

KAMLOOPS - OKANAGAN PRESBYTERY

Policies and Procedures

Second Draft -September 2000

Membership of Presbytery

The following policies concern the membership of the Presbytery:

1. EXECUTIVE

The executive will consist of:

Chairperson

Past Chairperson - one year

Chair Designate - one year

Secretary

Treasurer

Division Chairpersons of:

Ministry, Personnel and Education

Finance

Mission in Canada

Communications

Global Concerns

Convenors of: Mission and Service

Pastoral Relations

Committee Chairperson of:

Nominations

Pastoral Visitations

Presbyterial

Conference Minister

Others: Two by expertise or choice, appointed by the Chairperson after consultation with the Executive.

The *Manual* requires a minimum of five persons, at least two of whom must be laity. If the executive is to be larger than five persons, the proportion of lay members should be maintained. (Section 322)

2. SIGNING OFFICERS

Signing officers for the Presbytery bank accounts are to be the Treasurer and three others appointed by the Presbytery. They may include the following:

Chair

Finance Chair

Secretary

Signing officers for the Conference Minister's account may be any two of the following: _____

3. STUDENTS AT CONFERENCE

Because Presbytery makes applications for student and year-long internships, and because the experience of attending the Conference Annual Meeting is valuable for students, the Presbytery has decided to pay the annual meeting fee for students within its bounds.

4. MEMBERS AT LARGE

There are ten positions for members at large for Kamloops-Okanagan Presbytery and they will be filled according to these priorities:

- i. Chairpersons of Working Units and Divisions
- ii. Persons of particular expertise and skills resident in the Presbytery
- iii. Persons holding Conference positions resident in the Presbytery
- iv. Others as necessary.

These nominations are to be reviewed annually by the Nominating Committee.

5. UNITED CHURCH WOMEN IN PRESBYTERY

A representative of the UCW Presbyterial will be invited to sit on the Division of Finance. A representative of the UCW Presbyterial will be invited to be a member of the Executive.

6. ROLL OF PRESBYTERY

For the purposes of a quorum, one third of the members of Presbytery must be of the Order of Ministry.

The *Manual* requires that the Secretary keep an accurate roll and “that it be submitted annually to Presbytery for revision at a regular meeting”, the roll to be kept in the order of the Pastoral Charges (sec.310-314).

Specific Policies:

- i. That the roll be presented as part of the Secretary’s report to the FALL meeting of the Presbytery, at which time revisions are to be made if necessary.
- ii. That the list of those attending the regular meeting of Presbytery and a summary of attendance be included in the minutes of each Presbytery meeting.
- iii. That requests for permission to leave the court before the rise of Presbytery before leaving the court be given to the secretary in writing, and before Saturday noon if requesting to leave the court before Sunday morning. Requests will be denied if a quorum cannot be obtained (20% of the membership, and at least one-third order of ministry persons), except in cases of emergency.
- iv. Travel expenses will only be paid for those who remain to the posted time of adjournment of the Presbytery meeting or have received permission from the court to be absent.

7. TERM OF OFFICE

The Nominating Committee will nominate persons for one, two or three year terms.

8. TERM FOR LAY PRESBYTERS

Kamloops-Okanagan Presbytery encourages congregations and pastoral charges within its bounds to elect lay representatives to Presbytery for a two or three year term.

9. REGISTRATION AT PRESBYTERY

The Registrar will be responsible for registration at Presbytery meetings. A deadline for requesting billets will be established approximately two weeks before a meeting and no billeting arrangements will be guaranteed after that date.

10. MEETING IN THE CENTRAL AREA

Because costs of holding Presbytery meetings are greater if held in Golden, Kamloops, Ashcroft, Osoyoos etc.; two out of three Presbytery meetings are to be held in the central area, such as Salmon Arm, Vernon, Kelowna, or Westbank.

12. DATES FOR SPRING AND FALL MEETINGS

Dates for Presbytery meetings will be set as follows:

- Spring: beginning with the third Friday of February.
Fall: beginning with the third Friday of October or the first weekend of November to alternate with the dates of Kootenay Presbytery.

13. MINUTES

All retired and corresponding members of the order of ministry who request a copy of the minutes and who desire notification of meetings will be placed on the mailing list. It is agreed that the retired members and corresponding members will request this from the Secretary. All other delegates will be included in the mailing based on the Registrar's list.

