

The Presbytery of Westminster  
Regular Meeting via Zoom  
November 1, 2022

The Presbytery of Westminster met in Regular Session on Tuesday, November 1, 2022 at 7:02pm via Zoom Video Conferencing. Worship was led by members of the Administrative Committee. They shared verses from Scripture and reflected on why they encouraged them. The following verses were shared:-

Isaiah 43:1-3a, 5-7

Romans 8: 26-28

Romans 8: 34-39

2 Cor 5:19-21

John 15:9-17

Philippians 4:4-7

Psalm 84

### **CONSTITUTION**

The Moderator, Rev. Laurie McKay constituted the Court and opened the meeting with prayer at 7:37 pm.

The Moderator welcomed the following guests:

1. Jacqueline Cleland

Leave to withdraw: Mary Fontaine (following the Hummingbird Ministries report)

### **DOCKET**

It was moved by Martin Baxter, seconded by Pat Dutcher-Walls that the updated docket and consent agenda below be adopted.

**CARRIED**

#### **Consent Agenda:**

- that the Docket be as indicated,
- that the attendance be recorded as those listed on the "Active Hosts Report" for the presbytery ZOOM call,
- 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 September 20, 2022 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 Larry Eastwood, presbytery treasurer, be permitted to speak to financial issues,
- that Ian Rokeby, convenor of P&F, sit in correspondence

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 Any member may ask for an item on the consent agenda to be withdrawn from this list before it is adopted.

### **ROLL**

Constituent Roll:

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Martin Baxter (clerk)

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Lydia Bae, Martin Baxter, Dr. Pat Dutcher-Walls, Paddy Eastwood, Mary Fontaine, Dr. Brian Fraser, Sumarme Goble, Dennis Howard, Ta-Li Hsieh, Thomas Kim, Dr. Ross Lockhart, Cal MacLeod, Laurie MacKay, Miklos Szigeti, Willem van de Wall, Richard Watson, Dr. Dale Woods, Melanie Adams, Bob Ashop, John Con, Isabel Evans, Bev Feick, Laurel Gorman, Loraine Johnson, Lynn Lanaras, Kelly Patrick, Nicole Pringle, Kit Schindell, Ken Sewell, Bev Shepansky, Gordon Shields, Judy Sonachansingh, Cathy Sosnowsky, Susan Stacey, Emily Wilson, Pamela Wong, Mike Zaine, Claudine Rebosura, Nancy Caunce.

Appendix:

Bob Garvin, Lip Boon Lee, Murdo Marple

Non-Voting Correspondence:

Larry Eastwood, Ian Rokeby

Non-voting guests:

Jacqueline Cleland

**REGRETS:**

Jason Cheng, Morgan Wong, Andrea Perrett, Richard Topping, Bernie Skelding, John Allan, Kate Jordan, Gabriel Snyman.

### **Presbytery Correspondence September 20 – November 1, 2022**

<b>Date</b>	<b>Name</b>	<b>Content</b>	<b>Action</b>
20-Sep-22	Scott MacDonald via Dale Woods	Consideration of a nomination for moderator for 2023 GA	Referred to Admin Cte
20-Sep-22	Roland de Vries	Notice of Fall courses from PC	circulated via presbytery newsletter – Sept 27
21-Sept-22	Jen de Combe	Acknowledging receipt of Presbytery endorsements for grant applications for Shepherds House & BJAS	Received
21-Sep-22	Knox College	Notice of Service of recognition for John Vissers	circulated via presbytery newsletter – Sept 27
22-Sep-22	KSW Lawyers	Notice that Rev. Westhuizen has retained KSW Lawyers to give him advice on the Dissolution of Pastoral Ties Agreement (Sept 13 2022)	received
26-Sep-22	John Popiel	Note that the application to PWS&D Flood Appeal will be processed in next week or so	noted
28-Sep-22	Nigel Parker	Requiring confirmation that he attended a LWC course through our Presbytery	Sent confirmation to Presbytery of Quebec

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29-Sep-22	Brian Fraser	Requesting Minute Extract for BJAS grant application	sent
30-Sep-22	Willem van der Westhuizen	New email ... <a href="mailto:wwvdwesthuizen@gmail.com">wwvdwesthuizen@gmail.com</a>	noted
30-Sep-22	KSW Lawyers	Letter on behalf of Rev. van der Westhuizen with what he wants above and beyond the draft Dissolution Agreement	received
1-Oct-22	Katrina Volkenant	Confirmation of what is required to make LOTR applications	Circulated to Presbytery
5-Oct-22	Mary Fontaine	Hummingbird Ministries LWC report for 2022	received
13-Sep-22 & 5-Oct-22	Shelly Chandler	Confirmation that Shelly requires a certificate of ordination from our presbytery	sent
5-Oct-22	Dale Woods / PLLR LLP	Confirmation that St John's have retained PLLR LLP to represent them	noted
6-Oct-22	Ian Ross-Macdonald	Information to be circulated to presbytery	circulated via presbytery newsletter – Oct 13
7-Oct-22	Terrie-Lee Hamilton	CFO Job description	circulated via presbytery newsletter – Oct 13
11-Oct-22	Valerie Sanguinetti	LWC Report from KPC	Received with thanks
11-Oct-22	Brian Fraser	Socks for Souls poster	circulated via presbytery newsletter – Oct 13
11-Oct-22	John Borthwick	Sabbath Rest webinar	circulated via presbytery newsletter – Oct 13
13-Oct-22	Roland De Vries	Position Description for PC	circulated via presbytery newsletter – Oct 13
18-Oct-22	Young Tae-Choi	Artist Care Film Series	To be circulated
20-Oct-22	Mary Fontaine	Information to be circulated to presbytery	To be circulated
25-Oct-22	Liane Maki	Requesting updated info re Rev. van der Westhuizen	replied
25-Oct-22	Cherie Inkseter	Assembly Council inquiring if an elder from the West could be nominated to Assembly Council	To be discussed at Admin Cte
25-Oct-22	Teresa Charlton	Notice of approved Synod Budget 2023 – Congregational Contributions set at flat rate of \$100 / congregation	Noted and sent to Larry Eastwood
26-Oct-22	Douglas Young	Presbytery of Kingston requesting any info re “General Presbyter”	Forwarded our PMV Job Description
27-Oct-22	Kathryn Muir	7 attachments from GA Office:-	received

