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**MINUTES OF**  
**THE EXECUTIVE OF BC CONFERENCE**  
**The United Church of Canada**  
**November 22-24, 2012**  
**Mountain View Room, Burnaby, BC**

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<b>PRESENT</b>	Alyssa Anderson, Dave Anderson, Graham Brownmiller, Jenny Carter (President), Ian Fraser, Doug Goodwin (Executive Secretary), Murray Gordon, Robyn Green, Shelagh MacKinnon, Nancy O’Higgins, Mark Paetkau, Phil Spencer, Shelley Stickel-Miles
<b>REGRETS</b>	Alvin Dixon, Albert Fowler, Linda Gunn, Jake Highfield, Ray Jones, Karen Medland, Jim White
<b>STAFF PRESENT</b>	Jacob Black-Lock, Treena Duncan, Doug Goodwin (Executive Secretary), Scott Reynolds (Recording Secretary)
<b>GUEST</b>	Keith Howard
<b>AUTHORITY</b>	In the name of Jesus Christ, and by the authority of the 2012 General Meeting of BC Conference, the President, the Rev. Jenny Carter, declared the regular meeting of the Conference Executive duly opened for the purpose of conducting the business properly before it. A quorum was present.
<b>WELCOME</b>	The President welcomed the Executive members to the meeting.
<b>WORSHIP</b>	The President led in worship and community building. Members briefly introduced themselves to the group.
<b>AGENDA</b>	<i>M/S/C (Goodwin/Spencer)</i> <i>that the agenda as presented be adopted (Appendix I, page 2012-__).</i>
<b>CORRESPONDING PRIVILEGES</b>	<i>M/S/C (Goodwin/Gordon)</i> <i>that corresponding privileges be extended to Jacob Black-Lock, Treena Duncan and Keith Howard.</i>
<b>GOVERNANCE TRAINING</b>	Jacob Black-Lock gave a presentation on the Policy Governance system used by BC Conference. Much of this presentation was focused on reminding the Executive of what they were responsible for achieving in their role as governors.
<b>OUTCOMES</b>	The President led the Executive in identifying intended outcomes for the meeting: <ul style="list-style-type: none"> <li>• Move through the agenda at the appointed times.</li> <li>• Some, if not all, Ends policies will be adopted.</li> <li>• Do due diligence.</li> <li>• Build a community.</li> <li>• Have a clear plan for listening to the ownership.</li> <li>• Gain a sense of our role as governors.</li> <li>• Leave with the understanding that the whole group knows and has confidence in the direction BC Conference is moving.</li> </ul>

**ADJOURN** The meeting adjourned for the night at 9:10 p.m.

**FRIDAY, NOVEMBER 23, 2012**

**WORSHIP** Graham Brownmiller led the meeting in worship based on Luke 5.

**MINUTES** It was noted that a correction needed to be made to the March 15-17, 2012 minutes. The date related to the Appointment of Financial Auditor should be 2012, not 2011, in both the heading and the motion.

*M/S/C (Goodwin/O’Higgins)  
that the minutes of the March 15-17, 2012 BC Conference Executive meeting be accepted as amended.*

*M/S/C (Goodwin/Fraser)  
that the minutes of the September 14, 2012 BC Conference Executive Extraordinary Meeting be accepted.*

*M/S/C (Goodwin/Stickel-Miles)  
that the minutes of the October 24, 2012 BC Conference Executive Extraordinary Meeting be accepted.*

**CORRESPONDENCE REPORT** Doug Goodwin presented a Correspondence Report (Appendix II, page 2012-\_\_\_) that was based upon the Correspondence Procedure adopted by the Executive.

*M/S/C (Goodwin/Green)  
that the Correspondence Report be received and its recommendations adopted.*

**LISTENING TO THE OWNERSHIP** Keith Howard gave a presentation on the state of the church in North America (Appendix III, page 2012-\_\_\_). He talked about the different approaches necessary in big, medium, and small churches, saying that most churches in BC Conference are either small or medium now with only a handful of big churches. The future will likely see a few remaining big churches but far fewer medium churches. Small churches will likely have specialized or “boutique” ministries. Keith mentioned some creative ways of being a church community that look different from the traditional congregational model and noted that there will likely be many other forms of ministry that will be *ad hoc*, short-term, and very loosely structured.

