

The Presbytery of Westminster  
 Regular Meeting at Gordon Presbyterian Church, Burnaby  
 December 3, 2019

The Presbytery of Westminster met in Regular Session on Tuesday, December 3, 2019 at 7:00pm within Gordon Presbyterian Church, Burnaby, BC. Worship was led by the Rev. Thomas Kim.

### CONSTITUTION

The Moderator, Cal MacLeod constituted the Court and opened the meeting with prayer at 7:30pm.

The Moderator took a moment to congratulate The Rev. Mary Fontaine for being nominated as a candidate for Moderator of the 2020 General Assembly.

The Moderator welcomed the following guests:

George Sze, Victor Ling and Adrian Wong, elders from Vancouver Chinese Presbyterian Church.

### DOCKET

It was moved by Victor Kim seconded by Geof Jay that the consent agenda below be adopted.

**CARRIED**

#### Consent Agenda:

- that the Docket be as indicated,
- that the attendance be recorded as noted in the Roll Record Book,
- that regrets and requests for permission to withdraw be noted as sent to the clerk of presbytery,
- that the minutes of the regular meeting held on November 5, 2019 and the special meeting of November 16, 2019 (Remits B, C, 2019) be adopted,
- that the correspondence be dealt with as indicated,
- that reports without recommendations be received "for information."
- that reports with recommendations be received and their recommendations considered,
- that the presbytery treasurer be permitted to speak to financial issues.

If the Court is agreed, these motions will be adopted at the beginning of the meeting. Any member may ask for an issue on the consent agenda to be withdrawn from this list before the agenda is adopted.

Moved by Paddy Eastwood, seconded by Rebecca Simpson that power be given to the Moderator and Clerk in consultation with the Rev. Martin Baxter, the current Ministry Committee Convenor, to appoint a *convener pro tem* in Martin's place until an agreed upon time.

**CARRIED**



Victor Kim

**ROLL**

Constituent Roll:

H. Botha, P. Dutcher-Walls, P. Eastwood, M. Fontaine, B. Fraser, T. Hsieh, G. Jay, T. Kim, V. Kim, R. Lockhart, C. MacLeod, R. Simpson, B. Skelding, J. Smith, G. Snyman, M. Szigeti.  
 N. Abramson, A. Bauman, J. Christopherson, J. Con, B. Dennehy, I. Evans, B. Feick, L. Gorman, D. Jennings, K. Kim, R. Lin, J. Low, R. McClelland, R. Miller, K. Sewell, G. Shields, S. Stacey, E. Wilson, P. Wong, L. Yen, M. Zaine.

Appendix:

G. Booy, B. Garvin, R. Ross, T. Siverns, W. Sosnowsky, R. Watson.

Students:

S. Bell, A. Perrett.

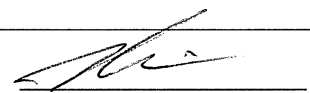
**REGRETS**

Y.T. Choi, L. Deacon, S. Goble, D. Howard, J. Lin, W. van de Wall, van der Westhuizen  
 M. Allan, A. Beattie, K. Patrick, B. Shepansky, R. Steward, R. Wensler, G. Youdan  
 H.S. Kouwenberg

Permission to withdraw given to: no requests.

**CORRESPONDENCE:** 10-23-19 through 11-25-19

10-23-19	Co-Directors Janet Eastwood/Daniel Martinez	Letter from Camp Douglas – The Beacon	Received and distributed
10-24-19	Western Ha-Ca	Invitation on the Conference on the GA Remits – Calgary Korean Presbyterian Church	Received and responded
10-25-19	Glen Davis	Memorial Service for Rev. Joyce Davis will be November 30 at 2:30pm at Kerrisdale PC	Received and distributed
Received after coordinating committee (Oct 28)meeting but before November meeting (Nov 5)			
10-28-19	Morgan Wong	Responses from VCPC for the two Remits	Received
10-28-19	Ross Lockhart	VST Open House – Thursday November 7	Received and distributed
10-28-19	Arthur Lin	BBY Taiwanese response to the Remits	Received and distributed



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10-30-19	Larry Eastwood	Expenses for 2019 deadline is imminent	Received and distributed
11-04-19	Larry Eastwood	POW Financial Statements for October 2019	Received
11-04-19	Terrie-Lee Hamilton	Nominations for Moderator for 2020 GA -due November 30	Received and distributed
11-04-19	Ta-Li Hsieh	The Way of Life (a documentary of Jürgen Moltmann)	Received
11-05-19	Bev Shepansky	Completed PIM Application for Central	Received (and forwarded to Coordinating Committee)
11-06-19	Jennifer Astop	Avondbloem Fund/New and Renewed Ministry Fund Applications (Brentwood)	Received
11-06-19	Jennifer Astop	Chisholm Fund Application (Hummingbird)	Received
11-06-19	Jennifer Astop	Special Projects Fund Application (Hummingbird)	Received
11-07-19	David Jennings	SASS will be sending an elder to GA 2020.	Received
11-07-19	Rebecca Simpson	Accepting invitation to be commissioner at GA 2020	Received
11-07-19	Ta-Li Hsieh	Declined attendance as commissioner at GA 2020	Noted
11-08-19	Dennis Howard	Accepting invitation as commissioner to GA 2020	Received and noted
11-08-19	Rob Steward	Bradner declines on sending an elder as commissioner to GA 2020	Received and noted.
11-11-19	Kaireen Morgan	WVPC has voted to send Neil Abramson as commissioner to GA 2020	Received and noted.
11-12-19	Paddy Eastwood	Haney PC has approved Anne Bauman as equalizing elder	Received and noted.
11-12-19	Mary Fontaine	New address is 7075 Brewster Drive East Delta, BC, V4E 1V7	Received
11-13-19	Kathryn Muir	WE Presbyterian Sharing Update for October 2019	Received
11-13-19	Kathryn Muir	Concerns re: Session issues at Burnaby Taiwanese PC	Received and forwarded to Ministry Committee
11-13-19	Dennis Howard	Request permission for study leave	Received and forwarded to

		January 6-13, 2020	Ministry committee
11-14-19	David Jennings	Cover letter and Remit Opinions for consideration	Received for discussion at Coordinating Committee
11-14-19	Laurie Deacon	Leading with Care Reports to be submitted to Willem van de Wall	Received
11-14-19	Morgan Wong	PIM application re: Mandarin ministry VTTC/VTTC	Received
11-15-19	Brad Childs	Knox PC parking spots to be reclaimed by the City of New Westminster - no more free parking effective December 2.	Received
11-15-19	Don Muir Stephen Kendell	Response to correspondence received from David Jennings	Received
11-18-19	Neil Abramson	WVPC Session has voted to suspend their external grant program, MOGC, until 2020.	Received and circulated
11-18-19	Glen Davis	Reminder of Memorial Service for Rev. Joyce Davis.	Received and circulated
11-21-19	Rod Steward	The session of Bradner request that Rev. Booy term as Interim Moderator be extended indefinitely.	Received and forwarded to Ministry Committee
11-21-19	Jim Smith	Notifying Presbytery that his retirement from active ministry will be April 30, 2020 with his final date at the pulpit being April 12, 2020.	Received and forwarded to Ministry Committee
11-22-19	Mary Fontaine	New address and contact information is: 7075 Brewster Drive East, Delta, BC V4E 1V7 604-828-0989	Received
11-25-19	Liane Maki	Acknowledgement of enrolment for Rev. Thomas Kim	Received

Victor Kim

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## REPORTS

### COORDINATING COMMITTEE REPORT

*The report was presented Victor Kim, Coordinating Committee Convener.*

*All motions, unless otherwise noted, were moved by Victor Kim, seconded by David Jennings.*

### Coordinating Committee Report – December 3, 2019

#### GENERAL ASSEMBLY REMIT A, 2019

While the presbytery voted on Remits B and C for 2019, we did not vote on Remit A 2019 which is as follows:

#### REMIT A, 2019

**Clerks of Assembly Recommendation No. 2, A&P 2019, p. 261, 31**

#### **Remit A, 2019 re Book of Forms 108–108.3 – Length of Term Service for Elders**

That Book of Forms 108–108.3 regarding term service for eldership be amended as follows and remitted to presbyteries under the Barrier Act (Clerks of Assembly, Recommendation No. 1, p. 261, adopted, p. 31):

108. Elders, once lawfully called to the office, and having gifts of God to exercise the same, are ordained for life. They may serve in the office for life unless deposed or suspended in process of discipline. They may, however, at the call of a congregation in which the session has instituted term service for elders, fulfill the duties of the eldership on the session normally for periods of six years but may stand for re- election at the end of each term.

108.1 Any session desiring to opt for term service for elders should consult with the congregation and must notify the presbytery of its intention and receive that court's permission.

108.2 In congregations that have instituted term service for elders, normally one third of the session shall be elected every two years. Sessions opting for an alternative term shall establish a consistent term of service and frequency of election, which shall be subject to approval by the presbytery.

108.3 Elders may resign the active exercise of the office at any time during their term of service. (Declaratory Act 1985, p. 261, 52)

**You are asked to approve or disapprove this change.**

The basic change in legislation is to amend the length of term service for elders from 6 years to a term that a Session may set, with approval from their Presbytery.

- **Recommendation 1:** That the Presbytery of Westminster approve Remit A 2019.

**CARRIED**



**CORRESPONDENCE FROM DAVID JENNINGS**

Presbytery received correspondence from David Jennings regarding independently obtained legal opinions from two law firms regarding possible implications of adopting Remits B and C 2019. While the opinions were not formally shared with the presbytery prior to the Special Meeting on November 16, 2019 due to their not being received before the deadline for dissemination to the presbytery, their substance was shared by David at the Special Meeting. While the presbytery has now voted on Remits B and C 2019, some may still find it important and illuminating to read the opinions obtained.

- **Recommendation 2:** That the correspondence from David Jennings re: legal opinions regarding Remits B and C 2019, be distributed to members of presbytery for their information.

**CARRIED****PRESBYTERIAN INNOVATIVE MINISTRIES GRANT APPLICATION**

Presbytery received a PIM grant application from Vancouver Chinese Presbyterian Church and Vancouver Taiwanese Presbyterian Church in regard to a Mandarin Speaking Ministry. Though the initial deadline for grant applications was November 15, the applicants have sought and received permission to present the application after the deadline.

- **Recommendation 3:** That the presbytery support the application from Vancouver Chinese Presbyterian Church and Vancouver Taiwanese Presbyterian Church for a PIM grant for the Presbyterian Westside Mandarin Worship Committee in the amount of \$52,000.

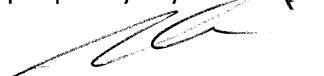
**CARRIED****COMMISSIONERS TO GENERAL ASSEMBLY 2020**

- **Recommendation 4:** That the following be named as Commissioners to the 2020 General Assembly by the Presbytery of Westminster:
  - Clergy - Rebecca Simpson, Brad Childs, Dennis Howard, Bob Paul, Victor Kim
  - Ruling Elders – Neil Abramson (West Vancouver), David Jennings (SASS), Susan Stacey (Kerrisdale), Bev Shepansky (Central)

The Clerk asked for power to issue so the next commissioner on the rotation list could be assigned as Brentwood has declined to send a representative next year.

**CARRIED****REGIONAL RESOURCING GRANT APPLICATION**

A Regional Resourcing Grant application for \$6,000 has been received from Camp Douglas regarding the position of Teaching Consultant and Mentor for Camp Douglas. It should be noted that Synod passed a recommendation this year to limit Regional Resourcing Grants to presbyteries to the amount of \$10,000 per presbytery. This is a reduction from the previous years' amount of just over \$12,000 per presbytery.