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		<ul style="list-style-type: none"> <li>● 2022 GA Referrals (presbytery)</li> <li>● 2022 GA referrals (sessions)</li> <li>● Call for commissioners to 2023 GA</li> <li>● Call for moderator of the 2023 GA</li> <li>● Call for YARs for the 2023 GA</li> <li>● Overtures and petitions deadline for 2023 GA</li> <li>● Presbyteries eligible to send YARs to 2023 GA - #43 on list</li> </ul>	
27-Oct-22	Kathryn Muir	4 attachments From GAO – re docs posted on presbyterian.ca <ul style="list-style-type: none"> <li>● 2023 Min Stipend Schedule</li> <li>● Guidelines re Ordination &amp; Marriage</li> <li>● Inter-mission guidelines</li> <li>● Our Confession to God re LGBTGI</li> </ul>	received
27-Oct-22	Don Muir	2 attachments – re voluntary withdrawal from PCC <ul style="list-style-type: none"> <li>● Voluntary Withdrawal flowchart</li> <li>● Voluntary withdrawal procedures</li> </ul>	received

## COMMITTEE REPORTS

### ADMINISTRATIVE COMMITTEE REPORT

*The report was presented by Martin Baxter, Administrative Committee Convener.*

*All motions, unless otherwise noted, moved by Martin Baxter, seconded by Pat Dutcher-Walls.*

#### Administrative Committee Report

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#### Land Occupancy Transparency Act (LOTA) / Report (LOTR)

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At our regular meeting of presbytery, September 20 2022, we approved two recommendations regarding the cost of filing LOTR. However, following that meeting we circulated further information from Katrina Volkenant, paralegal with “Dejager / Volkenant”.

The process to initiate the filing for each congregation, who owns property (incl Camp Douglas), is as follows:-

1. Congregation contact, with signing authority, namely ONE named Trustee, makes contact with Katrina and provides required information (below) so that she can open a file
2. Katrina will add the congregation to their list of LOTR files which they are working through in the order received.
3. The lawyer reviews the file and they prepare the LOTR (one per trustee)
4. Katrina will send the prepared reports to the above named congregational contact who will sign **all** reports (*The presbytery clerk will double check on whether or not each Trustee must sign a separate report*)
5. Signed reports are emailed / mailed back to Katrina
6. She will submit the reports for filing with the Land Title Office

Required information for Katrina:

- Legal name of church/congregation
- Addresses of all properties owned by the congregation
- Any relevant trust agreements or properties to which the church has a lease for a term of 10+ years. For most if not all of us this equates to the most up to date version of our Trust Deeds, signed by all trustees, Presbytery moderator and Presbytery clerk.
- For each named congregational trustee: full legal name, city of residence, confirmation that he/she is a Canadian Citizen or Permanent Resident

Thank you to those of you who have acted upon the above process in the past few weeks. The Presbytery clerk will be following up with those congregations that Katrina has not heard from in the very near future.

**One aspect of the above process that perhaps needs a little further clarification is the need for at least one of the Trustees to sign off on the LOTR, for their congregation.**

In our Trust Deeds, under section 5H, the following is stated:

*Congregational Trustees are responsible for carrying out any other legal duties that may be assigned pursuant to the instructions of the Congregation by resolution duly passed at a meeting of the Congregation, subject to obtaining the approval of the Presbytery of Westminster when required by the Book of Forms or standing orders of the Presbytery of Westminster*

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Are you now required to call a congregational meeting in order to give “explicit” instructions to one or all of your trustees to sign off on your LOTR?

**The Administrative Committee have discussed this and are giving the following advice.**

- Each congregation at some point in the past year or so has reapproved their Trust Deed (at a duly called congregational meeting) at the request of the presbytery, because at that time we informed every congregation that all of us were going to have to make LOTA applications, as required by the province of BC.
- As such, *implicitly*, every congregation did approve that those applications needed to be made
- In addition, although at that time we were not certain of the actual process required to make LOTA applications, we suggest that as part of this re-approval of Trust Deeds, trustees were *implicitly* instructed to sign off on those applications as required by the LOTA process and the Trust Deed itself.
- Therefore, we do not think any congregation needs to call a congregational meeting to instruct their trustee(s) to formally sign off on their LOTR.
- However if any congregation wishes to make this sign-off instruction more “explicit” then we would encourage you to homologate this process at a future annual meeting of your congregation.

Based on the above, we are therefore bringing the following recommendations before the court.

**Recommendation #** That the above “advice” to congregations and their trustees be circulated to the congregations within the presbytery, who own property, to reassure trustees about acting on behalf of their congregations and signing off on their respective LOTR.

**CARRIED**

**Recommendation #** That the Presbytery of Westminster instruct the current named trustees of Camp Douglas that one, or all, as required, sign off on the LOTR for Camp Douglas, as required by the province of BC.

**CARRIED**

**LMA Regional Resourcing Grants**

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At the recent meeting of the Synod of BC it was agreed that each presbytery within the synod would be eligible to apply for up to \$10,166 from the Regional Resourcing Grants fund, managed through LMA.

In addition the following was also adopted as the process for applying for a grant.

1. That the Clerks of presbyteries be given power to issue to apply for this grant directly through the PCC website "Grants" page as projects are approved within each presbytery.
2. That the presbyteries be strongly urged to have their submissions for Life and Mission Agency funding to the Grant Review Committee by May 31st 2023.
3. That the Clerks of Presbyteries copy applications to the Clerk of Synod for the Synod Executive's information.
4. That each Presbytery bring a presentation of each grant to the Open House at the 131st Synod of British Columbia.

As a process to fairly allocate the regional resource grant monies to various requests within the presbytery, we are proposing that grant requests be sent to the clerk no later than Feb 24 2023, and the administrative committee will bring a recommendation to the regular meeting of presbytery on March 7 2023 to seek presbytery approval for the allocations, and the clerk will subsequently apply for the grants.

**ACTION** - *The Clerk will connect with the convener of the CEC to determine whether the CEC or Admin Cte will bring the recommendation to the regular meeting of presbytery on March 7 2023.*

### **Presbytery of Westminster – Budget 2023**

In accordance with our Standing Orders the Administrative Committee are responsible for drafting and presenting an annual budget to the Presbytery.

