

Westminster Presbytery Executive Meeting Held by Telephone Conference Wednesday December 17, 2008

**Present:** Dave Anderson, Jan Bihl, Richard Bott, Bruce Cowburn, Carol Cox, Carole Finch, Sue Kellas, Ian Macdonald, Fred Nienaber

**Absent:** Barb Tunicliffe, Ann White

**Quorum present**

**Chairperson: Dave Anderson**

**Secretary: Sue Kellas**

**Authority:** The special executive meeting of Westminster Presbytery of the United Church of Canada was convened by Dave Anderson via telephone conference at 9:00 am, December 17, 2008.

**Call to Order:** Dave Anderson called the meeting to order and opened with prayer.

Pastoral Relations

**Motion 160/2008** Moved and seconded (Carole Finch/Ian Macdonald) That Westminster Presbytery approve the call of Shannon Tennant to Shiloh -Sixth Avenue United Church beginning January 1, 2009 as full time ordained minister with the following terms:

Annual salary: \$37,476.00    Annual housing: \$25,452.00    Annual telephone: \$1,800.00

Annual study allowance: \$1,500.00    Other: \$3,000.00

**1.** Part B item 13 includes the non-financial terms of this section and the financial terms indicated below in section 2 through 5, which are summarized in Part C of MEPS 435.

The Minister and Congregation recognize the importance of annual goal establishment and evaluation. The Minister agrees to collaboratively develop with the Children, youth and Young Adult Minister and the Council of Elders objectives and goals for the coming year that will be supported by the congregation's budget. The Congregation agrees that through its Council of Elders and the Ministry and Personnel Committee the annual review required by the United Church of Canada Manual will provide feedback related to the goals and objectives of the previous year.

**2.** Part C item 1 salary intended is to be the United Church of Canada scale plus 5% rounded up to the nearest whole dollar divisible by 12. The 2009 scale for category D is \$35,686 and the 5% additional amount would be \$1,790, including the rounding, for an annual amount of \$37,476 or a monthly amount of \$3,123.

**3.** Part C item 2D is to be known as a Communications Allowance to cover a portion of the costs associated with landline phone, cellular phone and internet service. It is a term of employment that the Minister maintain these three types of possible communication at her place of residence.

**4.** Part C item 3 for study support is increased from the minimum to \$1,500 per annum. This amount will normally be accessed by the Minister requesting approval of the amounts to be spent as being consistent with the needs and goals of the congregation. Requests for reimbursement of amounts not approved as consistent with the needs and goals of the congregation will be make providing the total of all support provided has not exceeded the annual limit of \$1,500. The unapproved amounts may cause a taxable benefit to be recognized.

**5.** Part C item 4 included the following support for transportation. The Minister is responsible as a term of employment for providing their own automobile. The Minister will maintain mileage records and submit monthly mileage reports for approval that show the mileage used for congregational purposes, excluding getting to and from the place of work. The Congregation will advance \$150 per month (for an annual advance of \$3,000). This advance is maximum amount that the Congregation will reimburse the Minister for transportation during the year. Annually the Congregation will prepare a reconciliation, based on the approved monthly mileage reports, that show the difference between the mileage reimbursement possible and the amount advanced. Where the amount advanced excess the possible reimbursement the excess will be treated as a transportation allowance and not be repaid by the Minister. Where the amount advanced is exceed by the possible reimbursement the deficiency will not be paid.

Acknowledged as forming part of the MEPS 435 terms and conditions unless they contradict The Manual or Conference and Presbytery policies.

**Carried**

Richard Bott abstained from discussion and vote

**Motion 161/2008** Moved and seconded (Richard Bott/Fred Nienaber) That Westminster Presbytery appoint Mary Nichols to designated lay ministry at Shiloh-Sixth Avenue United Church, 20 hours per week from January 1, 2009 to December 31, 2013 with the following terms:

Annual salary: \$14,880.00      Annual housing \$12,726.00:      Annual telephone: \$600.00  
Annual study leave: \$750.00      Other: \$600.00

1. Part B item 13 includes the non-financial terms of this section and the financial terms indicated below in section 2 through 5, which are summarized in Part C of MEPS 435.

The Minister and Congregation recognize the importance of annual goal establishment and evaluation. The Minister agrees to collaboratively develop with the Children, youth and Young Adult Minister and the Council of Elders objectives and goals for the coming year that will be supported by the congregation's budget. The Congregation agrees that through its Council of Elders and the Ministry and Personnel Committee the annual review required by the United Church of Canada Manual will provide feedback related to the goals and objectives of the previous year.

2. Part C item 3 for study support is increased from the minimum to \$750.00 per annum. This amount will normally be accessed by the Minister requesting approval of the amounts to be spent as being consistent with the needs and goals of the congregation. Requests for reimbursement of amounts not approved as consistent with the needs and goals of the congregation will be made providing the total of all support provided has not exceeded the annual limit of \$750.00. The unapproved amounts may cause a taxable benefit to be recognized.

3. Part C item 4 included the following support for transportation. The Minister is responsible as a term of employment for providing their own automobile. The Minister will maintain mileage records and submit monthly mileage reports for approval that show the mileage used for congregational purposes, excluding getting to and from the place of work. The Congregation will reimburse for mileage at the approved rates per kilometer up to the annual maximum of \$600.00. The amount reimbursed each month will be a maximum of \$50.00 plus any previous monthly maximum amounts not yet paid out. Mileage incurred above the maximum will not be reimbursed.

Acknowledged as forming part of the MEPS 435 terms and conditions unless they contradict The Manual or Conference and Presbytery policies.

#### Property

**Motion 162/2008** Moved and seconded (Carole Finch/Ian Macdonald) For purposes of the transfer of the East Burnaby United Church property to the Property Development Council of B. C. Conference, Rev. D. Anderson be appointed minister in charge. **Carried**

**Adjournment:** The meeting adjourned at 9:30 am.

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Chair

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Secretary

**Next Executive Meeting Tuesday January 20, 2009 (tentative)  
Eagle Ridge United Church**