THE UNITED CHURCH OF CANADA
BRITISH COLUMBIA CONFERENCE

KOOTENAY PRESBYTERY

POLICY MANUAL

Policy Index

Policy Type: Index	Adoption Date: November 6, 2010
	Modification Date:

Index of Policies

Index of Appendices

Policy 100

Introduction to Structure of Kootenay Presbytery

Policy Type: Terms of Reference	Adoption Date: November 6, 2010
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Overview

Kootenay Presbytery is a court of The United Church of Canada, part of B.C. Conference and containing congregations and pastoral charges of the United Church of Canada in the south east region of B.C. Kootenay Presbytery is governed by *The Manual* of the United Church of Canada, as amended from time to time ("Manual").

These policies set out how Kootenay Presbytery structures itself to carry out its responsibilities and to be a source of support to the congregations within its bounds.

The first set of policies (numbered in 100s) deals with the overall operation of Kootenay Presbytery, starting with the broadest mission goals and values, and then getting more specific as to what it does as a whole. Then there is the policy that sets out the various Ministry Teams, which each have an area of delegated responsibility.

The broad objective of these policies is to allow the full meetings of Kootenay Presbytery to focus on the "big picture" matters of our Mission Goals and Values and to have most of the work of administering and implementing policies done by Ministry Teams. It is assumed that Ministry teams will meet between full Presbytery meetings.

Types of Policy

Policies are of three types:
- Mission (our big picture goals)
- Terms of reference (how we organize ourselves)
- Operations (how we accomplish our goals)

Transition

At the May 2008 meeting of Presbytery, an Implementation Strategy was presented that outlines the transition from the current divisional structure to this proposed structure. It is assumed that policy development is an ongoing process. At the Presbytery meeting in May 2008 the new structure was presented and approved in principle. Presbyters were invited to voluntarily assign themselves to Ministry Teams in the summer of 2008 and the Presbytery began with the new structure at the fall meeting of 2008.

Policy 110

Mission Statement and Functions of Kootenay Presbytery

Policy Type: Mission	Adoption Date November 6, 2010
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Mission Statement

Gifted by the Spirit, Kootenay Presbytery is called to nurture vital and faithful congregations which embody God's love and justice in Jesus Christ.

Functions of Presbytery

The major functions of presbytery are outlined in *The Manual* The following are functions that will be given emphasis in a new presbytery structure.

Kootenay Presbytery:

- Gives leadership to congregations and presbytery ministries in living faithfully in the present and moving faithfully into the future.
- Takes time to dream, vision, and discern the future to which God is calling us
- Seeks to enthuse (en-theos) and enliven presbyters and congregations
- Provides educational opportunities to support congregational, presbytery, and United Church priorities
- Exercises oversight and pastoral support in continuity with the historic Church
- Calls members into leadership in the church
- Provides administrative support to pastoral relationships and congregations
- Provides guidance and resources to churches in conflict
- Ensures good stewardship of the real and personal property of congregations and other ministries
- Is a link between congregations and the wider church

Policy 120

Values of Kootenay Presbytery

Policy Type: Mission	Adoption Date: November 6, 2010
	Modification Date:

Values and Beliefs

Kootenay Presbytery:

- Is a community that models the qualities we encourage in congregations
- Values presbyters and congregations who are enthused and enlivened
- Values both continuity with our tradition and openness to emerging expressions of faith
- Encourages all members to be heard and to influence decisions
- Includes within its circle of care, those already part of a United Church congregation and also those with spiritual needs who are currently outside the church
- Cares for God's creation
- Values an educated church
- Values resolving differences in an atmosphere of respect and love
- Values supporting one another spiritually, emotionally and practically
- Values diversity and seeks to reflect the diversity of our communities in the work of presbytery
- Celebrates God's gifts of life in the present moment
- Values leadership that embodies and seeks to bring about God's dream of shalom

KOOTENAY PRESBYTERY Policy Manual

Policy 121

Policy Type: Behavioural Covenant	Adoption Date November 6, 2010
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Our work together will be guided by the beliefs and values adopted by Kootenay Presbytery and reviewed and revised as necessary.
In the spirit of faithful Christian community, remembering that we are all God's beloved, brothers and sisters in Christ
we covenant to:

1. address each other and our Presbytery guests with respect, remembering the role of grace and humour in our life together
2. listen to what is said, not what we expect to hear.
3. Share our thoughts and concerns openly and honestly without judging, or trying to fix, another person's comments or opinions
4. Use 'I' language to speak for ourselves and not for others
5. Remember that our body language can affect how others interpret our words
6. Be willing to acknowledge that we may be mistaken
7. seek to understand differing opinions and work with common purpose in our ministry together
8. Trust the decisions of those bodies (ie teams) to which we have given authority
9. Decide together about what, from our team meetings or the floor of Presbytery, is confidential.
10. When we complete a decision-making process, we agree to respect and uphold the decision made by the group.

In our work together as Kootenay Presbytery, we recognize that we have the opportunity to make an important contribution to the life and work of The United Church of Canada.

Policy 130

Matters for the Full Kootenay Presbytery

Policy Type: Terms of Reference –l Full Presbytery	Adoption Date: November 6, 2010
	Modification Date:

Preamble:

Each Ministry Team shall be governed by its own policy, these policies are set down and numbered 200 – 900. Each Ministry Team shall be organized in such a manner that minutes are kept, a chairperson and secretary is elected within the Team, goals and objectives established. Mission goals shall be determined by Presbytery and assigned to Ministry Teams, other routine goals shall arise from the ongoing work of Presbytery and/or *The Manual* and also be assigned to the appropriate Ministry Team. Each Ministry Team is free to conduct its work in a faithful manner within the limitations set within policy

This new structure is a permission-giving structure that empowers Ministry Teams to set objectives and achieve goals in ways that do not contravene the limitations. Each Ministry Team shall be accountable to the whole Presbytery.

Core Values:

A. Each Ministry Team shall submit a timely written report of goals, objectives and work accomplished to the whole Presbytery. Such report shall be submitted at least for every Presbytery meeting and from time to time between meetings with the purpose of keeping the whole Presbytery informed. Within its report, each Ministry Team shall identify decisions to be made by the full court of Presbytery. These motions shall be decided in plenary session by Presbytery, or by the Planning and Visioning Team as might be appropriate, and minuted appropriately, and the report of the Ministry Team as a whole shall be received and entered into the Presbytery minutes as an appendix.

B. Each Ministry Team shall make decisions that pertain to the fulfilment of goals and objectives related to its work, called operational and routine decisions. Such decisions shall be by quorum of the Ministry Team, each Ministry Team shall determine what constitutes a quorum and this shall form part of the Ministry Team policy. Presbytery will from time to time, create goals and assign said goals to a Ministry Team for implementation; where a Ministry Team is fulfilling goals established by Presbytery, within the broader values and guidelines named in Policy 120, a Ministry Team may seek appropriate ways to achieve the goals.

1. The decision making authority of Ministry Teams is subject to the following guiding limitations:
   i. Mission and Vision is set by Presbytery
   ii. A matter, policy or issue that pertains to the whole Presbytery requires a Presbytery decision. Where clarification is needed regarding what matter, policy or issue might pertain to the whole Presbytery, the Chairperson of Presbytery in consultation with the Planning and Visioning Team shall be the final arbiter
   iii. *The Manual* requires approval of a matter by Presbytery
   iv. A Ministry Team may not act on behalf of Presbytery unless commissioned to do so according *The Manual* or unless it falls within the parameters set out in this policy manual.
2. A routine, operational decision is a decision that does not require a decision by the full court of Presbytery; such routine decisions are decisions that enable Ministry Teams to fulfil their goals and objectives and manage the day-to-day work of the Presbytery; such decisions shall be in effect as of the date of decision by the Ministry Team. Routine decisions made by Ministry Teams shall include, but not necessarily be limited to the following:
   i. Membership of Presbytery and keeping the roll
   ii. Oversight of ministers on roll or Presbytery – retired, retained and pensioners
   iii. Transfer of Presbytery membership
   iv. Pastoral Charge Oversight; reports of visits should be shared with the whole Presbytery, but the responsibility for oversight be a routine decision
   v. Pastoral Charge supervision
   vi. Arrange for Presbytery educational events, after some process of consultation with Presbytery
   vii. Ensure that each Ministry Team has adequate members
   viii. Coordinate the Licensed Lay Worship Leaders program
   ix. Licensing for Sacraments
   x. Licensing for Marriage solemnization
   xi. Questions around short term and long terms disability
   xii. Approval of Pastoral Charge books/records
   xiii. Certify a candidate to a theological school
   xiv. Approve a Pastoral Charge as a supervisory site
   xv. Review and recommend Pastoral Charge constitutions and governance matters
   xvi. Approval of request for change in pastoral relations
   xvii. Coordination of Joint Needs Assessment and Joint Search Committees on behalf of Presbytery
   xviii. Review and oversight of property
   xix. Take initiatives on behalf of Presbytery regarding World Outreach concerns.

C. Matters for the whole Presbytery to consider shall be matters that pertain to the mission and vision of the Presbytery, that set policy for how Presbytery conducts its affairs, that are required to be approved by Presbytery as set forth in *The Manual* and that establish new direction or a new vision. Such decisions shall be considered major decisions and shall only be effective upon decision made by the full court or by the Planning and Visioning Team. Such matters shall include but not necessarily be limited to the following:
    1. Vision and Mission of Kootenay Presbytery
    2. Changes to Ministry Team policies, i.e. terms of reference decisions
    3. Presbytery policies regarding finances, to include but not be limited to budget, travel allowance, Mission Support grants
    4. Property matters
    5. Amalgamations/creation of new Pastoral Charges
    6. Presbytery policies that affect the whole Presbytery
    7. Presbytery social justice, peace or theological statements
    8. Call/appointments, recommending a Candidate for Ministry, recommending Licensed Lay Worship Leaders, congregational Designated Minister, admission from other denominations, re-admission
    9. Nominations and elections to Conference/General Council, including youth nominees for Youth Forum
    10. Proposals and Appeals
    11. Sections 363 and 333 of *The Manual*
    12. Decisions or issues that require the ethical, moral or judicatory authority of Presbytery

D. Any member of Presbytery may question whether a routine motion is a decision that requires the approval of the whole court; because the reports of Ministry Teams will be sent well ahead of any Presbytery meeting, said question shall be submitted to the Chairperson of Presbytery well in advance of a Presbytery meeting, the Chairperson of Presbytery shall make a ruling about the question. The Chairperson may consult as widely as he or she requires. If the ruling is challenged, the Planning and Visioning Team shall be the final arbiter.

Policy 140

Meetings of Full Kootenay Presbytery

Policy Type: Operations – full Presbytery	Adoption Date: November 6, 2010
	Modification Date:

Membership

Membership shall be as determined according to *The Manual*. The Recording Secretary, in consultation with the Nominations Ministry Team shall keep the roll of Presbytery current. Each Presbytery is entitled to 10 members-at-large. A representative of the UCW Presbyterial shall be a member of Presbytery.

Date of Meetings

Meetings shall be held at least twice per year over a weekend, once in September of October and once in March or April. A third meeting shall be held when the B.C. Conference General Meeting occurs. When there is no General Meeting, the Planning and Visioning Team shall determine if a third meeting is necessary.

Presiding Officer

The presiding officer shall be the Chairperson, duly elected by Kootenay Presbytery, in the event that the Chairperson requires a break from presiding or is in a conflict of interest the immediate past Chairperson or suitable alternative shall temporarily preside.

Quorum

Shall be according to 001 of *The Manual,*

Meetings

Each Presbytery meeting shall have, but not be limited to a combination of theme, visioning, approval of policy, decision making, community building, and worship. The purpose of the meetings is to fulfil the mission of Kootenay Presbytery, outlined in Policy 110. The Planning and Visioning Team shall set the agenda for each meeting and be responsible, along with the Chairperson for the faithful implementation of the agenda.

Ministry Team Meetings

Because Ministry Teams will meet between Presbytery meetings and have a report in presbyters hands in a timely fashion, time will not be given to Ministry Team meetings during Presbytery meetings.