	<b>2023</b>	2022	<b>2022</b>	2022	2021	2020	2019
	<b>Proposed</b>	year end extrapolate d	as of Sept	APPROVE D	Approved	APPROVE D	Approved
<b>INCOME</b>							
Congregational Assessments	<b>106,150</b>	102,864	80,204	103,150	105,070	105,070	105,070
Synod Regional Resourcing Grant note 1	<b>10,000</b>	6,000	6,000	12,500	10,000	10,000	12,328
Interest	<b>0</b>	0	0	0	0	1,300	1,300
<i>Operating sub-total</i>	<b>116,150</b>	<b>108,864</b>	<b>86,204</b>	115,650	115,070	116,370	118,698
<i>PIM Fund transfers</i>	<b>280,000</b>						
Transfers from WPG fund	<b>261,234</b>	244,000	153,392	254,346	223,264	141,069	0
<b>Total Revenue</b>	<b>377,384</b>	<b>352,864</b>	<b>239,596</b>	369,996	338,334	257,439	118,698

Martin Baxter (clerk)

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**OPERATING EXPENSES****ADMINISTRATION AND OVERHEAD EXPENSES**

Administratiion/office expense	<b>1,000</b>	808	606	1,500	1,500	1,000	1,000
Bank fees	<b>0</b>	0	0	900	650	200	250
General Assembly Commissioners	<b>2,200</b>	0	0	2000	0	2,000	2,200
Criminal Record checks	<b>500</b>	500	385	500	500	500	500
Insurance - Liability Presbyery	<b>2,800</b>	2,532	2,432	2,000	1,800	1,800	1,600
Legal fees	<b>5,000</b>	0	0	10,000	5,000	0	0
GST paid	<b>1,700</b>	1,700	1,253	1,000	1,000	1,300	700
Misc. expenses	<b>200</b>	100	61	1,000	1,000	1,000	800
Synod Allocation	<b>2,700</b>	2,700	2,700	2,700	12,000	11,645	11,820
Clerk's Honorarium	<b>5,500</b>	5,500	4,583	5,500	5,500	4,800	4,800
Office Administrator honorarium	<b>3,900</b>	3,900	3,250	3,900	3,900	3,900	3,900
Treasurer honorarium	<b>3,000</b>	3,000	2,250	3,000	3,000	3,000	3,000

**COMMITTEE AND PROGRAM EXPENSES**

Visioning & Innovation	<b>2,500</b>	2,500	2,500	2,000	0	2,000	3,700
Comm: Leading With Care	<b>1,000</b>	0	0	1,000	0	2,000	2,000
Comm: Student Cert	<b>1,650</b>	825	825	1,650	1,650	1,650	1,500
Comm: Ethics	<b>0</b>	0	0	0	200	200	200
Comm: Community Engagement	<b>1,500</b>	1,417	1,417	1,500	2,000	500	500
Comm: Nominating	<b>0</b>	0	0	0	0	550	550
Visitations/Commissions	<b>500</b>	0	0	500	500	500	500
Travel	<b>1,000</b>	1,000	0	1,000	1,000	2,000	2,000
Canada Youth Conference	<b>3,000</b>	0	0	0	0	3,000	2,000
Contingency Fund	<b>0</b>	5,000	0	0	0	0	0
Regional Resource note 1	<b>10,000</b>	6,000	6,000	12,500	10,000	10,000	12,328
Camp Douglas	<b>55,000</b>	53,000	47,359	50,000	55,000	50,000	50,000
Shepherd's House	<b>2,000</b>	2,000	1,500	2,000	2,000	2,000	2,000
Hummingbird Ministry	<b>8,000</b>	8,000	6,000	8,000	8,000		
Counselling Fund	<b>1,500</b>	1,500	0	1,500	1,500	1,500	1,500
<b>TOTAL OPERATING EXPENSES</b>	<b>116,150</b>	<b>101,982</b>	<b>83,121</b>	115,650	117,700	107,045	109,348
<b>Surplus/(deficit )</b>	<b>0</b>	<b>6,882</b>	<b>3,083</b>	0	-2,630		

**WPG Fund****PMV position**

CPP expense	<b>3,700</b>	3,500	3,500	1,400	3,166	500	0
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EI Expense	1,400	1,334	1,334	3,300	1,245	300	0
WCB Expense	150	135	135	120	275	50	0
PMV - stipend	125,000	125,000		125,000	125,000	20,833	0
PMV - Housing	37,200	36,540		36,000	36,000	6,000	0
PMV - utilities & cell	5,500	4,824	3,618	5,500	3,700	500	0
PCC Health & Dental	4,918	4,684	3,513	4,684	4,592	1,812	0
POW PCC Pension Contribution	8,366	8,342	6,256	8,342	8,986	1,500	0
PMV Moving expense	0	0	0	0	0	20,000	0
PIER expense	500	0	0	500	300	0	0

**STRATEGIC PRIORITIES**

Covid 19 Congregational Support	0	2,000	2,000	0	0	0	0
Hummingbird Ministry	40,000	40,000	30,000	40,000	40,000	19,999	0
New Worshipping Communities	0	0	0	0		20,000	0
WPG property expenses	5,000	7,234	3,250	0		50,000	0
<i>Presbytery Online Ministries Support Project</i>	10,000	2,300	1,995	10,000			
Immersive Learning Opportunities	12,000	5,084	5,084	12,000		10,000	0
Presbytery Mission Vision	7,500	1,500	1,218	7,500		61,069	
<b>TOTAL WPG Fund Expenses</b>	<b>261,234</b>	<b>242,477</b>	<b>61,903</b>	<b>254,346</b>	<b>223,264</b>	<b>212,563</b>	<b>0</b>

**PIM Fund (5 year spread)**

Total available in 2023:		<b>280,000</b>					
		<b>0</b>					
Transforming Congregations (25%)	25%	70,000					
New Witnessing Communities (25%)	25%	70,000				20,000	
<b>Hummingbird Ministries (10%)</b>	<b>10%</b>	<b>28,000</b>					
<b>Camp Douglas (30%)</b>	<b>30%</b>	<b>84,000</b>					
<b>Learning Initiatives (3%)</b>	<b>3%</b>	<b>8,400</b>					
<b>Contingency (7%)</b>	<b>7%</b>	<b>19,600</b>					
<b>TOTAL PIM Fund Expenses</b>		<b>280,000</b>					

Total POW (Operating & WPG & PIM)	657,384	344,459	145,024	369,996	340,964	319,608	109,348
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**Recommendation #** That the 2023 budget for the Presbytery of Westminster be adopted.

