the Shared Ministry Council or the clergy shall call upon the resources of the partner churches to seek resolution.

XI. Withdrawal and Dissolution

Should either of the congregations or any of the partner churches desire to withdraw from this Agreement, a written request for such must be made to the Shared Ministry Council and the partner churches and include the reason for the request. No less than sixty days and no more than ninety days after receipt of such a request, this ESM shall meet to agree upon the terms of withdrawal, including division of assets and a time-line for withdrawal or dissolution.

XII. Bylaws

Bylaws and policies may be adopted by this ESM and either of the congregations that are not in conflict with this Agreement.

By the setting of our hand to this Agreement, we declare that

- Clearwater United Church ceases to exist, and its ministry and that of the Anglican and Lutheran traditions in the Clearwater area is now entrusted to Trinity Shared Ministry, Clearwater;
- this Agreement supersedes the Memorandum of Understanding of Barriere Shared Ministry dated May 23, 2010; and
- the North Thompson Pastoral Charge of the United Church of Canada ceases to exist, and its ministry is now entrusted to the North Thompson Ecumenical Shared Ministry.

Glenn Andrews, Chairperson
Church of St. Paul, Barriere

Susan Murray, Chairperson
Trinity Shared Ministry, Clearwater

Thelma Schmidt, Chairperson
North Thompson Pastoral Charge

Rev. Brian Krushel, Pastor/Priest/Minister
North Thompson Pastoral Charge

Rt. Rev. Barbara Andrews, Bishop
Anglican Parishes of the Central Interior
Anglican Church of Canada

Rev. Dr. Gregory Mohr, Bishop
British Columbia Synod
Evangelical Lutheran Church in Canada

Rev. Ivy Thomas, Conference Minister
Kamloops-Okanagan Presbytery
United Church of Canada

Date

Appendix 2

Bylaws of Trinity Shared Ministry

These bylaws form the governing document of Trinity Shared Ministry in conjunction with the North Thompson Ecumenical Shared Ministry Agreement.

1. This Ecumenical Shared Ministry (referred to herein as this Congregation) is people worshipping and serving God according to the faith, practice, and traditions of The Anglican Church of Canada, the Evangelical Lutheran Church in Canada (ELCIC), and the United Church of Canada (referred to herein as “the partner churches”). Being one point of the North Thompson Ecumenical Shared Ministry (NTESM), it serves the people living in the North Thompson Valley from Little Fort to Blue River. This Congregation will be known as Trinity Shared Ministry.
2. Everyone is invited and welcome to participate in the life and worship of this Congregation. All who are members of this Congregation according to the practices of their stated denomination as well as adherents are eligible to serve on the Board and to vote at congregational meetings.
3. This Congregation shall meet annually and may hold other special meetings as necessary. Notice of all such meetings shall be announced at Sunday worship on two (2) successive Sundays prior to the meeting.
4. This Congregation shall have a Board consisting of not less than five (5) members and not more than seven (7) members with consideration given to representation from each denomination. The clergy shall be an *ex-officio* member of the Board with both voice and vote. Board members shall be elected for a two-year term at the Annual Congregational Meeting with approximately half of the Board being elected each year. At least a majority of the Board shall be members of the congregation. In the event of a vacancy, a person may be appointed to the Board by the Board to serve for the remainder of the term.
5. The Board will normally meet monthly, excluding July and August, or more frequently if necessary.
6. A quorum of the Board shall be the clergy and three (3) members of the Board.
7. It shall be the duty of the Board
 - a. to elect from among its members at the first Board meeting following the Annual Congregational Meeting, a chairperson, secretary, and treasurer. The duty of the chairperson shall be to preside, preserve order, take the vote, and announce the decisions of the Board. The chairperson shall vote only in the event of a tie. The duty of the secretary shall be to keep the record of proceedings, conduct the correspondence, ensure that all annual reports are submitted to the NTESM for inclusion in the published annual reports, and preserve all documents. If the chairperson and/or secretary are unavailable for a meeting, the Board shall

appoint an acting chairperson and/or secretary from among those present for that meeting. The chairperson of the Board shall also be the chairperson of congregational meetings excepting those at which a representative of one of the partner churches is mandated to chair the meeting. The secretary of the Board shall also be the secretary of congregational meetings. The duty of the treasurer shall be to receive all monies for the support of the congregation, disburse them under the direction of the Board, keep a record of receipts and expenditures, present a report to each Board meeting, prepare an annual statement to be presented at the Annual Congregational Meeting, and ensure that an annual financial review is completed.