Policy 150

Executive and Officers of Full Kootenay Presbytery

Policy Type: Operations – Full Presbytery	Adoption Date: November 6, 2010
	Modification Date:

A. The office of Chairperson shall be filled by vote of the full Presbytery for a term of2 years commencing at the rise of B.C. Conference

B. The Recording Secretary, Correspondence Secretary, and Treasurer shall be filled by vote of the full Presbytery commencing at the rise of B.C. Conference

C. The Executive of the Kootenay Presbytery shall be comprised of the Chairperson, Recording Secretary, Treasurer and the other members of the Planning and Vision Ministry Team

D. The Officers and Executive of Kootenay Presbytery will have the powers and responsibilities as set out in *The Manual*

E. The Officers and Executive are directed to delegate responsibility and authority in all matters of management of Presbytery goals and objectives to the Ministry Teams according to the responsibilities set out in these policies.

F. In the case of a vacancy, resignation, or inability to act, the Executive may appoint an acting Officer until the next meeting of the full Presbytery

Policy 190

Responsibilities of Ministry Teams

Policy Type: Ministry Teams	Adoption Date: November 6, 2010
	Modification Date:

1. Support for Pastoral Relationships Ministry Team (amended to the short form Pastoral Relations: March 28, 2009 Castlegar full court meeting). This ministry team will be responsible for Settlement, Pastoral Relations, Oversight visits, and Pension. In addition, this ministry team will coordinate the exercise of oversight and pastoral support in continuity with the historic Church, provide administrative support to pastoral relationships and congregations, and provide guidance and resources to churches in conflict. Eight members of Presbytery will make up this ministry team.
2. Education and Students Ministry Team: This ministry team function shall include but not be limited to responsibility for all students, recruitment, Discernment Committee, and field placements. In addition the ministry team will coordinate Licensed Lay Worship Leaders Course. Five members of Presbytery will make up this ministry team
3. Support to Congregations Ministry Team: This ministry team will continue the focus of the Ministry Together Division with its emphasis on Mutual Ministry and will focus on specific ways to provide support to congregational life and work. This ministry team will give leadership to congregations in living faithfully in the present and moving faithfully into the future, seek to "enthuse" (*en-theos*) and enliven congregations, provide educational opportunities to support congregations, and be a link between congregations and the wider church. Twelve members of Presbytery will make up the ministry team.
4. Outdoor Ministry and Youth Ministry Team: This ministry team will provide direct oversight to Presbytery camping ministries and outdoor ministries that focus on youth support in congregations as well as provide youth programming through Presbytery. Five members of Presbytery will make up this ministry team.
5. Societal Global Concerns Ministry Team (amended to Justice and Peace Team; October 24, 2009 Cranbrook full court meeting). This ministry team will provide resources and support for congregational Outreach Committees and work, be the voice of Presbytery with respect to social justice issues, provide information about United Church initiatives, and be a link to the wider church outreach networks. Five members of Presbytery will make up this ministry team.
6. Nominations Ministry Team: This ministry team will develop expertise with respect to Presbytery recruitment, develop and implement nominations policies based on spirit given gifts and review policies as they pertain to the functions of the ministry teams. Four members of Presbytery will make up this ministry team, and the members themselves will have the gift of discernment.

7. Administration, Finance and Stewardship Ministry Team: This ministry team will be responsible for the administrative functions of Presbytery that have to do with finances, property, records, boundaries, and other Presbytery administrative functions, the Presbytery secretary would be part of this ministry team all correspondence will be the responsibility of this team. Additionally, this ministry team will have the responsibility for Mission Support Applications, will animate and support the Mission and Service Fund, and develop expertise regarding stewardship (i.e. financial, talents, volunteers). Six members of Presbytery will make up this group
8. The Planning and Visioning Team will function as the Executive. This team will be responsible for setting the direction and agenda of Presbytery, determining goals and focusing on mission and congregational support. This team will deal with emergent Presbytery business only; management of Presbytery goals and objectives will be the responsibility of the Ministry Teams. The Executive will not be a "representational body" in that each of the Ministry Teams will not be represented on the Executive. It will be made up of Presbytery members (including the Recording Secretary, Chairperson, Treasurer) who have a gift for visioning and goal setting. The total membership of this team will be ten.

Presbytery initiatives, goals and mission will be managed and fulfilled through the Ministry Teams. Each Ministry Team will develop its own policy, clearly stating its function, accountability, membership and mode of operations. These policies will be reviewed from time to time and modified as necessary. The structure and functioning of Presbytery will be reviewed from time to time and modified as necessary.

Policy 191

Presbytery Team Building Retreats

Policy Type: Terms of Reference	Adoption Date: November 6, 2010
Presbytery Team Building Retreats	Modification Date:

History

The structure and procedures of how Presbytery conducts business was revised and adopted at a full court meeting at B.C. Conference; Capilano College; May, 2008
This restructuring meant a renaming of some existing committees and the creation of new ones. The work of Presbytery will now be done by teams not committees or divisions and be led by convenors. In order to place presbyters where their skills are best utilized, each member filled in the questionnaire "Spirit Given Gifts".

Rationale

We believe that a scheduled retreat for each team will assist in creating a workable unit.

1. There will be an understanding of how each individual works
2. Create an environment of positive communication and respect for one another
3. Kootenay Presbytery covers a large geographical area where meeting together is not always possible.

Policy

1. Kootenay Presbytery will schedule a retreat for each team annually
2. The retreat will be scheduled so as to allow as many of the team members to be present as possible; respecting work schedules of those attending
3. The financial costs of such a retreat will be handled in the following manner:
   - Based on mileage approved Kootenay Presbytery rate, and the encouragement of car pooling
   - Will be limited to an overnight retreat (2 days and one night)
   - Kootenay Presbytery will pay up to $115.00 per person (excluding mileage)
   - To be reviewed by the Administration, Finance & Stewardship Team for the 2012 budget

Policy 200

Planning and Visioning Team (Executive)

Policy Type: Planning & Visioning	Adoption Date November 6, 2010
	Modification Date:

Mission

The Planning and Visioning Team will provide leadership in setting the direction of Presbytery, determining goals and focusing on mission and congregational support. In it Executive function, this group will deal with emergent Presbytery business only; management of Presbytery goals and objectives would be the responsibility of the Ministry Teams

Membership

The Planning and Visioning Team will consist of the Chair of Presbytery, the Recording Secretary, the Treasurer, the immediate Past Chair of Presbytery, the Nominations and Policy Team Convener and five additional members who have a gift for visioning and goal setting. The Conference Minister will serve on the team in an advisory capacity.

Responsibilities

1. to provide direction to Presbytery in fulfillment of the Mission Statement
2. to define and update the Mission Goals of Presbytery
3. to provide direction and oversight for the implementation of Presbytery Values
4. To monitor the work of the Ministry Teams to ensure that:
    a. the mission and goals of the Presbytery are being achieved
    b. the stated mission of each team is being achieved
5. to develop policies
    a. governing its own work
    b. regarding mission goals and directions
    c. embodying core values
    d. specifying the means only in broad terms
6. to delegate the management of the policies named in 5 above to the appropriate Ministry Team
7. to care for the spiritual health of the Presbytery as a working and worshipping community so that it will be effective in its work and a model for congregational health and discipleship

Authority

There are certain matters in which *The Manual* requires a decision be made by the Executive of Presbytery. These decisions will be made according to the following criteria:

1. If the matter is primarily one of direction, values and Presbytery leadership, such decision will be made by the Planning and Visioning Team
2. If the matter is one that would fall under the umbrella of management, administration or the implementation of existing policy, the decision will be made by the appropriate Ministry Team.

Definitions

Emergent Issues: These are issues that are of an urgent and important nature that require immediate Presbytery attention.

Relationship with Ministry Teams & Accountability

The Planning and Visioning Team is accountable directly to Presbytery and will provide a report to each regular Presbytery meeting

Gifts Required

Individuals serving on this team will have one or more of the following fits:

The gift of planning and organization
The gift of discernment
The gift of leadership
The gift of delegation

Policy 300

Nominations and Policy Ministry Team

Policy Type: Terms of Reference	Adoption Date: November 6, 2010
Nominations and Policy	Modification Date:

Team Mission
This Ministry Team develops expertise with respect to Presbytery recruitment; develops and implements nominations policies based on Spirit Given Gifts, and reviews policies as they pertain to the functions of Ministry Teams.

Membership
This team will have four members

Responsibilities
1. To recruit members for the Presbytery Ministry Teams by discerning the Spirit Given Gifts of Presbytery members, and matching these, where possible, with the needs of Ministry Teams.
    a. The foundation for the Team recruitment will be the discernment of Spirit Given Gifts, using a standard Spirit Given Gifts inventory
    b. The Nominations and Policy Team will work with each Ministry Team to determine recruitment needs and the required Spirit Given Gifts for Team members
    c. The nominations and Policy Team will work with members of Presbytery to support them in discerning their Spirit Given Gifts, and to explore opportunities for using those gifts within Presbytery
2. To assist Ministry Teams in the development of Ministry Team policies.

Authority
This Team will have the primary responsibility for recruiting members for Ministry Teams and developing policy for Ministry Teams

Definitions
Spirit Given Gifts: Spirit Given Gifts are special abilities that God gives to every Christian to be used cooperatively for the strengthening of the body of Christ so that it might better fulfill God’s purposes. (Ewart, Spirit Given Gifts 2006)

Relationship with Ministry Teams
Works in consultation with each of the Ministry Teams

Accountability
This Team is accountable directly to Presbytery and will provide a report to each regular Presbytery meeting

Gifts Required
Members of this team are expected to have the gift of discernment.

Policy 400

Pastoral Relations (Support to Pastoral Relationships Team)

Policy Type: Terms of Reference	Adoption Date: November 6, 2010
Pastoral Relations	Modification Date: October 18, 2008

Team Mission

The Support to Pastoral Relationships Team is responsible for the Settlement process in Kootenay Presbytery, Pastoral Relations, Oversight Visits and pensioners. This Team is responsible for supporting healthy pastoral covenants.

Membership

This Team will consist of eight members, at least two of whom will be Ministry Personnel. Representation from the East and West Kootenays is our aim.

Responsibilities

This Team is responsible for:

1. The functions of Pastoral Relations assigned to the Presbytery in *The Manual* (current edition), including, but not limited to, Sections 58 – 63, Section 389, and other relevant sections.
2. The Oversight of Pastoral Charges, as described primarily in Section 332 of *The Manual.*
3. Matters concerning Pensions and Pensioners, as described primarily in Section 390 of *The Manual*.
4. Appointing two people, one member of the Order of Ministry, and one lay member, to the Conference Settlement Committee, as described in *The Manual*, Section 326.

Authority

This Team shall exercise the authority of Kootenay Presbytery in regards to the matters outlined in "Responsibilities" above, with the following exceptions:

1. Motions concerning to calls and appointments will come to the full court of Presbytery.
2. In cases where there is not a consensus amongst team members, the matter will be referred to the Presbytery Planning and Visioning Team ('The Executive').
3. In matters concerning Section 333 (Oversight of Pastoral Charges) and Section 363 (Oversight of Ministry Personnel), the Team will consult with the Chair of Presbytery and the Conference Minister.
4. In cases involving sexual harassment or sexual abuse, this Team will defer to the procedures outlined in the United Church of Canada Sexual Abuse Policy.
5. In the event of conflicts arising in the course of the work of this Team, we will utilize the conflict resolution procedures outline in Sections 65 – 77 of *The Manual*.

Relationship with Ministry Teams

This Team will consult with other Ministry Teams when required and appropriate

Accountability

This Team is accountable directly to Kootenay Presbytery and will provide a report on all decisions made on behalf of Presbytery to each regular Presbytery Meeting.

Gifts Required

- Assisting, knowledge, organization, wisdom, prayer, discernment.

Covenanting Services

Policy Type: Pastoral Relations	Adoption Date: November 6, 2010
	Modification Date:

Rationale
According to Section 342 of *The Manual*, "it shall be the duty of the Presbytery to provide an Act of Covenant through which a new relationship is established between an individual and a pastoral charge, the Presbytery itself, or a United Church related ministry accountable to the Presbytery." (Basis 6.5.8)

Past Practice in Kootenay Presbytery has been that Covenanting services have been planned collaboratively between the Joint Search Committee, the Presbytery Chair, and the newly settled, called or appointed ministry personnel.

This policy aims to confirm that practice and create a policy and accountability framework for Covenanting services, within the current Presbytery structure.

Policy
On behalf of, and accountable to, Kootenay Presbytery, the Support to Pastoral Relationships ("Pastoral Relations") Team will ensure that Covenanting services are provided in Kootenay Presbytery.