**CARRIED**

**Nomination for Moderator of the 2023 General Assembly**

Martin Baxter (clerk)

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The Principal Clerk drafted a correspondence to the church at large, dated August 3 2022, containing information that the deadline for presbyteries to submit nominations for Moderator of the 2023 General Assembly is November 30, 2022. (This letter is available on [presbyterian.ca](http://presbyterian.ca))

*Unfortunately, this correspondence, among several others, was never sent to [clerkwestmin@gmail.com](mailto:clerkwestmin@gmail.com). This oversight has been corrected in the General Assembly Office.*

Each presbytery may make up to two nominations, and a biographical sketch of not more than 100 words should be submitted for each nominee.

**We know it is very short notice but if a presbyter would like to submit a nomination for moderator of the 2023 General Assembly please forward the name of the nominee and a short bio to the presbytery clerk before noon on November 1 2022, to be brought before the presbytery later that same day.**

The Administrative Committee are bringing forth a nomination for moderator of the 2023 General Assembly.

### **John Barrett**

Having joined the congregation of Zion Presbyterian Church while a university student in 1973, John has participated as a member of the Zion Church Choir ever since that time. He was Ordained as an Elder in 1987 and for the past 15 years has served his congregation as Clerk of Session and has on occasion, provided pulpit supply in the absence of the lead minister.

A former Moderator of the Presbytery of Prince Edward Island, he has also served as Presbytery's Deputy Clerk along with chairing several initiatives such as the 200th Anniversary Celebration in 2021. For the past two years John has been working with Presbytery and various First Nations organizations to develop a cross cultural camp between Indigenous and Presbyterian Youth.

A regular attendee at the Synod of the Atlantic Provinces, he was appointed by Synod Council to lead a financial review and to develop a forward plan regarding the ongoing funding formulas for the Synod and Presbytery Camps within Synod's bounds. This led to a rather dramatic change in structure which was adopted favourably by Synod and its membership. In 2020 John created a publication entitled "Hear the Good News" that contained detailed descriptions of unique and highly successful church services and events from throughout the Atlantic Synod. This publication was shared with all Synods across the denomination.

From a national perspective John has served six years on Assembly Council and is now in his eleventh year on the Assembly Council Finance Committee. John has led seminars and consultations with numerous congregations in the region concerning the benefits and procedures surrounding the Presbyterian Church Consolidated Portfolio. Now entering his second year on the Life & Mission Agency, he recently participated in the search and interview committee for the new Associate Secretary of Communications.

John has attended many General Assemblies as a Commissioner, as a member of the Business Committee and for the past two Assemblies as Convenor of the Committee on Business. A member of the Committee to Advise with the Moderator (2016), he has also provided assistance to other Moderators during their

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visitations to Eastern Canada.

Professionally, John serves as the Director of Sales, Marketing & Development for a Canadian mail order gardening business located on Prince Edward Island. He is married to the former Faye Rogerson (who serves as Music Director at Zion Presbyterian Church). Together they have one son, Connor (Tracey), and two wonderful granddaughters. The Barrett's reside in Charlottetown, PEI.

**Recommendation #** That the Presbytery of Westminster submit the name of John Barrett as a nomination for Moderator of the 2023 General Assembly of The Presbyterian Church in Canada.

**CARRIED**

### **Nomination for Assembly Council**

As noted in our correspondence presented at this meeting of presbytery, Cherie Inkseter, Convenor Assembly Council, sent the following to us on October 25<sup>th</sup> 2022.

Assembly Council is looking for a new [ruling] elder to replace one that has had to step away for health reasons. We would ideally like to have the west represented and an elder for parity.

Presbyters are invited to submit names of ruling elders, to serve on the Assembly Council, to the presbytery clerk, **no later than November 28<sup>th</sup> 2022**. The Administrative Committee will bring any names before the court for approval on December 6<sup>th</sup> 2022. Please only submit names of elders who have agreed to have their name considered.

### **Commissioners to 2023 General Assembly**

The deadline for informing the General Assembly Office regarding commissioners for the 2023 General Assembly is January 1 2023. *(Unfortunately this was one of those items of correspondence that was not forwarded to me until October 27 2022.)*

The Presbytery Clerk has started the process of contacting those teaching elders / sessions that are next on the rotation list.

### **February 11th 2023 Presbytery Meeting**

It has been five years since we intentionally started conversations about establishing a clear sense of vision for our presbytery.

In May 2018 Presbytery adopted six strategic priorities for the Presbytery and charged the Strategic Planning Committee to prepare short term goals for the Presbytery based on those strategic priorities; being

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1. Engage in biblical theological reflection and education that deepens understanding of and commitment to God, the church, and its place in Christ's ministry and mission,
2. Engage in evangelism, outreach and discipleship
3. Embrace a missional culture that nurtures initiative and risk taking
4. Discern, prepare and support leaders – lay, youth and young adults and clergy – for faithful and fruitful ministry
5. Create, encourage and support communities of faith
6. engage in healing and reconciliation between indigenous and non-indigenous peoples

Based on the above strategic priorities presbytery adopted FIVE short term goals in March 2019.

1. In order to address Strategic Priorities 1, 2 and 3, the Presbytery commits to starting at least 3 new worshipping communities within its bounds, arising out of possible new configurations of existing ministries, which may include amalgamations or the repurposing of existing ministries and their resources, and through the establishment of completely new initiatives which may be funded by grants from the national church and other sources. A process to identify priorities around which new communities would be supported by the Presbytery would need to be developed through consultation with representatives of the full variety of ministries and congregations of the Presbytery; the priorities identified will be adopted by a vote of the full Presbytery. Attention will be paid to making sure that the new worshipping communities take into consideration the local context and culture.
2. To address Strategic Priorities 4 and 5, the Presbytery commits to a process which will examine the health and vitality of every ministry within its bounds, with the express purpose of seeking to assist each ministry in identifying ways by which the Presbytery can offer support in achieving healthier, more vital outcomes. This process will include a review of the vision, structure and resources of each ministry and will also encourage and equip leadership within the ministries to best serve the vision and desired outcomes. A fund of up to \$200,000 will be established to provide the necessary skills and competencies required for this task. Through this process, the Presbytery will also celebrate successes within the ministries of the Presbytery, giving thanks to God for those stories.
3. To address Strategic Priorities 3, 4, 5 and 6, the Presbytery will also specifically commit to providing up to \$200,000 each to Hummingbird Ministries and Camp Douglas to assist these ministries in achieving healthier and more vital outcomes over the next 3-5 years. Presbytery expects that prior to releasing the funds, that the ministries would present clear documentation around the use of the funds, the goals envisioned and ways by which the Presbytery could seek accountability from the ministries around the use of the funds.