Leadership is an important part of being successful going forward. Keith articulated the need to offer different kinds of leadership support for the variety of ministry expected in the future. He mentioned that there are also creative approaches to leadership like bi-vocational training and relying on lay leadership in smaller congregations. Keith stated that we do not usually train for innovative thinking in the United Church, which is why we have most people funneled into traditional models.

**EDUCATION FOR ENDS** Treena Duncan was available for questions from the Executive regarding the Ministry and Personnel Ends policies. She said that one of the biggest difficulties in achieving these Ends is the constant need to deal with emergency situations, which makes her work more reactive than proactive. She used the “Sowing Promise, Growing Leaders” program as an example of being proactive that worked very well.

Treena added that there is a need for flexibility in the way that we accomplish these Ends because it is unreasonable to expect all presbyteries or all individual ministers to achieve them in the same way. As part of the Candidacy Pathway pilot project, BC Conference is in position to offer feedback that will help this take place.

Flexibility is also needed for leadership development. We may have the same Ends for lay leadership as we do for paid accountable leadership, but we will likely need to provide individual programming for the two groups at least part of the time.

Doug Goodwin reported that BC Conference will take part in the Effective Leadership initiative adopted by the General Council meeting this past summer which shifts responsibility for ministry personnel issues from the Presbytery to the Conference.

**LUNCH**

The meeting adjourned for lunch with Conference office staff.

**POLICY  
DEVELOPMENT:  
ENDS**

Doug Goodwin offered a summary of how BC Conference came to its current policy governance model. Jacob Black-Lock reviewed the Carver model and the importance of Ends policies. Ian Fraser then encouraged the group to identify what in the current draft of the Ends policies they liked, what bothered them, what scared them, and what puzzled them, noting ahead of time that the section on “Faithful Public Witness” still needs a lot of work. The group split into small groups for this process.

When they reconvened, each group was given an opportunity to share. After sharing, Ian led the group in a voting process to get a sense of whether or not the group was prepared to accept the proposed Ends policies. There was some discussion about whether to approve just the first page of the Ends policies or to approve the entire document. After being reminded that the Ends policies are under constant review, the group decided to approve the entire document pending some minor changes.

*M/S/C (Olson/O’Higgins)  
that the Ends policies be adopted in full.*

Doug Goodwin and Shelagh MacKinnon abstained from the vote.

*M/S/C (MacKinnon/Stickel-Miles)  
that the Executive focus on developing the Faithful Public Witness policy at the next meeting.*

**THE BIG PICTURE**

Doug Goodwin gave an overview of some of the major projects and changes in the Conference which include: a shift in emphasis for the Conference toward leadership development from personnel management; contracting Chris Corrigan to help with a strategic review of Native Ministries, Coastal Ministries, and Prince Rupert Presbytery; highlighting the work of the Property Resource Team and mentioning that Terry Harrison will soon be moved up to full-time work in her role with that team; a reminder that funding this work requires BC Conference to spend some of its financial assets.

After a brief discussion, the Executive thanked Doug for the update and affirmed that they felt these initiatives were working toward the Ends desired by the Executive and that he was working within the Executive Limitations.

**BUDGET 2013**

Doug Goodwin presented the Budget 2013 report (Appendix IV, page 2012-\_\_). In response to a question, Doug acknowledged that a potential cut in funding from the General Council would require significant changes in spending if that cut were to be substantial. The size of the cut is not known at the present time and will not be until the General Council Executive meets in 2013.

*M/S/C (Stickel-Miles/Olson)  
that the Budgeting Policy monitoring report be accepted.*

*M/S/C (Paetkau/Brownmiller)*  
*that the budget for 2013 as provided in the Budget 2013 report be adopted.*

**DINNER**

The meeting adjourned for dinner.

