



MINUTES OF EXECUTIVE

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

21 June 2017
TRINITY UNITED CHURCH
VERNON, BC

PRESENT	Jenny Carter (Chair), Stephen Hershey, Ken Jones, Allison Rennie (Conference Minister), Leslie Ross (Secretary), Leslie Stirling (Treasurer), and Peggy Whitley
REGRETS	Marion Hollingshead and Keri Wehlender (Youth and Young Adult Minister)
AUTHORITY & CALL TO ORDER	Pursuant to the authority of the Conference Meeting (May 26, 2017) of Kamloops-Okanagan Presbytery (KOP), the Executive of KOP was Called to Order at 10:09 am. Jenny Carter (Chair) presided. A quorum was present.
REFLECTION AND OPENING PRAYER	Jenny Carter read 1 Corinthians 12: 14 - 26 and asked us to consider, in thinking of Presbytery as the body, which part of the body is the Executive and whom we might not be including in the body. Following discussion, Jenny Carter led us in prayer.
APPROVAL OF AGENDA	Motion: (Leslie Stirling / Ken Jones) that the agenda be adopted. Carried.
MINUTES OF PREVIOUS MEETINGS	Motion: (Leslie Ross / Peggy Whitley) that the Executive minutes of 5 April and 18 May 2017 be adopted as circulated. Carried. Leslie Ross reported that the Presbytery minutes from 16 July 2014 to 26 January 2017 had been audited during the General Meeting of BC Conference. The minutes were considered to be very well done with only a couple of suggestions for improvement.
BUSINESS ARISING FROM THE MINUTES	<ul style="list-style-type: none"> • Notice of Motion Allison Rennie reported that she had initiated a meeting with the Sounding Board and the framers of the motion. They met at Westbank United Church. Allison Rennie and Leslie Ross will prepare information about what is happening and not happening with respect to pastoral relations and support of congregations as well as a substitute motion for consideration. Allison Rennie will invite ministry personnel to a pre-Presbytery gathering in Revelstoke. • Leadership Circle Policy and Revisions This work is still to be done. • Policy regarding information being shared throughout Presbytery Motion: (Ken Jones / Leslie Stirling) that Kamloops-Okanagan Presbytery adopt Policy 1.8 Information Distribution. Carried. The policy is appended to these minutes [Appendix 1, pages 5-6]. • Status of ministers from other denominations in shared ministries Leslie Ross will write to the BC Conference Pastoral Relations Committee and the Pastoral Relations Working Group to seek clarification. • Presbytery Organizational Structure Jenny Carter led us in a conversation about the structure of and communication among the components of Presbytery. Ken Jones as Administration Coordinator will contact the Working Units to find out what they are doing and report back to the Executive.

CORRESPONDENCE

- E-mails from Brenda Wolff, Program Assistant to the Personnel Minister, dated June 5 and 15, 2017, providing the following information pertinent to Kamloops-Okanagan Presbytery through completed forms and the Pastoral Relations Working Group minutes:
 - Record of Appointment: Elaine Diggle (Retired Supply) to Trinity United Church, Merritt, Part Time (24 hours per week) from July 1, 2017 to July 1, 2020.
 - Change of Pastoral Relations: Accepted Richard Chung's request for a change of pastoral relations with St. Paul's United Church, Kelowna effective September 30, 2017
It was noted that the effective date is now July 31, 2017.
 - Record of Call (Provisional upon Commissioning): Ian McLean (Diaconal Minister) to Peachland United Church, Part-Time (30 hours per week) effective June 1, 2017.
 - Record of Transfer: Linda Ervin (Retired Diaconal Minister) from Foothills Presbytery in Alberta Northwest Conference effective July 1, 2017
- E-mail from Ian Fraser, dated April 22, 2017, providing a copy of a report to the Leadership Circle concerning the Presbytery workshops on the General Council remits.
- E-mail with attached letter from Doug Goodwin, Executive Secretary, BC Conference, dated April 25, 2017, indicating BC Conference had forgiven the debt of MacKenzie Camp to BC Conference of twenty-six thousand two hundred forty-three dollars (\$26,243.00)
- E-mail from Lee Fraser, dated June 2, 2017, in which he forwarded an e-mail from Blair Galston, Conference Archivist, dated June 1, 2017, acknowledging the receipt of the transfer of Kamloops-Okanagan Presbytery pastoral oversight reports (1985-2012). The box, thirty-three (33) cm of textual material, has been assigned Accession No. 2017-15 and given temporary box location U-742
- E-mails from Susan Jackson, Information and Statistics Coordinator, United Church of Canada, dated April 7, May 9, and June 8, 2017, concerning pastoral charges that had not submitted their 2016 Statistical Forms
- E-mail to Ken Jones from Annie DiPede, Administrator, West Hill United Church, in Scarborough, Ontario, dated June 13, 2017, requesting assistance in sharing with congregations in our Presbytery their invitation to have a conversation with them regarding who they are and what they see the future of the church to be

REPORTS**COORDINATORS**

ADMINISTRATION Ken Jones reported.