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4. Addressing Strategic Priorities 1 and 4, the Presbytery will provide a number of immersive learning opportunities annually for all presbyters and congregational leadership and members. Topics may include biblical theological reflection and education as well as issues surrounding affordable/social housing and other issues identified by the Presbytery. A fund of up to \$50,000 will be established for this purpose.
5. At the end of the 3-5 years dedicated to the short-term goals, the Presbytery will do a full evaluation of the goals and determine the success or failure of the stated goals and determine what goals should be supported going forward and what goals need to be concluded and replaced with new ones. The Presbytery cannot put new resources, people, energy, money, time, imagination, into goals that are either not relevant or not bearing fruit. The discernment around relevance and fruitfulness will not be a one size fits all but will reflect the particular context that is unique for every ministry. Presbytery will need to determine, with the leadership and engagement of the Presbyter of Mission and Vision, the vital outcomes that will be particular to each ministry in our midst.

At that time we committed to review these priorities and goals sometime within the next 3-5 years. A year on from adopting those goals CoVID-19 changed our worlds in ways we are still trying to wrap our heads around. But we continued to work on achieving the above and a huge part of that was advanced by hiring Rev. Dr. Dale Woods as Presbyter for Mission and Vision (PMV).

**The Strategic Leadership Committee, in conjunction with the PMV and the Administrative Committee feel it is time for us to review our priorities and goals. To do that we are setting aside a one day gathering to be held on February 11<sup>th</sup> 2023, at St. Andrew's & St. Stephen's Presbyterian Church, 9am-3pm.**

Please plan to attend as cooperation and collaboration are vital if we want to achieve our vision together.

**Other items of correspondence circulated as part of this presbytery package**

- 2022 GA referrals (presbytery)
- 2022 GA referrals (sessions)
- Call for moderator of the 2023 GA
- Overtures and petitions deadline for 2023 GA
- 2023 Min Stipend Schedule
- Guidelines re Ordination & Marriage
- Inter-mission guidelines
- Our Confession to God re LGBTGI
- Voluntary Withdrawal flowchart

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- Voluntary withdrawal procedures

Respectfully submitted,

**Martin Baxter**  
**Presbytery Clerk**

*The report was duly adopted as presented.*

Isabel Evans took over as moderator pro-tem as Rev. Laurie McKay was going to present the following report.

### **HUMMINGBIRD MINISTRIES COUNCIL REPORT**

*The report was presented by Laurie McKay, Hummingbird Ministries Council Convener.  
All motions, unless otherwise noted, moved by Laurie McKay seconded by Pat Dutcher-Walls*

## **CONVENOR'S REPORT TO NOVEMBER 1, 2022 PRESBYTERY REVISED October 28, 2022**

Good News for our Film Projects

We are excited about the prospect of completing our docudrama film project by the end of next year due to a generous offer made by a filmmaker to help with all stages of producing the film, without compensation. J.R. (Jimmy) Howell, Esq. is a semi-retired attorney residing in Florida and is passionate about our film projects. He is motivated by his strong faith in Christ and his personal understanding of, and passion to help the marginalized in society.

J. R. Howell was referred to us by John Carr, a former filmmaker himself. John has been volunteering with Hummingbird in the past year, as a cameraman and has set up a storage and filing system for the video data. John has also been working with the Amalgamated Churches in New Westminster and is a student at VST.

Members of the Hummingbird Ministries Council are scheduled to meet with Jimmy Howell on Friday, October 28 and Saturday, October 29, to discuss details of the arrangement. We are seeking advice for the agreement with Jimmy.

The Hummingbird Ministries Council have approved the following work plans for 2023:

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Most of the director's time will be spent on the film projects in 2023. She has interviewed 27 elders from BC, Alberta and Saskatchewan so far in 2022. In the year ahead, she plans to interview elders from Manitoba, Eastern Canada and the Maritimes, to include elders from as many First Nations as possible. The plan is to include the footage of the Confession, a play about the PCC Confession in the film. Our footage also includes interviews with Presbyterians about their views of healing and reconciliation.

The director expects that research and writing will be necessary for the film projects. This is with respect to Indigenous Wisdom and Christian Theology. In conjunction with this, we propose the planning in 2023 of an Indigenous Wisdom Conference in 2024, in consultation with the NIMC (National Indigenous Ministries Council) and local theologians and ministers. The study is relevant to the director's role as Convener for the NIMC Standing Committee of the GA. In particular, the task of working with the Church Doctrine Committee on a Statement of Faith, relevant to today.

Our move to working with the elders after focusing on the children's ministry for 16 years, was motivated by the high mortality rate of Indigenous elders, in the past two years.

While we are not planning regular performing arts training for the children, we plan to train a few children to dance for the docudrama and a reconciliation event with a Chinese congregation in Vancouver. We plan to host our Christmas Circle as usual, paying special attention to the children as we celebrate Christ's birth. We will continue reconnecting the children to the elders through encouraging or accompanying their families to attend local pow wow celebrations. We hope the children will improve their dance skills by observing other dancers. But more importantly we hope they will learn the values of a pow wow dancer which include integrity, sobriety and discipline. The children will be taught to sing two songs for the film, one in an Indigenous language. They will be invited to join the Nature Walks with the Indigenous elders and church members.

We plan to host a special Indigenous healing and worship Circle and a Church worship Circle, encouraging any churches to invite us to facilitate. We also hope for another fundraising event in 2023, in partnership with a Presbyterian church or an ecumenical ministry partner.

For National Indigenous Peoples Day in June, we plan a Circle, not an event. An elder will be invited to do a workshop for the Indigenous community and any interested members from the Church community.

For National Day For Truth & Reconciliation in September, we plan a drum-making workshop with Elder Dorothy. This is open to anyone who wishes to participate

For the Peace Through The Arts Festival in November, we plan A Healing Through the Arts Circle, not a Festival. It would be a worship Circle giving thanks for the gifts of prayer, song and dance.

Canadian Ministries Grant and our 2023 Budget

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Hummingbird Ministries' specialized ministry grant was received by PCC staff with the comment, "it looks really great". We are grateful for the patience and grace given that the grant application was delayed due to our director's recent health challenges. We propose a balanced budget for 2023.

Recommendation 1: That Presbytery approve Hummingbird Ministries' application to the Cooke's fund in the amount of \$7,500 for 2023.