- Services are to be planned collaboratively between the Joint Search Committee; the Chair of Presbytery; and the settled, called or appointed ministry personnel.
- The Pastoral Relations Team will ensure that those planning the services are provided with the information and support they require, including Order of Service information.
- Members of the Joint Search Committee are expected to attend such services, where possible. The Covenanting service represents the conclusion of the Joint Search Committee's (JSC) work and, as such, the JSC is formally disbanded at the service
- Where covenant services are held as separate services (one hundred) 100% of the loose monies in the collection is submitted to Kootenay Presbytery Treasurer; where the Covenant Service is combined with a regular worship service (fifty)50% of the loose monies in the collection is submitted to the Kootenay Presbytery Treasurer and (fifty) 50% is submitted to the Pastoral Charge conducting the worship service.

Presbytery Annual Clergy Retreat

Policy Type: Terms of Reference	Adoption Date: November 6, 2010
Annual Clergy Retreat	Modification Date: October 13, 2007

History
It has been the pattern for the ministry personnel of Kootenay Presbytery to gather together once a year for rest, renewal and mutual support. This arrangement has been ad hoc and a struggle to fund adequately. A desire has been expressed to recognize the importance of this practice and to develop policy and funding to support it.

Rationale
We believe that a regularly scheduled retreat time will benefit both congregations and ministry personnel for the following reasons:

1. Professional skills and knowledge are no longer sufficient for effectiveness as a church leader. Personnel must also be spiritually grounded, growing and deepening if they are to offer the kind of leadership needed by the church of the twenty-first century.
2. Jesus offers us the charge to "come away and rest awhile", a pattern that he followed himself throughout his ministry.
3. Congregational leadership in a time of numerical decline and rapid social change is particularly demanding as high expectations paired with anxiety about the future are loaded upon ministers' shoulders.
4. Congregational ministry is by nature isolating and the rural nature of this Presbytery adds to that isolation. This increases the need for clergy to find safe and supportive places to retreat to for encouragement and renewal
5. There is a biblical imperative to pray together in community
6. Ministry personnel cannot lead effectively when they are stressed, anxious or burdened. Research has shown that congregations will not go spiritually where their leadership is unable or unwilling to go. Ministry personnel who are refreshed, grounded and spiritually growing are able to provide a quality of ministry that is not possible when they are not.
7. The three weeks study leave provided to ministry personnel is generally intended for educational events and activities that help the person keep up-to-date with current professional practice and theological and biblical knowledge.

Policy

1. Kootenay Presbytery will schedule an annual, facilitated retreat of approximately three days (2) for spiritual refreshment, support, and community building
2. The retreat will be scheduled mid-week
3. Pastoral charges are encouraged to take care of Sunday worship responsibilities fro the Sunday following the retreat.
4. Pastoral Charges are encouraged to consider this retreat as part of the job and as outside the annual three weeks study leave
5. Ministry personnel are encouraged to attend the retreat as it builds the community as well as benefiting the ministers and congregations
6. Kootenay Presbytery will support the event financially with an initial amount for 2008 of three thousand dollars ($3,000.00) maximum. This amount may be adjusted from one budget year to another as the needs and resources vary
7. Funding will be sought from other sources as well, such as the United Church Learning in Community Fund. Ministry Personnel will also contribute to the cost

Appendix 400 – 001

Pastoral Charge Supervisor's Information Sheet

This information is for use by Presbytery appointed Supervisors of a Pastoral Charge and is a guide to be reviewed by the appointed Supervisor prior to attending any meetings with the Pastoral Charge.

1) *The Manual*
    a. All Pastoral Charge parties involved with the Supervisor and the Supervisor must obtain a current copy of "*The Manual*" of the United Church of Canada. This manual contains reference information and policies regarding all aspects of the functions of the United Church of Canada
    b. A word of caution:
        i) The Supervisor's role is to ensure that the Pastoral Charge is directed to the proper source for answers to any questions or concerns they may have
        ii) As a Supervisor, you are not expected to be the source of all knowledge or to be the official interpreter of "*The Manual*".
        iii) If a situation arises which creates any uncertainty, the Supervisor should let the Pastoral Charge know that he/she will seek further consultation with the appropriate Presbytery source before proceeding with any further action (See Contact List).
        iv) In matter of urgent questions requiring immediate decision, please seek assistance by phone from the Presbytery source during your meeting.
2) Common situations that arise:
    a. Ministry & Personnel Committee
       If there is not a functioning Ministry & Personnel Committee in place, the Supervisor should ensure that the process starts.
    b. Voting:
        i) At the time of the Supervisor's first visit to the Pastoral Charge it must be determined, by review of the Pastoral Charge's Historic Roll book, who is a member and who is an adherent. Even though a person may believe he/she is a member, verification should talk place at this time.
        ii) To avoid upsets and confusion at Pastoral Charge meetings, please clarify at the onset of your initial meetings that only members of the particular Pastoral Charge are allowed to vote in instances such as:
            (1) The calling of a member of the Order of Ministry.
            (2) A request to a Presbytery for an appointment
            (3) The election of an Elder or a Trustee
            (4) The order of worship
            (5) The discipline of the United Church

            (6) The amalgamation of Pastoral Charges or Congregations
            (7) The disbanding of the Pastoral Charges or Congregations
            (8) Property matters requiring the consent of the presbytery.

References: Section 113, page 105 and Section 001, page 42 "Temporal Matters".

iii) Voting by proxy or by mail-in ballot is not permitted in the conduct of United Church Business.

Reference: Appendix III, Section 7 (d), page 256

c) Quorum:

Please to ensure prior to voting that there is actually a "quorum". Sometimes the role of the Supervisor is to provide quorum at a meeting.

References: Section 001, page 40 "Quorum" & Section 123 (page 107).

d) Property

Please review the attached Kootenay Presbytry #900 Administration, Finance & Stewardship Team and, of applicable, begin consultation with the Presbytery Administration, Finance & Stewardship Team; Sarah Tupholme, Convenor.

e) Finances:

Details on how a Pastoral Charge's finances are to be administered can be obtained from The United Church of Canada's Financial Handbook for Congregations. This handbook is normally updated on an annual basis and can be obtained from Kootenay Okanagon Resource Centre in Kelowna, or from the United Church of Canada's website, www.united-church.ca (look under "Administration", "Handbooks and Guidelines".

Please note: Pastoral Charge funds held "In Trust" cannot be used to pay routine operating expenses.

For further assistance please contact the Presbytery Administration, Finance & Stewardship Team, Sarah Tupholme Convenor.

f) Trustees

Please confirm who the Pastoral Charge Trustees are, as they are the overseers of any Property & Financial issues. The Trustees are appointed at the Pastoral Charge's Annual General meeting for a specified period of time. The

Trustees should have a copy of the most recent United Church of Canada's "Congregational Board of Trustees Handbook".

If required, review Appendix II Schedule B page 247 "Trusts of Model Deed".

Please note:

i) The Board of Trustees shall consist of not fewer than three or more than 15 members including ex officio one (1) of the settled or appointed members of the Order of Ministry.

ii) The majority of members of the Board of Trustees shall be members of the United Church of Canada

References: Sections 255 and 256, page 130

3) CONTACTS:

The following persons are available to assist you should any questions arise that you are unsure of. Please phone the person at the top of the list first and proceed down the list if that person is unavailable and there is urgency in your concern.

Pastoral Relations Team Convenor
Presbytery Chair

Kootenay Presbytery Visitation Guide

For Presbytery Oversight Visits

Please place this guide in a binder or folder and keep it in the church office. It should be available to persons in your congregation when they are asked to be a member of a team visiting another congregation.

The guide should also be reviewed by the congregation before a visiting team comes.

Revised October 2009

This Manual may be downloaded directly from the Kootenay Presbytery Website

http://www.bc.united-church.ca/kootenay/

Table Of Contents

A Guide For Presbytery Visitation Teams

[1] Mission Statement of Kootenay Presbytery

(adopted October 2008)

“Gifted by the Spirit, Kootenay Presbytery is called to nurture vital and faithful congregations which embody God's love and justice in Jesus Christ.”

Visits to congregations by presbytery representatives is a requirement laid out in Section 332 of the *United Church Manual*. The visit is primarily pastoral in nature, an opportunity for Presbytery to listen, support, encourage and counsel. It is also, however, a fulfillment of the presbytery’s obligation to provide oversight and accountability.

An effective presbytery visit can help a congregation appreciate itself and its gifts. It can also alert the pastoral charge and presbytery to potential problems.

It is the responsibility of the Presbytery Pastoral Oversight Visits Committee to appoint visiting teams and to name a team coordinator (leader). The team may consist of four visitors to larger pastoral charges (where more interviews are likely) and three visitors for visits to smaller pastoral charges. Ideally the team will include clergy and lay, men and women; as well, every effort will be made to ensure that at least one team member has experience in a similarly sized church to the one being visited.

It is the responsibility of all ministry personnel in the Presbytery to participate as a member of visitation teams. Ministry personnel are also asked to name one or two persons from their congregations with the abilities and interests to serve on a visitation team.

This guide contains material which has been developed by Kootenay Presbytery to assist in pastoral visitations. After its use, please reassemble the material and place it in your church file for future use.

An effective visit should include:

1. interviews with ministry personnel
2. interviews with support staff
3. interviews with church leaders (chairpersons of or entire board/council, M&P Committee, Board of Trustees and Stewardship. In some cases, it may also be helpful to conduct interviews with key committee chairs as well.)
4. an overview of facilities
5. a review of church records

[1] Visitors are asked to keep this mission statement in mind during the visit

6. a review of the church constitution, if one exists, or policies related to governance and structure.
7. an open meeting with Board/Council and congregation members.

The visiting team is not normally responsible for follow-up of its recommendations after the report is written. The reports are reviewed by the Pastoral Relations Ministry Team and any follow-up action required will be undertaken by Presbytery as set out in the *United Church Manual*.

Purpose of the Visit by Members of Presbytery

The purpose of the visit to the pastoral charge is:

1. to affirm and celebrate the good things which have been happening in the pastoral charge in a spirit of support, encouragement and counsel;
2. to provide an opportunity for the pastoral charge to do some self-evaluation;
3. to invite the pastoral charge to think about its mission in light of the Presbytery Mission Statement;
4. to explore how the laity and ministry personnel share the ministry of the church;
5. to help identify difficulties or potential problems and to make suggestions and recommendations;
6. to enhance awareness of the larger church (i.e. the total church beyond the pastoral charge);
7. to review pastoral charge records on behalf of presbytery.

The visiting team is prepared to:

1. provide an opportunity for the pastoral charge to share the good things which are happening in its life and work;
2. assist the pastoral charge in discovering things on which they can build;
3. listen to concerns and make suggestions or referrals that may assist the pastoral charge to make creative changes as needed;
4. facilitate communication within the pastoral charge if needed;
5. assist the pastoral charge in gaining some self-appreciation and new perspectives;
6. review pastoral charge records on behalf of Presbytery.

Guidelines For Presbytery Visitation Teams

1. **Shared Ministry Visit:** If the team is visiting a Shared Ministry (e.g. Windermere Valley Shared Ministry), it is essential that the team reviews the *Regulations Concerning Shared Ministry*, located in this Manual, particularly the Subsection entitled "Oversight".

2. The coordinator should communicate with the team well in advance to make preliminary plans re: dates, places, and which persons and groups you wish to meet. Make a clear decision as to who will be team leader, and who will prepare the written report.

3. At least six weeks in advance, arrange with the pastoral charge the date, the times, and the places for the visit.

4. As soon as possible follow up with a letter to the minister(s) and the chairperson of the Official Board/Council and the Chair of the Ministry & Personnel Committee, confirming the arrangements and requesting they do the following before the visit:
   a) Announce the visit and its purpose to the congregation in the Sunday bulletin a few weeks before the visit (a copy of the purpose is on page 4 and a Sample Bulletin Insert is on page A2).
   b) Schedule meetings with the Ministry personnel, staff persons, church leaders and Board/Council or congregation.
   c) Send a copy of the pastoral charge constitution, if one exists, or policies regarding governance and structure to the team leader.
   d) Have congregational records available including marriages, funerals, baptisms, membership, and minutes of the Session, Official Board or Council. It is suggested that the person charged with reviewing the records do so prior to the oversight visit. This would allow for discussion if any issues were to arise from such review.
   e) Send a copy of the most recent oversight and JNAC reports to the team leader.

