

WESTMINSTER PRESBYTERY EXECUTIVE MEETING
September 14, 2011 from 9:30 – 12:00
Eagle Ridge United Church

The purpose of Westminster Presbytery is to empower, support and oversee congregations, ministry personnel, and special ministries as they raise up disciples of Jesus Christ.

Present: Barb Tunnicliffe, Scott Turnbrook, Carole Finch, Carol Cox, Jan Bihl, Doug Throop, Shannon Tennant, Bruce Cowburn, Sue Kellas, Julie LeBrun

Regrets: Brian Burke

The meeting was opened with prayer.

1 Authority : The meeting of the Executive of Westminster Presbytery of the United Church of Canada was convened at the call of the Chair, Scott Turnbrook, at Eagle Ridge United Church, Coquitlam, B.C. who declared that a quorum was present.

2 Agenda: The agenda was reviewed and approved.

3 Minutes:

Motion 76/2011: It was moved, seconded and **carried** that the minutes of the June 15th Executive meeting be accepted.

4 Correspondence:

4.1 email from Shannon regarding website which is not being kept up-to-date; suggested that building a new website might be distinct from maintaining the content;

Motion 77/2011: It was moved and seconded that Richard Bott be asked to redesign the website and that Ross be instructed to give the necessary information and codes to Richard, and that Ross be thanked for his years of faithful service. **Carried.**

Action: Scott (call Richard and speak with Ross)

Motion 78/2011: It was moved and seconded that Westminster Presbytery express to the webminister that there are no 2011 minutes posted and that that they need to be by the end of September. **Carried.**

Action: Scott

4.2 *from Anna Christie:* She would like to put together a date for Spiritual Discernment at which members of Presbytery would gather with the congregation of Ellesmere United Church. November 19th or 26th were suggested, with the former preferred.

5 Action: Doug (communicate with Anna)

5.1 *from Mary Nichol:* request that Robbie Berkowski be named as the Young Adult Representative

Motion 79/2011: It was moved and seconded that Robbie Berkowski be named as the Young Adult Representative to Westminster Presbytery. **Carried.**

5.2 *from Linda Foy:* the original copy of the final ruling in the 363 investigation at West Burnaby United Church has been received - filed.

5.3 *from Queens Avenue United Church Board:* a letter expressing concern about the way in which the announcement of the 363 investigation at West Burnaby United Church was handled. Scott will send a reply.

Action: Scott

5.4 *from General Council:* Notice that remits 4, 5a, and 5b need to be voted on at Presbytery before December 1, 2011. Information will be distributed to all presbyters, with the vote to take place at the November 1 meeting.

Action: Shannon

5.5 *from General Council*: Notice that remit 6, which is in three (3) parts needs to be voted on by Sessions (or their equivalents) and by Presbytery before April 1, 2012. Information will be distributed to all presbyters, with the vote to take place at the February 7, 2012 meeting.

Action: Shannon

5.6 *From Brenda Wolff, BC Conference Office*: an email informing of a new policy regarding police record checks , which may now be done in two ways *for ministry personnel in on-going pastoral relationships*

5.7 a level 2 record check every six (6) years or with every new call or appointment, or

5.8 a level 2 record check at the time the call or appointment begins and then a level 1 record check every three (3) years after that.

Shannon will communicate this information to Ministry and Personnel Committees.

Action: Shannon

6 September Meeting Planning

6.1 The morning will be spent with Conference President Deb Bowman and the afternoon will focus on the values, vision, purpose and philosophy of ministry of Westminster Presbytery. There will also be time spent in divisions (before and/or after lunch), a time to covenant with Dona Lethbridge, student for ministry, and an opportunity for congregations to share successes and disappointments in ministry.

6.2 Kimiko will be asked to lead music; Shannon and Barb Tunnicliffe will provide activities for "fluff breaks"

Action: Scott (talk to Deb, send out 2008 document with purpose, assumptions and purpose of ministry of Westminster Presbytery, Kimiko re music)

Action: Carol (talk to caterer, find out about projector & parking)

Motion 80/2011: If paid accountable ministry personnel cannot attend this or other presbytery events they need to provide the reason for their absence and find an accountable alternate representative who will be extended corresponding privileges and who will report back to the ministry personnel and the congregation and whose name will be sent to the Chair of Presbytery prior to the meeting. **Carried.**

7 Divisional Business

7.1 Pastoral Relations

7.1.1 Cliff Avenue United Church: The report from the Joint Needs Assessment Committee was offered for feedback. It was generally agreed that expectations for the ministry position at Cliff Avenue United Church makes this a full time position.

7.1.2 Como Lake United Church

Motion 81/2011: It was moved and seconded that we accept Como Lake's Joint Need Assessment report approved by the congregation June 26, 2011 requesting changes to the Position Description of their lead minister and declare a vacancy for an additional part time (20 hours per week) Presbytery appointed ministry position for a "Minister of Pastoral Care and Christian Nurture with Older Adults." **Carried.**

Motion 82/2011: It was moved and seconded that we name Charles Ahn and Carol Cox as the Presbytery representatives on Como Lake's Joint Search Committee. **Carried.**

Motion 83/2011: It was moved and seconded that we accept South Burnaby's Joint Need Assessment report approved by the congregation May 30, 2011 requesting that Presbytery declare a vacancy for a full time (40 hours per week) ministry personnel effective July 1, 2012. **Carried.**

7.1.3 South Burnaby United Church

Motion 84/2011: It was moved and seconded that we name Brian Burke and Reine Hitchen as the Presbytery representatives on South Burnaby's Joint Search Committee. **Carried.**

Motion 85/2011: It was moved and seconded that Westminster Presbytery approve the appointment of Barbara Tunnicliffe, Designated Lay Minister, to South Burnaby United Church July 1, 2011 to June 30, 2012, 20 hours per week with annual salary \$16,640, annual housing \$13,200, annual basic telephone \$300, annual continuing education \$625 and annual car allowance \$1,590. **Carried.**

Noted that Barb Tunnicliffe abstained from this vote.

- 7.1.4 Hammond United Church - Leenane Shiels will be there until end of April, at which time it is anticipated that a Joint Needs Assessment Committee will be requested.
- 7.1.5 loco United Church - they have pulpit supply lined up (retired ministers) until the end of December, but there is some uncertainty at this time regarding their long term plans
- 7.1.6 Brian Baybay has asked for an educational program. Scott will ask for clarification about this.

Action: Scott

7.2 Congregational Support

- 7.2.1 A notice of request for funds from the Lougheed Corridor initiative was received.
- 7.2.2 St Marks Anglican Church and Trinity United Church are moving towards a more formal relationship.

7.3 Treasurer's Report

Motion 86/2011: It was moved and seconded that Dave Anderson be removed as a signing officer as of August 31, 2011. **Carried.**

Motion 87/2011: It was moved and seconded that Doug Throop be added as a signing officer as of August 31, 2011. **Carried.**

- 7.3.1 A financial report was distributed.

8 Dates for Presbytery Meetings in 2011/2012

- 8.1 It was agreed that the Executive would continue to meet on the second Wednesday of each month, 9:30-12 at Eagle Ridge United Church.
- 8.2 It was decided that full court meetings would be held November 1, 2011, February 7, 2012, June 5, 2012, as well as during the 2012 Meeting of BC Conference (May 31-June 3).
- 8.3 It was suggested that a day long retreat be held in the spring, perhaps April 20 or 27, 2012.

The meeting was closed with prayer.

Scott Turnbrook, Chair

Shannon Tennant, Secretary