- b. to prepare a budget for the next fiscal year to be presented to the Annual Congregational Meeting for adoption.
 - c. to secure the monies required to support the budget.
 - d. to receive reports on the actions of the NTESM and to make known the concerns and wishes of the congregation to the members of the NTESM Council.
 - e. to appoint an envelope secretary who will record the individual weekly offerings and pass on information to the NTESM treasurer for official receipts.
 - f. to oversee the worshipping, learning, witnessing, and serving life of this congregation.
 - g. to give directions to the Board of Trustees on property matters.
 - h. to recommend members to the NTESM Council for appointment to the Personnel Relations Committee.
 - i. to prepare and submit to the congregation at the Annual Congregational Meeting reports on the life and work of the congregation and recommendations for its consideration and to also submit these reports to the NTESM.
8. This Congregation shall elect members to the NTESM Council as stated in the NTESM Agreement.
 9. A Lay Delegate to the APCI Assembly (or equivalent), a Lay Delegate to the Southern Interior Convention of the BC Synod, and a Lay Presbytery Representative shall be elected at the Annual Congregational Meeting. Alternate delegates / representatives may also be elected. The Lay Delegate to the Southern Interior Convention will also attend the BC Synod Convention. Delegates / representatives shall make reports to the Board and this Congregation.
 10. The Board of Trustees shall consist of three (3) members and the clergy. When necessary, this Congregation shall appoint trustees at a duly called congregational

meeting with the Trustees being named in the record of each Annual Congregational Meeting. At least two of the trustees shall be members of this Congregation. Quorum for meetings of the Board of Trustees shall be the clergy and two (2) trustees. The Board of Trustees is responsible for holding all congregational property for this Congregation. Recognizing that all congregational property, investments, and assets brought into this Congregation belonged to Clearwater United Church, the Board of Trustees shall be governed by *The Manual of the United Church of Canada* when making any decisions concerning them and upon dissolution of this ESM shall remain the property of the United Church of Canada.

11. The following records will be maintained according to denominational standards
 - a. Minutes of all Board and Congregational meetings
 - b. An annual review of the financial records
 - c. United Church Membership and Historic Rolls
 - d. List of all Baptized Members of the Lutheran Church
 - e. List of all Communicant Members of the Anglican Church
 - f. Current list of households affiliated with the congregation
 - g. Baptismal, Confirmation, Marriage, Burial, and Communicant records
 - h. Vestry Book

Congregational financial records for each denomination are kept jointly. All year-end financial reports to each denomination will be broken down on an equal percentage.

12. Baptism and Confirmation will be administered in accordance with the traditions of each denomination. Holy Communion / Eucharist shall be celebrated regularly, at least two (2) Sundays a month, except at times when an Ordained Minister is not available.
13. It is expected that clergy will abide by the requirements of the partner churches with regard to the conduct of marriages, funerals, confirmations, and baptisms.
14. In the case of conflict in any congregational matter, the Board or the clergy may call upon the resources of the partner churches for assistance in seeking resolution.
15. This Congregation and its Board may adopt policies and practices that are not in conflict with these bylaws and the NTESM Agreement.
16. This Congregation and its Board may appoint committees for specific purposes.
17. Amendments to these bylaws may be made by a two-thirds majority vote of those attending a duly called and constituted congregational meeting. Copies of the amended bylaws will be sent to the NTESM and the partner churches.

Appendix 3

Bylaws of Church of St Paul Shared Ministry

These bylaws form the governing document of Church of St Paul Shared Ministry in conjunction with the North Thompson Ecumenical Shared Ministry Agreement.