  
Victor Kim

- **Recommendation 5:** That the Presbytery of Westminster endorse the Camp Douglas Committee's Regional Resourcing Grant for \$6000 to hire a Teaching Consultant and Mentor. **CARRIED**
- **Recommendation 6:** Moved by Brian Fraser, seconded by Rebecca Simpson, that the Presbytery of Westminster endorse the Collaborating Churches of Burnaby and New West's application for a Regional Resourcing Grant in the amount of \$3,000 for the 2020 Christian Urban Camps. **CARRIED**
- **Recommendation 7:** That the Clerk be authorized to transmit a request for a Regional Resourcing Grant to the Synod of British Columbia for \$6,000 to help fund a Teaching Consultant and Mentor for Camp Douglas' summer 2020 program and \$3,000 for the Christian Urban Camp. All supporting documents (application form, narrative description, budget for the forthcoming year) are to be sent to the Life and Mission Agency for consideration. **CARRIED**
- **Recommendation 8:** Moved by Brian Fraser, seconded by Neil Abramson, that the Coordinating Committee develop a process for the fair application and distribution of the Regional Resourcing Grants. **CARRIED**

*Respectfully submitted,*  
Victor Kim,  
Clerk

  
Victor Kim

The Presbyterian Church  
in Canada



L'Église presbytérienne  
au Canada

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ASSEMBLY COUNCIL

28 November 2019

Dear clerks of presbytery

Greetings in Christ from the Assembly Council.

Earlier this week the Assembly Council spent considerable time discussing matters related to the remits B and C sent by the 2019 General Assembly under the Barrier Act to all the presbyteries.

After our discussion, I was asked to write you and affirm our church's process and Presbyteries' role in considering the remits for the 2020 General Assembly. Assembly Council asks you to keep in mind the theological and pastoral aspects of these remits in your prayerful discernment.

Yours sincerely,

Sandra Cameron Evans  
Convener, Assembly Council

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Convener: Ms. Sandra Cameron Evans, Secretary: The Rev. Stephen Kendall

50 Wynford Drive, Toronto ON M9C 1J9 • 416-441-1111 ext. 800-516-2301 • presbyterian.ca

Victor Kim



November 14, 2019

**DELIVERED VIA COURIER**

Presbyterian Innovative Ministries (B.C.) Ltd.  
2090 - 1055 West Georgia Street  
Royal Centre  
Vancouver, BC Canada V6E 3R5

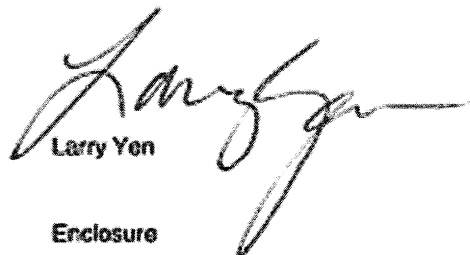
Dear Mesdames and Sirs,

**RE: Grant Application from Presbyterian Westside Mandarin Worship Committee**

We enclose a completed copy of grant application from Presbyterian Westside Mandarin Worship Committee, together with a proposed budget.

We trust that you will find the foregoing to be in order. Should you have any questions in this regard, please do not hesitate to contact the writer.

Yours truly,

  
Larry Yen

Enclosure



PRESBYTERIAN INNOVATIVE MINISTRIES (B.C.) LTD.

APPLICATION FORM

**Brief Outline:**

Presbyterian Innovative Ministries (B.C.) Ltd. makes loans and grants to individuals or groups within the Presbyteries of Westminster, Kamloops, Kootenay and Vancouver Island of the Presbyterian Church in Canada for innovative projects and ministries occurring in British Columbia, to support the growth and extension of the ministry of the Presbyterian Church in Canada.

Send the completed application to: (by November 15th or May 15th) Presbyterian Innovative Ministries (B.C.) Ltd., Suite 2090, Royal Centre, 1055 West Georgia Street, P.O. Box 11168, Vancouver, BC, V6E 3R5

**"An Extract of the Presbytery Minutes (or of the appropriate Agency or Committee of the General Assembly), noting approval must accompany this Application Form before any consideration of a Project will be given by the Directors".**

PROVIDE ANSWERS BELOW AND ON SEPARATE SHEET(S) IF NECESSARY.

Project Applicant: Group Presbyterian Westside Mandarin Worship Committee

(Note: Presbyterian Innovative Ministries (B.C.) Ltd. will accept group applications only when a person is clearly identified as being responsible.)

A. Background Data:

1. Date of Application: November 14, 2019

2. Name and Address of Applicant or Contact Person:

Larry Yen

2733 West 41<sup>st</sup> Avenue, Vancouver, BC V6N 3C5

3. Names and Address of Project Administrators:

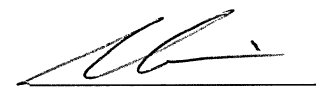
Rev. Tali Hsieh and Rev. Morgan Wong

2733 West 41<sup>st</sup> Avenue, Vancouver, BC V6N 3C5

4. Telephone Number of

- Applicant (or Contact Person) Larry Yen (778) 387-8248

- Project Administrator Rev. Tali Hsieh (778) 886-1173



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Rev. Morgan Wong (604) 506-6951

5. Qualifications of Individual Applicant or Project Administrator:

(a) Educational/Academic:

Rev. Tali Hsieh: Master of Theology (Church History)

Rev. Morgan Wong: Doctor of Ministry (Cross Culture Mission)

(b) Special Courses/Training:

Rev. Tali Hsieh: Served as minister for Taiwanese and Mandarin speaking congregations in Taiwan, Singapore and other Southeast Asian countries.

Rev. Morgan Wong: Minister at Montreal Chinese Presbyterian Church & Vancouver Chinese Presbyterian Church; involved in Short Term Mission in Africa (Ghana, Togo, South Africa and Namibia) and Surinam, South America

(c) Training Through Employment:

Rev. Tali Hsieh: Served as minister for Taiwanese and Mandarin speaking congregations in Taiwan, Singapore and other Southeast Asian countries.

Rev. Morgan Wong: Served as minister for Chinese speaking and English speaking congregations in Montreal and Vancouver as well cross cultural short term missions in Africa

6. In the case of a Group Application:

(a) Membership:

Presbyterian Westside Mandarin Worship Committee is made up of members from Vancouver Chinese Presbyterian Church (VCPC) and Vancouver Taiwanese Presbyterian Church (VTPC)

(b) Relationship to The Presbyterian Church in Canada:

Both VCPC and VTPC are part of the Presbytery of Westminster.

7. Name, address, telephone number of 2 references:

(a) A clergy person:

Richard Watson (778) 239-0260 (M); 778-329-6502 (H) at #113-6328 Larkin Drive.

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Vancouver, BC, V6T 2K2

(b) A lay person:

Dr. Tim Tam (604) 655 - 4612 (M); (604) 559 - 7240 (H) at 1849 Blanca Street,

Vancouver, BC, V6R 4E6

8. Reporting:

(a) An Interim Progress Report is required at the end of each year.

Agree

(b) A Final Report and an evaluation of the project shall be submitted within 3 months of completion and this Report shall include a financial accounting.

Agree

9. The Directors of Presbyterian Innovative Ministries (B.C.) Ltd. may, after consultation with the Project holder, terminate its support of a Project:

(a) Because of an unreasonable extension of the time factor.

(b) Because of failure to implement the Project as submitted in this application.

(c) Because of failure to report as agreed upon in this application.

(d) Because of the Project taking new directions which appear to be contrary to the declared faith and policies of The Presbyterian Church in Canada.

B Project Description and Details:

1. Name of Project:

Presbyterian Westside Mandarin Worship Committee

2. Specific Purpose or Goal:

To start a Mandarin worship community in the Westside of Vancouver

3. General Description:

We plan to join the resources and efforts from VCPC and VTPC to start a new  
Mandarin speaking worshipping community in the Westside of Vancouver.

4. How will the Project be Carried Out?

We plan to hold worshipping services in Mandarin every Sunday starting in January  
of 2020 first in Kerrisdale Presbyterian Church and invite people in the community



Victor Kim

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to join us. Each of VCPC and VTPC will have volunteers assigned to help out at the worship services.

5. (a) Who will be Responsible?

Presbyterian Westside Mandarin Worship Committee, which is made up of members and volunteers from each of VCPC and VTPC, will be responsible.

The Presbyterian Westside Mandarin Worship Committee has elected Rev. Morgan Wong as its Chairperson and Rev. Hsieh as its Vice-Chairperson.

- (b) Who will do the Work?

Each of VCPC and VTPC will have volunteers assigned to help out at the worship services.

6. (a) How will this Project further the Christian Faith?

The Project will help the church to reach out to the Mandarin speaking population in the Westside of Vancouver and spread the Gospel in this community that is currently underserved by the Presbyterian Church.

- (b) To what aspect of the Church's life does this Project have specific relevance?

This Project will reach out to a population that is currently underserved by the Presbyterian Church and following the words of the Lord "The harvest is plentiful, but the laborers are few, therefore ask the Lord of the harvest to send out laborers into his harvest." (Matthew 9:37)

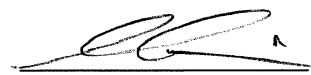
7. (a) What probable specific achievement(s) do you envision as the result of the Project?

We envision creating a self-sustaining worshipping community that primarily serves the Mandarin speaking community in the Westside of Vancouver.

- (b) Describe your strategy for making the results of this Project available to the Church.

Both the VCPC and VTPC plan to provide the support needed to start the Mandarin worshipping services. Once when it becomes self-sufficient, it will become a new independent congregation in the Presbytery of Westminster.

8. What period of time is required to complete the Project?



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It is ongoing until it becomes self sufficient and fully financially independent.

9. How is the Project to be evaluated?

By the numbers of worshippers, and volunteers and by how the new worshipping community interact and integrate into the Presbytery of Westminster.

10. Funds required for the Project:

Total Amount Required: \$ 92,000

Total Amount Requested from PIM: \$ 52,000

Date for FY 2020

Payments required:	Initial	\$ <u>30,000</u>
	Final	\$ <u>22,000</u>
	Total	\$ <u>52,000</u>

11. For what other funds and to what other organizations have you made application?

None

What response have you received from those other organizations?

N/A

**NOTE:**

A detailed budget of revenue and expenditure is to be submitted with this application.

The applicant hereby applies for the above described grant from Presbyterian Innovative Ministries (B.C.) Ltd. and accepts responsibility for the management of the Project, and for reporting as follows:

Interim Progress Report (Date): March 31, 2020

Final Report, with Evaluation and Financial Accounting ((Date). December 31, 2020

Signature of Applicant: [Signature]

Signature of Project Administrator: [Signature]

Tala Hsieh  
Morgan Wang

[Signature]  
Victor Kim

2020 Budget for Presbyterian Westside Mandarin Worship

	2020 Budget	Memo
<b>INCOME:</b>		
Fund Donated by VPCPC	\$10,000	
Fund Donated by VTPC	\$10,000	
Grants from Presbyterian Funds	\$52,000	
Offering Envelope & Special	\$20,000	
<b>Total Income</b>	<b>\$92,000</b>	
<b>收入</b>		
		中會補助款: 目前向中會提出(2020)年度預算經費為9萬2千元, 其中含兩教會共撥款2萬元, 奉獻2萬元, 及中會補助款5.2萬。
<b>EXPENSES:</b>		
<b>Administration</b>		
Advertising	\$ 2,400.00	
Printing	\$ 1,000.00	
Office Supply & Misc	\$ 1,000.00	
Donation to KPC, worship venue	\$ 5,400.00	
<b>Sub Total</b>	<b>\$ 9,800.00</b>	
<b>支出</b>		
<b>Education &amp; Fellowship</b>		
Caring Ministry	\$ 1,000.00	
Education & Materials	\$ 2,500.00	
Fellowship - refreshment	\$ 3,000.00	\$50* 52 weeks
<b>Sub Total</b>	<b>\$ 6,500.00</b>	
<b>教育 &amp; 團契</b>		
<b>Worship</b>		
Pupil Supply	\$ 4,000.00	\$200*20
Music / Choir	\$ 5,000.00	
Preacher - partime	\$36,000	\$3000*12 months
<b>Sub Total</b>	<b>\$45,000</b>	
<b>崇拜</b>		
<b>Mission &amp; Outreach</b>		
Bible & Books	\$ 1,500.00	
Community Outreach	\$10,000	
<b>Sub Total</b>	<b>\$11,500</b>	
<b>宣教</b>		
<b>Contingency Funds</b>		
Reserve to Contingency Fund	\$19,200	Balance of the income and expense. To cover the future deficits.
<b>Sub Total</b>	<b>\$19,200</b>	
<b>預備基金</b>		
<b>Total Expenses</b>	<b>\$92,000</b>	
<b>Net Income</b>	<b>0.00</b>	



Victor Kim

**Regional Resourcing Grant Application  
Presbytery of Westminster**

1. Project Name: ***Passing the Torch, year 2: A Mentor & Teaching Consultant for the 2020 Camp Douglas Young adult staff team***

2. Outline of Project

Vision: Memory and Mission are critical for the life of any ministry, but particular the important heritage and culture in camping ministries. As Camp Douglas raises up a new generation of Camp staff leaders, we seek to have an experienced, former staff member on site for one summer to mentor and teach the staff on Christian leadership and witness in continuity with previous ministries.