   This follow up letter may be adapted from the sample letter on page A1 of this guide. Include at least two copies of the Pre-Visitation Data Sheet also in the appendix (page A3).

5. It would be helpful if a member of the team could speak personally to the Board/Council chair and the Ministry and Personnel chair in advance of the visit to clarify the purpose and become aware of any concerns.

6. Read the *Questions For Discussion* (page 7) and use them during the interviews. The information they request is needed for an adequate picture of the pastoral charge. However, they should not be slavishly followed. A straight question and answer format can result in a person or group feeling "interrogated" so try to keep a conversational tone. The Open Session Format (page 12) is a guide as to how to proceed in a meeting with the board and/or congregation.

7. Meet to plan the visit, ensuring that:
   a) each team member has a role to play in the visit;
   b) all visiting team members have read and understand the "Questions for Discussion" and other materials they will use;
   c) hymns are selected and prayers are prepared for the open session worship time;
   d) you have planned the sequence of the visit;
   e) you have the resources needed (felt pen, newsprint, accompanist, etc.);
   f) one member of the team will look over the congregational records of funerals, marriages, baptisms, membership list and meeting minutes (see pages 11 and A14);
   g) one member of the team is prepared to see that the final report is compiled and sent in.

8. **Give feedback to the pastoral charge during the visit.** It bears repeating that the visiting team needs to affirm the local charge as well to help the people see where growth is needed. In other words it is important for the team to give encouragement to the local pastoral charge and its leaders. Be sure to take a few minutes at the end of the visit to check with the ministers and members of the M&P Committee for any final feedback before leaving.

9. Prepare a complete written report as soon as possible after the visit and **no later than two weeks** (see page 13). The form included in the appendix is recommended (page A7).

Please send copies to the following (addresses on page A14):
   a) the Chair of the Pastoral Relationships Ministry Team;
   b) the Presbytery Convener, Pastoral Oversight Visits;
   c) each ministry personnel;
   d) the Official Board or Council for the pastoral charge along with a copy of the evaluation form (page A12);
   e) the Conference Minister.

10. Presbytery asks us to seek ideas, programs, events, etc. that may be of interest to other congregations.

Time Line of Events

6 weeks or sooner	Team leader contacts the pastoral charge to set tentative date and arrangements, then confirms these with the team.
3 weeks	Telephone contact to clarify purpose and note relevant matters. (See A1)
Prior to visit	The team meets to review this manual to determine the role each member will play.
Follow up within 2 weeks	Mail reports (and evaluation form) to pastoral charge and report only as indicated in item 9. above.

Questions For Discussion

The following questions are guides to lead to discussions of the life and mission of the pastoral charge. It is hoped that the discussion will cover as many of these topics as possible. There are questions for:

- Ministry Personnel
- Ministry Personnel and Partners
- Team Ministries
- Ministry Personnel and M&P Committees
- Ministry Personnel and Board/Council
- Board/Council
- Stewards or Management/Finance Committee.
- Other Staff

Questions for the Ministry Personnel

1. How do you feel about your ministry in relation to the congregation's mission and/or vision statements?

2. Comment on your ministry in terms of the Presbytery's mission statement "to nurture vital and faithful congregations which embody God's love and justice in Jesus Christ".

3. How would you describe the current overall health of your pastoral charge?

4. What excites you here? Or gives you joy?

5. What challenges you here? Or makes for disappointments?

6. Describe any joys or concerns regarding salary, working conditions, housing allowance, continuing education/book allowance, manse or other benefits?

7. How would you describe your relationship with the pastoral charge generally?

8. Describe your relationship with the Ministry and Personnel Committee, including the process and frequency of reviews of your ministry.

9. Do you feel supported in your ministry here? What are your sources of support? How proactive are you in creating your own support system?

10. What are the ways you nurture and challenge yourself to grow spiritually?

Questions for Ministry Personnel and Partner Together

1. How do you as a couple make space in your lives to grow together? How do you individually and as a couple find support?

<u>Questions for a Team Ministry</u> (*usually asked of team members together, although there may be occasions where a separate interview seems more appropriate*)

1. How do you understand team ministry?

2. Has your understanding of team ministry changed since becoming part of the team? If so, why and in what ways?

3. Is there a clear, shared understanding of team ministry among team members?

4. Is there a clear, shared understanding of team ministry between the team and the congregation?

5. If there are disappointments and conflicts, do you each feel comfortable talking about those together?

6. Do job descriptions support, reflect or hinder team ministry? How?

7. How do you experience the performance of the M&P Committee as to support for the team and each team member?

<u>Questions for Other Staff</u>

1. How clear are you about your duties as a staff member? Do you have a current job description?

2. How do the responsibilities of other staff members relate to yours? How clear are you about their responsibilities?

3. What is your relationship with the Ministry and Personnel Committee? How is your work reviewed? To whom are you accountable?

4. Is there a clear distinction between your role as a staff member and your role as a congregation member? If there is confusion, what might you (or some other group in the church) do to alleviate that confusion?

5. Please comment on your level of job satisfaction.

<u>Questions for Ministry and Personnel Committee</u>

1. How does the minister(s) establish goals and priorities? What role does the M&P Committee have in working with the minister(s) to establish goals and priorities?

2. Comment on the minister's work load, days off, other time away from work, work with the larger church, community involvement, etc.

3. How are ministry personnel accountable to the congregation? To the M&P Committee?

4. How do you, as the M&P Committee, provide support and encouragement to the minister(s)? To other staff?

5. Describe the working relationship between the minister(s) and other staff.

6. Describe the present relationship between the minister(s) and the pastoral charge.

7. Describe the present relationship between ministry personnel and the M&P Committee.

8. Describe the process for annual work reviews for all staff.

9. What concerns have you addressed as a committee in the past few years?

10. Has each ministry personnel obtained a Level Two Police Records Check and shown it to the M&P Committee within the past 6 years?

11. Are all staff who are working at least 14 hours per week enrolled in the pension and group insurance plan?

Questions for Other Persons, Groups and Committees

In visiting some pastoral charges, it may be helpful to interview key lay leaders and/or groups/ committees. Generally speaking and given the limited time available for most visits, these interviews would be the exception rather than the norm. If such interviews are deemed appropriate or are requested, then the format will need to be determined by the particular visiting team. General questions would likely include:

1. Describe your role in the on-going ministry of the pastoral charge.

2. Describe your working relationship with
   a. the minister(s);
   b. the governing body of the pastoral charge;
   c. other groups and committees within the church.

3. For what reasons do you think it important that the visiting team spend time with you or this particular group/committee?

Questions for the Official Board/Council

This interview presents a real opportunity to sit heart-to-heart with the congregation and create a sacred time. The questions should evoke a conversation that nurtures vital and faithful congregations which embody God's love and justice in Jesus Christ.

1. What would you like us to know about the pastoral charge for our sacred time together?

2. If the Board/Council was a truck driver on the road, what's your fuel level, what load are you carrying and what do you see on the road in front of you?

3. If the pastoral charge disappeared today, what would be lost to the community?

4. What is the single most important thought you wish to evoke in the minds of those outside the pastoral charge by the mere mention of your charge's name?

5. What are the assets or strengths of the church around which the future of the pastoral charge will be built?

6. What are the challenges or impediments that face the pastoral charge today?

7. What are the opportunities for ministry that excite the pastoral charge?

8. Do you have a mission or vision statement? What is it and how is it perceived by the pastoral charge? Is it a song in the heart that produces energy for the congregation? Is it shared and celebrated?

9. How much Board/Council time is spent on managing the day-to-day life of the pastoral charge and how much time is devoted to thinking about how to live into a vision or mission? How does change happen in this pastoral charge?

10. What is the number of people serving on boards, council or committees? How many are in worship each Sunday? Is it easy or difficult to fill boards or committees? Is there any sense of burn-out by church leaders?

11. How do you feel about church finances and stewardship?

12. How can Presbytery better support you in your mission or vision? How do you feel about Presbytery, Conference and The United Church of Canada at this time?

13. How do you perceive God calling the pastoral charge in the coming months and years?

Records To Be Checked

The United Church Manual requires that the records of a church be inspected regularly. The visiting team is therefore asked to check records and assist the congregation in keeping neat, accurate, and up-to-date records in the required forms. **(Note: When visiting a Shared Ministry, please review the guidelines in the *Regulations Concerning Shared Ministries* included in this manual.)**

Historic Roll

- All people who have been members of the congregation are to be recorded in the Historic Roll. No name is to be deleted from this record. When a member dies, moves away, or ceases to be a member, a notation to that effect is made in the record.
- A congregation may also have, for its own use, mailing lists or other records that contain the names of members and adherents. The Historic Roll is for members only (i.e. those who have made a profession of faith in this church or have done so in another church and been duly transferred).

Baptismal Record

- Sufficient information, including family information in the case of infant or child baptism, should be recorded for each person or child baptized.

Funeral Records

- Sufficient information, including disposition of the remains (name of cemetery, etc.) should be recorded.

Wedding Records

- Sufficient information, including family information, should be recorded for each couple married. Marriage License number must be shown.

Minutes of the Official Board and of Congregational Meetings

- (Annual meetings and special meetings)
- Minutes should be dated, show all motions and their disposal, and be signed (upon approval) by the chairperson and secretary.
- Requirements are specified in the *United Church Manual*, Sections 90-91 (Also see Appendix, page A14)

Police Record Checks

- The team will check with the Ministry and Personnel committee to ensure that a Police Records Check has been obtained from each Ministry Personnel within the last six years.
- The fulfillment or non-fulfillment of this requirement is to be recorded in the Visitation Report.

A Format for an Open Session with Board/Council and Congregation Members

1. **Introduction**
   Introduce the team and review the purpose and procedures of the visit.

2. **Reading And Meditation**
   Led by the local presbytery delegate or visiting team member.

3. **Setting the Mood**
   We are here to celebrate as well as to evaluate ourselves, to be honest and open, to be involved and to be positive.
   Share a few positive discoveries of the afternoon.

4. **Discussions - Small Groupings**
   a) Recall, list and discuss your most satisfying memories or impressions of this pastoral charge's life in the past two years. **Share** these with the whole group

   b) Recall list and discuss your most frustrating or disturbing memory or impression of this pastoral charge in the last two years. **Share** these with the whole group

   c) List and discuss what you think are the major growing points or challenges of the next two, five or ten years. **Share** these with the whole group.

5. **Congregation's Viewpoint**
   [Minister(s) and partner(s) are asked to leave at this point, with a team member offering to accompany them. Remember that during a visit, the minister is the one who feels most vulnerable. The purpose of the visit is not to evaluate the minister but to consider the ministry of the whole congregation.]
   - How would you describe the relationship between your Ministry personnel and the congregation?
   - How would you describe the working relationship between the Minister(s) and the persons and committees with whom they work?
   - What do you perceive to be the Minister's priorities and aims and how do you feel about them?
   - How does the pastoral charge encourage and support its Ministers?
   - How do you see the role of this church in serving its congregation, the community and the world?
   - How does this congregation support the larger church (Presbytery, Conference, etc.)?
   - How does the larger church support you?
   - How do you feel about the future of this congregation? Do you know where you go from here?

At the end of this segment, consider inviting clergy and spouse back to hear some general feedback from the congregational session, before moving to the prayers and benediction.

6. Closing
(Minister[s] and spouse[s] return)
Prayers for the congregation, Hymn & Benediction

Writing the Report

Complete your written report as soon as possible after your visit (before vital information or the tone of the visit is forgotten) – **within two weeks**. It is helpful when there is some consistency between the reports we receive from different pastoral charges so we suggest a reporting form that is included in the Appendix on page A7.

Try to keep your report as positive as possible while yet remaining honest and saying what needs to be said.

Be careful how you word any recommendations or suggestions (recommendations are stronger than suggestions). Be truthful but sensitive. An offended congregation is not very open to hearing feedback or making changes. A long list of recommendations may imply failure. You may not have any recommendations but a few brief, clear ones can be helpful. Please make sure that recommendations for action by either the presbytery or the pastoral charge are specific enough that it is clear who needs to do what to fulfill them. Vague recommendations can cause as much harm as good.

There may be sensitive or confidential information that the Pastoral Visitation Committee should know about but which would not be helpful to include it in the report to the congregation. Attach a separate sheet with the copy of the report to the Committee and include any suggestions that Presbytery may need to follow up on.