1. This Ecumenical Shared Ministry (referred to herein as this Congregation) is people worshipping and serving God according to the faith, practice, and traditions of The Anglican Church of Canada, the Evangelical Lutheran Church in Canada (ELCIC), and the United Church of Canada (referred to herein as “the partner churches”). Being one point of the North Thompson Ecumenical Shared Ministry (NTESM), it serves the people living in the North Thompson Valley from McLure to Little Fort. This Congregation will be known as Church of St Paul.
2. Everyone is invited and welcome to participate in the life and worship of this Congregation. All who are members of this Congregation according to the practices of their stated denomination as well as adherents are eligible to serve on the Board and to vote at congregational meetings.
3. This Congregation shall meet annually and may hold other special meetings as necessary. Notice of all such meetings shall be announced at Sunday worship on two (2) successive Sundays prior to the meeting.
4. This Congregation shall have a Board consisting of not less than five (5) lay members and not more than seven (7) lay members with consideration given to representation from each denomination. The clergy shall be an *ex-officio* member of the Board with both voice and vote. Board members shall be elected for a two-year term at the Annual Congregational Meeting with approximately half of the Board being elected each year. At least a majority of the Board shall be members of the congregation. In the event of a vacancy, a person may be appointed to the Board by the Board to serve for the remainder of the term.
5. The Board will normally meet monthly, excluding July and August, or more frequently if necessary.
6. A quorum of the Board shall be the clergy and three (3) members of the Board.
7. It shall be the duty of the Board
 - a. to elect from among its members at the first Board meeting following the Annual Congregational Meeting, a chairperson, secretary, and treasurer. The duty of the chairperson shall be to preside, preserve order, take the vote, and announce the decisions of the Board. The chairperson shall vote only in the event of a tie. The duty of the secretary shall be to keep the record of proceedings, conduct the correspondence, ensure that all annual reports are submitted to the NTESM for inclusion in the published annual reports, and preserve all documents. If the chairperson and/or secretary are unavailable for a meeting, the Board shall

appoint an acting chairperson and/or secretary from among those present for that meeting. The chairperson of the Board shall also be the chairperson of congregational meetings excepting those at which a representative of one of the partner churches is mandated to chair the meeting. The secretary of the Board shall also be the secretary of congregational meetings. The duty of the treasurer shall be to receive all monies for the support of the congregation, disburse them under the direction of the Board, keep a record of receipts and expenditures, present a report to each Board meeting, prepare an annual statement to be presented at the Annual Congregational Meeting, and ensure that an annual financial review is completed.

- b. to prepare a budget for the next fiscal year to be presented to the Annual Congregational Meeting for adoption.
 - c. to secure the monies required to support the budget.
 - d. to receive reports on the actions of the NTESM and to make known the concerns and wishes of the congregation to the members of the NTESM Council.
 - e. to appoint an envelope secretary who will record the individual weekly offerings and pass on information to the NTESM treasurer for official receipts.
 - f. to oversee the worshipping, learning, witnessing, and serving life of this congregation.
 - g. to give directions to the Board of Trustees on property matters.
 - h. to recommend members to the NTESM Council for appointment to the Personnel Relations Committee.
 - i. to prepare and submit to the congregation at the Annual Congregational Meeting reports on the life and work of the congregation and recommendations for its consideration and to also submit these reports to the NTESM.
8. This Congregation shall elect members to the NTESM Council as stated in the NTESM Agreement.
 9. A Lay Delegate to the APCI Assembly (or equivalent), a Lay Delegate to the Southern Interior Convention of the BC Synod, and a Lay Presbytery Representative shall be elected at the Annual Congregational Meeting. Alternate delegates / representatives may also be elected. The Lay Delegate to the Southern Interior Convention will also attend the BC Synod Convention. Delegates / representatives shall make reports to the Board and this Congregation.
 10. The Board of Trustees shall consist of three (3) members and the clergy. When necessary, this Congregation shall appoint trustees at a duly called congregational

meeting with the Trustees being named in the record of each Annual Congregational Meeting. At least two of the trustees shall be members of this Congregation. Quorum for meetings of the Board of Trustees shall be the clergy and two (2) trustees. The Board of Trustees is responsible for holding all congregational property for this Congregation. Recognizing that the buildings and real property on which the Church of St Paul exists belong to the United Church of Canada, the Board of Trustees shall be governed by *The Manual of the United Church of Canada* when making any decisions concerning them and upon dissolution of this ESM shall remain the property of the United Church of Canada.

