



MINUTES OF EXECUTIVE

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

5 April 2017

TRINITY UNITED CHURCH
VERNON, BC

PRESENT	Don Seaton, Stephen Hershey, Marion Hollingshead, Ken Jones (Chair), Allison Rennie (Conference Minister), Leslie Ross (Secretary), Leslie Stirling (Treasurer), Keri Wehlander (Youth and Young Adult Minister), and Peggy Whitley Guest: Jenny Carter
REGRETS	None.
AUTHORITY & CALL TO ORDER	Pursuant to the authority of the Spring Meeting (February 17-19, 2017) of Kamloops-Okanagan Presbytery (KOP), the Executive of KOP was Called to Order at 10:10 am. Ken Jones (Chair) presided. A quorum was present.
REFLECTION AND OPENING PRAYER	Ken Jones led us in a reflection on the idea of winners and losers with us thinking about how to respond to each new twist of faith. Our opening prayer was to join in with Ken Jones leading us in the singing of Leonard Cohen's "Hallelujah".
APPROVAL OF AGENDA	Motion: (Leslie Stirling / Peggy Whitley) that the agenda be adopted with the understanding that other items can be raised as the meeting progresses. Carried.
MINUTES OF PREVIOUS MEETINGS	Motion: (Leslie Ross / Don Seaton) that the Executive minutes of 8 March 2017 be adopted as circulated. Carried.
BUSINESS ARISING FROM THE MINUTES	<ul style="list-style-type: none"> • Notice of Motion This matter will be dealt with at a subsequent time. • Travel Expenses Policy Motion: (Leslie Stirling / Don Seaton) to adopt the Travel Expenses Policy as attached. Carried. Policy 4.5.3.4 – Presbytery Expense Guidelines is attached to these minutes [Appendix 1, pages 5-6]. • Leadership Circle Policy and Revisions This work is still to be done. • Spring Presbytery Evaluation Ken Jones reported. The work on the remits was done well. Comments indicated that some of the discussion time could have been more focused towards discerning a decision had more presbyters done some pre-reading prior to the meeting. Worship was good. There was a good balance between accomplishing the required work and making connections. Relevant evaluation information was passed on to the Worship Animation Working Unit and to the remit work leadership. The Secretary will send a thank you to Janet McDonald and Ian Fraser. The handbook for hosting Presbytery is being revised. • Roll – Youth and Young Adult Motion: (Peggy Whitley / Leslie Stirling) that Michael Hamlin-Gravells be appointed Youth at Presbytery subject to his becoming a member-of the United Church of Canada. Carried. Motion: (Marion Hollingshead / Don Seaton) that Kamloops-Okanagan Presbytery appoint Brianna Huet to be a member-at-large. Carried.

- **Policy regarding information being shared throughout Presbytery**
The Administration Coordinator and the Secretary will develop and bring back to the next meeting a draft policy for consideration, noting that it should leave much discretion to the Secretary; include an understanding that, when befuddled, advice should be sought from the applicable individuals and working units; and provide an appeal process when a decision is made to not share information.

CORRESPONDENCE

- E-mail from Belinda Burke, Assistant to Doris Kizinna, Youth & Young Adult Ministries, BC Conference, dated March 9, 2017, regarding the Inspire Conference and Youth at Conference
- E-mail from Katie Purych, Assistant to the Executive Secretary, BC Conference, dated March 24 2017, providing information about and requesting information for the 2017 General Meeting of BC Conference
- E-mail from Doug Goodwin, Executive Secretary, BC Conference, dated March 29, 2017, providing information about membership at BC Conference General Meeting
- E-mail from Brenda Wolff, Program Assistant to the Personnel Minister, dated April 4, 2017, providing the following information pertinent to Kamloops-Okanagan Presbytery through completed forms and the Pastoral Relations Working Group minutes:
 - Record of Appointment: John Helps (Candidate Supply) to Osoyoos United Church, Osoyoos, Part-Time (28 hours per week) from January 5, 2017 to January 1, 2019. He is a diaconical candidate. It is noted that his position actually starts May 1, 2017.
 - The St. Andrew’s United Church, Enderby Ministry Profile Search was accepted and a vacancy was declared for a ¾ (0.75 FTE) time Ministry Personnel position effective immediately.