- **Property and Manse:**

Chase Property: Doug Goodwin, Executive Secretary, BC Conference, wanted Presbytery's input as to how the proceeds from the sale of the Chase property should be used. The consensus was that the funds should keep a focus within Presbytery with directionality to rural and youth and young adult ministries. Ken Jones will forward this information to Doug Goodwin.

Motion: (Leslie Stirling / Stephen Hershey) that the proceeds of the sale be held at BC Conference. **Carried.**

Allison Rennie has been in discussion with Bishop John Privett of the Diocese of the Kootenay. The Trustees have determined that a memorial fund of about four thousand dollars (\$4000.00) would be used to purchase benches to be placed in the cemetery. Research is continuing to determine a source of another fund. If it is Anglican, then the Diocese will approve its disbursement. If the source is found that the fund had contributions from people of both denominations, then the fund will be divided between the Anglican and United Church denominations for disbursement.

Kamloops United Church: Some interest has been shown for the second piece of the Camp Grafton property. The Executive may need to have a video web conference meeting regarding a possible sale.

LUNCH

Ken Jones led us in a sung grace.

TREASURER'S REPORT

Leslie Stirling distributed the Financial Report to Executive for June 21, 2017 and spoke to the report.

Motion: (Leslie Stirling / Stephen Hersey) that the Financial Report to Executive for June 21, 2017 be accepted as circulated. **Carried.** The financial report is attached to these minutes [Appendix 2, page 7].

Noting the Rural Ministry Fund, Jenny Carter reported that she has been in conversation with the Chair of Cariboo Presbytery regarding rural congregations and the possibility of some joint programme or event. The Executive encouraged her to continue with the discussion.

DISCIPLESHIP

- **Youth and Young Adult Minister**

Through e-mail, Keri Wehlander reported that two (2) young adults and one (1) youth attended the General Meeting of BC Conference. She was part of the adult leadership for the Youth at the Conference gathering.

HUMAN RESOURCES

- **Pastoral Charge Supervisors**

Allison Rennie reported. The supervision team at St. Paul's United Church, Kelowna, has been reduced from five (5) to two (2) members. Stephen Hershey and Martha Ashbaugh will continue to be pastoral charge supervisors. Jenny Carter will continue to be a resource person, particularly for governance matters.

With the commissioning of Ian McLean, Wayne Atkinson is no longer pastoral charge supervisor at Peachland.

Pastoral charge supervisors will need to be found for St. Andrew's United Church, Enderby and Oliver United Church because Heather Burton and Marion Best, respectively, have concluded their work as pastoral charge supervisors.

Armand Houle is the pastoral charge supervisor for Okanagan Falls United Church.

CONFERENCE MINISTER

Allison Rennie reported.

- **Pastoral Charge Supervisors:** She has created a handout about the responsibilities of and procedures for pastoral charge supervisors that she will e-mail to us for feedback and input. Noting that there is a difference in circumstances for those in paid accountable ministry as compared to retired clergy and lay people, some clarity is needed regarding time, compensation, and coverage of expenses. She also ponders whether, in certain circumstances, time and expenses need not be covered. Some policy needs to be developed.
- **Licensed Lay Worship Leaders:** Compensation for Licensed Lay Worship Leaders was discussed without a decision being made.
- **Pulpit Supply List:** Work is on-going in the development of procedures surrounding the pulpit supply list.
- **Changes in and Information about Pastoral Relations:**
 - St. Mary's Anglican/United in Sorrento: She has been in conversation with Bishop John Privett regarding the change in pastoral relations with the resignation of Bruce Chalmers. Allison Rennie will be the primary person involved, as the congregation will be following the United Church's process. Bruce Chalmers' last day will be at the end of August.
 - Sicamous United Church: Juanita Austin will be moving to a half time position.
 - Lumby United Church: There is conversation occurring about further reducing or ending the appointment of Lily Watson.
 - Trinity United Church, Merritt: Elaine Diggle is driving again after her hip surgery. Healing is going well. She feels positive about the relationship with the Merritt congregation.
 - St. Andrew's United, Enderby / MacKenzie Camp: A candidate has been approved to be considered: Franklyn James from Jamaica.
- **United Fresh Start:** This is a curriculum with over twenty (20) modules that teach ministers and congregational leaders critical strategies for working effectively together. The national church with the support of BC Conference is providing training for facilitators. Three (3) people are to be nominated from KOP to be trained. Allison Rennie and Jenny Carter will contact two young adults to determine interest. Allison Rennie shared her recommendation for the third spot and, upon our agreement, will approach this person.
- **Transition Team at St. Paul's United Church, Kelowna:**
Motion: (Ken Jones / Peggy Whitley) that Stephen Hershey and Susan Sullivan be appointed to be Presbytery Representatives on the Transition Team at St. Paul's United Church, Kelowna. **Carried.**