11. The following records will be maintained according to denominational standards
 - a. Minutes of all Board and Congregational meetings
 - b. An annual review of the financial records
 - c. United Church Membership and Historic Rolls
 - d. List of all Baptized Members of the Lutheran Church
 - e. List of all Communicant Members of the Anglican Church
 - f. Current list of households affiliated with the congregation
 - g. Baptismal, Confirmation, Marriage, Burial, and Communicant records
 - h. Vestry Book

Congregational financial records for each denomination are kept jointly. All year-end financial reports to each denomination will be broken down on an equal percentage.

12. Baptism and Confirmation will be administered in accordance with the traditions of each denomination. Holy Communion / Eucharist shall be celebrated regularly, at least two (2) Sundays a month, except at times when an Ordained Minister is not available.
13. It is expected that clergy will abide by the requirements of the partner churches with regard to the conduct of marriages, funerals, confirmations, and baptisms.
14. In the case of conflict in any congregational matter, the Board or the clergy may call upon the resources of the partner churches for assistance in seeking resolution.
15. This Congregation and its Board may adopt policies and practices that are not in conflict with these bylaws and the NTESM Agreement.
16. This Congregation and its Board may appoint committees for specific purposes.
17. Amendments to these bylaws may be made by a two-thirds majority vote of those attending a duly called and constituted congregational meeting. Copies of the amended bylaws will be sent to the NTESM and the partner churches.

Appendix 4

POLICY NUMBER: 2.6	DATE ADOPTED: Sep 25/06
POLICY TYPE: Executive	DATE AMENDED: Jan 12, 2015
POLICY TITLE: Conference Executive Member	

Presbytery Member of the BC Conference Executive

Method of Selection

1. The Presbytery Member of the BC Conference Executive shall be elected from among the members of Presbytery. In seeking persons to let their name stand for this position, Gifts and Callings Working Unit should refer to the Conference Executive Membership Practices and Procedures of BC Conference of the United Church of Canada. The election will be held at a regular meeting of the Presbytery, normally at the February meeting of the year in which the previous term expires. The term is three years. The person filling this position shall be eligible to serve for up to two consecutive terms.
2. If the position becomes vacant for any reason prior to the expiry of the term of appointment, the Executive shall appoint one of its number to fill the position until such time as Presbytery can elect a person to fill the remainder of the term.

Duties

1. The duties of the Conference Executive Member are defined by BC Conference.
2. The member will act as a two-way communication link between the Presbytery and BC Conference.

Limitations

1. The member will not fail to keep the Executive and the Presbytery informed of the work and news of BC Conference.
2. The member will not fail to communicate the needs, visions, and aspirations of the Kamloops-Okanagan churches to the Conference Executive as appropriate.

POLICY NUMBER: 3.2	DATE ADOPTED: Sep 25/06
POLICY TYPE: Executive	DATE AMENDED: Jan. 12, 2015
POLICY TITLE: Administration Coordinator	

Administration Coordinator

A Member of the Executive

Position Summary

The Administration Coordinator is a member of the Executive who provides coordination, direction, and accountability to the Working Units that are identified as administrative or financial in nature. He or she is responsible for ensuring that the mission (ends) of the Presbytery are adequately communicated to the appropriate Working Units and that those units are held accountable for achieving their stated mission within their stated limitations. The Administration Coordinator is also responsible for ensuring that communication flows upward, so that the needs, concerns, learnings, and views of the Working Units are effectively communicated to the Executive.

Mission (Ends)

1. Working Units in the Administration stream are well informed of the vision and direction for Presbytery as well as the relevant policies and decisions of the Executive.
2. The needs, concerns, learnings and views of the Working Units are effectively communicated to the Executive.
3. The mission of the Presbytery is being achieved.