Please note: Opinions should be stated as such, not as facts. A few examples may be included if they are factual and representative. Some information you receive may be better referred to the congregation's M&P Committee than put in the report

Please remind the church board/council to complete the evaluation form and send it to the Presbytery Convener of Pastoral Oversight Visits.

Copies of the report should go to each of the following people (Presbytery contacts and addresses are on page A14):

1. each ministry personnel;
2. the Official Board/Council of the Pastoral Charge (include a copy of the evaluation form);
3. the Presbytery Convener of Pastoral Oversight Visits;
4. the Conference Minister.

After writing the report, prepare a one page summary (see Appendix page A11) to help the Pastoral Relationships Team be in touch with the state of the congregation. Avoid confidential information in this summary.

The Pastoral Oversight Visits Committee is authorized at their discretion, and if asked, to disclose information to:

- the Presbytery representative,
- to a local Joint Needs Assessment or Search Committee, or
- future visiting teams.

With the submission of the report, the team's task is normally finished. If there are recommendations that the Presbytery needs to act upon, the Pastoral Oversight Visits Committee will ensure that tasks are communicated to the appropriate persons or working units.

The visiting team is welcome to consult with the Conference Minister as to any issue that might arise in the course of an Oversight Visit.

The Presbytery is grateful for the work you have done. It is important and valuable.

Handling Difficult or Sensitive Situations

Occasionally you may find yourself in a setting where there is conflict or strong criticism. Usually your team would have some advance warning of this but not always. Here are some tips for handling these situations.

1. Stay calm. It's not your problem and you can be more helpful if you don't take on the congregation's problem as your own. Your "non-anxious presence" will help the congregation to reduce their own anxiety as well.
2. Be curious. Show openness to hear every viewpoint, slowing down the process if necessary to let everyone be heard. Paraphrase to show the person that you have understood.
3. If a person voices an opinion in a hostile way, there may still be some helpful information hidden in the message. A cantankerous person will often say things that others are feeling but are too "nice" to say. To show interest in what the person is saying and to reframe it in a more acceptable way may disarm the emotional charge.
4. Regardless of #3 above, if persons persist in aggressive, hostile, disrespectful or abusive behaviour, they should be confronted with that and offered a more acceptable way to express their viewpoint.
5. If things get too heated, a break for prayer can often change the climate quickly. If you know that conflict is likely, a statement requesting that opinions and feelings be voiced respectfully, accompanied by a prayer will often set a positive tone.
6. If criticism is voiced, particularly of the ministry personnel when they are out of the room, it may be useful to get a show of hands to indicate how many others agree with each statement. You may even seek more specific information by asking how many (1) Strongly agree, (2) Partly agree, (3) Have no opinion, (4) Partly disagree, (5) Strongly disagree. This is very helpful information to put the criticism in context and to avoid giving too much power to a vocal minority. It also helps those who may be so taken aback by the criticism that they are silent, wishing later they had spoken up.
7. Remember that in any visit, the ministry personnel are the ones who feel the most vulnerable. Work hard to be open, transparent and fair with them. Avoid surprises as much as possible. After the open session with the ministry personnel absent, debrief with them afterward to let them know the gist of what you heard. This way they're not wondering for two weeks if "the shoe is going to drop" in the form of the written report.
8. If there is bad news for the ministry personnel in the report (or any other key individual) make sure that person receives a copy of the report before anyone else does. Provide or arrange for some pastoral support if you think it wise. (Perhaps the Conference Minister can be helpful here.)

Sample Pre-Visit Letter

To the Minister(s) and Official Board/Council of ________________United Church:

<u>Re: Visitation by members of Kootenay Presbytery to your Pastoral Charge.</u>

This will confirm arrangements for our visit to your Pastoral Charge. The time will be the afternoon and evening of _________________, 20___. We will meet at the church beginning at ____a.m./p.m. We would appreciate it if one of the meetings could be over supper and that a brief time may be shared with the minister(s) and one or two members of the Ministry and Personnel Committee at the end of the visit.

The United Church Manual requires that visits to congregations be made every three years. We would like to emphasize that the primary purpose of this visit is for *support, encouragement and counsel* [*The Manual* Section 332] .

Our team will consist of the following: (list members of the team) and me.

Time Guidelines for Individual/Group Meetings

Minister(s)	I hour
Minister(s) and spouse(s)	30 min. to 1 hour
Other paid or key volunteer staff	20-30 min. each
Secretary Organist/Choir director	
Caretaker Others	
Ministry and Personnel Committee	
Official Board/Council and/or its chairperson	
Other committees and/or their chairperson	
Congregation	2 hours

We believe it is important to involve the whole congregation in the self-evaluation/ celebration process so, in preparation for our visit, we suggest the following:

f) Announce the visit, including the purpose, in your bulletin prior to the date. Some discussion around the manual for Presbytery Oversight Visitation Teams will give the congregation an understanding of the purpose and the process of the visit.

g) Schedule visits with the people listed and have the necessary congregational records available: Baptisms, Marriages, Funerals, Membership Roll, Minutes of Session, Board or Council.

We look forward to spending this time together as the congregation celebrates and reflects upon its life and work. The written report of the Visitation Committee will be sent to you shortly after the visit with a copy forwarded to Presbytery as noted in the Visitation Manual.

Yours,

____

Team Leader

Sample Bulletin Insert

The following is a sample bulletin insert that can be adapted and sent to the pastoral charge. It is designed to fit on half of an 8½ by 11 sheet.

Presbytery Visit Coming

On___________________ we will receive a visit by members of Kootenay Presbytery. Every pastoral charge receives such a visit every three years.

This is an important time in the life and work of our congregation. We will be hosting our visitors with a pot luck supper at ________ pm followed by a time for all of us to meet with them at _________ pm. Please plan to attend both the supper and the evening meeting if you can.

The purpose of the visit is:

a) to affirm and celebrate the good things which have been happening in our pastoral charge.

b) to provide an opportunity for us to do some self-evaluation.

c) to explore how lay people and paid ministers share the ministry of the church

d) to help identify difficulties or potential problems and to make suggestions

e) to enhance awareness of the larger church beyond the pastoral charge

f) to review our pastoral charge records.

Pre-Visitation Data Sheet

Pastoral Charge ____

Date _____________________________

In order to begin the process and to save time at the actual visit, the pastoral charge is requested to answer the following questions and return this form to the leader of the visiting team. Please answer or comment in the space under the question or attach a separate sheet.

1. Does the congregation provide a ❑ manse or ❑ a housing allowance?

2. If a manse, what provision is made for upkeep, repairs and required furnishings?

   What responsibility does the minister's family assume for the care of the manse?

   What are the long range plans for the manse?

3. If a housing allowance, what is the amount? $_______ per month

   When was the housing allowance last reviewed to ensure it is in accordance with that required by The Manual (i.e. fair market value for the local area including appliances, drapes and rugs) ?

4. How are the salary and allowances paid to your minister(s) determined?

   Do you have a policy on salary (e.g. a percentage above required minimum), and if so, what is that policy?

   What amount of allowance does your minister receive for books and continuing education?

5. Has a Police Record Check, Level Two, been obtained by each Ministry Personnel in the Pastoral Charge and shown to someone on the Ministry and Personnel Committee? Is there a record of that in the Personnel File (form MPE 460)? Note that the new policy requires a new records check every six years as well as prior to any new call or appointment.

6. Does the pastoral charge provide secretarial help for the minister(s) and church?

   If so, is it _______ volunteer? ______ honorarium basis? ______ paid?

   If paid, how does it compare with wages paid in the community?

7. Are there office expenses for which the minister is not reimbursed? (e.g. telephone, postage supplies, secretarial help, internet connection)

8. Are salaries, grants, honoraria paid to other staff? (*Note that honoraria totaling over $500 for the year must be reported to the Canada Revenue Agency [CRA] at year-end on a T4A supplementary form. For more information see CRA website, www.cra-arc.gc.ca*)

   How do they compare with wages in the community?

   Are all employees who work at least 14 hours per week on a permanent basis enrolled in the United Church Pension Plan and Group Insurance Plan as required?

9. Has the treasurer a fixed date to issue salary cheques?

   Are they delivered on time?

10. By what means does the pastoral charge handle financial matters? (check as many as apply):

    - ❑ Committee of Stewards
    - ❑ Finance Committee
    - ❑ Envelopes
    - ❑ Annual Pledges
    - ❑ Every Household Visitation Program
    - ❑ Consecration Sunday / Celebrate Stewardship Program
    - ❑ Other

    Are the financial needs of the pastoral charge adequately met?

11. Are all the names and addresses of the trustees of the pastoral charge known?
    ❑ Yes ❑ No

    Are they all active, resident members or adherents of the congregation?
    ❑ Yes ❑ No

    Are a majority of the trustees full members?
    ❑ Yes ❑ No

12. The Duplicate Certificate of Title (i.e. the “deed”) for the church property should be in the Land Titles Office. Is the location of the Duplicate Certificate of Title known?

13. What education about and support for the Mission and Service Fund is provided in your congregation?

    Are M&S contributions forwarded monthly to the national treasurer?

14. What is the amount of insurance carried on the buildings, possessions and property of the pastoral charge? $ _______________

    How does this compare with the replacement value?

    What is the amount of Public Liability Insurance carried by the pastoral charge in case of injury to another party while at the church, or while participating in an event organized by a church group? $ _______________

    Do you carry Directors and Officers Liability Insurance, as recommended? What amount? $_____________

15. How are lay delegates to Presbytery and Conference chosen?

16. What is the length of each term? ____ (Note: Presbytery recommends a three year term.)

17. How do your delegates report to the Official Board/Council and to the congregation?

18. Briefly describe the governance structure of the pastoral charge. (e.g. Elders and Stewards; Official Board; Council; Policy Governance (Carver) model; other).

19. What has changed since the last oversight visit?

20. Were recommendations from the prior oversight visit report implemented? If not, why not?

21. Please provide any documents you have containing the mission statement, vision statement, and/or core values of the congregation when submitting this pre-visitation sheet.

22. Please add any other information or comments you would like the visitation team to know before the visit.

____________________________	__________________	____________
Person completing this data sheet	Position	Date

Tips for Interviews and Questions

1. Ground yourself in prayer and meditation before the visit and the interviews.
2. Take time to establish rapport with the person being interviewed.
3. Be genuine and sincere.
4. Make sure the person knows why you are there. Ask and clarify to make sure.
5. Avoid theatre style seating if possible. A circle usually works best if possible.
6. Consider the interview a meeting of equals.
7. Use the questions provided in the guidelines as just that, *guidelines*. It is not necessary to ask all questions. It's more important that the interview flow as a conversation and that the major areas be covered.
8. Statements and invitations are less threatening than questions.
9. Use open-ended questions that invite elaboration and reflection (not "yes" or "no" answers). For example: "Can you tell me about ….?" "How would you describe …?"
10. Avoid "why" questions, for they often lead to defensiveness.
11. Promise confidentiality but only to the extent that you can.
12. Encourage openness. Be non-judgmental.
13. Consider having one person take notes while the others concentrate on the conversation/interview and listening.

Report of Pastoral Oversight Visit to

___________________ *Pastoral Charge*

(Please complete and submit report within two weeks of visit)

Date of Visit: ______________________

To: ______________________________

______________________________, the minister(s)

and ______________________________, Chair of Official Board/Council

From visiting team members:

____

____

____

____

Introduction: General comments (appreciations, names of key participants, outline of visit, format used etc.)

Life of the Pastoral Charge (particularly as it relates to the Mission Statement of Kootenay Presbytery: ***"Gifted by the Spirit, Kootenay Presbytery is called to nurture vital and faithful congregations which embody God's love and justice in Jesus Christ.")***

Role and Support of Your Minister(s)

Role and Support of the Laity

Stewardship

Relation to the Larger Church

Other Comments

Recommendations

Signature of Writer____

Copy to: Presbytery Convener, *Pastoral Oversight Visits Committee*

Summary Report
to

Pastoral Oversight Visits Committee

PASTORAL CHARGE: ____________________________
Date of visit: ________________

Please prepare a brief summary, one page or less, of the major findings of your visit. Focus on those things that the Pastoral Oversight Visits Committee needs to know in order to be in touch with the state of the Presbytery and its pastoral charges. Please consider the health of the congregation and of the pastoral relationship. Include strengths and potential challenges along with any recommendations you have made for either congregational action or Presbytery action.