**EXECUTIVE  
SECRETARY  
MONITORING**

Doug Goodwin presented his printed report, “Executive Secretary Monitoring” (Appendix V, page 2012-\_\_\_). The report is based on the policy “Conference Executive – Staff Relationship: Monitoring Executive Secretary Performance.” The report highlighted activities of the Executive Secretary in response to commitments made at previous Executive meetings, reported against the Mission Statement phrases, and also reported against scheduled Executive Limitation policies: General Constraint; Personnel; Financial Condition; Protection of Assets; Grants and Loans; and Communication and Support to Executive.

**Orientation Guide**

It was noted that new member orientation materials have not yet been produced. The new members of the Executive said that a separate orientation package did not seem like it would be worthwhile, but a more intentional mentoring relationship would. Jenny Carter agreed to work on this.

**Interim Minister  
Designation**

Doug reported that the following persons were designated as Interim Ministers:

- Bethan Theunissen (May 18, 2012)
- Louise Cummings (May 18, 2012)
- Randy Antle (September 26, 2012)

**Administer the  
Sacraments**

Doug reported that he had granted licenses to administer the sacraments to the following persons:

- On April 10, 2012, to Kevin Hegseth within Hazelton Pastoral Charge, Hazelton, for the duration of his appointment.
- On April 10, 2012, to Gloria Stevens within Pierce Memorial United Church, Kispiox, for one year or until a member of the Order of Ministry or a Designated Lay Minister has been appointed or settled in the Charge.
- On May 9, 2012, to Andrea Martin within 100 Mile House United Church, 100 Mile House for one year or until a member of the Order of Ministry or a Designated Lay Minister has been appointed or settled in the Charge.
- On July 4, 2012, to Ha Na Park within Chemainus/Crofton Pastoral Charge, Chemainus, for the duration of her appointment.
- On July 4, 2012, to Susan Rodgers within Como Lake United Church, Coquitlam, for the duration of her appointment.
- On September 27, 2012, to Jeraldine Bjornson within St. David’s United Church, West Vancouver, for the duration of her appointment.

**Admission to the  
United Church**

Doug reported that:

- On March 30, 2012, George Meier was confirmed as a suitable applicant for Admission to the United Church of Canada and was also recommended for Admission to the United Church of Canada.
- On October 3, 2012, Pyoung Shik Shin was confirmed as a suitable applicant for Admission to the United Church of Canada.

**Healthy  
Congregations and  
Ministries**

Doug reported on work in relation to the ProVision Funds, the Property Resource Team, steps that the Conference has taken to do a thorough property and management review of Naramata Centre, properties, Conference Camping, and Corporations oversight.

- Effective Leadership** Doug reported the new emphasis that the Conference will place on Leadership Development. This will include the hiring of a new person to handle ministry personnel support in the Lower Mainland, and comes in response to the General Council “Effective Leadership” initiative that will see personnel work move from presbyteries to Conferences.
- Faithful Public Witness** Doug reported on the process of incorporating First United Church, the ongoing hosting of Truth and Reconciliation meetings for the ecumenical churches of the Lower Mainland, and the ongoing success of the work of Irene Champagne, the Conference’s Mobile Counsellor.
- General Constraint** Doug reported compliance in all areas of the General Constraint Policy.
- Personnel** Doug reported compliance in all areas of the Personnel Policy with the exception of “neglecting regular written and verbal performance reviews with personnel.” Doug reported that he is currently not meeting the General Council’s standard of one review annually for each employee. He is presently catching up on the reviews. The Executive stressed the importance of keeping to the General Council standard.
- Financial Condition** Doug reported compliance in all areas of the Financial Condition Policy.
- Protection of Assets** Doug reported compliance in all areas of the Protection of Assets Policy.
- Grants and Loans** Doug reported compliance in all areas of the Grants and Loans Policy. At the March 2012 meeting, the Executive asked that the Finance Council review this policy and provide a more extensive draft for Executive consideration. This has not yet been done. The Executive asked that this become a priority piece of work. Doug committed the Finance Council to have this done by the May 2013 Executive meeting.
- Communication and Support to Executive** Doug reported compliance in all areas of the Communication and Support to Executive Policy.
- Staff** Significant staffing changes have taken place or will be taking place in the near future. Bill Laurie added responsibilities for Victoria Presbytery. George Meier added responsibilities for Incorporated Ministries. Terry Harrison will move to full-time work with the Property Development Team. Clare Hill left the staff effective November 1, 2012. Michael Hare will be leaving effective December 31, 2012. Paul Davis will be retiring effective January 31, 2013. Beth Wertz resigned as Assistant to the Finance Minister and was replaced by Jennifer Eastwood. Ruth Stebbing resigned as Assistant to the Executive Secretary and was replaced by Scott Reynolds, who moved from his Receptionist position. Jacob Black-Lock was hired as Receptionist and as support for Youth and Young Adult work. It is anticipated that new people will be hired to take on the work of Conference Camp Coordinator and Conference Minister for the Lower Mainland in the near future. In response to a question about Doug’s upcoming medical leave, Doug noted that Treena will have a budget for contract work at her disposal.
- Acceptance of Report** *M/S/C (Olson/O’Higgins) that the Executive Secretary Monitoring report be accepted.*
- In Camera** The Executive then met *in camera* without the Executive Secretary. Upon his return, the President reported thanks to Doug for delivering more detailed reports, and said