REPORTS

COORDINATORS

ADMINISTRATION Don Seaton reported.

- **Property and Manse:**

Motion: (Moved by Don Seaton, seconded by Marion Hollingshead):

WHEREAS, the Trustees of the Congregation of Kamloops United Church of The United Church of Canada (the “Trustees”) have requested the consent of Kamloops-Okanagan Presbytery to sell a condominium in their redevelopment project.

1. RESOLVED, that the consent of Kamloops-Okanagan Presbytery be granted to the Trustees of the Congregation of Kamloops United Church, Kamloops, British Columbia to sell the following lands and premises set out in Schedule “A” for the sum set out in Schedule “A” to the Purchasers set out in Schedule “A”.
2. RESOLVED, that Kamloops-Okanagan Presbytery direct the Trustees to apply all the net proceeds of the above sale, to pay down the mortgage and assignment of Rents granted by BRITISH COLUMBIA HOUSING MANAGEMENT COMMISSION, registered under charge numbers CA3911916 and CA3911917, respectively.

SCHEDULE “A”

Purchaser	PID	Unit	Legal	Purchase Price
Alan Ceresney and Connee Ceresney	029-786-550	211	SL 11 ASP 1 DL 232 KDYD Strata Plan EPS3304	\$280,000.00

Carried.

- **Communication:** Don Seaton and David Martyn have now updated most of websites that Kamloops-Okanagan Presbytery hosts to a secure server (SSL). Twenty-eight (28) have been completed.
Leslie Stirling noted that, after having looked on many presbytery websites for information, kudos go to those managing our website for its organization, information, and timeliness.

- TREASURER’S REPORT** Leslie Stirling reported on the financial situation. She noted that she would be seeking clarification for a 2016 travel recovery invoice from BC Conference totaling one thousand eight hundred dollars (\$1800.00). She has ordered three (3) years of cheques. The financial report is attached to these minutes [Appendix 2, page 7].
- DISCIPLESHIP**
- **Youth and Young Adult Minister**
Keri Wehlander reported. At Presbytery, as well as being involved in their own programming, youth participated in some of the Court time. Kamloops United Church will be the site of a joint youth retreat with Cariboo Presbytery at the end of May.
Youth report some anxiety about youth’s role in the church. The remits seem to be financial rather than visionary. There is a sense that youth are not consulted.
At the Conference level, there has been some discussion regarding priorities surrounding children and youth. This generation does not feel included. One difficulty may be that the ownership language used in BC Conference ends policies does not specifically name children nor youth. Stakeholder language may need to be used.
The Inspire Conference, an ecumenical conference focusing on contemplative justice and children, youth, and young adult leadership, will be held April 28 – 29, 2017 at St. Andrew’s Wesley United Church.
Discussion indicated that there was a need for the Executive to explore possibilities for Presbytery to engage more fully with children, youth, and young adults and to make supporting work and programmes with them a priority.
 - **Outdoor Ministries**
Allison Rennie reported that the Working Unit basically functions with some e-mail communication. Perhaps if Presbytery works towards improving our work with children and youth, the result would be a strengthening of this Working Unit.
- HUMAN RESOURCES**
- **Shared Ministries**
Leslie Ross raised the status of clergy from other denominations in shared ministries. Allison Rennie will check and report her findings at the next Executive meeting.
- LUNCH** Keri Wehlander led us in a sung grace.
- CONFERENCE MINISTER** Allison Rennie reported. The Chase property is for sale. As well as septic issues, a covenant on the property that does not allow it to be sold until twenty (20) years after the reign of Queen Elizabeth II is ended requires a resolution.
- Pastoral Relations:
- Trinity United Church, Merritt has formerly accepted the appointment of Elaine Diggle for a three-year term of retired supply. She will live part-time in Merritt.
 - Kirstin Autio has been appointed as candidate supply to Plura Hills United Church, Kamloops. The lay support team has just had training. LeAnn Blackert is the education supervisor.
 - St. Andrew’s United Church, Enderby has made children and youth a focus in its Ministry Profile and has developed a formal partnership with MacKenize Camp such that 0.25 of the 0.75 fte ministry position will be serving the Camp. They hope to develop stronger connections with young people both through the Camp and the congregation.
 - Oliver United Church: Allison Rennie’s involvement with the congregation following the sale of the rental property is ongoing.
 - Southern Region Cluster: There is a desire to see if there are some ways for sharing around worship with the use of technology. They would also like to schedule longer meetings.
- Pastoral Oversight: There is still a desire to bring the notice of motion forward to Presbytery. The Sounding Board and the framers of the motion will meet in May to discuss gaps that exist and possible proposals to address them.
- Emerging Work:
- Work is on going for developing a gathering for shared ministries.
 - Two regional gatherings for pastoral charge supervisors are being planned. Some topics of discussion and reasons for the gatherings include what are the challenges; how could Presbytery support you; diversifying the volunteer pool; energy and health; the benefits of having a broader