_______________________________________ ________________
Signature of Report Writer Date

Send to: Presbytery Convener, *Pastoral Oversight Visits*

Presbytery Visitation Evaluation Form

Pastoral Charge: ____

Date: _____________________________________

This form is to be completed by the official Board/Council of the pastoral charge as soon as possible after receiving the written report from the visiting team. Feel free to use more space than is provided.

1. How did you feel about the visit in general?

2. How do you feel about the written report?

3. What learnings or insights (if any) did you gain about your pastoral charge as a result of this visit?

4. What concerns (if any) about your pastoral charge were brought into clearer focus or shared in a positive manner?

5. What feedback do you have for the visiting team regarding what was helpful and unhelpful?

6. Do you have any recommendations for future visiting teams?

7. How might Presbytery be more helpful to your congregation?

8. Please add other comments.

Signed____

Please send this completed form to the Presbytery Convener of Pastoral Oversight Visits:

Gerda Mann
829 – 309 Avenue
Kimberley, BC V1A 3J3
Fax: 250-427-5077
gngmann@shaw.ca

Current Contact Information

As of October, 2009

The following are the current names with contact information of Kootenay Presbytery persons who are involved with Oversight Visits:

Chair of Pastoral Relationships Ministry Team

The Rev. Jeffrey Seaton
Kimberley United Church
10 Boundary Street
Kimberley BC V1A 3C8
Office Phone/Fax: (250) 427-2428
Email: *jeff@kimberleyunited.ca*

Convener of Pastoral Oversight Visits

Gerda Mann
829 – 309 Avenue
Kimberley BC V1A 3J3
Home: (250) 427-5057
Fax: (250) 427-5077
Email: *gngmann@shaw.ca*

Conference Minister

The Rev. George Meier
P. O. Box 452
New Denver BC V0G 1S0
Telephone: (250) 358-7904
Email: *meier@heartsrest.com* or
revrevbc@netidea.com

Standards for the Keeping of Minutes

Requirements for Board or Council Minutes

from "The Manual"

092 Instructions to Secretaries. The Fourth General Council (I930) issued the following instructions to Secretaries of the various Courts of the United Church in regard to the writing and keeping of the minutes of the meetings of their respective Courts:

(a) the Secretary shall keep full and accurate minutes of the proceedings of all meetings;

(b) the minutes shall be written in ink in a legible hand, or typewritten, or printed;

(c) if the minutes be written by hand, they shall be written in a bound book provided for that purpose. If the minutes be produced by other means, one (1) signed original set of minutes shall be bound at suitable intervals in accordance with the methods specified by the General Council Committee on Archives and History. This information may be found in *Guidelines for Record Keeping in The United Church of Canada*, which is available from the Conference Archives Committee or the Central Archives;

(d) the pages shall be numbered, and the number of each page written or printed at the top of the page;

(e) every page shall be signed or initialled by the Secretary;

(f) the record of each meeting of the Court shall be signed by the Presiding Officer and the Secretary;

(g) the time and place of each meeting shall be fully stated in words, and the date of the meeting shall be indicated on the margin at the top of each page;

(h) the minutes shall state by whose or what authority the meeting is held, "at the call of the Chairperson," "according to adjournment," or as the case may be; and that a quorum was present;

(i) the opening of the meeting with prayer and closing of the meeting with prayer and/or the benediction, shall be recorded in the minutes;

(j) the name of the Presiding Officer shall be recorded, and, in the minutes of Sessions, Official Boards or Church Boards or Church Councils, and Presbyteries, the names of the members present. The minutes of the Conference shall include the roll of the Conference;

(k) the items of business shall be briefly indicated by paragraph headings or marginal notes, for ready reference;

(l) care shall be taken that all numbers are distinctly written;

(m) Committee reports and other documents necessary for the understanding of the records shall be embodied in the minutes or added in an appendix. If the latter, the number of the page on which they will be found shall be given in the minutes;

(n) the minutes shall record all the proceedings of the Court and shall state clearly what disposal is made of all motions, Resolutions, reports, Petitions, etc.;

(o) extraneous and irrelevant matter shall be rigidly excluded from the minutes;

(p) all erasures, cancellings, interlineations, or other changes shall be initialled in the margin by the Secretary;

(q) no erasures or alterations may be made after the record has been confirmed, except by Resolution of the Court or by order of a higher Court, and then suitable annotations shall be made;

(r) no unnecessary vacant space shall be left between the minutes of successive meetings. If any such vacant space be left it shall be ruled in plain lines from the writing to the bottom of the page;

(s) the use of initials for organizations and other abbreviations should be carefully avoided.

Appendix 400 – 003

Regulations Concerning Shared Ministries (adopted June 2004)

There are within the southern interior region of British Columbia several Shared Ministries whose circumstances, form, and history of development vary. The United and Anglican Churches desire to continue with, and support the development of "Shared Ministry" which has benefited both the local and the wider church communities since the 1960s. These regulations form the basis of the cooperative work of the Diocese of Kootenay and the United Church Kamloops-Okanagan and Kootenay Presbyteries for the governance and functioning of Shared Ministries within their bonds.

The term "Shared Ministry" is understood to mean a sharing by the Anglican and United Churches to provide ordained ministry within a Pastoral Charge/Parish, whose members may also include other than Anglican and United Church members.

A: Providing for Both Traditions

The faith and practice of both traditions, in worship and in governance, will be maintained, honoured and, where appropriate, integrated. In other words individuals will be afforded the opportunity to grow and be nurtured in the traditions of their own church, and have the opportunity to appreciate a wider ecumenical experience. Parishes/Pastoral Charges, will be encouraged to continue developing healthy, harmonious relationships among members and with the wider communities of both denominations.

In order to provide ongoing support and oversight, each Shared Ministry will be officially linked to both the Diocese of Kootenay and the appropriate Presbytery through existing denominational structures. The responsibility for maintaining this linkage will be shared between the incumbent priest/minister, the Bishop (or his/her representative) and the Presbytery (through its representative), and will be assisted by the Clergy and the Laity in other Shared Ministries. All Shared Ministries will be visited regularly by representatives of the Diocese and the Presbytery.

B: Appointments

In order to provide for both traditions the normal pattern is to alternate clergy from the two denominations, aiming at a reasonable balance of time served by each denomination. Both denominations are to be involved in the appointment process. The process followed will be that of the denomination whose turn it is to supply the ordained person, in consultation with the other denomination. No appointment to a Shared Ministry or renewal of a term appointment will be made without the prior approval of both Presbytery and the Bishop.

Prior to the position being advertised, a decision will be made by the Presbytery and the Bishop, after consultation with the parish/pastoral charge, regarding the term of the appointment. The decision may be amended with the approval of the Bishop and Presbytery.

Clergy appointed to Shared Ministries must be open to and in sympathy with the basic concept of Shared Ministries as outlined in this document. Ordained candidates of other denominations acceptable to both the Bishop and Presbytery may also be consider, for example, ordained clergy of the Evangelical Lutheran Church in Canada. Since Lutheran clergy are now fully recognized in the Anglican church, it is possible that a Lutheran clergy person might be appointed to a Shared Ministry. As no agreement exists currently between the United and Lutheran churches, such a person would be considered Anglican for the purposes of these regulations.

It is desirable for Clergy appointed to a Shared Ministry to have had at least two years experience of pastoral responsibility in their own denomination.

The incumbent shall be compensated according to his/her denominational standard (Anglican or United).

All incumbents will be licensed and/or given permission to officiate within the limits of the other denomination’s standards. They will relate to both denominations according to the policy requirements of both Presbytery and Diocese.

C: Training

Clergy serving a Shared Ministry for the first time should (a) be linked with an experienced Shared Ministry mentor of the other denomination prior to starting their appointment, and (b) have an internship of at least ten days, including two Sundays, in a congregation of the other denomination within the first two months of their appointment. The Diocese and Presbytery working together, will assist in the provision of a mentor and the setting up of the internship. The Congregation, with agreed upon support from both denominations, will be responsible for remuneration and accommodation costs during the internship training.

Ongoing educational programs will be encouraged by the Diocese and Presbytery to assist clergy and laity involved in Shared Ministries, including assistance with accessing appropriate resources.

Shared Ministry consultations/conferences for clergy and laity will be organized from time to time and supported by the Diocese and Presbytery in consultation with the Shared Ministry Parishes/Pastoral Charges.

D: Oversight

Each denomination will ensure, through its respecrtive channels of authority, the effective exercise of responsibility for the oversight of Shared Ministries. Accountability and discipline of clergy will be exercised according to the regulations of their denomination. To provide for the direction, support, guidance, and nurture of Shared Ministries and their incumbents, each denomination will

1. identify a liaison person between the Parish/Pastoral Charge and the Presbytery/Diocese and ensure that the congregation knows who this is, and how this will work with and for them;
5. take responsibility to consult upon and co-ordinate the process of appointment when there is a vacancy, including:
6. United Church Membership Roll
7. List of Anglican communicants and current list of electors
8. Current list of households indicating their denominational affiliation, or as unaffiliated.
9. Baptism, Confirmation, Marriage and Burial records;
10. Vestry Book in which all services are recorded

If financial records are kept jointly, all year end reports to each denomination will report congregational totals with a note that it is a Shared Ministry; or alternatively, be broken down on a percentage basis, reflecting the number of identifiable givers in each denomination. The number if identifiable givers who are not self-identified by denomination will be divided evenly between the denominations.

The Church Committee/Board will decide which joint records will be sent to which denomination's archives, and in each case, a notice sent to the other denomination's archives.

G: Worship and Doctrine

Congregations are encouraged to worship as one body. In planning worship, one regular service monthly should follow the tradition of each denomination. An Anglican Eucharist shall be celebrated at least once a month and a United Church Holy Communion at least quarterly.

Baptism and Confirmation must be administered according to the rites and traditions of the member's denomination.

The Incumbent, in consultation with Church Committee/Board, shall establish a liturgical or worship committee including representation from each denomination, to assist in the planning and evaluation of worship.

H: Marriage

Anglican and United Church ministers will respect their own consciences and the requirements of their respective denominational authority withregard to conducting marriages.

United Church ministers in Shared Ministries will be supportive of the Marriage Canon of The Anglican Church of Canada, and will use the Diocesan Marriage Commission, where appropriate, when dealing with Anglican people.

I: Property and Finances

Where property is owned by individual denominations, it will continue to be held according to the policy of that denomination.

Where property is jointly owned, the terms of agreement to hold such property will be drawn up to cover the specific situation. All such agreements shall be submitted to the Presbytery and Diocese for approval. Existing agreements shall serve as models.

Provision shall be made at the local level to supervise and maintain all property and buildings, and to consult about property and buildings with the denominational authority concerning denominational policy.

Where ongoing budget support is needed, such support should be granted wher possible in equitable amounts from Anglican and United Church sources, independent of the denomination of the incumbent. Information on the application for funding will show the total amount of financial support and the portion being applied for from the respective denomination.

All Mission and Service Fund contributions, Primate's World Relief and Development Fund contributions, Presbytery assessments and Diocesan Family Budget assessments will be forwarded regularly.

J: Strengthening Shared Ministries

A Standing Committee on Shared Ministry will meet as required for the purpose of

- Planning periodic Shared Ministries consultations
- Preparing recommendations regarding implementation or revision of these regulations
- Preparing recommendations on other matters referred to it by the Bishop, the Presbyteries or individual Shared Ministries.

The membership of the standing committee shall be comprised as follows, giving due consideration to lay/clergy and gender balance:

- The Bishop or his/her designate and two other Anglican members appointed by the Bishop
- One United Church member appointed by each Presbytery
- The Conference Minister

(adopted by Kootenay Presbytery, Kamloops Okanagan Presbytery and the Kootenay Diocesan Council on or prior to June 15, 2004)

Policy 500
Education and Students Team

Policy Type: Terms of Reference	Adoption Date: November 6, 2010
Education and Students	Modification Date:

Team Mission
The Education and Students Team is responsible for all students, recruitment, Discernment Committees, and field placements.

Membership
This Team will consist of five members

Responsibilities
Because we represent the larger church, much of our work is directed by the *United Church Manual*. Please refer to the relevant sections of it for the detailed list of our responsibilities and duties.