that the Executive appreciated Doug being proactive with the major projects currently underway in the Conference.

**PROVISION FUND** The short-term goal of the ProVision funds is to empower the presbyteries by giving them access to funds with few restrictions. In the longer term, ProVision funds become less tied to particular Presbyteries and more available for anyone within the Conference. The money for these funds has generally come from property sales with a Presbytery receiving part of the proceeds into their ProVision fund when a property is sold. As of now, there is no formula in place for dividing this money. Instead, the money is divided on a case-by-case basis. Money not designated for Presbytery use is used by Conference to help make the rest of the Conference's work sustainable.

**ADJOURN** The meeting adjourned for the night at 8:30 p.m.

### **SATURDAY, NOVEMBER 24, 2012**

**WORSHIP** Nancy O'Higgins led the meeting in worship.

**GENERAL COUNCIL EXECUTIVE** Graham Brownmiller reported that the priorities of the General Council are greater than the resources available to them, which led them to a conversation about prioritizing, especially between the work already being done and the new work that was approved at the 41<sup>st</sup> General Council in the summer. Graham also noted that: communication around the decision to boycott products produced in Israeli settlements has been difficult; the Doctrine of Discovery was repudiated; a task group was set up to investigate the history and practices within United Church maternity homes; and a six-person team, along with the Moderator, has been appointed to undertake a comprehensive review of the church.

As a member of the Nominations Committee, Graham noted that not many applications were coming in from British Columbia, which raised the question of how the Executive might encourage people in BC Conference to get more involved at the General Council level.

**PROPERTY** Doug Goodwin updated the Executive on several recent property issues:

- The sale of Clinton is complete pending an environmental review of the site.
- Lake Cowichan United Church has disbanded, and the property is being transferred to the Property Development Council.
- Land titles for Camp Fircom and First United Church, Vancouver, are being transferred to the Property Development Council from the General Council.

**ORGANIZATIONAL AUDIT** Mark Paetkau and Jenny Carter volunteered to make a plan for the next organizational audit and to find a suitable auditor.

### **POLICY REVIEW**

**Executive Secretary Relationship** Executive Secretary oversight is the responsibility of both General Council and the Conference Executive. The relationship between General Council and Conference Executive on this point is not specified in the policy. Thus, the way that the Conference Executive administers oversight and discipline of the Executive Secretary needs to be clarified.

**Monitoring Executive Secretary Performance** No changes are required at this time.

**Executive Secretary Monitoring Schedule** No changes are required at this time.

**Priorities and Ends** In the absence of good Ends policies, Conference Executive developed a mission statement. Now that Ends policies have been adopted, it was suggested that the “Priorities” and “Ends” sections in the BC Conference Executive Governance Policies be removed and replaced by the new Ends policies. A brief discussion followed. It was decided that the Executive would need to make sure that the priorities mentioned in the previous “Priorities” and “Ends” sections are reflected in the new Ends policies.