CARRIED

Healing and Reconciliation projects include: the Church Community project; the Nature Walks; and the National Day for Truth and Reconciliation project; These projects which include the education of the Church through their participation total \$4000.

The 2023 budget indicates our intention to request \$10,000 from the Synod of BC, for our film projects and \$4000 for Reconciliation Projects.

Recommendation 2:

Given that Synod may not approve two grant requests from one ministry, we recommend that the Presbytery approve \$4000 from the Regional Resource Funding grant.

ACTION - Not presented as a recommendation. The Clerk will note this as a request for a LMA Regional Resourcing Grant, to be considered at our regular meeting of Presbytery, in March 2023.

Respectfully

Rev. Laurie McKay, Convener, Hummingbird Ministries

*The report was adopted.*

Rev. Laurie McKay returned to her role as moderator of the presbytery.

#### **STUDENT SUPPORT & CERTIFICATION COMMITTEE REPORT (SSC)**

*The report was presented by Brian Fraser, SSC Committee Convener.*

*All motions, unless otherwise noted, were moved by Brian Fraser, seconded by Cal MacLeod.*

Your committee has interviewed two – Shirley Charlton and Afonso Issa - of the five candidates for ministry under our care for recertification. The other three – Ben MacRae, John Carr, and Nate Hartley - for a variety of reasons, were not available and recommendations will be brought regarding them to the December meeting of the court.



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Shirley Carleton

We reviewed with Shirley her term to date in terms of courses (Greek, The Synoptics, and Reformed Creeds and Confessions), field placement (Haney), and her spiritual care work (Good Samaritan Delta Care Centre). All have been very positive learning and serving experiences for her. Of special note were the Taizé services she is coordinating at Haney as they explore alternative modes of worshiping. She also expressed deep appreciation for the mentoring of women in ministry from Laurie MacKay, Pat Dutcher-Walls, and Paddy Eastwood that was giving her increased confidence in her gifts for ministry. Shirley is still discerning what path or paths she will pursue after graduation and ordination, anticipated to happen this spring. She and Terrance are open to moving to other parts of the country for the right fit in ministering. When we inquired about concerns she had, she mentioned resistance to change in the church. She felt, however, that both the mentoring mentioned and the VST/SAH education has given her sufficient skills to deal with it constructively and learn from it.

Recommendation #1 - That Shirley Carleton be re-certified for preparation for ministry.

**CARRIED**

Afonso Henrique Teixeira Magalhães Issa

Afonso is taking three courses this term – Homiletics, Biblical Languages, and Spiritual Formation. He is also serving as one of the leaders of Around the Well, a new ministry on the UBC campus founded by Richard Watson and now connected with Kerrisdale Presbyterian Church. The ministry is creating spaces or joining existing spaces to build community through welcoming mutually transforming relationships. As national funding comes to an end, there are challenges/opportunities in ensuring the sustainability of the ministry. Afonso finds the conversations and considerations that will go into this process a good preparation for future ministries. The focus is not so much on funding as on fellowship and the flourishing of witness. Afonso continues to navigate the differences of church cultures in Brazil and Canada. We think he is doing this with insight and sensitivity. At this point, the family sees itself staying in Canada and finding opportunities to serve here with their various gifts here.

Recommendation #2 - That Afonso Henrique Teixeira Magalhães Issa be re-certified for preparation for ministry.

**CARRIED**

Respectfully submitted,

Brian Fraser  
 for the Student Support and Certification Committee  
 Oct 28, 2022

*The report was duly adopted as presented.*

## COMMUNITY ENGAGEMENT COMMITTEE REPORT

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Martin Baxter (clerk)

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*The report was presented by Sumarme Goble, Community Engagement Committee Member  
All motions, unless otherwise noted, moved by Sumarme Goble, seconded by Isabel Evans*

### **Community Engagement Committee (CEC)**

#### **Report to Presbytery of Westminster Nov. 1, 2022**

#### **Grant Applications – “Church on the Road”**

CEC received an omnibus application for grants for the Church on the Road ministry, submitted by the Rev. Lipboon Lee.

As background information, CEC forwarded on the documents to the presbytery related to the “Church on the road Ministry”

1. 5 year financial plan for self support
2. COR plan for presbytery fund
3. Finance plan
4. Goals & Objectives
5. Other relevant information of COR
6. Story of Mission
7. Vision and Plan

This application includes four grants. One of them is for a Presbytery New Witnessing Communities grant which comes under the purview of SLC and the PMV, Dale Woods.

One of the other grants applied for is a Supporting Ministry Grant which has a deadline of Oct. 1<sup>st</sup>. There was not time for that part of the application to be considered by CEC and Presbytery before the Oct. 1 deadline so the applicant sent it directly to the PCC’s Grants Coordinator, Jennifer Astop, explaining that the presbytery endorsement process was not yet complete.

We received the following correspondence from Jennifer on Oct 27 2022, related to COR.

1. The Grants Committee will be meeting November 1 2022
2. The COR application is eligible for consideration.
3. If approved, it will be conditional upon receiving our presbytery’s endorsement.
4. Chisholm Fund has been fully allocated for this year but could be considered next spring. COR will have to complete the specific Chisholm Fund application form. Presbytery can endorse it now, conditional upon receiving that completed form. It will be considered next spring (2023)
5. Same with the New and Renewing Ministries Grant application.

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As such, CEC is bringing the following recommendations before the court.

**Recommendation #1. That Presbytery endorse the application from the COR Ministry for a grant of \$50,000 from the Supporting Ministry Fund.**

**CARRIED**

**Recommendation #2. That, conditional upon receiving appropriately completed separate application forms, the applications for \$8,000 from the New and Renewed Ministry Fund and for \$25,000 for the COR Ministry from the Chisholm Fund be endorsed by Presbytery.**

**CARRIED**

### **Collaboration with Hummingbird Ministries**

We have not yet succeeded in arranging a meeting with the Hummingbird Ministries Council to consider ways in which CEC and HM might work together more closely. We are hoping that CEC and the HM Council can meet as part of the next regular meeting of the HM Council.

Respectfully submitted,  
Glen Davis - Convener

*The report was duly adopted as presented.*

### **Rev. Dr. Dale Woods – Presbyter of Mission & Vision (PMV)**

Rev. Dr. Dale Woods has been under contract with the Presbytery of Westminster for two years, and so we used this opportunity for the PMV to give his “state of the presbytery” address, in which he reported what he has seen in our presbytery over the past two years, and his suggestions on how we might move forward, in fulfilling our strategic priorities.