- **Reflection regarding the work:** As she looks towards her second year in the position of Conference Minister, she wonders what the next year might hold. At the next meeting, she will bring forward some initiatives guided by the knowledge of her own gifts and skills.
- **Worshipping Congregation:** This is a new designation within the Anglican Church of Canada. A worshipping congregation is one that is under the wing of another congregation that acts as its sponsor. The United Church has a similar designation called a mission, except that a mission is accountable to a presbytery rather than to a congregation.
- **Hours and Vacation:** She will be on holidays from the middle of July to the middle of August. She is limiting her workload such that she is on call for the first two (2) weeks of July and the last two (2) weeks of August.

CONFERENCE EXECUTIVE REPRESENTATIVE Stephen Hershey reported. Naramata Centre has a full summer programme and is proceeding with selling a piece of its property. The rest of what could be reported was heard at the General Meeting of BC Conference.

GIFTS AND CALLINGS Peggy Whitley reported that there is currently no Chair of Educational Support Committee. Allison Rennie temporarily has all their binders.

LEADERSHIP CIRCLE Jenny Carter reported that the Leadership Circle would be meeting the next day, June 22, 2017. She will take to them the Executive’s discussion of the notice of motion. Allison Rennie reported that she has been in conversation with LeAnn Blackert determining whether there should be another gathering like the one held last January. Planning for discussing Remit 6 will occur.

NEW BUSINESS

- **Presbytery Quorum**
In updating the Presbytery Roll prior to the General Meeting of BC Conference, Leslie Ross noted that it is becoming difficult to meet quorum for Presbytery’s current choice of Option 2. If all lay representatives attended, then at least five (5) of the retired or retained on the roll clergy plus all order of ministry personnel who are presently in paid accountable ministry must attend. For every one (1) of the latter who do not attend then another in the former group must attend. This is not an issue with Option 1. A discussion of quorum will be included in the agenda at Fall Presbytery.

INFORMATION ITEMS Stephen Hershey reported that he attended a meeting with the auditors who had been examining the books for St. Paul’s United Church, Kelowna. They had tracked all the expenditures connected with St Paul’s United Church and the redevelopment project. Excepting twenty-six (26), all expenditures were supported by invoices. The financial report is looking satisfactory. There were errors that were identified but there was no wrongdoing.

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 via web videoconference on Thursday, August 31, 2017 beginning at 10 am with an expectation that it will be approximately a two (2) hour meeting. Jenny Carter will lead the reflection. The next face-to-face meeting will be on Wednesday, September 27, 2017 beginning at 10 am at Trinity United Church in Vernon. Ken Jones will lead the reflection.

ADJOURNMENT AND CLOSING The meeting adjourned at 2:30 pm with Jenny Carter leading us in a closing prayer.

Jenny Carter, Chair

Leslie Ross, Secretary

Appendix 1

POLICY NUMBER: 1.8	DATE ADOPTED: 2017
POLICY TYPE: General	DATE AMENDED:
POLICY TITLE: Information Distribution	

Information Distribution

Mission (Ends)

To further the stated mission of Kamloops-Okanagan Presbytery, to ensure good communication between Presbytery and congregations, and to inform individuals and congregations about events and information that will assist or inspire them in carrying out their work.

Context

With the advent of electronic communication, there is ease in spreading information widely. Historically, the Secretary of Presbytery is the person to whom information is sent when an individual, congregation, a group within Presbytery, another court of the church, or organization wishes to disseminate information to congregations. Currently, there are two primary means for communicating widely in Presbytery: e-mails sent to the Presbytery contact list and the Presbytery website. For the former, the Secretary acts as the hub for receiving, collecting, processing, and distributing information. For the latter, both the Secretary and the web managers form the hub.

Procedures

The Secretary and web managers have considerable discretion in determining what information will be distributed. The following principles form basic guidelines in making decisions.

- Information regarding Presbytery meetings and Presbytery sponsored events shall always be distributed via e-mail and, as appropriate, be posted to the website.
- Information that the Executive and its members, Leadership Circle, Gifts and Callings, Working Units, Conference Minister, and Youth and Young Adult Minister wish to have shared throughout Presbytery may be sent via e-mail and/or posted to the website as deemed appropriate.
- Information regarding congregational events within Presbytery that will have an interest beyond the congregation sponsoring the event may be distributed via e-mail.
- Information regarding MacKenzie Camp, Camp Grafton, and Naramata Centre may be distributed via e-mail.
- Information from BC Conference and General Council may be forwarded throughout Presbytery when deemed to be of vital interest to congregations or when requested to ensure the widest dissemination of the information as possible.
- Information that other presbyteries and congregations beyond the bounds of Presbytery request to be shared with Presbytery will be considered for sharing if it supports the mission.
- Information from other denominations with which our shared ministries are in relationship that would contribute to supporting the mission may be distributed.