Scope: This funding application is for a one-time grant to hire a teaching consultant for the summer of 2020 to help transition the skills and theological vision of Christian camp leadership from one generation of leaders to another.

Goals: a) hire a Mentor and Teaching Consultant  
b) equip a new generation of Christian staff leaders at Camp Douglas  
c) secure a solid base for Christian leadership at Camp Douglas for the next 3 to 5 years.

Timeline:

March 2020 – hire a Mentor and Teaching Consultant

June to August– Mentor and Teaching Consultant on site at Camp Douglas working with the staff team

September – present a report to the Camp Douglas Committee on best practices for transmission of knowledge, culture and skills from one generation of camp staff to another.

3. Budget:

\$6,000 for Teaching Consultant and Mentor

4. Beneficiaries of Project (locally)

The Presbytery of Westminster benefits from this project through strengthening the staff leadership of young adults at our Presbytery-owned camp. Congregations would benefit within

  
Victor Kim



the bounds of The Presbytery of Westminster and, beyond, through the theological development of young adults in our churches working at Camp Douglas. Campers benefit from a more rigorously trained and supported Camp Staff who are emerging as the next generation of leaders in our camping ministry.

5. Personnel involved in the project

Mentor and Teaching Consultant (To be hired), Janet Eastwood & Daniel Martinez (co-camp Directors); Rev. Dr. Ross Lockhart, Camp Committee Member

6. Justification

Camp Douglas is one of the oldest and most effective ministry programs of the Presbytery for children, teens and young adult (staff), helping young people take steps towards faith in Jesus, grow in their discipleship and increase their participation in the church and world. As we welcome a younger and new Camp staff team this summer, we seek to transmit most effectively the culture, theological values and best practices from one generation of leaders to another. A Mentor and Teaching Consultant would enable the Camp to have one person focused on this task through the summer, moving amongst the different camp activities and programs, while supporting and nurturing young leaders for the sake of the flourishing of Camp Douglas' ministry to children, youth and families.

**This project began in 2019 with great success.** Ryan "Dizzy" Siverns served as mentor for summer 2019 and his influence, guidance and encouragement had a profound effect on the morale and confidence of the whole staff team. New staff members benefitted from Ryan's experience and gift for teaching and mentoring. **It is clear to the camp leadership that this position would enhance staff development once again in 2020.**

7. Extract of Minutes will be required to forward to Synod and thus the following recommendations are made on behalf of the Camp Douglas Committee:

*"Recommendation 1: that the Presbytery of Westminster endorse the Camp Douglas Committee's Regional Resourcing Grant for \$6000 to hire a Teaching Consultant and Mentor.*

*"Recommendation 2: that the Clerk be authorized to transmit a request for a Regional Resourcing Grant to the Synod of British Columbia for \$6,000 to help fund a Teaching Consultant and Mentor for Camp Douglas' summer 2020 program. All supporting documents (application*




Victor Kim

*form, narrative description, budget for the forthcoming year) are to be sent to the Life and Mission Agency for consideration.*

Submitted Respectfully,

*Ross Lockhart*

The Rev. Dr. Ross A. Lockhart  
Associate Professor,  
St. Andrew's Hall  
6040 Iona Drive  
Vancouver, BC  
V6T 2E8



Victor Kim

## **PROPERTY & FINANCE COMMITTEE REPORT**

*The report was presented by David Jennings, Property & Finance Committee Convener.  
All motions, unless otherwise noted, were moved by David Jennings, seconded by Emily Wilson.*

### **Recommendation 1:**

Moved that George Sze and Victor Ling be given permission to sit and correspond during the P&F report. **CARRIED**

### **Recommendation 2:**

Moved that George Sze, Victor Ling and John Con, rep elder, present a report on the development project at VCPC. **CARRIED**

George Sze, Victor Ling and John Con came forward with their report but also expressed their concern regarding portions of the P&F report.

David Jennings responded briefly to the comments before moving to the recommendations listed in the report.

## **REPORT OF PROPERTY AND FINANCE COMMITTEE December 3, 2019 Presbytery Meeting**

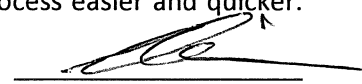
Since the last Presbytery meeting, the Property & Finance Committee has continued to receive congregational materials, corresponded with those enquiring about potential property matters, discussed matters with legal counsel, held a meeting on November 15, 2019 in the offices of Omicron and on December 1, 2019 with the congregation of Vancouver Chinese Presbyterian Church. P&F wishes to report to Presbytery on the following matters:

### **A. Vancouver Chinese Presbyterian Church- Presbytery Review of Proposed Project Redevelopment**

This Presbytery meeting represents an important milestone for Vancouver Chinese Presbyterian Church and its proposed redevelopment of its sanctuary into a seven story building that includes a new sanctuary, space for daycare and pre-school facilities, and 20 near-market rental apartments. The independent feasibility study for such a redevelopment has been conducted, its conclusions reviewed by P&F, and a final meeting occurred with both the session and congregation once the feasibility study was available. At this Presbytery meeting Presbytery will be asked to consider if it will approve the proposed redevelopment.

#### *Background*

It was over two years ago that the Presbytery first learned of the extensive work VCPC had done in pursuing the redevelopment of its sanctuary property and the sale of other properties owned by the congregation. Because the process followed by VCPC had not been in accordance with Presbytery rules or even with Presbytery's knowledge, Presbytery had not been afforded at that time the opportunity to consider various missionally driven pathways for VCPC's future with its property, which would have made the approval process easier and quicker.



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Instead, the following year was spent between P&F and VCPC trying to establish the role of Presbytery and the requirements of the denomination for any proposed redevelopment.

After Presbytery learned of VCPC having already entered binding land sale agreements for two properties it owned in the Cambie corridor in November 2017, the Presbytery approved such a sale subject to the funds being placed in escrow jointly with the Presbytery while the redevelopment proposal application proceeded and was subject to Presbytery's final approval of any redevelopment. That land sale closed in October 2018 with net proceeds of \$27.3 million. Costs incurred to date by VCPC on the redevelopment analysis process have been verified and paid out of escrow to VCPC.

#### *Retainer of Independent Experts*

In January 2019, VCPC and Presbytery established the terms of reference for a development coordinator and the process by which a redevelopment proposal could be advanced, including VCPC putting to tender bids for a project manager and legal counsel. In April 2019 VCPC and the Presbytery jointly engaged the services of Omicron as project manager to analyze VCPC's proposed development project, testing the assumptions used in VCPC's redevelopment application and to provide analysis on various matters including the management of project risks. Omicron tabled that report in November. Similarly, in July 2019 VCPC and the Presbytery jointly engaged the services of Miller Thomson LLP as legal counsel to advise on the legal structure and risks associated with such a redevelopment. Miller Thomson has provided an interim and updated memorandum to both parties.

As project manager, Omicron provided tremendously important services as it directed the retainer of a construction manager and other consultants for the pre-construction phase, reviewed and verified (and ultimately undertook the accounting for) the pre-construction expenses, prepared a pro forma budget (that is, a theoretical future budget based on present expectations) reviewed and then managed the entire budgeting process, including a control budget and options for potential financing of the project. When the cost of the project exceeded the stipulated parameters, Omicron engaged in the revision of the redevelopment plans and budgeting to bring the costs closer in line with expectations. The feasibility report addressed the regulatory risks (few, given how far the project was advanced), marketing risks (fairly few, given there are only 20 rental units), financing risks (relatively few, given financing is largely from cash and the operating loan will not be significant), and construction development risks (no risks not usual for a project of this complexity). The biggest risk is, as is usually the case, cost overruns.

The legal counsel, being the same law firm that has acted for St. Andrew's Hall, VST and Central Presbyterian Church on their respective property redevelopments, has provided excellent advice and comfort regarding potential legal structures to achieve the proposed VCPC project redevelopment. Like Central's project, legal counsel is recommending that different related structures be set up to address CRA requirements and risk management, some of which would need to occur before any commencement of the redevelopment.

#### *Description of the Proposed Redevelopment*

So what, exactly, is being proposed by VCPC? The existing structure of sanctuary, administrative offices, and daycare will be demolished and a new seven story mixed-use development incorporating (i) a sanctuary and associated office and amenity space on the ground and second floors prepared to a modest finish (no "bells and

  
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whistles"); (ii) a nursery school and child daycare located within or adjacent to the sanctuary space on the ground floor and/or second floor prepared to a modest finish; and (iii) 20 housing units on the upper five floors which will be operated as near-market rental apartments. The sanctuary will remain approximately the same size but seating will be reduced by approximately 20% (numbers vary slightly between the architectural drawings and the consultant's report. While the number of parking stalls available to the congregation would be increased to approximately 35, it is anticipated that the present parking used by many at Oakridge Plaza will be lost when that complex is redeveloped.

The cost of the proposed redevelopment project is estimated (within 15%) to be approximately \$31 million, and a loan of approximately \$2.1 million to complete the development will be required (any increase or decrease in actual construction costs will amend the loan on a 1:1 basis). A conservative estimate of \$7-8 million of that cost is associated with the building of the apartments, but any accurate calculation will take further work from Omicron. Based on the above assumptions, the project is expected to provide annual revenue from the apartments on a net operating basis of \$320,000 (a 4% return on cost) and after accounting for the cost of expected continuing debt at 3% annually and the rental of two manse apartments) annual revenue of approximately \$140,000 (a 1.75% return on cost). Based on these estimates, VCPC could absorb with new rental revenue the interest incurred on loans to cover above-budgeted construction costs of up to \$2.5 million (or 8.33% of anticipated construction costs). Any increase of the development costs above that 8.33% would mean the congregation would have to pay the debt costs from alternative sources (mostly increased donations). The costs exclude the value of the present land, which BC Assessment has set at \$12.2 million and Omicron estimates to be approximately \$13.0 million. After the redevelopment, the imputed value of the building and land would be approximately \$33 million. If the imputed cost of the land was included in the project costs, the return on the proposed development would be less than 0.5% (half of one percent). As noted by the consultants, this project would not be approved commercially. But it should be noted most sanctuary buildings are not feasible commercially. The question remains whether the project is appropriate from a missional basis and if it bears too much financial cost and risk for the missional value the building could provide.

#### *P&F Analysis*

The principal work of the proposed redevelopment was initiated and continued within the congregation for several years in consultation with an architect the congregation had retained. In the past eight months, consultants have been jointly retained by Presbytery (via P&F) and VCPC to provide expertise, experience and independence to analyzing if the redevelopment project is feasible and making proposed changes to meet budgetary goals. Over the past two years P&F has been regularly involved as well as it engaged VCPC on factual, planning and polity issues and reviewed the consultants' work and progress.

P&F, having reviewed the materials provided and the due diligence performed with legal counsel and the project manager, is comfortable assuring Presbytery that excellent work has been done and rigour applied to maximize the benefits and manage the risks of such a large redevelopment. If the proposed redevelopment project is approved by Presbytery, P&F expects the project to be executed well using the parties now under contract and that neither VCPC nor Presbytery would face material risks not associated usually with any construction project. The one caveat: construction costs in Vancouver are notoriously difficult to establish and with a budget estimate allowing for a 15% variance while the revenue from apartment rentals only able to carry an additional 8.33% cost

increase, the congregation could find itself with interest costs that could not be covered by the project's revenues. A fixed price construction project could be obtained, but that would increase the fees from the construction manager and that option has not yet been considered by VCPC.

That said, P&F does not believe that the project as presented is the best method to achieve the congregation's missional goals while stewarding the financial costs and risks of the project. The project can be seen as an attempt to build a missionally-focused sanctuary and other facilities (daycare, pre-school) together with non-missional market housing to generate revenue for the project. But the costs of those housing units, the limited revenue from them, and the development and financial risk they present to the project may not justify their inclusion in the project. Omicron's valuation of the rental units once built is approximately \$11.1 million. VCPC has provided a conservative estimate of \$7-8 million to build those rental apartments, but any accurate calculation will take further work from Omicron. In today's market, a deep discount to the imputed value would be applied for any purchase by a third party, given risks of market, regulatory oversight in the rental market (e.g. rent control), the small number of units offered, and the present housing market generally. Estimates of an \$8.5 million sale price are not unreasonable. As set out in the Section above, the revenue from the rental of those housing units at market prices is approximately \$320,000 on a net operating basis (although some capital maintenance of the sanctuary and related facilities is included with that amount), representing a return on imputed value of less than 2.8% and on a cost basis of about 4%, and an after debt servicing basis of 1.26% and 1.75%, respectively.