diversity of voices yet still needing the wisdom of those currently doing the work; development of a strategy for succession and recruitment planning.

- Some work will go to the Leadership Circle, such as the possibility of another HolyShift event.

**CONFERENCE
EXECUTIVE
REPRESENTATIVE**

Stephen Hershey reported. The Executive of BC Conference met March 9 – 11, 2017. The Moderator was present for a portion of the Executive meeting. In the discussion of the results of the Presbytery Consultation on 4 to 3, he reported the following concerns and affirmations from our Presbytery:

- A concern for shared ministries and determining how they will connect with the judicatories of partner denominations
- A concern for creating ownership of our ministries when decision-making may happen far away
- How to support the task of re-writing congregational governance in a new structure
- An affirmation for the transfer of responsibilities as appropriate – legislating what works best voluntarily
- Recognizing grief for the loss of role/ministry/connection within the Presbytery

The Conference Executive decided to not vigorously pursue any of the steps included in the results until the outcome of the 4 to 3 Remit is known. Areas of general agreement regarding the transfer of responsibilities will proceed. Possible areas for transfer include property, assessments, legal matters, and financial management. The Conference will continue to support presbyteries with mission discernment and building community. Presbytery consultations will continue.

GIFTS AND CALLINGS

Peggy Whitley reported. There is still no one interested in becoming the Discipleship Coordinator. With Susan Sullivan no longer being a member of the Educational Support Committee, they will need to decide whether to have a Chair or continue with two (2) Co-Chairs. JoAnn Hinter is willing to become the Chair of the Shared Ministry Working Unit. There will be a thank-you to those who have finished their roles at the Presbytery meeting at BC Conference. They suggest that at another Executive meeting time be taken to examine Presbytery’s organizational structure.

LEADERSHIP CIRCLE

Ken Jones reported that the Leadership Circle would meet tomorrow. They would do some planning regarding the remits and theme development.

NEW BUSINESS

- The timing of considering Remit 6 at Presbytery was discussed. Noting that General Council must receive the votes by February 28, 2018, Remit 6 needs to be considered at the 2017 Fall Presbytery.
- Armand Houle has been appointed to be the Pastoral Charge Supervisor for Okanagan Falls United Church.
- Leslie Stirling gave a heartfelt appreciation of the support she has received from Don Seaton in his role of Administration Coordinator.

INFORMATION ITEMS

PRESBYTERY MEETINGS

Year	Spring Presbytery		Fall Presbytery	
	Date	Place	Date	Place
2017	February 17-19	Kamloops United	October 20-22	Revelstoke
2018	February 23 - 25	TBA	October 19 - 21	TBA

NEXT MEETING

The next meeting of the KOP Executive will be on June 21, 2017 at 10:00 am at Trinity United Church in Vernon.

**ADJOURNMENT AND
CLOSING**

The meeting adjourned at 1:50 pm with Ken Jones leading us in prayer.

Jenny Carter, Chair

Leslie Ross, Secretary

Appendix 1

POLICY NUMBER: 4.5.3.4	DATE ADOPTED: April 5, 2017
POLICY TYPE: Finance	DATE AMENDED:
POLICY TITLE: Expense Guidelines	

Presbytery Expense Guidelines

Mission (Ends)

Kamloops-Okanagan Presbytery gratefully acknowledges the significant time and talent offered by individuals participating in the work of Presbytery and its committees and would like to ensure that individuals are not out of pocket for expenses incurred related to meetings. It is the Presbytery's expectation that all volunteers will practice faithful stewardship in their travel arrangements.