Desirable Gifts

1. An understanding and facility with financial management.
2. Some knowledge of property and real estate issues.
3. Personal organization.
4. An understanding of and support for the general polity and ethos of the United Church of Canada.
5. Some understanding of the responsibilities of Presbytery with regard to the finances, property and administration of pastoral charges.
6. An ability and willingness to be an effective and cooperative team member.
7. Computer literacy

Working Units and Functions for Which the Administration Coordinator is Responsible are

- Registrar
- Home Missions Convener
- Property and Manse Working Unit
- Treasurer
- Grants
- Communications Working Unit
- Archivist

POLICY NUMBER: 3.3	DATE ADOPTED: Sep 25/06
POLICY TYPE: Executive	DATE AMENDED: Jan. 12, 2015
POLICY TITLE: Discipleship Coordinator	

Discipleship Coordinator

A Member of the Executive

Position Summary

The Discipleship Coordinator is a member of the Executive who provides coordination, direction, and accountability to the Working Units that are identified as having discipleship based missions. He or she is responsible for ensuring that the mission (ends) of the Presbytery are adequately communicated to the appropriate Working Units and that those units are held accountable for achieving their stated mission within their stated limitations. The Discipleship Coordinator is also responsible for ensuring that communication flows upward, so that the needs, concerns, learnings, and views of the Working Units are effectively communicated to the Executive.

Mission (Ends)

1. Working Units in the Discipleship stream are well informed of the vision and direction for Presbytery as well as the relevant policies and decisions of the Executive.
2. The needs, concerns, learnings, and views of the Working Units are effectively communicated to the Executive.
3. The mission of the Presbytery is being achieved.

Desirable Gifts

1. A commitment to the principle of the church as a community of disciples of Jesus Christ.
2. Personal organization.
3. An understanding of and support for the general polity and ethos of the United Church of Canada.
4. An ability and willingness to be an effective and cooperative team member.
5. Computer literacy

Working Units and Functions for Which the Discipleship Coordinator is Responsible are

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

POLICY NUMBER: 3.4	DATE ADOPTED: Sep 25/06
POLICY TYPE: Executive	DATE AMENDED: Jan. 12, 2015
POLICY TITLE: Human Resources Coordinator	

Human Resources Coordinator

A Member of the Executive

Position Summary

The Human Resources Coordinator is a member of the Executive who provides coordination, direction, and accountability to the Working Units that are identified as having human resources based missions. He or she is responsible for ensuring that the mission (ends) of the Presbytery are adequately communicated to the appropriate Working Units and that those units are held accountable for achieving their stated mission within their stated limitations. The Human Resources Coordinator is also responsible for ensuring that communication flows upward, so that the needs, concerns, learnings, and views of the Working Units are effectively communicated to the Executive.

Mission (Ends)

1. Working Units in the Human Resources stream are well informed of the vision and direction for Presbytery as well as the relevant policies and decisions of the Executive.
2. The needs, concerns, learnings, and views of the Working Units are effectively communicated to the Executive.
3. The mission of the Presbytery is being achieved.

Desirable Gifts

1. A commitment to the principle of the church as a community of disciples of Jesus Christ.
2. An understanding of the role of quality leadership in the life and mission of the church.
3. Experience or training in the personnel or human resources field.
4. Personal organization.
5. An understanding of and support for the general polity and ethos of the United Church of Canada.
6. An ability and willingness to be an effective and cooperative team member.
7. Computer literacy.

Working Units and Functions for Which the Human Resources Coordinator is Responsible are

- Pastoral Oversight
- Pastoral Relations
- Education and Students
- Pensions
- Shared Ministries
- Spiritual Care Network
- Sounding Board

POLICY NUMBER: 4.1	DATE ADOPTED: Sep 25/06
POLICY TYPE: Working Units	DATE AMENDED: Jan. 12, 2015
POLICY TITLE: Gifts & Callings Working Unit	

Gifts and Callings Working Unit

[Nominations]

Mission

To have all Working Unit, Leadership Circle, and Executive positions filled with appropriately gifted and talented disciples of Jesus Christ.

Membership

The chair and members of the Working Unit are appointed by the Executive. The Working Unit will normally consist of three persons, at least one of whom is ministry personnel (active or retired) and one of whom is a lay person.