In summary, the market rental housing component represents half of the proposed building that in the opinion of P&F:

- Provides little or no missional value;
- Generates financial returns far below what passive financial investments using the same funds would generate;
- Complicates the project legally to require the creation of a business trust to satisfy charitable laws about charities avoiding business activities;
- Requires legal subdivision of the property, which will complicate or preclude future redevelopment of the site;
- Requires a financial expenditure for construction that uses up all remaining congregational cash resources and places the congregation in debt (keeping the project debt-free has been a key commitment to the congregation and Presbytery over the past several years).
- Increases the construction risk and financial risk of the project materially, with any cost increases adding to the debt of the congregation. The 15% variance of the estimate implies the potential for a potential cost overrun of \$4.65 million which would require the congregation to donate an additional \$110,000 annually to pay interest costs, based on present 3% interest rates. In this construction market, cost increases should be anticipated for any project.

It is properly noted by VCPC representatives that because VCPC had advanced the proposed project for years with the City of Vancouver on the assumption of housing units being a part of the project, there is a regulatory risk,

that the City of Vancouver would not approve a redevelopment of the church site without that market housing. P&F understands that concern and the concern that reapplying to the City for permits already obtained with a new proposal would at best delay the project further. P&F believes these concerns, while valid, could have been avoided if VCPC had involved Presbytery in the project from the start instead of proceeding alone for several years. However, P&F believes that at a minimum Omicron and other consultants should be retained to explore the costs and benefits of this possibility before any final decision is reached. P&F notes that the day care and preschool, both of which are desperately needed in the Cambie corridor community, will be attractive to the City and may provide the basis for such an amendment to the project proposal.

There is one planning issue that should be highlighted. There has been some discussion by VCPC representatives that the 20 housing rental units could be sold to a third party for an upfront cash payment. This idea has been more widely discussed now that consultants have confirmed VCPC will be required to carry debt if the proposed redevelopment occurs. P&F would strongly recommend, for two reasons, that VCPC not be allowed to conduct such a sale. First, as stated above, the financial net value gained from a sale of the housing would be marginal and any cash obtained would not generate the long term cash flow anticipated by the rental units themselves. Second, and far more importantly for Presbytery, if title to those rental units were surrendered to a third party, VCPC and Presbytery would lose control over any future redevelopment or reimagining of the property's use. Title would be held by others and contracts and charges to VCPC's title would require present use to continue in its present configuration and any default could result in losing the entire building to the third party rental unit owners. P&F would not recommend the proposed redevelopment project if it included the possibility of present or future sale of the rental units to a third party.

Lastly, there is a troubling concern that the process of envisioning the goals and the project attributes that would achieve those goals within the congregation has not been as transparent as it should have been and the consensus building necessary for such a monumental project has not occurred. Presbytery is aware that process issues within the congregation have previously been a concern with VCPC. At the Sunday afternoon meeting with the congregation, it was noted that this congregation of about 100-110 regular attendees (split almost evenly between the English-speaking and Cantonese-speaking services) about 40% of those attendees participated in this long meeting (with translation provided for Chinese speaking congregants). Of that number, Session members and their spouses represented about one-third of the gathering. The minister, Rev. Morgan Wong, was not in attendance as he was on vacation.

The unanimous and forceful views of the redevelopment committee and Session regarding the proposed development were not as clearly shared by the non-Session members. In a poll of whether the project should proceed or be delayed to consider alternatives and the implications of the Omicron report, one third of all attendees sought a delay. Assuming the unanimous views of Session to proceed immediately were reflected in their voting, this means about half of the non-Session member families were seeking delay. It was perhaps telling that some congregants felt that even this non-binding "indication of interest" to P&F needed a secret ballot (which was provided).

It is important to note that while past ideas and proposals have been presented to the congregation and a vote taken (often not with secret ballot), the present final proposal with costing has not been presented to the congregation for a vote: an information meeting on October 27 occurred but P&F is unaware of what was

presented. Given that PCC polity would require a majority of over two-thirds support from the congregation for this proposal, it is not clear to P&F that the present project has the necessary support of the congregation to proceed, and in any event it is clear no consensus exists in the congregation.


At the meeting with the congregation and then with Session, some reasonable frustrations were expressed on both sides of the issue surrounding the proposed redevelopment. For those in support of the redevelopment, there was a high level of "deal fatigue": that is, after eight years of talking and planning and revising, it was believed that the congregation had heard all of the complaints and concerns before and made decisions to move forward and no further delay should be tolerated, especially before the number of attendees in the congregation shrink further, the congregation loses the leadership to facilitate such a redevelopment, and the money they now have is dissipated in future years. The real costs of delaying the project (economic, leadership and congregational exhaustion, uncertainty of future) were repeated by several people.

For those at the congregational meeting opposed to the redevelopment as now presented, they noted many things have changed in the past eight years, including the project itself, the promise of no debt, the loss of any English-speaking minister, and the material decline in congregational attendance in that time period. When the project was first proposed, the reasons to do so were much stronger than they are now and the costs were much lower. The material financial risks to any increase in the construction costs to this small congregation were emphasized. It was felt that the focus needed to be on rebuilding the congregation and not building a building which draws away energy and focus on the difficult task of building up the congregation. Regardless of the views on the redevelopment, one eloquent speaker noted that the timeline from when the congregation learned of the final proposed project description and costing to the time Session wanted Presbytery to make a decision was 'ridiculous'.

P&F needs to note that in the congregational and Session discussions, unreasonable concerns were expressed that seemed to pit congregant against congregant, largely related to whether questioning the cost, timing or wisdom of the redevelopment represented "less faith in God". Obviously, the Bible is full of examples of God's people told by God to wait rather than act. P&F does not wish to ascribe to either the "pro-building development" or "anti-building development" viewpoints the labels of "faithful" or "unfaithful", but it is regrettable that the spiritual leadership at the meetings did not seem it necessary to make this point and worse when those labels were used by the leadership themselves.

Related to, but not exactly the same point, was the unfortunate conflation (especially by Session itself) of the congregation's vision for evangelical outreach and hospitality with the specific details of the present redevelopment proposal. When a vision is reduced to a specific proposal with details, then any disagreement or questioning of that proposal is seen as an attack on the identity of the congregation and defensiveness and rejection results. No healthy conversation and exploration of the proposal can occur when such an attitude exists. This is not to suggest that anyone in the congregation, including its leadership, is motivated by any purpose other than to be a faithful witness of Jesus Christ and an effective steward of His gifts to VCPC. Indeed, it is because this issue is complex and all feel compelled to effect God's will for this congregation that conversations about this proposed development can take on such a strong tone at times, including but not limited to P&F itself.

*Missional Focus*



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Throughout the past two years P&F has consistently asked the question to VCPC representatives: *is this proposed redevelopment the best project for the missional goals of the congregation and the best use of VCPC's assets?* All approvals, releases of funds, and contracts signed were done with the full knowledge of VCPC that the essential missional question "*Why?*" had not been adequately addressed by VCPC and that such a question would need to be addressed by Presbytery before any redevelopment approval would be considered. Suggestions were made by P&F to the Session to retain the services of Rev. Dr. Lockhart or others who could help the congregation engage in the visioning process leading to a missionally-focused project, but these suggestions were not adopted. "*Why this particular project?*" will be the focus of the discussion at this Presbytery meeting.

At a meeting with VCPC representatives in early 2018, the convener of P&F asked the head of the VCPC redevelopment committee why the project had been initiated. "Mould" was the answer. At the congregational meeting an additional concern about existing space was raised. The question was reframed by asking what was the unaddressed major issue regarding the future vitality of the congregation. The answer: the loss of congregant's children to other non-Chinese congregations or loss from the church completely. The P&F convener asked that VCPC explain how the proposed redevelopment would address that major challenge in any final application. To date that answer has not been provided.

In a meeting with Session in early 2019, Session noted that the redevelopment would allow the congregation to better fulfill its missional goals of serving children by way of the daycare and pre-school facilities being enhanced by the new building. It was noted that the redevelopment of the entire Cambie corridor and especially Oakridge Plaza would provide opportunities to evangelize to a larger population, especially to ethnic Chinese residents. It was believed that engaging the parents of the daycare and pre-school children would also provide evangelical opportunities. Because the redevelopment was anticipated by VCPC to cost significantly less than what was ultimately determined, VCPC had also envisioned monies (now needed for the development) being used for a variety of projects, including Camp Douglas and a Mandarin ministry.

It is beyond the mandate of P&F to assess the redevelopment project through an analysis of potential missional alternatives, but P&F believes that such a discussion should occur at the presbytery level before any decision is made by Presbytery. P&F has invited VCPC to make a presentation to Presbytery on the missional purposes and consequences of this potential redevelopment. At the December 1, 2019 congregational meeting reviewing the proposal P&F noted that there were many alternatives to the present proposed redevelopment, including, but not limited to, the following (all were provided without the suggestion that they were in preference to the present proposal):

#### *Alternatives*

1. Do nothing to the building; continue investing the \$27.3 million (less pre-construction expenses to date) that should generate about \$1.4 million annually for use for missional purposes of the congregation (VCPC's 2018 operating budget was approximately \$330,000)
2. Spend \$1 to \$2 million to update the building and address mould issue: invest the remaining funds and generate about \$1.3 million annually for use for missional purposes of the congregation. The estimated cost of eliminating the mould issue has not been analyzed by any external consultant since the

  
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congregation has envisioned only the replacement of the building entirely, so such a pricing would be required.

3. Redevelop the property but do not include any rental units in the project as they use significant cash resources for building, have limited missional value, and provide a financial return below average investment returns; use the cash otherwise used for building the rental units for eliminating any project debt and investing the net cash for missional purposes. Such a proposal would need to be costed out to understand the magnitude of the benefit.
4. Sell the present sanctuary property to move to a missionally strategic location, just as the congregation had done previously in the early 1980s. The BC Assessment value of the sanctuary property is \$12.2 million and Omicron estimates to be approximately \$13.0 million. With those funds, together with the present \$27.3 million (less pre-construction expenses but adding other monies held by congregation) the congregation could consider multiple opportunities for missionally focused ministries, including amalgamating with another PCC congregation, purchasing a church sanctuary in a strategically important place in the city that is for sale, the rental of facilities, a joint ministry with other organizations, or other alternatives determined by the congregation.
5. Redevelop the property as proposed, but delay the project on the assumption that the present heated construction industry may cool down with lower costs in the future and income earned from investments will increase over time.

In response to these alternative proposals, we heard from some congregants (mostly Session members) in favour of the redevelopment that doing nothing with the building was not acceptable; mould was not the only issue with the building and more space would be appreciated; eliminating the rental units would require going back to the City for permission, increasing the risk of delay or even rejection; the congregation felt called to remain in the Cambie corridor and that presence had to be at its existing site; and any delay would close this window of opportunity given to the congregation by God. P&F was told that this sort of wide ranging consideration of options and subsequent analysis had been done previously, although P&F has not received any documentation of such a congregational discussion despite prior requests for that material.

#### *No Recommendation*

As stated above, P&F is not recommending any of the alternatives set out above but believe all are worthy of consideration by Presbytery as it considers the missional goals and benefits of the present redevelopment proposal.