Interviews
The Committee shall interview each Inquirer or Candidate, either by a team of no fewer than three (3) persons or, at the option of the Committee, by the Committee itself. Where the person being interviewed is an Inquirer or Candidate for the diaconal ministry of education, service and pastoral care, every effort should be made to have a Diaconal Minister involved in the interviews. The same procedure should be followed with respect to interviews of potential Designated Lay Ministers or Congregational Designated Ministers. In each case where an interview team is used rather than the Committee, the team shall make a recommendation with respect to the person interviewed to the Committee and the Committee shall determine the report to be made to the Presbytery.

Licensed Lay Worship Leaders
This committee will also be responsible for co-ordinating the Licensed Lay Worship Leaders Course. This will involve determining when such a course will be held and having oversight of recruiting applicants, setting up the modules, determining requirements, making practical arrangements including financing. This may be done by the committee, or by a committee appointed by them. When the courses are complete, it is the duty of this committee to interview those who have completed the requirements for the course, recommend them for licensing to the Presbytery and arrange for a service of worship when this recognition will take place.

The Chair of the team or their representative is a member of the Conference Education and Students Committee.

Authority
See relevant sections of *The Manual*
Definitions

Relationship with Ministry Teams
Work with other Ministry Teams as needed, in particular with the Support for Pastoral Relations in areas where our jurisdiction overlaps.

Accountability
See relevant sections of *The Manual*

Gifts Required
Wisdom, compassion, a good understanding of The United Church ethos and the role of people in ministry.
The chair of this committee needs strong organizational and communication skills to stay on top of all the procedures involved.
Some understanding of the policies and procedures for education for all types of ministry in the United Church is helpful.

Policy 501
Licenced Lay Worship Leaders

Policy Type: Ministry Together	Adoption Date: November 6, 2010
Policy Title: Licensed Lay Worship Leaders	Modification Date:

Background

For many years there has been a category of lay leadership now known as Licensed Lay Worship Leaders (formerly Licensed Lay Preachers). This policy is intended to be consistent with and supplementary to the information in *The Manual*.

There are many different kinds of lay leadership that is exercised in congregations. The gift of worship leadership is one of them but is not superior to the other gifts and ministries. In the Lay Worship Leader program, the church has recognized a need for people exercising this gift to be supported through a training and licensing program. This gives both the lay leader and the congregation confidence that their leadership is built upon a strong theological and biblical foundation that is consistent with the ethos of the United Church.

What is a Licensed Lay Worship Leader?

The Manual is ambiguous about the roe and function of a Licensed Lay Worship Leader. This policy is Kootenay Presbytery's understanding. The definition according to *The Manual* (Section 001) is:

> A member of the laity recommended by a Session or Church Board or Church Council who has successfully completed the course of study required by the appropriate General Council working unit and is licensed by the Presbytery.

It is our understanding that a Licensed Lay Worship Leader is a person in full membership of a local congregation who has been determined to have gifts and a sense of call to the ministry of worship leadership and preaching, and who has developed this gift through participation in a course of study. We further see this program as a natural part of the philosophy of Mutual Ministry which values lay leadership in a true partnership with, or in the absence of paid accountable ministry personnel.

This program is not intended to create another "Order of Ministry". Licensed Lay Worship Leaders are individuals who have received their Presbytery based training and have earned the confidence of the Presbytery and their local congregation to offer this ministry. LLWLs are not eligible for appointment to any paid accountable ministry personnel position, though they may receive the standard remuneration for conducting occasional services. LLWLs are not eligible, by virtue of their licence, to preside at the sacraments or to wear vestments.

Training Program

The training program is outlined in *The Manual* (Section 734).

> **734** Program. The normal program leading to licensing as a Licensed Lay Worship shall extend over at least two (2) years, and shall include the study of theology and and church history, Hebrew and Christian scriptures, preaching, and worship and pastoral skills. Lists of recommended books and seminar topics on each subject are available from the appropriate General Council working unit.

This training may be obtained outside of Kootenay Presbytery (e.g. at the Calling Lakes Centre in Saskatchewan) or, when offered, within the Presbytery itself. The program has siz modules and each involves pre-reading and other assignments, attendance at an intensive weekend event, practice and evaluation.

The following policies apply to the training program offered by Kootenay Presbytery. These rates apply during 2008 and may be amended from year to year by decision of the Presbytery Executive upon recommendation of the Ministry Together Team.

1. Each module will be led by oe or more ordered ministers from within the Presbytery or invited from outside. An honorarium of $200.00 per module as well as travel expenses will be paid to each trainer.
2. Each module will cost $75.00 per participant or other amount as may be determined from time to time by the Ministry Together Team
3. Transportation costs will be reimbursed by the Presbytery at the rate of $0.31 per kilometre.
4. Participants are expected to attend all six modules. If a session or two is missed for unavoidable reasons, the work may be made up in one of two ways:
   a. Attend a similar module offered in another Presbytery or institution (preferred).
   b. If the instructor is willing, do make up work with an evaluation component. The cost of doing this will be $75.00 which will be paid directly to the instructor.

Evaluation and Licensing

Evaluation will take place in three parts.

1. There will be an element of peer feedback built into some modules, in particular those that involve preaching and leadership in worship.
2. The instructors will create an evaluative tool or process for each module. These may include papers, tests, participation and direct observation of practice.
3. The final determination of suitability for licensing will be made by the Presbytery Education and Students Committee after an interview with the individual and feedback from the instructors of each module and/or the educational institution.

While LLWLs are not expected to perform at the same level as ordered ministers or Designated Lay Ministers, the central evaluation question will be, “is this person’s worship leadership of a sufficient standard to be acceptable to the Presbytery?” Alternatively, the evaluators might ask, “Would I be comfortable recommending this person to lead worship at a neighbouring congregations?

The Education and Students Team shall recommend by motion to Presbytery the names of individuals for licensing and the Presbytery will decide.

Remuneration

In cases where a LLWL is asked to lead worship in a congregation or pastoral charge of which he/she is not a member, then an honorarium with travel expenses and incidentals would normally be expected on the basis of the “Sunday Supply” rate in the current “Salary and Allowances” schedule issued by General Council each year. This policy is not intended to limit the freedom of a Licensed Lay Worship Leader to offer this service on a volunteer basis if desired.

Where the LLWL leads worship in his/her own congregation or pastoral charge, whether an honorarium is paid will be determined by the policy of that pastoral charge. In any case, the LLWL should be able to be reimbursed for travel or out of pocket expenses.

Recognition

After approving individuals for licensing, the Presbytery will conduct a suitable liturgy of recognition.

Licensed Lay Worship Leaders will be presented with a certificate along with a pin or similar item to indicate their role. Because the LLWL program is clearly a lay program and not another order of ministry it would be inappropriate to present as a symbol of licensed status any item that would be seen as a vestment such as a stole, alb or shawl.

Policy 600

Support to Congregations Team

Policy Type: Terms of Reference	Adoption Date: November 6, 2010
Support to Congregations	Modification Date:

Team Mission
The Support to Congregations Team provides direct support to congregations seeking to redevelop and develop strategic plans; provides educational support to laity and ministry personnel, coordinates United Church congregational initiatives; and provides support and vision for congregational revitalization.

Membership

This team will consist of twelve members

Responsibilities
The Team will focus on specific ways to provide support to congregation life and work. It will offer leadership to congregations in living faithfully in the present as well as moving faithfully into the future. It will provide educational opportunities to support congregations and be a link between congregations and the wider church.

Authority
The Team has the primary responsibility for providing support to congregations as determined by consultations with individual congregations and Presbytery.

Relationship with Ministry Teams
The Team will consult and work with all Teams as appropriate

Accountability
The Team is accountable directly to Presbytery and will provide a report to each regularly scheduled meeting of Presbytery

Gifts Required
Organization, leadership, planning, visioning, goal-setting, programming, and discernment skills

Policy 700
Outdoor Ministry and Youth Ministry Team

Policy Type: Terms of Reference	Adoption Date: November 6, 2010
Outdoor Ministry & Youth Team	Modification Date: April 9, 2010

Team Mission
The Youth and Camping Team focuses on youth support in congregations, and provides youth programming through Presbytery; this Team is also the link to the two camps in Kootenay Presbytery, providing support and holding the camps accountable.

Membership
This Team will consist of five members.

Responsibilities
1. Report on the activities of camps and youth.
2. Program support for youth in Presbytery, and youth groups in local congregations.
3. Be liaison to Camp Boards.
4. Enable open and continuous communication between Camp Boards and Presbytery.
5. Facilitate contact between youth groups.

Authority
Representation from both camps, Presbytery and youth. This Team will have primary responsibility for supporting camps, youth at Presbytery, and congregational youth groups.

Relationship with Ministry Teams
Works in consultation with all Ministry Teams.

Accountability
This Team is accountable directly to Presbytery and will provide a report to each regular Presbytery Meeting.

Gifts Required
- being a camp rep
- representing youth
- passion for outdoor ministry
- programming experience

Policy 701

Protocols for congregations hosting presbytery meeting, with respect to youth

Policy Type: Outdoor Ministry & Youth	Adoption Date: October, 2009
	Modification Date:

Rational:

We are not alone: we live in God's world…" This is part of the New Creed which many congregations recite on a regular basis. We do live in God's world and God is very active in our world. We also live in this world together. What "together" means is the different generations and different peoples interact and relate to one another in meaningful and life-giving ways.

To further the intergeneration aspect of our togetherness at Presbytery meetings – at least from a teen perspective – Kootenay Presbytery passed a motion to approve the participation of teens at each Presbytery meeting. In order to facilitate the presence and participation of teens at each meeting, the assistance of the hosting Pastoral Charge is paramount.

Protocols for Pastoral Charges Hosting Presbytery Meetings:

1. Hosting Pastoral Charges will provide space in the church building for youth to sleep
2. If #1 is available, it would be very helpful if shower facilities could be provided to the youth. This could be at someone's home or as an alternative, public showers be indicated
3. If #1 above is not possible, billets will be provided for youth, preferably all the boys in one place and all the girls in another.
4. If possible, Pastoral Charges will provide one female and one male chaperone if the church building is to be used for sleeping
5. Space is to be provided for the youth to meet together
6. If there are local congregational youth leaders, the leaders woud be invited to help with the programming
7. We invite local organizers to be involved with the youth planning team with respect to local programming, which would include exposure to local areas of interest that might help youth gain a sense of some historic responses to God's call.

Policy 800

Justice and Peace Team

Policy Type: Terms of Reference	Adoption Date: November 6, 2010
Justice and Peace	Modification Date: October 24, 2009

Team Mission
The Justice and Peace Team provides resources and support for congregational Outreach Committees and work, is the voice of Presbytery with respect to social justice issues; provides information about United Church initiatives, and is a link to the wider church outreach networks.

Membership
This Team will consist of five members.

Responsibilities
- To provide direction to Presbytery re: focus on our team mission
- To communicate and inform Presbytery re: United Church JGER programs and campaigns
- To set priorities on issues
- To network with others in churches, ecumenical groups, social services, special concern groups such as first nations
- To advocate for Mission and Service, World Development and Relief

Authority
United Church Policy Manual

Values and Beliefs
Refer to Kootenay Presbytery Policy Manual #120

Relationship with Ministry Teams
To be involved with Planning and Visioning Team

Accountability
As per *The Manual*

Gifts Required
Open eyes, flexibility, acceptance and love for all; discernment, prayer and commitment to serve

Policy 900
Administration, Finance and Stewardship Team

Policy Type: Terms of Reference	Adoption Date: November 6, 2010
Administration, Finance & Stewardship Team	Modification Date:

Team Mission
The Administration, Finance and Stewardship Team is responsible for Presbytery finances, property, and records and correspondence. This Team is also responsible for Mission Support Applications; animation and support for the Mission and Service Fund, and developing expertise in stewardship of both financial and human resources.

Membership
This Team will consist of six members, including the Presbytery secretaries.

Responsibilities:
Co-ordination and registration of Presbytery meetings including dates, location, registration packages and related finances

Authority
The prime responsibility is to be accountable for Kootenay Presbytery finances, property records, and correspondence and defined in the United Church Manual and to be responsible in supporting and monitoring services to the Pastoral Charges within Kootenay Presbytery.

Definitions

Finances: the finances of Kootenay Presbytery and to provide financial counselling assistance

Property: the property pertaining to the Pastoral Charges within Kootenay Presbytery being church buildings and manses.