The Secretary or web managers will seek advice from the relevant Working Unit, group, or individual within Presbytery when wondering if information should be distributed.

As technology changes, the Secretary and web managers will determine how best to distribute information.

Limitations

Privacy laws will be respected as a basis for deciding if information should be distributed.

Information that is promoting a commercial enterprise as compared to a fund-raising effort that furthers the mission will not be distributed.

Appeal Process

If a request to distribute information is denied by the Secretary or web managers, the individual making the request will be informed. The exception would be if the request came as part of a general request to many presbyteries to distribute information.

The decision may be appealed to the Administration Coordinator of Presbytery.

Appendix 2

Kamloops-Okanagan Presbytery
Financial Report to Executive – June 21, 2017

Financial Report to June 21, 2017 - continued

INCOME		Year To Date 2017	Total	Budget 2017	Total
4000 - Income					
4115 - Bank Interest	\$106.58	\$300.00			
4120 - Pastoral Charge Assessments	\$84,566.34	\$154,865.54			
4125 - Previous Year's Deierred Income	\$8,828.46	\$8,828.46			
4130 - Covenanting Service Offering	\$0.00	\$600.00			
4145 - BC Conference Travel Grants	\$6,936.00	\$9,248.00			
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		\$102,967.38			\$180,242.00

EXPENSE		Year To Date 2017	Total	Budget 2017	Total
5000 - BC Conference					
5210 - BC Conference Basic Allocation	\$49,646.00	\$74,470.00			
5211 - BC Conference Meeting	\$9,325.00	\$13,987.00			
5220 - BC Conference Chaplaincy	\$5,870.00	\$8,803.00			
Total - 5000 BC Conference		\$64,841.00			\$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	\$100.00			
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	\$350.00	\$700.00			
7100 - Secretary's Expenses	\$0.00	\$300.00			
7115 - Treasurer's Honourarium	\$350.00	\$700.00			
7120 - Treasurer's Expenses	\$523.39	\$600.00			
7125 - Bank Charges	\$136.00	\$330.00			
7130 - Review of Presbytery Accounts	\$0.00	\$1,000.00			
7135 - Property & Manages Committee	\$0.00	\$100.00			
7140 - Home Missions	\$0.00	\$200.00			
7145 - Communications	\$3,173.25	\$3,000.00			
Total - 7100 - Administration		\$4,532.64			\$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	\$2,641.71	\$10,000.00			
7330 - Educational Support	\$87.31	\$1,500.00			
7335 - To Educ Fund for Church Leaders	\$0.00	\$600.00			
Total - 7300 - Human Resources		\$2,729.02			\$11,250.00

7400 - General Expenses		Year To Date 2017	Total	Budget 2017	Total
7001 - Chairperson's Expenses	\$0.00	\$750.00			
7405 - Meeting Expenses	\$941.54	\$2,500.00			
7420 - Gifts & Callings	\$0.00	\$100.00			
Total - 7400 - General Expenses		\$941.54			\$3,350.00

8000 - Leadership Circle		Year To Date 2017	Total	Budget 2017	Total
8015 - LC Meeting Expenses	\$1,567.68	\$2,500.00			
Total - 8000 - Leadership Circle		\$1,567.68			\$2,500.00
Unbudgeted Expenses taken from Cont.	\$0.00	\$0.00			
TOTAL EXPENSE		\$93,881.95			\$180,242.00

NET INCOME \$9,085.43 \$0.00

Equity		Assets	
KOP - Operating Funds	\$39,076.12	Bank Account	\$23,845.20
Reserve & Holding Accounts		Investment Savings	\$48,596.98
Camps - Operating	\$2,700.17	Shares	\$25.21
Peace & Justice WU	\$1,859.61	Total	\$72,467.39
Shared Ministries - Holding	\$4,018.31		
Faith Development Fund	\$5,855.58	Funds held elsewhere	
Theological Education	\$2,599.00	Held by BC Conference	\$16,175.00
Educ Fund for Church Lead.	\$140.45	Total	\$16,175.00
Child/Youth Delegates	\$3,500.09		
Contingency Fund	\$10,000.00	Total Cash Assets	\$88,642.39
Rural Ministry Fund	\$16,175.00		
CM Discretionary Fund	\$645.00	Other Assets	\$70,299.20
KOP Youth Council	\$2,073.06	Accounts Receivable	
Total Holding	\$49,566.27		
Total Funds available	\$88,642.39		

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