P&F comes without recommendation on the VCPC redevelopment proposal itself but does note that before any redevelopment proposal is finally approved by Presbytery:

- Certain legal title issues requiring transfers to new related entities will need to be addressed before construction commences (P&F would seek power to issue on this point based on legal advice received);
- Clarity about the ability to transfer ownership of the rental apartments will be required (P&F strongly recommends no ability to transfer for reasons set out above);


  
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- P&F is comfortable the present redevelopment is properly designed and would be properly managed by the external project manager and construction manager within the parameters described in this memorandum, which includes a cost estimate that could vary up to 15%;
- Omicron and other consultants should be requested on behalf of Presbytery and VCPC to analyze the possibility of the proposed project development without the market housing component to determine the regulatory risks and the economic costs and benefits of such a revision to the proposal and present those results to P&F;
- A congregational vote will be essential with materials sent beforehand (after review and approval by P&F) attended by P&F to answer questions. That vote should occur after an independent exploration of the risks and rewards of a proposed project without market housing has been completed and recommendations received. Any vote will require a clear majority of more than two-thirds as required in the Book of Forms;
- Discussion needs to occur between P&F and members of the former Special Committee of Presbytery previously appointed to address VCPC matters to ensure polity and leadership issues have been adequately addressed before any commencement of any major redevelopment

### **Recommendation No. 3**

BE IT RESOLVED THAT Presbytery will not consider any motion pertaining to the approval of a redevelopment of the buildings and land of Vancouver Chinese Presbyterian Church until the following conditions are satisfied:

- (i) a duly called and constituted meeting of the congregation of Vancouver Chinese Presbyterian Church on or after January 5, 2020 has occurred at which a minimum of a minimum of two-thirds of those present and voting in favour of such redevelopment proposal (as per Section 162.1 of the Book of Forms)
- (ii) the notice for such a congregational meeting for which such meeting and written materials related to the redevelopment proposal and an analysis of other options in both English and Cantonese will be provided to each member and adherent at least 15 days beforehand (after review and approval by Property & Finance Committee);
- (iii) Omicron and other consultants as required are requested by Property & Finance Committee on behalf of Presbytery and VCPC to analyze the possibility of the proposed project development without the market housing component to determine the regulatory risks and the economic costs and benefits of such a proposal and present those results to Vancouver Chinese Presbyterian Church and Property & Finance Committee for inclusion in materials for the congregational meeting;
- (iv) members of Property & Finance Committee will be invited to attend and speak at the congregational meeting for the purpose of addressing questions or concerns from the congregation about any redevelopment proposal, other potential options, and the process leading up to the meeting.



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Moved by Brian Fraser, seconded by Jim Smith, that the motion be referred back to the P&F for further discussion with VCPC.

**CARRIED**

#### **B. Central Presbyterian Church-Title Transfer and Related Matters**

At the April 2019 Presbytery meeting, Central Presbyterian Church was provided a deadline of November 30 to prepare materials to provide assurance that the transfer of title to different entities would not cause an economic burden on the congregation in future years. Details of those concerns were in the April P&F report and discussed extensively at that meeting. To date, the work required of Central has not been completed and the resource person at Central has suffered health issues that have affected his ability to address the matter. P&F has agreed to a delay of the deadline, seeking a prompt response once the resource person has recovered or after another person is appointed to address the matter.

#### **Recommendation No. 4**

BE IT RESOLVED THAT Presbytery ratifies, confirms and approves the actions of Property and Finance Committee as they pertain to agreeing to delay the deadline imposed by Presbytery on Central Presbyterian Church for providing materials requested by Property and Finance Committee pertaining to the transfer of title to other entities.


**CARRIED**

#### **C. First Presbyterian Church - capital expense application for the roof repair.**

At the May 2019 Presbytery meeting, Presbytery gave power to issue to P&F to authorize a proposed roof repair project at First, New Westminster, subject to total cost not exceeding \$90,000. In its report, P&F itemized additional information needed for P&F to approve the capital expenditure, including (i) updated bid quotes from contractors (first obtained last autumn), (ii) further clarity on how the capital repair is to be financed and paid for by the congregation, and (iii) the status of its \$30,000 PCBC loan application. The PCC Lending Funds have agreed to advance a loan of \$29,000 and all other conditions have been satisfied by the congregation. Authorization to commence the roofing project has been given once the Lending Funds have been received.

#### **D. St. John's, White Rock**

This past month the boiler at St. John's White Rock malfunctioned and left the congregation and its tenants without heat. Four different competitive bids were obtained to repair the boiler, in the approximately \$20,000-\$35,000 range. The minister was away and unable to return to host a congregational meeting but one is scheduled to approve the expense. An application to P&F was received to authorize the capital expense immediately due to its urgency and that permission be granted that funds to be used to pay for that capital expense be borrowed from the congregation's manse fund on a short term basis until the congregation's



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memorial fund could be released by resolution of the congregation and notice to the PCC Investment Fund. All those authorizations and permissions were granted by P&F, subject to a congregational meeting being called to approve such actions and the repayment to the manse funds bearing an annual interest rate of 5% if not repaid on or before February 1, 2020.

**Recommendation No. 5**

BE IT RESOLVED THAT Presbytery ratifies, confirms and approves the actions of Property and Finance Committee as they pertain to authorizing the capital expense of repairing the boiler at St. John's White Rock and authorizing the loan of monies from the congregation's manse fund to pay for such capital expense be and is hereby homologated and approved.

**CARRIED**

**E. 2020 Presbytery Budget**

At the November 2019 Presbytery meeting, the attached draft budget was presented for information with the request that any requested amendments be sent to the Presbytery's Treasurer. None has been received. As such, attached is the proposed 2020 Presbytery Operating Budget and the Balance Sheet as of November 2018. The Treasurer will be in attendance to discuss the budget's assembly and financial implications. Substantive issues about line items are expected to be addressed by the various committees to the extent questions arise.

**Recommendation No. 6**

BE IT RESOLVED THAT Presbytery hereby approves the 2020 Presbytery Operating Budget as presented.

**CARRIED**

**Recommendation No. 7**

BE IT RESOLVED THAT each congregation shall be obliged to pay one quarter of its 2020 Presbytery dues on or before each of February 15, 2020, May 15, 2020, August 15, 2020 and November 15, 2020.

**CARRIED**

*Respectfully Submitted,  
David Jennings, Convener*



Victor Kim

**PRESBYTERY OF WESTMINSTER**  
**PROPOSED BUDGET 2020**

29 Nov 2019 revision

	<b>2020 Proposed</b>	<b>2019 expected actuals 31 Dec</b>	<b>2019 Approved</b>	<b>2018 APPROVED</b>
<b>INCOME</b>				
Congregational Assessments	105,070	105,070	105,070	105,781
Synod Regional Resourcing Grant	10,000	10,000	12,328	12,485
Interest	1,300	1,400	1,300	974
<i>Operating sub-total</i>	<u>116,370</u>	<u>116,470</u>	<u>118,698</u>	<u>119,240</u>
2020 Draw on PCBC Loan (Strat. Prior)	192,564	0	0	0
<b>Total</b>	<u>308,934</u>	<u>116,470</u>	<u>118,698</u>	<u>119,240</u>
<b>EXPENSES</b>				
<b>ADMINISTRATION</b>				
Clerk's Honorarium	4,800	4,800	4,800	4,800
Secretary Honorarium	3,900	3,900	3,900	3,900
Receiver General & WCB	72	28	50	120
Office & Administration	1,000	2,272	1,000	4,000
Bookkeeping	3,000	3,000	3,000	3,000
<b>COMMITTEE AND PROGRAM EXPENSES</b>				
Committee Expenses	2,000	1,000	3,700	3,600
Comm: Leading With Care	2,000	0	2,000	0
Comm: Student Cert	1,650	825	1,500	1,500
Comm: Ethics	200	0	200	500
Comm: Social Justice	500	500	500	500
Comm: Nominating	550	550	550	550
Comm: Visioning & PMV	1,300	3,500	0	0
Visitations/Commissions	500	500	500	400
Travel	2,000	2,200	2,000	1,000
Canada Youth Conference	3,000	2,000	2,000	1,600
Reg. Resource & Urban Camps	10,000	10,000	12,328	12,485
Camp Douglas	50,000	52,000	50,000	50,000
Hummingbird Ministries	8,000	8,000	8,000	8,000
Shepherd's House	2,000	2,000	2,000	0
Counselling Fund	1,500	0	1,500	1,500
General Assembly Commissioners	2,000	1,663	2,200	1,500
Contingency Fund	0	0	0	2,000
<b>OVERHEAD EXPENSES</b>				
Insurance	1,800	1,586	1,600	1,700
Bank Charges	153	200	250	250
Criminal Record Checks	500	238	500	500
GST	1,300	1,400	700	700
interest transfer to capital funds	0	1,300	1,300	0
Miscellaneous Expenses	1,000		800	1,650
Synod Allocation	11,645	11,820	11,820	12,485
<i>Operating Subtotal</i>	<u>116,370</u>	<u>115,282</u>	<u>118,698</u>	<u>118,240</u>
	0			
<b>STRATEGIC PRIORITIES</b>				



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New Worshipping Communities	20,000			
Communities of Faith & Leadership	50,000			
Camp Douglas Vision	0			
Hummingbird Vision	0			
Immersive Learning Opportunities	10,000			
Presbytery Mission Vision	<u>112,564</u>			
<i>Strategic subtotal</i>	192,564			
<b>TOTAL</b>	<b><u>308,934</u></b>	<b><u>115,282</u></b>	<b><u>118,698</u></b>	<b><u>118,240</u></b>



## STRATEGIC PLANNING COMMITTEE REPORT

*The report was presented by Victor Kim, Strategic Planning Committee Member.*

*All motions, unless otherwise noted, were moved by Victor Kim, seconded by David Jennings.*

### Strategic Planning Committee Report – December 3, 2019

- Revision of Presbytery Standing Committees – Final Draft (below)
  - This revision of the Standing Orders includes the final draft of the new Standing Committees of the Presbytery and their duties.
  - Other parts of the Standing Orders have not been altered other than to reflect the new wording around committees.
  - The Appendices have not been included in this draft but will be added when the final document is produced and shared.
  - **The Revised Standing Orders will be presented for adoption by the presbytery on a one-year interim basis.** This will allow the presbytery to live with the new structure and to tweak it as necessary before a more permanent decision can be made.
  - The Strategic Planning Committee also proposes that the Standing Orders have a sunset clause of 5 years, meaning that at the end of the 5-year period, the presbytery will need to revisit the Standing Orders in light of any changes that may need to be made.

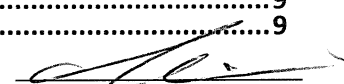
## THE PRESBYTERY OF WESTMINSTER

### STANDING ORDERS

Revised June 2019

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**STATED MEETINGS AND SERVICES**

Any of these standing orders can be set aside temporarily for a specific purpose with a 75% vote of the Court.

- Regular meetings shall normally be held on the first Tuesday of each month except January, June and September (3rd Tuesday), July, August, and October (no regular meeting) but request permission of the Synod of BC to meet at Synod when that Court is not in session in order to deal with any genuinely urgent matters, or as otherwise directed by the Court. (Nov 2015 p. 7445)
- The January, April and December meetings shall be held in a church decided upon by the Court at its December meeting.
- Normally the March, May, June, September and November meetings shall be preceded by a supper. The Moderator celebrates communion at the September meeting. It is hoped that various congregations within the bounds of the Presbytery will extend invitations to the Court for these supper meetings. When no invitation is forthcoming, the Court shall meet in the Church decided upon in b. above.
- The time of the meeting shall normally be 7:00 p.m. When there is a supper, it shall be at 6:00 pm. A time for worship shall be provided from 7:00-7:30 p.m. before each regular meeting of the court. The hours of meeting may be extended from the usual 10:00 p.m. to 10:30 p.m. if required. (Sept 2011)
- The Moderator shall be elected at the May meeting.
- At the June meeting, Presbytery shall formally install the new Moderator, shall receive reports from the Commissioners to General Assembly, and shall appoint its Standing Committees for the coming year. Appointments shall be effective as of the conclusion of the June meeting.
- Procedures and rules of debate per sections 33 to 64 inclusive of the Book of Forms shall be followed at all regular meetings.
- Diligent attendance at meetings is expected from all Presbyters; and as it is the duty of the Clerk to inform members of the Court of the place, date and time of the meetings, so it is the duty of the Representative



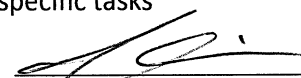
Elder to inform his/her alternate when he/she is unable to be present. Regrets for non-attendance shall be recorded only when they are submitted to the Clerk in writing, or when otherwise ordered by the Court. (Members of the Presbytery are not to be absent from, or leave a sederunt without good and sufficient reasons, and only after receiving the Court's permission.)