1. Travel to Spring and Fall General Meetings of Presbytery

Travel for vehicle and driver, "round trip": claim thirty-three cents (\$0.33) per kilometre. Driver may claim an additional seven cents (\$0.07) per kilometre for each passenger who is a voting representative (including members-at-large and young adult representatives) or is a youth representative (whether voting or not).

The general meetings of Presbytery are billeted meetings. Any commercial accommodation would be a personal expense.

Please note: Travel to BC Conference meetings is covered by BC Conference, even if a Presbytery meeting is included in that time.

2. Other Presbytery Travel

Travel for vehicle and driver, "round trip": claim forty-one cents (\$0.41) per kilometre. Driver may claim an additional three cents (\$0.03) per kilometre for each passenger who is required to attend the meeting or event.

"Other Presbytery travel" includes travel for Pastoral Charge Supervisor work, by the Chair or designate to represent Presbytery at events of congregations, or to Executive, Leadership Circle, and Working Unit meetings. Consideration should be given to the annual budget when planning any meeting. If there is any doubt about whether a particular trip is covered, please check with the Treasurer prior to travelling.

3. Accommodation

If travel is of such a distance that hotel/motel accommodation is required, a claim may be made for such accommodation. Such claim shall be for actual costs. The current guideline shall be \$125.00 plus taxes.

Claims for accommodation must be supported by receipts attached to the Presbytery Travel Claim Form.

4. Meals

If travel is of such a distance that a meal is required, either in coming to a meeting and/or in returning from a meeting, a claim may be made for those meals. Such meal expenses are expected to be consistent with customary eating habits and should reflect actual costs including taxes and tip. The current guidelines shall be:

Breakfast: \$15.00 (including taxes and tip)

Lunch: \$20.00 (including taxes and tip)

Dinner: \$30.00 (including taxes and tip)

Costs of alcoholic beverages will **not** be reimbursed.

Claims for meals must be supported by receipts attached to the Presbytery Travel Claim Form.

5. "One Claim for Many"

If a meal and/or hotel/motel claim is being made for several persons attending the same meeting or event, it is appropriate for one person to make the claim on behalf of the group. However, in doing so, the names of all persons related to the claim must appear on the Presbytery Travel Claim Form.

6. Submitting Claims

Expense claims should be submitted in a timely fashion with the appropriate receipts. The claim may be made to the Treasurer by mail using the Presbytery Travel Claim Form or by email. Receipts may be scanned copies for email requests. All claims should include name of claimant, address of claimant, purpose of expense including name of committee, where the meeting was held, and when the meeting was held.

Review of Policy

Since specific amounts are given in this policy, it shall be reviewed at least every three years. The Treasurer shall review the rates and make recommendations to the Executive. The Executive shall amend the policy as appropriate. The minutes shall indicate that a review has taken place even if no amendments are made.

Appendix 2

Kamloops-Okanagan Presbytery
Financial Report to Executive - April 5, 2017

Financial Report to April 5, 2017 - continued

INCOME		Year To Date 2017	Total	Budget 2017	Total
4000 - Income					
4115 - Bank Interest	\$63,68			\$300,00	
4120 - Pastoral Charge Assessments	\$54,529.00			\$154,865.54	
4125 - Previous Year's Deferred Income	\$8,828.46			\$0.00	
4130 - Covenanting Service Offering	\$0.00			\$600,00	
4145 - BC Conference Travel Grants	\$9,248.00			\$0.00	
4190 - Spring Presbytery Registration	\$2,530.00			\$3,200.00	
4195 - Fall Presbytery Registration	\$0.00			\$3,200.00	
4200 - Unbudgeted Income	\$0.00			\$0.00	
TOTAL INCOME	\$65,951.14			\$1,802,242.00	

EXPENSE		Year To Date 2017	Total	Budget 2017	Total
5000 - BC Conference					
5210 - BC Conference Basic Allocation	\$24,822.00			\$74,470.00	
5211 - BC Conference Meeting	\$4,663.00			\$13,987.00	
5220 - BC Conference Chaplaincy	\$2,935.00			\$8,805.00	
Total - 5000 BC Conference			\$32,420.00		\$97,262.00