### **STRATEGY AND LEADERSHIP COMMITTEE REPORT**

*The report was presented by Pat Dutcher-Walls, Strategy and Leadership Committee Convener.  
All motions, unless otherwise noted, moved by Pat Dutcher-Walls, seconded by Susan Stacey*

### **Strategy and Leadership Committee – Report to Presbytery October 26, 2022**

The Strategy and Leadership Committee met on Zoom on Oct 20.

### **Seeking Transformation Grant Program**

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1. **Grant Selection Evaluators** With this program now approved by Presbytery, and money from the dissolution of Presbyterian Innovative Ministries (hopefully) arriving soon, SLC has assembled a Seeking Transformation Grant Selection pool of evaluators, in accordance with the Seeking Transformation document. For any application period, five from the evaluator pool will serve as the Grant Selection Committee, aiming for three elders and two ministers. The Grant Selection Committee has the prerogative to include an additional person or persons, either from within or outside of the presbytery, who they believe may bring a particular area of expertise to a specific application to advise without vote. Presbytery treasurer Larry Eastwood will be available to all Grant Selection committees to review the financial aspects of the applications under consideration.

Those who have graciously agreed to let their names be in the pool of evaluators are:

- **Angus Beattie**  
Angus is a member St Aidans/Growing Together churches, active in the Don't Go Hungry program and Vice President, Industrial Business Unit for Nexii Building Solutions.
- **Paddy Eastwood**  
Paddy is minister at Haney Presbyterian Church
- **Joyce Huang**  
Joyce is currently attending Richmond Presbyterian Church with her family. She has worked as a geological engineer, in HR, and through Covid has been holding down the fort at home.
- **Victor Ling**  
Victor Ling is an elder at the Chinese Presbyterian Church. He is a scientist at the BC Cancer Research Institute and professor at UBC.
- **Ross Lockhart**  
The Reverend Dr. Ross A. Lockhart is Dean of St. Andrew's Hall and Professor of Mission Studies at Vancouver School of Theology.
- **Nicole Pringle**  
Nicole is clerk of Session and rep elder at St Andrew's and St Stephen's. She runs a construction company with her husband and is currently taking nursing courses at Thompson Rivers University.
- **Emily Wilson**  
Emily Wilson is a session member of St. John's, White Rock.
- **Ron Zapp** Ron Zapp is a retired elder of the Coquitlam PC, and a promoter of affordable housing as a Missional endeavor. He is President of Presbyterian Senior Citizens' Housing Society and Board Member St. Andrew's Hall.
- **Kiejoon Kim** was formerly an elder at Fairview but now attends Kerrisdale; he retired from being the risk management officer of Metro Vancouver in 2020 and now enjoys reading in political philosophy, theology and literature.

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**Recommendation #1:** That Presbytery establish the pool of evaluators for the Seeking Transformation grant program to include the [above] named individuals, with thanks for their willingness to serve the Presbytery in this way.

**CARRIED**

2. **Seeking Transformation: grant application presentation** – withdrawn as of email received from Rev. Dr. Brian Fraser, Nov 1 2022.

Brian Fraser was invited to say a few words about why the application from Brentwood Presbyterian Church was being withdrawn.

### **Report from PMV**

1. **Recent activities** Dale reported working with several churches on their visioning project and working on key issues at several other congregations; doing some pulpit supply; meeting with some ministers individually; and working with ministries on the Leader's Table project with Alan Roxburgh.
2. **New Witnessing Communities** – we continue to seek feedback and/or questions from Presbytery about this document – attached. Please send any comments to Dale Woods, in anticipation of a recommendation to approve the program next month. The PMV has worked with potential applicants to advise on their applications. We are also working to assemble a grant selection committee.
3. **Report on Consideration of Amalgamation - Kerrisdale and West Point Grey** – visioning and discussions continue; the hope is to finish the visioning process so that the churches can move forward with the amalgamation process. Presbyterian polity considerations about the possible sale of the WPG building will be followed up with the national church. Wider considerations for Presbytery include how to use funds from that sale strategically to further ministries with specific goals and objectives.
4. **Presbytery Strategic Priorities** - Growing from the discussion about WPG-Kerrisdale, SLC identified a need for Presbytery to re-evaluate the Strategic Objectives set in 2018 in order to update them and consider whether and how to focus our strategic priorities for maximum usefulness to the vitality of congregations and ministries in the Presbytery. Given Presbytery's role to encourage, support, and provide oversight for congregations and special ministries to pursue the Strategic Priorities, SLC will discuss the priorities and develop a process for Presbytery as a whole to collaborate.
5. **Consultation with Community Engagement Committee** – SLC sees the need to clarify with Community Engagement how the two committees roles in supporting grant programs at the local (SLC) and beyond local (CE) levels can work best together, and will seek discussion on that.

### **Property & Finance Report**

1. **Use of Trusts:** We have been in communication with Rick Johnston, the past chair of the National Trustee Board of PCC, regarding the use of trusts for the purposes of holding PCC property, either

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temporarily as part of a construction project implementation, or permanently. Often complex church redevelopment projects can trigger adverse tax or charitable status implications that can be mitigated through the use of trusts. In principle, this is not precluded by our polity, although the details need to comply with the federal legislation defining how the PCC is to hold its property, passed following the 1925 formation of the United Church. However we did discuss the possible need for explicit Presbytery approval of these measures, as in the past some of these trust arrangements have been put in place without advice to or approval from Presbytery. These are significant steps for a congregation to take and our Trust Deeds outline the measures necessary before trustees could approve such a step. Committee will follow up.

2. **Workshop, Development Project Risk Management:** P&F is preparing a Development Project Risk Management Guide (RMG) and will hold a consultation and briefing session on this important document. This will take place on **Saturday, Nov 12 from 10 AM** – noon on Zoom. The goal will be to explain the need for and implications of this document, solicit feedback on its formulation and provisions, and assist congregations who may be contemplating a building project to anticipate its requirements. Our goal would be to have a version of this document approved by Presbytery in December of this year prior to expiry of the current moratorium on building project Final Investment Decision December 31, 2022.
3. **Review of Brentwood PC Project Cost Estimate:** A working session was held with the BPC team and P&F members to review their project cost estimate. Subject to finalization of documentation this condition of Presbytery approval of BPC's request for permission to commence fund-raising for this project has now been satisfied.
4. **Use of Manse Funds:** It has been determined that the Discussion Paper on Use of Manse Funds is less pressing than the RMG, and so consultation on this issue will be deferred to 2023.