- That all committees of Presbytery as well as the Administrative Committee consider whether the report and work of Presbytery can be efficiently and appropriately accomplished by one of the following practices:
- Consent agenda: committees make a motion that certain items in their report be voted on by Presbytery without debate in an omnibus motion at the beginning of their report, with the inclusion of full information about the matter in the report itself. Any consent agenda item can be removed and thus be subject to regular rules of debate by the request of any presbyter. Committees are encouraged to use this practice as extensively as is appropriate for the work to be done.
- Committee Fair: The practice of a Committee Fair allows committees of Presbytery to present ideas and information concerning upcoming motions that would be presented at a later Presbytery meeting or ideas that are in the development stage within the committee's discussions. The goals of the Committee Fair model are to share information and receive feedback for further consideration by the committees.
- Small Group Discussion: Presbytery as a whole breaks into small groups to discuss an agenda item set by Administrative Committee on recommendation of one of the Presbytery committees. The goals of Small Group Discussions are to promote free expression of ideas, encourage everyone to speak, and they may also be used to record feedback to give to the committee recommending the small group discussion.
- [See Appendix 6 for further information and instructions about the use of these practices.] (June 2016)

## COMMITTEES

The following standing committees shall be appointed at the June meeting (unless otherwise noted):

- **ADMINISTRATIVE COMMITTEE** (encompassing the work of Administrative Committee, Rolls and Records, Committee to Nominate)
  - Membership
    - Moderator, Clerk and Conveners of the 5 others Standing Committees of the Presbytery
    - The Treasurer will be consulted as required, but doesn't need to be a member of the committee
    - All committees of Presbytery other than the Administrative Committee should seek a balance of clergy and lay people as members of the committee
    - Any committee of Presbytery may choose to add others to their membership drawn from the Appendix to the Roll or from members of congregations within the Presbytery
  - Coordinating responsibilities
    - Plan and coordinate Presbytery meeting
    - Deal with correspondence, remits, referrals, memorial minutes, publicity
    - Annual orientation of new members of Presbytery
  - Rolls and Records responsibilities
    - Examine the rolls and records of congregations on an ongoing basis
  - Nominating responsibilities
    - Bring forward nominations for standing committees at the May meeting of the Court
    - Name ad hoc committees, i.e. Church Doctrine, as necessary for specific tasks




Victor Kim

- The Admin Committee will also prepare and present an annual draft budget.
- **MINISTRY COMMITTEE** (encompassing the work of Ministry, Visitation, Student Certification, Ethics and Care)
  - Membership
    - Up to 15 people
  - Ministry with professional church workers
    - Review and present recommendations regarding Calls to ministers or diaconal ministers.
    - Responsible for students preparing for ministry
    - Coordinate matters concerning candidates for reception into the denomination
    - Provide pastoral care of professional church workers as required
    - Approve study leave requests
    - Conduct exit interviews after the retirement or resignation of a minister
    - Administer counselling fund to assist all full-time professional church workers and/or family members to obtain appropriate counselling when needed
      - The fund is to be maintained annually at \$4000.00;
      - Full time professional church worker, spouse or dependent family member may approach the convener or vice-convener of the Committee for financial assistance towards the costs of counselling with a qualified counsellor at \$500 per full time professional church worker and \$300.00 per family member
  - Ministry with congregations
    - Provide support and resources for youth ministry, including the biennial Canada Youth conferences
    - Provide personnel leadership, i.e. Interim Moderators, Stated Supply
    - Coordinate congregational visitations every 3 years or as requested by Presbytery or a congregation
  - Ethics and Care responsibilities
    - Responsible for the implementation of the Leading with Care Policy of The Presbyterian Church in Canada
    - Responsible for the implementation of the Policy of The Presbyterian Church in Canada for Dealing with Sexual Abuse and Sexual Harassment
    - Responsible for the implementation of the Policy of The Presbyterian Church in Canada for Dealing with Allegations of Racial Harassment
    - Arrange Broken Boundaries workshops and Leading with Care workshops at least every other year; and as time allows will provide other education events in relation to "Growing in Christ: Seeing the image of God in our neighbour" and other topics related to the respect and care of persons
  - The work of the Ministry Committee, whether with clergy or congregations, will be to create the best outcomes so that congregations and ministries in our Presbytery are healthy and vital
- **STRATEGY AND LEADERSHIP COMMITTEE** (encompassing the work of Strategic Planning, Property and Finance and will be the committee to which the Presbyter for Mission and Vision (PMV) will report)
  - Membership
    - Up to 10 people, including the Presbyter of Mission and Vision and Treasurer of Presbytery, ex officio
  - Strategic Planning responsibilities



- Keep the vision, goals, direction of the Presbytery always before the Court
- This committee will also oversee the work of the Presbyter of Mission and Vision who will be a member and report through this committee
- Work collaboratively with the Presbyter of Mission and Vision around the following areas:
  - Provide leadership in helping catalyze and support new and existing congregations within Presbytery to be healthy and flourishing
  - Support specialized ministries within Presbytery to focus their mission and priorities to enhance their vitality
  - Stress leadership development to assist present leadership to address the adaptive changes needed in our Presbytery and to encourage future leaders within our Presbytery
  - Present to Presbytery goals, priorities, educational opportunities and experiential models that will assist congregations and specialized ministries as they undertake change to be more faithful and fruitful in their ministries
  - Determine a sensible way to free up resources to advance the vision and mission of the Presbytery and its strategic priorities
- Property and Finance responsibilities
  - Stewardship of Real Estate
    - Any proposed transaction involving the improvement, amendment, transfer, encumbrance or title of real estate held by a congregation, specialized ministry, or Presbytery, if either the legal status is changed or its cost exceeds of the greater of (i) \$20,000 and (ii) an amount equal to 10% of the annual operating budget of the congregation, specialized ministry or Presbytery shall be submitted to the committee for its review, and shall include regardless any:
      - real estate being bought, sold, or otherwise transferred (to arm's length persons or to related legal entities)
      - indebtedness incurred by a congregation, specialized ministry, or Presbytery, if such indebtedness is secured by or otherwise encumbers its real estate
      - leasing of all or a portion of a property or building or manse for a period that could exceed two years
      - a property transaction, a building program, or a project involving substantive structural changes or additions to a church building or manse if its cost exceeds of the greater of (i) \$20,000 and (ii) an amount equal to 10% of the annual operating budget of the congregation, specialized ministry or Presbytery
    - The committee is granted power to issue to approve or reject any such submission.
    - A level of oversight and reporting on all real estate held by a congregation, specialized ministry, or Presbytery shall be exercised by the committee in a manner determined by the committee from time to time, including ensuring adequate insurance is maintained for properties and buildings and their use by congregations, minister(s), staff and others using the building
    - Obtaining reports on all leases of properties that extend for more than six months



Victor Kim

- Obtaining satisfactory evidence that a manse, at the time of a vacancy and periodically thereafter or upon a request by any person in the congregation, is suitable for the minister and any family members
  - Stewardship of Financial Assets
    - Each congregation, specialized ministry and Presbytery itself is expected to achieve a positive double bottom line of both fiscal performance and prudence and positive Kingdom impact. In order to assist each congregation, specialized ministry and Presbytery with achieving this goal, the committee will:
    - with respect to financial assets held by the congregation in excess of the greater of [\$XXXXXX] and six month's operational needs, whether those assets' use is restricted or not, the committee will confirm such funds are invested in The Presbyterian Church in Canada's Investment Fund or such other reputable investment portfolio that provides adequate product, industry and risk diversity and financial performance
    - ensure annual balance sheets, income statements and financial notes are reviewed by certified public accountants
    - review all proposed loans in excess of X% of the annual gross income, with such loans not to be advanced until committee approval is received
    - review all proposed withdrawals of monies from invested funds in excess of the actual and deemed returns (whether interest, dividend, capital gain or otherwise) to ensure missionally important work is balanced by long term prudent financial returns, with such proposed withdrawal not to be undertaken until committee approval is received
    - The committee is granted power to issue to ensure such action is taken and to approve or reject any such proposed loan or withdrawal
- **COMMUNITY ENGAGEMENT COMMITTEE** (encompassing the work of Mission and Social Justice and Action)
  - Membership
    - Up to 15 people
  - Further the work of healing and reconciliation between indigenous and non-indigenous peoples in coordination with Hummingbird Ministries as a primary responsibility of this committee
  - Mission responsibilities
    - Administer Grant requests for aid-receiving charges: special grant/loan requests
    - Liaise with Presbyterian World Service and Development
    - Coordinate itineraries of missionaries on deputation work
    - Present missional education information and opportunities
    - Liaise with congregational special ministries involved with mission as opportunities arise or as requested, i.e. Shepherd's House
  - Social Justice and Action responsibilities
    - Equip our congregations and ministries with tools for faithfully following the mission of God in the world, preparing congregations for confident, gracious, and loving ways to be God's sign and instrument to the world around them, having God's heart for mission, evangelism, justice and living the gospel of Jesus Christ



- Encourage and equip PCC Westminster congregations and ministries in local, regional, national and international partnerships, seeking to further opportunities for congregational members to engage in transformational ministries
- Provide connections between congregations regarding tools, resources, models and ideas that deal with issues of social justice and mission
- Be aware and help equip congregations and ministries within the Presbytery around issues of demographic change and opportunities for inter-cultural and inter-faith connections, specifically as they relate to issues of mission and social justice
- Advocate for congregations seeking to be involved in housing as a social need to which churches can and should respond, including focusing on affordable housing when feasible
- Aspects of the Community Engagement Committee's work will necessarily involve a high level of coordination with the Strategy and Leadership Committee and care should be taken to ensure the appropriate level of coordination
- **SPECIALIZED MINISTRY – HUMMINGBIRD MINISTRIES**
  - Hummingbird Ministries is an Indigenous healing ministry located in the lower mainland of BC. It is committed to walking with Indigenous people in their healing journeys and to promote healing and reconciliation between Indigenous people and the Church.
  - Hummingbird Ministries serves children, youth and adults through regular healing circles that help restore hope. The ministry instills freedom in various ways and justice for Indigenous people. It engages youth in sports and healthy alternatives, works with the community in art and celebration, and provides educational and healing workshops, Bible studies, children's art and music programs. These ministries help increase understanding of Indigenous people around issues of ministry, theology and Indigenous cultures.
  - Hummingbird Ministries is a ministry of the Presbytery of Westminster, reporting annually through the Hummingbird Ministries Council
  - Membership
    - A Council of up to 7 people, including the Director of Hummingbird Ministries
    - The Council will bring nominations for Council members annually at the AGM normally held during the March meetings of Presbytery
- **SPECIALIZED MINISTRY – CAMP DOUGLAS**
  - Camp Douglas is a ministry of the Presbytery of Westminster, reporting annually through the Camp Douglas Committee
  - Membership
    - Up to 9 people, including the Director(s) of Camp Douglas
    - 5 members of the Presbytery, including 2 ministers, and 4 non-presbyters (Mar 2015 p. 7546)
    - The Camp Committee will bring nominations for Committee members annually at the June meeting of Presbytery
  - This Committee shall be responsible for the operation, maintenance, development, and program of Camp Douglas and such other matters as the Court may from time to time designate to it.
  - The Executive shall also be responsible for securing the assistance of other interested persons from various congregations to promote Camp Douglas and the camping ministry of the Westminster Presbytery.



### INSTRUCTIONS TO COMMITTEES

- The Presbytery committees shall hold stated meetings normally in the week prior to the meeting of Presbytery. The Administrative Committee shall normally meet within the week before the Presbytery meeting at a regular time as determined annually by the Committee;
- Committees shall, when time permits, concern themselves with research and development. Committees requiring longer periods of time to introduce study material to the Court may do so by giving notice of time required on the docket to the Administrative Committee;
- All committees shall present written reports to the Administrative Committee for the convenience of Presbytery and for the purpose of allocating time on the docket. Major reports or reports which the committee presenting expects to generate considerable discussion should normally be received at one meeting and tabled for discussion at a subsequent meeting.
- When a member of the Court or any of its committees desires to become involved in a contractual professional relationship through or with the Court, such an individual may maintain the right of membership in the Court or on any of its committees, but must withdraw from any discussions pertaining to this contractual relationship or voting thereon, and their absence from that portion of the meeting be noted in the Minutes.
- When a committee or individual is given "power to issue" they shall inform the Clerk of Presbytery within twenty-four (24) hours what action has been taken so that the clerk may write letters of notification, where appropriate, on behalf of the Presbytery.