6000 - KO Presbytery		Year To Date 2017	Total	Budget 2017	Total
6235 - KOP Conference Minister's Exp.	\$5,704.68			\$15,000.00	
6242 - KOP Youth to General Council	\$0.00			\$800.00	
6250 - KOP Registrar	\$12.25			\$10.00	
6261 - Spring Delegates' Travel	\$4,574.03			\$4,500.00	
6262 - Spring Presbytery Non-Travel	\$3,946.00			\$4,000.00	
6263 - Fall Delegates' Travel	\$0.00			\$6,750.00	
6264 - Fall Presbytery Non-Travel	\$0.00			\$4,000.00	
Total - 6000 KO Presbytery			\$14,236.96		\$35,150.00

7100 - Administration		Year To Date 2017	Total	Budget 2017	Total
7105 - Secretary's Honourarium	\$0.00			\$700.00	
7100 - Secretary's Expenses	\$0.00			\$300.00	
7115 - Treasurer's Honourarium	\$0.00			\$700.00	
7120 - Treasurer's Expenses	\$73.59			\$600.00	
7125 - Bank Charges	\$82.00			\$330.00	
7130 - Review of Presbytery Accounts	\$0.00			\$1,000.00	
7135 - Property & Manse Committee	\$0.00			\$100.00	
7140 - Home Missions	\$0.00			\$200.00	
7145 - Communications	\$3,173.25			\$3,000.00	
Total - 7100 - Administration			\$3,328.84		\$6,930.00

7200 - Discipleship		Year To Date 2017	Total	Budget 2017	Total
7205 - Worship Animations	\$195.00			\$100.00	
7215 - Outdoor Ministries	\$0.00			\$2,000.00	
7220 - Camps Operating Grants	\$0.00			\$6,000.00	
7225 - Youth & Young Adult	\$0.00			\$500.00	
7230 - Youth Council	\$40.00			\$2,000.00	
7235 - Youth Minister's Payroll	\$4,798.11			\$11,000.00	
7240 - Youth Minister Expenses	\$0.00			\$1,500.00	
7250 - Stewardship - Info & Educ	\$0.00			\$500.00	
7255 - Christian Formation	\$0.00			\$200.00	
Total - 7200 - Discipleship			\$5,033.11		\$23,800.00

7300 - Human Resources		Year To Date 2017	Total	Budget 2017	Total
7305 - Pensions	\$0.00			\$500.00	
7310 - Shared Ministries	\$0.00			\$0.00	
7320 - Pastoral Relations	\$968.62			\$10,000.00	
7330 - Educational Support	\$0.00			\$150.00	
7335 - To Educ Fund for Church Leaders	\$0.00			\$600.00	
Total - 7300 - Human Resources			\$968.62		\$11,250.00

7400 - General Expenses		Year To Date 2017	Total	Budget 2017	Total
7401 - Chairperson's Expenses	\$0.00			\$750.00	
7405 - Meeting Expenses	\$251.12			\$2,500.00	
7420 - Gifts & Callings	\$0.00			\$100.00	
Total - 7400 - General Expenses			\$251.12		\$3,350.00

8000 - Leadership Circle		Year To Date 2017	Total	Budget 2017	Total
8015 - LC Meeting Expenses	\$1,137.62			\$2,500.00	
Total - 8000 - Leadership Circle			\$1,137.62		\$2,500.00
Unbudgeted Expenses taken from Cont.			\$0.00		
TOTAL EXPENSE			\$57,376.27		\$1,802,242.00

NET INCOME \$8,574.87 \$0.00

Equity	Assets
KOP - Operating Funds	Bank Account
Reserve & Holding Accounts	Chequing
Camps - Operating	Investment Savings
Peace & Justice WU	Shares
Shared Ministries - Holding	Total
Faith Development Fund	
Theological Education	Funds held elsewhere
Educ Fund for Church Lead.	Held by BC Conference
Child/Youth Delegates	Total
Contingency Fund	Total Cash Assets
Rural Ministry Fund	
CM Discretionary Fund	Accounts Receivable
KOP Youth Council	Total Holding
Total Funds available	

\$25,209.67	\$25,209.67
\$48,556.39	\$48,556.39
\$24.52	\$24.52
\$73,790.58	\$73,790.58
\$16,175.00	\$16,175.00
\$16,175.00	\$16,175.00
\$89,965.58	\$89,965.58
\$100,336.54	\$100,336.54
\$51,390.71	\$51,390.71
\$89,965.58	\$89,965.58

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