14. NUMBERING OF MINUTES

Minutes will be numbered according to the calendar year, beginning with the Executive minutes of the January meeting each year. (i.e. page number and the last two digits of the year)

15. PERMANENT BINDING OF MINUTES

- i. Binding and archiving of minutes is to be done at the discretion of the Secretary, with the approval of the Executive, but in any case no more than five years of minutes shall be left unbound.
- ii. Minutes, once bound, and after a period of five years have elapsed, shall be placed in the Archives of British Columbia Conference.

16. FINANCES

- i. *Honoraria* paid to the Secretary, Treasurer and Chair of Pastoral Relations shall be at a rate approved by the Executive after an annual review.
- ii. *Travel Reimbursement* shall be at a rate agreed to by the Presbytery and in relation to travel paid by the Conference.
- iii. *Covenant Services offerings* are designated for distribution to students for the ministry within the Presbytery on recommendation of the Education and Students Committee.
- iv. *Conflict Resolution* will be supported by a contingency fund established by the Presbytery for the purpose of hiring church approved professional consultants. A fund of \$3000 is available for the above purpose and is to be administered by the Conference Minister in consultation with the chairs of Pastoral Visitations and the Pastoral Relations Committee.

17. CORRESPONDENCE

- i. *Notification of the business of Presbytery* is to be submitted to congregations in advance of the meeting of the Presbytery, hopefully at least three weeks before a regular meeting. An agenda will be included with registrations.

18. MISCELLANEOUS

- i. *Covenanting Services*: The Presbytery appointments to the Search and Selection Committee shall normally arrange for the Covenanting service and the Chairperson of Presbytery, or his-her designate shall be present as the officer to preside on behalf of Presbytery.
- ii. *License to Officiate at Weddings*: Presbytery shall approve the granting of Licenses to conduct weddings only on the recommendation of a pastoral charge for the person who wishes to perform the weddings.
- iii. *Nominations* for elected positions are to be received by noon Saturday of a Presbytery meeting with the approval of the nominee and two supporting signatures.
- iv. *The Chair Designate and the Past Chairperson* will serve a term of one year.
- v. *Division of Ministry, Personnel and Education*. The membership of the Division shall not be more than sixteen persons, an equal number of laity and Order of Ministry persons. The meetings of the Division are closed meetings given the sensitive nature of the issues brought to their meetings.

19. REFERENCES TO MINUTES

- i. Students at Conference Spring 87
- ii. Members at Large Jan 87 p. 151 and May 94
- iii. Roll of Presbytery Executive 91.09.18 p. 310
- iv. Terms of Office Spring 91 p. 282
- v. Registration Executive April 91 p. 282
- vi. Meet in Central Area Spring 89 p. 195
- vii. Dates for meetings Fall 91 est. 92 to year 2000
- viii. Minutes Fall 87 p. 143

- ix. Honoraria Fall 89 p. 221
- x. Covenant Services Offering Fall 86 p. 104
- xi. Covenant Services Exec. Jan 91 p. 273
- xii. Licenses for Weddings Fall 86 p. 103
- xiii. Church Names Name city with church i.e. Trinity Merritt
- xiv. Theological Reflection Executive April 93 to include TR in worship prep. and that music people be part of the Worship Working Unit.
- xv. Oversight to Visitation change Fall -Nov 96
- xvi. Covenanting Service Expense Executive - June 97 That Presbytery not pay travel expenses for Covenanting Services
- xvii. Youth Council Travel Fall Oct 98 That those travelling to Presbytery. as Youth Council and Youth to Presbytery have their drivers reimbursed
- xviii. Life Long Learning Feb 99 That congregations move to fund LLL benefits to at least \$1000 per year for full time staff and Book Funds of at least \$300 per year for full time staff
- xix. Spring meetings Executive Apr 99 Third weekend of February to avoid conflict with Kootenay Presbytery
- xx. Covenanting Services Executive June 99 That the Joint Pastoral Relations Committees make arrangements for Covenanting Services and inform the Secretary of Presbytery
- xxi. Loan/Grant Applications Executive Nov 99 In the case of loan and grant applications which the Presbytery is asked to endorse, the recommended policy shall be that only 25% of the total cost may be requested from sources within the United Church beyond the Presbytery
- xxii. Criminal Records Checks Executive Feb 00 p. 7 Outlines the procedure in detail