### PRESBYTERY FINANCES

- The financial year of the Presbytery shall be the calendar year;
- At the November meeting, the Administrative Committee shall present a budget for the coming year, recommend the rate of congregational assessment, and appoint auditors of the Financial Statements for the current year. All committee conveners must submit their requests for finances for the ensuing year by October 31;
- At the March meeting, the Treasurer shall present his annual statement on the financial position of the Presbytery, and shall present to the Court the audited financial statements for the previous year;
- The Presbytery fund from which the operating expenses and the Synod assessment are to be paid shall be raised by the annual assessment upon the congregations. Additional allocations may be levied for other work within the Presbytery, i.e. Camp Douglas. All such must be approved by Presbytery;
- The expenses of members attending regular, special or *pro re nata* meetings of Presbytery and committees may be paid from the Presbytery's Operating Fund at the rate published for Sunday Supply in the annual minimum stipend and allowance schedule effective 1 September annually;
- The signing officers of the Court shall be the Treasurer and either the Moderator or the Clerk; The "Definition of the Use and Availability of Funds" be appended (as Appendix 1) to the Standing Orders.

### CORRESPONDENCE

- All correspondence is to be received through the Clerk's office.;
- To facilitate the work of the Court, the Clerk shall refer correspondence to the appropriate committees. This should be done before stated meetings of the committees; Correspondence received between the stated meetings of committees and the meeting of Presbytery shall be referred to the Court only if the matter is urgent or routine and non-controversial.



Victor Kim

## PROFESSIONAL CHURCH WORKERS


- Vacancies: The general procedure to be used in calling a minister to a vacant congregation is found in the Book of Forms 1979, Sections 213-232, it being noted that interim moderators be required to consult the Ministry and Church Vocations office regarding the files of candidates for calls or appointments;
- In addition, all professional church workers including ministers shall have the following explicitly stated in the Call Guarantee (Appendix A 10) or contract of service; and in the case of the Call Guarantee or contracts of service given prior to January 12, 1972, implicitly understood to be a part of the Call Guarantee or contract of service beginning as of January 1, 1972:
- that two weeks annually for continuing education shall be given with pulpit supply (for ministers) plus for expenses a minimum amount as established by the General Assembly be provided annually with accumulation rights to a maximum of 5 years;
- that it be understood that study leave will only be granted for study at a recognized college, either approved institution or Pastoral Counselling Institute.
- that all calls include the direction for congregations to pay the BC Medical Services Plan for their ministers and that this be understood to include all ministers serving prior to July 1, 2002.
- The Property and Loans Committee shall ensure that the manse of a congregation considering a call is suitable for the family of the minister being considered. The report of the committee must be heard before the congregation's call can be approved by Presbytery.

### Interim Moderators

- All Interim Moderators are to use and follow the document *Calling a Minister (Presbytery of Westminster edition)* available from the Clerk (see also *Ministry Committee: II.B.2*)

### Calling And/or Appointing of Additional Pastoral Staff in Congregations

- Presbytery Advisor
- Whenever a congregation, through the direction of its session, has decided to look into the question of adding to its ministry staff, the session must apply to the Presbytery for a Presbytery Advisor to assist and advise the congregation in its proposal and endeavour. An addition to the ministry staff is defined as an ordained minister or member of the Order of Diaconal Ministries, Pastoral Worker, Youth Director, Parish Nurse, Christian Educator or any similar positions called or appointed on a half-time or greater basis.
- The Presbytery Advisor will act in liaison with the Presbytery throughout the process. (Preferably, the appointed Presbytery Advisor should be a minister with considerable congregational experience and, if possible, with some knowledge of multiple staff operation.)
- The appointed Presbytery Advisor will work with the congregation's representatives:
- to draft clear and detailed "job descriptions" for all its staff members, together with adequate levels of stipend and benefits;
- to specify the working relationship which will be in operation among members of the pastoral staff;
- to anticipate and outline possible action to be taken by the pastoral staff in the event of future disruptions of the proposed joint ministry, e.g. resignations, retirement, etc.;
- to moderate in a call or appointment.
- A vital part of the responsibility of the appointed Presbytery Advisor will be the task of making clear to the congregation, the session, board and members, the nature of the "team ministry" which is being proposed, the increased cost of the new arrangement and, when approved, to solicit and encourage full acceptance, respect and harmonious support for the same.



Victor Kim



- The appointed Presbytery Advisor must be a minister other than the minister of the congregation in question.

#### **Consultative Committee for Team Ministries**

- Presbytery, through its Ministry Committee, will form a sub-committee called "The Consultative Committee for Team Ministries" for the purpose of dealing with conflicts and reconciling differences which may be brought before it by members of the pastoral staff and congregation.

#### **Title**

- Whenever a title is used to describe an additional pastoral staff member in a congregation, the meaning of the title for each call or appointment must be clearly spelled out in the job descriptions and in other matters relating to the office, work, relationship with colleagues and expectations which apply to the pastoral staff member who is to be employed.

#### **Special Presbytery Advisor**

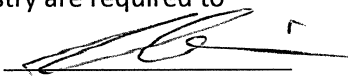
- When Presbytery appoints a Special Presbytery Advisor, this appointment be for a term of up to one year.
- That before the appointment of a Special Presbytery Advisor, a clear description of the responsibilities be negotiated between the Moderator and the Session of the requesting congregation and the Ministry Committee of Presbytery.
- That the Special Presbytery Advisor report regularly to the Presbytery through the Ministry Committee.
- That normally no one who has previously served the congregation as moderator would be appointed as Special Presbytery Advisor to the requesting congregation.

#### **General**

- That the Presbytery minimum stipend is 10% above the minimum stipend set by the General Assembly.
- Minister in Association "Ministers in good and regular standing who are not called or appointed to a congregation, should be associated with a congregation. Such association does not detract from the fact that they are primarily under the care and discipline of the Presbytery." (Book of Forms: Appendix I.)
- The relationship is to be documented in a written agreement between the Minister in Association and the Session and the agreement is to be approved by the Presbytery and filed with the Ministry Committee.
- Should the Minister in Association and/or the Session wish to change the agreement, they must submit the change to the Presbytery for approval.
- An agreement between a Minister in Association and the Session of a congregation is suspended by the Presbytery and reviewed by the Ministry Committee (with recommendation) upon the Call of a new Minister to the congregation.

#### **Police Records Check / Criminal Record Check**

- In accordance with the policy of The Presbyterian Church in Canada (*Leading with Care 3.10*) all ministers (Word and Sacraments or Diaconal) who are engaged in active ministry are required to



Victor Kim

obtain a PRC/CRC.

- The Clerk will provide a letter requesting a comprehensive Police Records Check/Criminal Record Check (PRC/CRC) to each professional church worker (Minister of Word and Sacraments and/or Diaconal Minister) in the Presbytery on the Constituent Roll or the Appendix to the Roll. The individual is responsible for taking the request to their local police and acquiring a PRC/CRC in a timely manner. Any fees incurred for the PRC may be claimed from the Presbytery with a valid receipt.
- The completed PRC/CRC will be sent to the Clerk who will note its receipt and the date in a confidential file. The original document will be returned to the church worker.
- A PRC/CRC will be required from each professional church worker every five years. The Presbyterian Church in Canada also requires that a PRC/CRC be done at the time of a new call, at the time of a change of position, and/or at a time when the ministry (job) position changes.
- Any PRC/CRC that is not clear will be dealt with on a case by case basis. The Clerk will consult with the Ministry Committee for guidance. Ministers on the Appendix who do not have a current PRC/CRC will not be able to undertake ministries that involve one-to-one counselling or other high risk activities. They will be able to preach and lead worship and/or other activities that take place in group settings.

#### **Specialized Transitional (Interim) Ministers**

- In order to avoid confusion between the terms "Interim Moderators" and "Interim Ministers" the Presbytery will use the term "Transitional Minister" to refer to those persons appointed under the guidelines for specialized Interim Ministry (see "Calling a Minister... Westminster Presbytery edition" SUPPLEMENT III Policy and Procedures for Interim Ministry).

#### **Definitions of Ministry Terms**

- *Interim Moderator*: A Minister of Word and Sacraments, appointed by the Presbytery in consultation with the Session, to assist a congregation during a vacancy and to assess their readiness to proceed with a Call, and to proceed with a search and Call if the congregation is ready. (Book of Forms 213)
- *Transitional Minister*: A Minister of Word and Sacraments, usually with specialized training, appointed by the Presbytery in consultation with the Session, during a vacancy to address particular goals identified by the Presbytery, and to help the congregation prepare for its next phase of ministry. (Book of Forms 213.3)
- *Stated Supply*: A Minister of Word and Sacraments, appointed by the Presbytery in consultation with the Session, to supply the pulpit and other regular ministerial tasks for one year. This may be renewable. (Book of Forms 213.2)
- *Pulpit Supply*: A Minister of Word and Sacraments, or theological student, or qualified lay leader, contracted by an incumbent Minister, to supply the pulpit during the absence of the regular minister.

#### **License to Officiate at Marriages. (April 2013)**

- The Province of BC through its Office of Vital Statistics, works with the clerk of Presbytery to authorize clergy to officiate at marriages. Clergy who are members of the Presbytery are usually routinely provided with a license to officiate at marriages.
- From time to time, the Clerk receives requests for a temporary license:
- *Criteria for clergy who are not members of the Presbytery of Westminster*:
- It was agreed at the March 2013 meeting of the Presbytery that the Presbytery continue to sponsor temporary licenses to officiate at marriages to persons from other presbyteries and/or other

  
Victor Kim

denominations (residing outside of BC) with the assurance that the person is familiar with and willing to abide by the criteria of The Presbyterian Church in Canada.

- Sometimes clergy who are not ministers of the PCC, often from sister denominations outside of Canada, and who are living and working within the Lower Mainland request that the Presbytery of Westminster arrange for them to have a license to officiate at marriages on a permanent basis.
- Criteria for clergy who are not ministers of the PCC:
- It was agreed at the March 2013 meeting of the Presbytery that persons from other denominations who are seeking to obtain a regular license to officiate at marriages through this Presbytery shall apply through the Clerk and each case will be considered individually by the Administrative Committee who will bring recommendations to the Presbytery.
- The Committee will seek assurance that the person is familiar with and willing to abide by the criteria of The Presbyterian Church in Canada. Such endorsement will need to be reviewed every two years or when there is a change of circumstances. The committee will seek information about how many marriages have been performed in the last two years (for those currently authorized under the Presbytery of Westminster) and where the marriages are recorded.

## PASTORAL CARE OF CONGREGATIONS

### Regular Visitations

- That four Visitation Teams (each one including at least one ruling elder and one minister) be appointed for the period of one year, to conduct regular visitations to the congregations within our bounds. (Dec 2012)
- That the purpose of a regular visitation be "to promote the well-being of congregations by providing regular pastoral care, support, encouragement, and guidance in their ministries."
- That reports from congregational visits by Presbytery be received by the Ministry Committee as specified in **APPENDIX 5**, Visitation Protocol as adopted at the November 2015 meeting of the Presbytery, or, at the latest, by its May meeting of each year. (Nov 2015)
- That Visitation Teams follow the Visitation Protocol (**APPENDIX 5** Visitation Package) as adopted at the November 2015 meeting of the Presbytery. (Available from the Ministry Committee. (May 2016)
- The Ministry Committee arrange Exit Interviews with Ministers and Sessions at the transition of a Minister from a congregation

### Procedures to be followed in resolving issues of conflict within congregations

- It being understood that only when conflicts are properly brought before Presbytery do these procedures apply.
- Either party or parties, who are the constituent members of the Presbytery, should approach Presbytery, by letter, with the understanding that all communication to/from Presbytery will be shared with all parties involved; and such correspondence can be sent to a specific committee that is delegated or assigned to oversee matters of this nature. Where congregational well-being is affected, correspondence must be submitted through the session to Presbytery, and vice versa.
- Upon receipt of such a letter(s), the Clerk of Presbytery should refer the matter immediately to the Ministry Committee, or the appropriate Standing Committee.
- Upon receiving the reference from the Clerk of Presbytery, the said Standing Committee is urged to take the following action:
- An Ad Hoc Committee be appointed immediately to study and research the issue, determine the nature of the conflict, and make every effort to resolve the issue. If resolution cannot be achieved at this stage, the




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Ad Hoc Committee should make recommendation for further action.