*M/S/C (Paetkau/Green)*

*that the “Priorities” and “Ends” sections in the BC Conference Executive Governance Policies be removed and replaced by the new Ends policies.*

## **POLICY DEVELOPMENT**

**Protection of Assets** Conference Executive has needed to hold several meetings in the past in order to acquire property when congregations disband. It was suggested that the policy be changed so that the Executive Secretary has the delegated power to make this kind of acquisition without coming to the Executive. This would give the Executive Secretary power to take on liabilities on behalf of the Conference, but would also make the process for property acquisition simpler. In response to a question, it was noted that there are already other policies in place that require the Executive to be notified when a congregation disbands and to be kept informed of all property transactions.

*M/S/C (Olson/MacKinnon)*

*that the clause, “Acquire, encumber or dispose of real property except that held by the Property Development Council and then only following the terms and procedures of the Property Development Council” found in the “Protection of Assets” section in the BC Conference Executive Governance Policies be amended to read “Purchase, encumber or dispose of real property except that held by the Property Development Council and then only following the terms and procedures of the Property Development Council.”*

**Investments** Doug highlighted this policy, noting that the Executive may need to look at changing 1.a. and 1.b. in order to open up more investment opportunities. The Finance Council will consider this possibility and will draw up draft language for any changes, if they are deemed necessary, for consideration by the Executive.

**Property and First Nations** Doug also highlighted this policy, noting that, even with properties not on First Nation reserve lands, it would still be good to consult with local First Nation groups regarding their present or historic interests in the property.

**APPOINTMENT OF FINANCIAL AUDITOR 2012** The Finance Chair, Mark Paetkau, reported that, after a review of the audit services, the Finance Council’s recommendation is that Rolfe Benson be requested to conduct the audit of the 2012 financial statements. While Ernst & Young has done good work for us in the past, Rolfe Benson, a smaller firm for whom the Conference would be a more important client, submitted a lower bid, and after many years of working with the same company, it is prudent to change auditors. It was noted that before being able to make the offer to Rolfe Benson the Conference will need to receive a letter from Ernst & Young resigning from their charge from March 2012.

*M/S/C (Paetkau/Brownmiller)*

*that Rolfe Benson be requested to conduct the audit of the 2012 financial statements.*

**UNCOMPLETED  
BUSINESS**

There is some concern about the pilot project related to the Effective Leadership initiative of the General Council. The Executive discussed whether or not it makes sense to take part in a pilot project. Doug suggested that, although the changes might be uncomfortable, they will be coming no matter what, and he would prefer the Conference to be helping to develop those changes rather than just adjusting to whatever was developed elsewhere. The Executive would like to hear more on this issue at the next meeting.

**MEETING DATES**

It was decided that the Conference Executive meeting scheduled for March 13-15, 2013 be changed to March 14-16, 2013.

*M/S/C (Green/MacKinnon)*

*that the Celebration of Ministry worship service be held May 25, 2012 at Queen's Avenue United Church, New Westminster, BC*

*M/S/C (Goodwin/Stickel-Miles)*

*that the Conference Executive meet November 7-9, 2013.*

**OUTCOMES**

The outcomes identified at the beginning of the meeting were reviewed. Most of these outcomes were achieved satisfactorily, but "a clear plan for listening to the ownership" still requires work. Some steps have been taken to move in this direction (meeting in conjunction with Evolve, and in conjunction with the Truth and Reconciliation gathering in Vancouver), but no "clear plan" has been developed.

**APPRECIATIONS**

The President thanked Doug Goodwin for his work. She expressed particular appreciation for Jacob Black-Lock's presentation and guidance with regard to policy governance as well as for the opportunity to hear from Keith Howard and Treena Duncan.

The Executive thanked Jenny Carter for chairing the meeting.

**WORSHIP**

The President led in Eucharistic worship.

**ADJOURNMENT**

The President adjourned the meeting at 12:20 p.m.

**NEXT MEETINGS**

Conference Executive:     March 14-16, 2013  
   May 23-25, 2013  
   September 17, 2013  
   November 7-9, 2013

Celebration of Ministry:    May 25, 2013 (Queen's Avenue United Church)

**BC Conference Executive**

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 Rev. Jenny Carter, President

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 Rev. G. Douglas Goodwin, Executive Secretary