Responsibilities

1. To be a resource to the Executive in regard to matching presbyters' gifts with the needs of the Presbytery and its positions.
2. To use a process of prayerful, spiritual discernment in going about its work.
3. To receive up-to-date job descriptions for all positions and Working Units.
4. To receive requests for appointments to positions and Working Units.
5. To assess the knowledge, skills, and spiritual gifts of all members of Presbytery.
6. To ensure that orientation is provided for each new appointment and placement in a position or working unit.
7. To use in its communications a multi-faceted approach to seeking people for appointments. These may include personal questionnaires, spiritual gift inventories, interviews, personal invitation, word of mouth, spoken announcements, Presbytery notices, and prayer.
8. To recommend names to the Presbytery for appointment to the Leadership Circle for a term normally of three years, making provision for turnover of terms over a three year cycle.
9. To recommend names to the Presbytery for appointment or election to the Executive, making provision for turnover of the Coordinators over a three year cycle.
10. Normally, appointments shall be made and/or elections held at the Spring Meeting of Presbytery with the Gifts and Callings Working Unit presenting the names for appointment or election.

11. To recommend names to the Executive for appointment to the various Working Units and positions.

Desirable Gifts

The following gifts would be valuable for the Working Unit as a whole to possess:

- Good knowledge of the Presbytery and its members
- Ability and willingness to use a discernment process for identifying the gifts of others and match them to the work needed
- A strong faith based in spiritual practice.
- Ability to create and maintain a database of presbyters' spirit given gifts and talents.

POLICY NUMBER: 4.5.1	DATE ADOPTED: Sep 25/06
POLICY TYPE: Working Units	DATE AMENDED: Jan. 12, 2015
POLICY TITLE: Registrar	

Registrar

Method of Selection

The Executive will appoint a person to act as Registrar for a three-year term which can be renewed.

Duties

1. To ensure up-to-date information regarding hosting Presbytery is provided to each host church at least two months prior to the meeting they are hosting.
2. To set-up and monitor the on-line registration survey and to monitor e-mails to the Registrar, responding to questions and concerns.
3. To prepare, approximately one month prior to each meeting of the Presbytery, a registration package, which includes registration and accommodation information, to be forwarded to the KOP Secretary for distribution to the Presbytery and to the KOP website Manager for posting on the KOP website.
4. To forward to the Secretary a list of registrants, including their contact information and presbyter category, and a list of regrets.
5. To ensure that the local arrangements committee of the host congregation is aware of the details needed for good planning (e.g. numbers for each meal, billets required, dietary limitations, etc.).
6. To forward to Gifts and Callings a spreadsheet of first-time attendees.
7. To ensure that registrants are greeted upon arrival at the Presbytery meeting, fees are collected, nametags are provided, and the distribution of required information (e.g. revised agendas, facility maps, and reports) is arranged.
8. To make a report to the meeting on the numbers in attendance of each category of presbyter and guests.
9. To forward all monies received as well as the registration reconciliation to the Treasurer.
10. To maintain and update a Registrar's procedure manual.

Accountability

The Registrar is accountable to the Executive through the Administration Coordinator.

Desirable Gifts

- organization and attention to detail
- time management
- computer literacy
- interpersonal skills

POLICY NUMBER: 4.5.3	DATE ADOPTED: Nov 21/06
POLICY TYPE: Executive	DATE AMENDED: Jan. 12, 2015
POLICY TITLE: Treasurer	

Treasurer

Position Summary

The Treasurer is a member of the Executive and an officer of the Presbytery who monitors the financial well being of the Presbytery.

Mission (Ends)

To have a presbytery whose accounts are maintained in accordance with *The Manual* and generally accepted accounting practices so that the ministries of the Presbytery are properly enabled.

Responsibilities

1. Keep accounts that shall be reviewed and presented to the Presbytery annually. Interim financial statements shall be given at the regular meetings of Presbytery and the Executive.
2. Employ accounting practices that are prudent and support the mission and vision of the Presbytery.
3. Provide whatever financial information is needed by the Executive.
4. Work jointly with the Administration Coordinator to prepare a proposed Presbytery budget each year in accordance with *The Manual*.
5. Respond to financial concerns and questions from pastoral charges.

Accountability

The Treasurer is accountable to the Executive through the Administration Coordinator and to the Presbytery as an officer.

Desirable Gifts

- bookkeeping knowledge
- computer literacy
- time management skills
- interpersonal skills

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