- Finding of the Ad Hoc Committee must be completed and reported to the Standing Committee that is responsible for overseeing the matter within ten (10) days. (It is the conviction of the sub-committee that in resolving matters of this kind, time is of the essence.)
- Further action: When all other avenues toward resolution have been exhausted, only then, should a Commission be appointed. The establishment of any Commission should be a matter of last resort.
- If a Commission is deemed necessary, nomination for membership should be the responsibility of the Standing Committee. Note: That the initial members on the Ad Hoc Committee be ineligible for serving on the Commission to avoid possible bias or prejudices.
- Specific and detailed terms of reference for the Commission must be clearly established, based on the report of the Ad Hoc Committee.
- Parties involved in the conflict be encouraged to seek and obtain pastoral counsel and support from within the Presbytery in consultation with the convener of the Ministry Committee, if desired.
- The name(s) of the Counsellor(s) must be recognized and officially appointed by Presbytery.
- Counsellor(s) shall be present with the parties involved throughout the entire process until the Commission has fulfilled its mandate.
- Members of the Commission shall remain objective and impartial at all times throughout the entire process, conscious of the fact that we are dealing with one another as sisters and brothers in Christ.
- Copies of all information, including documents, given to the Commission shall be made available to the parties involved to eliminate any unnecessary anxiety and/or misunderstanding. (cf. Book of Forms #341)
- Methods and Means of Presenting Report to Presbytery from the Commission:
- Only the final resolution of the Commission be presented to Presbytery in written form, and nothing shall be included in Presbytery's minutes except in the case of formal charges. (cf. Book of Forms, Paragraph #30)
- Following its report of the final resolution to Presbytery, providing: a) there is no charge involved; b) there is no formal dissent or appeal indicated, it is the responsibility of the convener of the Commission, at the conclusion of the matter, to gather, secure, and destroy, in the presence of Presbytery, all written documents pertaining to the Commission. (cf. Book of Forms #31)
- The Moderator shall lead the Court in prayer.
- The Ministry Committee and every congregation within the bounds of the Presbytery of Westminster be advised to purchase a copy of the book entitled "Managing Church Conflict" by Hugh F. Halverstadt."

#### **COMMISSIONERS TO GENERAL ASSEMBLY** (Dec 2009)

- For the purpose of facilitating the designating of Minister-Commissioners and Elder-Commissioners to General Assembly, a rotation list shall be established for clergy and a rotation list shall be established for Sessions.
- The required number of Commissioners will be determined and designated at the December meeting as follows.
- Ministers on the Constituent Roll who have attended a majority of the regular meetings of the Court in the previous year shall be eligible to be designated. The topmost required number on the clergy rotation list shall be, unless otherwise directed by the Court, proposed. The names of those so designated shall move to the bottom of the list as of the date of the Assembly unless otherwise excused by the Court.
- Sessions who have been represented at a majority of the regular meetings of the Court in the previous year shall be eligible to propose Elder-Commissioners from their membership following the order of preference: first choice, representative elder; second choice, parity elder; third choice, alternate

  
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 December 3, 2019

representative elder; fourth choice, any other member of Session. Those Sessions providing designated Elder-Commissioners shall move to the bottom of the list at the date of the Assembly unless otherwise excused by the Court.

- The Clerk shall have the authority of Presbytery to proceed in order down the rotation lists in order to make substitute appointments to compensate for those declining their commission. Clergy or congregations who have declined a commission twice in consecutive years shall be moved to the bottom of the rotation list. (Nov 2015 p. 7445).
- Names added to the constituent roll shall be placed at the bottom of the list as of the date they are placed on the Roll. Should this change the number of commissioners required, the Clerk shall proceed as in Number 5 above.

#### OVERTURES TO GENERAL ASSEMBLY

- A proposed Overture to the General Assembly must normally be submitted first as a Notice of Motion in order that members of the Court will have adequate time to consider and reflect on the issue(s) raised in the Overture.

#### MISCELLANEOUS

- This category contains items that do not easily fall under any other specific category.
- Obituary Notices In the event of a minister's death, a simple obituary [to be placed in the Presbyterian Record] is to be prepared by the Presbytery in consultation with the family, with the Presbytery paying up to \$150, with any further costs to be borne by the estate and/or the congregation.
- Grants, Presbyterian Innovative Ministries (PIM) Applications for grants from PIM be directed to the Mission Committee for consideration.
- That copies of documents concerning agreements signed between congregations and the Presbytery be maintained by the Clerk's Office.

**Recommendation 1:** That the Revised Standing Orders of the Presbytery of Westminster, 2019, be adopted by the Presbytery on a one-year interim basis.

Amendment moved by Pat Dutcher-Walls, seconded by Paddy Eastwood, that the two bullets under the Property and Finance responsibilities of the Strategy and Leadership Committee granting power to issue be deleted.

Amendment **CARRIED**

Brian Fraser commented that suggested revisions around the SCC were not reflected in the final draft. The Clerk agreed that due to an oversight the recommendations were not incorporated and will be incorporated before the final Standing Orders are distributed.

Original recommendation **CARRIED**.

*Respectfully submitted,*  
 Victor Kim  
 Clerk



Victor Kim

## **VISITATION COMMITTEE REPORT**

*The report was presented by Bev Feick, Visitation Committee Convener.*

*All motions moved by Bev Feick, seconded by Pam Wong.*

### **Presbytery of Westminster Visitation Report December 2019**

#### **Regular 2019 Visits**

- St Andrew's St Stephens's was visited September 28/19 by Emily Wilson (Lead) & Rev Dennis Howard
- Coquitlam's regular visit will be scheduled early in the New Year.

#### **One year 2019 Visits**

- Haney was visited October 17/19 by Pam Wong (Lead) & Rev Dennis Howard.

#### **Haney Presbyterian One Year Visit**

Oct 17, 2019

Visitation team: Rev. Dennis Howard, Pam Wong

Minister's first year visit

Present were Session Elders; Duncan, Ann, Bob, Gordon, Ron, Sherry, Joan, Sue and Maynard Elders appreciate having Rev. Paddy Eastwood as their minister. She had been their family and youth minister, 1/2 time for several years prior to becoming the lead minister at Haney.

She was described as gracious, caring, and compassionate. She is a good leader in that she conveys trust in the congregation by encouraging, thereby empowering people to step up into roles of leadership that they were hesitant to try.

She was described as organized, high energy, handles herself well, listens, handles conflict by engaging in discussion, is calm (never loses her temper).

The Elders encourage Paddy to take time off. The pastoral team meet with Paddy 2 or more times a year. They are encouraged by Paddy and Grace's program "Journey." Grace Pinck is a member of the congregation and is in the role of the current paid part time Youth Worker. It is an outreach to young parents and youth through music and activities. Some new people have become involved which is encouraging.

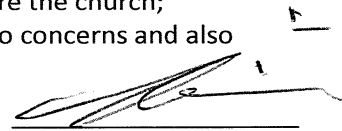
The congregation are very welcoming, warm, friendly and helpful. People are noticed if they haven't been seen at church - phone calls or notes are sent out to let them know they wished well.

Visiting with Rev. Paddy Eastwood

She is behind with her study leave but this year managed to participate in opportunities for study and learning at VST and in the Dominican Republic.

She takes care to balance home and office-taking care not to work in the evening and trying to exercise more.

She loves being the minister at Haney PC. It is a healthy church. Together they are the church; communicating, trusting each other and engaging in open dialogue. They listen to concerns and also celebrate successes.



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**Recommendation:** That the Rev Paddy Eastwood and Haney congregation be commended for their active participation in the care and growth of their ministry. **CARRIED**

The 2020 regular visit schedule below is based on the report of the last regular visit. Some visits in the previous schedules were delayed by months, while others have shifted through the completed positions of Interim Moderators.

**Regular 2020 Visits**

- Calvin - last regular visit 2013
- Central - December
- Chinese - May
- City Centre - last regular visit 2015
- Fairview - May
- Gordon - April
- Haney - April
- Langley - May
- Richmond - November
- St Aidan's - last regular visit 2014
- West Vancouver - February

**One year 2020 Visits**

- January - St Aidan's
- September - City Centre
- September - Richmond Assistant Minister
- October - Calvin

Respectfully submitted  
Bev Feick  
Convenor Visitation Committee  
Westminster Presbytery

**ANNOUNCEMENTS**



Victor Kim

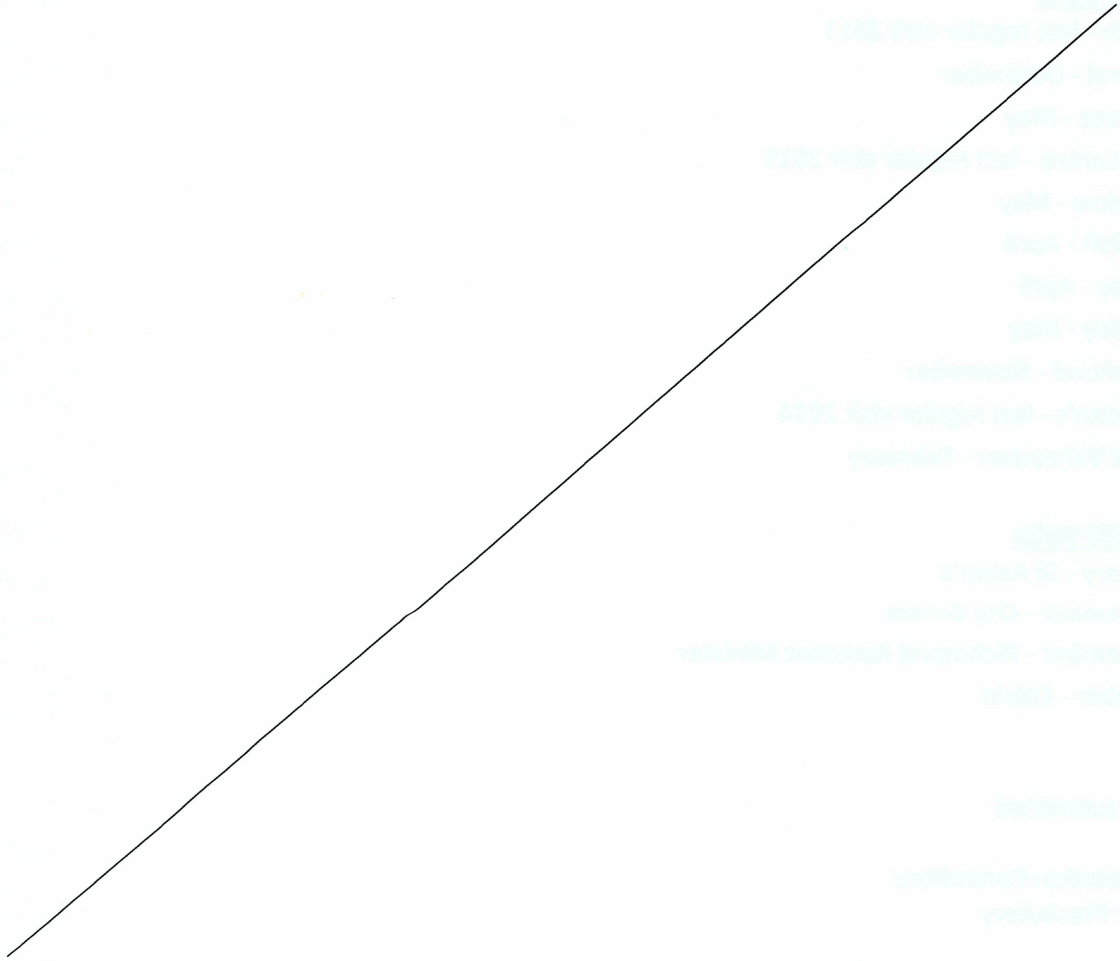
**ADJOURNMENT**

Moved by Miklos Szigeti, seconded by Mary Fontaine to adjourn the meeting.

**CARRIED**

The next **regular meeting** of presbytery is **January 14, 2020** at **Gordon Presbyterian Church**, 7457 Edmonds St., Burnaby. Worship (Rebecca Simpson) 7:00 p.m., Presbytery 7:30 p.m.

The Moderator closed the court with a benediction.



  
\_\_\_\_\_  
Cal MacLeod, Moderator

  
\_\_\_\_\_  
Victor Kim