Records: are all the minute books, Roll, Baptism, Wedding and Funeral records of each Pastoral Charge within Kootenay Boundary.

Boundaries: making sure all the teams are held responsible for their budge restrictions. Making sure there is no duplication or overlap of responsibilities of other Teams.

Correspondence: all outgoing mail is sent to the appropriate authority and incoming correspondence that is received is recorded and passed on to the appropriate member of Kootenay Presbytery.

Mission Support Application: as presented to our Team and is approved or not approved. Upon approval by Kootenay Presbytery the charge will be asked to submit the application and if not the charge will be advised.

Mission and Service Funds: these are funds that are submitted by the Pastoral Charges within Kootenay Presbytery. Our Team will encourage each charge to develop and support the Mission and Service fund by accessing the materials and resources of the wider church.

Stewardship: to promote awareness of stewardship as central to the ethos of The United Church

Presbytery Registration: the mailing or emailing of the agenda, registration forms, accommodation information that is needed prior to the Kootenay Presbytery meeting.

Relationship with Ministry Teams

To work in co-operation with the other teams of Kootenay Presbytery

Accountability

To report to Kootenay Presbytery

Gifts Required

Organizational
Financial

Policy 901

Presbytery Expense Reimbursement at Covenanting Services

Policy Type: Administration, Finance	Adoption Date: November 6, 2010
And Stewardship Team	Modification Date: October 31, 2009

Concern

The Administration, Finance and Stewardship Team was disappointed with the final motion that passed at our Presbytery meeting in Trail (October 12 – 14, 2007). The intent of the Team was not to spend Presbytery money on mileage but to show respect to those who have to attend the Covenanting Services on Presbytery's behalf. A lot of pressure was put on the court to push through the report and not enough time to discuss these issues. There should have been an opportunity under the circumstances, to take it back to the committee for re-writing.

The policy as it stands expresses a strong feeling that the Covenanting Services are a commitment between ministry personnel and yet the Covenanting Service is a Covenanting between Kootenay Presbytery, and the ministry personnel.

In other discussions we have been reminded that we are all "ministers" and that the clergy are not "special". However, in this instance we were told that the clergy are more important than the other members of the Presbytery.

We therefore recommend that:

1. Kootenay Presbytery reimburse the mileage in accordance with Kootenay Presbytery terms for one vehicle from each Pastoral Charge within Kootenay Presbytery.
2. Kootenay Presbytery reimburse the mileage for the Chair of Presbytery and the guest speaker if this is not covered by 1. above.

Policy 902

Major Renovation Policy

Policy Type: Admin	Adoption Date: November6, 2010
Policy Title: Definitions of Major Personal Property & Major Renovation	Modification Date: April 5, 2008

Purpose

Each Presbytery shall determine what constitutes "major personal property" and major renovations" for the area within its jurisdiction and shall communicate that determination to each Congregation and Pastoral Charge within its jurisdiction.

Definitions

a. Major Renovation – a renovation to real property where the cost will exceed fifty thousand dollars ($50,000.00) or result in congregational indebtedness of more than ten (10%) of its annual "Total Amount Raised for All Purposes" as listed in the most recent United Church Yearbook, Statistics Section, item 32(D).
b. Major Personal Property – any personal property asset whose market value exceeds fifty thousand dollars ($50,000.00) or ten percent (10%) or more of the congregation's annual "Total Amount Raised for All Purposes" as listed in the most recent United Church Yearbook, Statistics Section, item 32(D). A collective asset, such as a set of hymnals, shall be considered as one asset.
c. Personal Property – means all property other than Real Property. Personal Property includes, without limitation, money, investments, furniture and equipment.
d. Proposal – means a formal request for specific action within the jurisdiction of the Court to which it is directed.
e. Real Property – means land, buildings, and anything else affixed to or growing on land or buildings, and rights relating to these
f. Renovation – means the making of real property new again, by repair or by restoration to good condition
g. Repair – means to restore (a building, machine, etc.) to good condition, to mend, by replacing parts.

Process for Submitting a Proposal

By-Law 267 of *The Manual* states:
Direction and Consent. The Trustees may acquire, sell, mortgage, exchange, lease, or otherwise deal with the Real Property or Major Personal Property of any Congregation, or erect, enlarge, demolish, rebuild, or effect major renovations to any building held or to be held for any Congregation, only with the prior Decision of the Presbytery, in writing, consenting to such action. Such consent shall be sought in the first instance at the preliminary planning stage, and at such other times as the Presbytery may direct. The application for such consent shall be in writing. The Trustees shall submit such material as the Presbytery may require, and:

(a) in the case of any acquisition, major renovation, enlargement, or constructions, the application shall state the source from which funds will be made available; and
(b) in the case of any sale, mortgage, exchange, lease or other disposition of Real Property or Major Personal Property, the application shall give the Presbytery full information. The Official Board or Church Board or Church Council shall develop, in consultation with the Presbytery, a proposal in respect of the disposition of the proceeds after providing for all costs and payment of indebtedness of the Trustees. The Presbytery shall make a Decision in respect of such proposal.

Thus, any congregation or church camp within the boundaries of Kootenay Presbytery, when contemplating a change in major personal property or when contemplating a major renovation – shall do so in conformity with by-law 267:

a. Prior to submitting the initial proposal, it would be wise for the congregation to consult the most recent edition of Congregational Trustees Handbook, especially the chapter titled, “Dealing with Congregational Property” and to follow the suggestions and requirements listed there.
b. When submitting the initial proposal, the written material should include a description of what changes are proposed to be made and the impact these changes will have on the finances, personnel, activities and services of the congregation as well as what plans the congregations will have to overcome any resulting encumbrances.

If, following the preliminary planning state, the congregation makes a decision to pursue their plan the procedures as stated in By-law 271 of *The Manual* should be followed.

Appendix 900-001 Hosting Kootenay Presbytery Meeting Guidelines

Registration

There is a need for someone within the local congregation to receive and coordinate registrations (the registrar). It would be helpful for that person to be familiar with computers and attached is a spreadsheet that can be used.

Registration forms will be sent, along with the proposed Agenda, and information about hotels, motels, B & B in your area, restaurants that are open on Sunday, information on the music to be sung by the choir at the Sunday Service (please try and use a song from the hymn book/s so we do not have to photocopy) and any other pertinent information that the delegates will require, by the chair of the Administration, Communication and Stewardship Team.

The deadline for registration is usually 10 days prior to Presbytery (however expect late ones!).

Please make sure it is sent to the Chair of Administration, Finance & Stewardship by email with attachments as we are trying to do all our registration electronically

You should receive a list of all who have received registration [packages and these will include information on who pays for their registration. Keep all the money and give to the Treasurer at Presbytery

Do not make up bags just to have the stuff on the registration table so people can pick up what they want to take. **You should have the name tags from the previous hosting congregation**.

Congregation

Once the registrar receives the complete registration form make sure that any food allergies and billeting needs are given to the appropriate person on your committee.

Registration Fees

Each congregation is responsible for the Order of Ministry Personnel and any representative (s) or other person that they wish to send.

Presbytery is responsible for Members at Large who are appointed.

Presbytery will pay for anyone that we personally invite to our meeting eg. Member of B.C. Conference, or workshop facilitator (s) and the staff from Kamloops Okanagan Resource Centre. We will no pay for accommodation as in most cases this is covered or there is the opportunity for billeting.

IF ANY OTHER PERSON CONTACT YOU ABOUT ATTENDING AND IT MIGHT REQUIRE FINANCIAL OBLIGATIONS FROMKOOTENAY PRESBYTERY PLEAE CONTACT THE CHAIR OF THE ADMINSTRATION, FINANCE AND STEWARDSHIP TEAM.

Anyone can attend Presbytery meetings but it will be at their own expense, but should notify the Chair of the Administration, Finance and Stewardship Team to get a Registration Form and pertinent information

If you are in doubt about who is paying please contact the chair of Administration, Finance and Stewardship

Committee
When you receive the presbytery fees these are to be kept for the Presbytery Treasurer. Please keep a list of all who are attending and how they have paid or if they are Members at Large that are paid by Presbytery or someone who has been authorized by the Chair of the Administration, Finance, & Stewardship Team to have their fees paid by Presbytery. The Presbytery Chair will get together with the Registrar and reconcile the books and issue a cheque to the host congregation. Please remember the fees belong to Presbytery not the host congregation.

Food Allergies
Please check the registration forms for this information and keep in mind an alternate menu for these needs. Menus can be made available upon request.

Music
If you have a choir and plan to ask the choir plus members of Kootenay Presbytery to sing during the Sunday service could you let the person sending out the registration forms know which piece is being sung (preferably from one of the hymn books so that we do not have photocopy problems). If you don't have a choir there will be enough members of presbytery to form a small one! Please advise if you require Presbytery members to bring copies of Voices United or More Voices. Choir practice is usually one hour before the service.

Billeting
There is a need for someone in the local congregation to take the billeting information from the registration forms and to solicit and coordinate billets to meet the needs of the delegates. The billets should be made aware of the fact that they only have to provide breakfast on Saturday and Sunday. It has worked well when the names, address and telephone number of the billet are placed on a removable card behind the name tag. Make sure someone is there to introduce the billets to their host family. Keep in mind whether someone has their own transportation to and from their host family and any pet, smoke or food allergies.
Name and address of the registrar and hotel, motel, B & B information and a map showing where the church is should be given to the person sending out the registration forms at least 2 months in advance.

Accomodation
The local church is required to provide the following:

- An assembly area for general meetings of Presbytery for up to 75 delegates and visitors
- Meeting places for 8 teams, ranging in size from 5 – 20 persons
- Provision for a worship service including Holy Communion, on Sunday morning

You may want to designate a couple people in shifts to be available to act as host/esses during the Friday and Saturday

Meals
Meals for delegates and invited guests are required
Registration fees provide for payment of $6.50 per lunch and $11.00 per dinner
Hot and cold beverages and snacks are required for breaks and some people snack all day!!
Fruit is very popular
Please check registration forms for dietary needs
If you decide to invite guests eg. the Mayor for any meal that will be your expense

Parking
Please make sure that there is adequate parking provided and ensure that if alternative arrangements are used the delegates vehicles are not ticketed.

Visual Aids
Equipment which might be needed:
- VCR and TV
- Overhead projector and screen
- Flip chart and paper and pens

Pleas advise the chair of the Administration, Finance & Stewardship Team if these are not available.

Photocopying
It would be convenient to have access to a photocopier. Kootenay Presbytery is working very hard at doing minimal copying. You will be reimbursed at $0.10 a copy. Please make sure this copier is available right from the start of Presbytery and not locked away in an office.

Book Display
Usually staff members from the KO Resource Centre are invited and attend the meeting and will bring the books with them. They will need an area where they can set up and leave their books on display from Friday night to lunch time on Sunday. It may be useful to give the bookstore people a key so that they can have access to the book room as needed. If possible please situate the book display close to the area where the court will meet. Please do not tuck them away in a corner of the basement or an area where they are not obvious.

Saturday Entertainment
Sometimes it may be more convenient to do something during the day eg. Visit Museums, etc. which are not open in the evening. We are doing our relaxed events during the day and continuing the meeting into the evening. Unless there is a special event in town it is probably better just to let people do their own thing. You could have suggestions of walks in the area. Do not go to a lot of trouble arranging tours unless as I say there is a special display or event in town that weekend. If you particularly want us to have our relaxing in the evening please let us know prior to the planning meeting of the Planning & Visioning/Executive Team which usually takes place in October or February/March depending on which meeting we are planning.

Luggage
Please ensure that there is a secure spot for delegates luggage until their billet meets them.

Sunday Service
Please advise the time of your service. We prefer 10 as that gives us time after to mix with the congregation over lunch and then complete any unfinished business and enable people to drive home within a reasonable time.
Unless we have a guest speaker who will preach (and we will advise you) usually the hosting congregation arranges who will preach the sermon and has their usual order of service to include communion.

Any further questions concerning the hosting of Kootenay Presbytery meetings may be addressed to the chair of the Administration, Finance and Stewardship Team.

Overheads
There are some people in our Presbytery who have trouble reading the power points that are projected. It would be appreciated if you could make about 6 hard copies of the service and have it in a larger print to be handed out as needed

Thank you for hosting Kootenay Presbytery
Sarah Tupholme 1-250-365-6788 or Tupholme@telus.net