With respect,  
 Pat Dutcher-Walls for SLC

*The report was duly adopted as presented.*

## COMMISSION TO CENTRAL PRESBYTERIAN COMMITTEE REPORT

*The report was presented by Ian Rokeby, Commission to Central Presbyterian Committee Convener.  
 All motions, unless otherwise noted, were moved by Dale Woods, seconded by Isabel Evans.*

**Presbytery of Westminster  
 Central Presbyterian Church Commission  
 Interim Report**

November 2022

The Commission has continued to work with the congregation and others on the various tasks assigned by Presbytery, and wishes to provide the following interim report, to outline progress to date, and provide a

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Martin Baxter (clerk)

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perspective on the likely shape of these matters as we approach the end of our work. The following provides an update on the items assigned, structured in keeping with the items in our Terms of Reference.

### **Payment of GST:**

#### **Instructions from Terms of Reference:**

- *Communicate with Bosa the intention to pay the GST bill starting as soon as arrangements can be made...*
- *... this GST payment plan be drawn from CPC funds where possible and where needed, from Presbytery, national church or other funds, creating a payment plan that works within the current and expected funds available to Central and to Presbytery;*
- *That this payment of the GST be a loan to Central Presbyterian Church to the extent that the repayment draws on Presbytery, national church or other funds...*
- *That a payment plan by CPC for the outstanding loan amount be put in place;*
- *Once the GST owing is fully paid, that the Commission require Central Presbyterian to immediately apply for the GST rebate due to them as a non-for-profit organization, and that any monies thus obtained be immediately used as repayment on the loan extended to the congregation by Presbytery*

**Progress to Date:** The GST rebate on the CPC property has been received and used to partially retire the GST obligation to Bosa, leaving a balance owing of approximately \$650,000, for which the congregation is planning to seek a loan from a commercial financial institution. The Commission has retained, through the congregation, an accounting firm to correct certain items related to the transfer of the church buildings to the congregation in 2018. Together with amended bylaws for the Central Church Foundation (now completed) and a viable operating budget going forward (now feasible due to increased rental revenues), CPC will shortly be in position to negotiate the necessary loan with VanCity. Future annual budgets will need to address the eventual retirement of this debt.

**Outlook:** It is hoped the loan from VanCity can be secured before the end of November, which would allow the retirement of the GST obligation to Bosa.

### **Engage Financial Consultant to Review Assets and Liabilities**

#### **Instructions from Terms of Reference:**

- *... that the Commission seek out, and with the advice and consent of the Clerk, enter into a contract with a 'financial consultant' to do a thorough review of all of the assets and liabilities of Central Presbyterian Church, including all aspects of its finances and building; that the financial consultant be asked to give advice and counsel to the Commission on the full range of financial options available to the congregation, up to and including the sale of one or more parts of the congregation's ownership of its interests in the building...*

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**Progress to Date:** This work has been carried out personally by Commission member Dale Woods in consultation with Bosa and professional accounting and legal advice. A commercial appraisal of Air Space Parcel 1 (ASP1), the commercial property owned by CPC and leased to a retail tenant, has provided a value of approximately \$3.5 million, a significant escalation in value since construction. While this lease yields \$100,000 per year toward the CPC budget, there is potential to see significantly more annual revenue if this parcel were sold and the proceeds used to retire the GST loan (\$650,000 approximately) and the remainder invested in the Presbyterian Consolidated Fund. This could set the congregation on a path to a sustainable financial future while simplifying their business operations.

**Outlook:** It is clear that improved cash flow to fund congregational activities could be achieved by selling the ASP1 and possibly the ASP3 parcels, and the congregation will need to take a decision on this soon. In present market conditions it is anticipated that finalizing a sale may take a number of months. The commission is of the view that selecting and implementing a course of action in this regard is a congregational responsibility, and not part of the Commission's mandate.

## Session to Cooperate Fully

### Instructions from Terms of Reference

- *...that the Commission require the Session of Central Presbyterian Church through the efforts of the Interim Moderator of the Session to fully cooperate with all requests for information, documents, and actions needed in relationship to the above actions;*

**Progress to Date:** The Session has been fully engaged and very helpful to the work of the Commission. They now have an appreciation of the challenges they face and the likely nature of the steps they will need to take in future.

## Congregational Cost Reduction/Revenue Augmentation

### Instructions from Terms of Reference

- *... that the Commission work with the Session of Central Presbyterian Church through the efforts of the Interim Moderator of the Session to carry out a rigorous, thorough, and immediate program of congregational cost reduction and revenue augmentation to maximize the protection of the assets of the congregation.*

**Progress to Date:** Supported by Commission members (in particular Rev Dale Woods) and Bosa staff, the congregation has made significant progress in reducing their operating costs, and augmenting congregational revenue.



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**Outlook:** Congregational cost reduction is essentially complete at this time, allowing preparation of a balanced congregational budget for 2023 which addresses both the new GST loan and starting significant contributions to the Capital Replacement Fund needed for future repairs and maintenance. A part-time financial manager (MBA and also a Regent College student) has been retained to oversee the congregation's business matters and ensure that planned financial management measures are implemented. However the Commission is of the view that for the congregation to remain viable over the longer term, a paid minister or other leader will be required, which will increase operating costs somewhat. Provision for this has been made from mid-year 2023 in the planned budget.

## Congregational Viability

### Instructions from Terms of Reference

- *Parallel to the above actions, that the Commission undertake a thorough and honest review of the viability of the congregation, up to and including the possibility of dissolution the congregation, and bring a recommendation on this matter to Presbytery by the March 2022 meeting of Presbytery.*

**Progress to Date:** Rev. Dale Woods has been working with the Session to clarify their vision and ministry direction.

**Outlook:** In combination with diligent adherence to the cost reductions outlined above, congregational leadership, and increased rental revenues, the Commission is of the view that CPC now has a clear path to sustainability, being that combination of ministry, financial, and partnership initiatives necessary to allow the continuance of their work. To allow the congregation to focus their activities further, the Session is considering collaboration with a Christian housing society to manage the housing units and to expand the ministry that is possible within the housing units. This would advance the mission of the congregation beyond providing below market housing and ensure adequate oversight, not only of the units, but of the ministry related to the people who live in those units.

Sustaining CPC's ministry over the medium term requires intentional leadership and focus on the plans that have been now developed. Erosion of either revenue or intentional cost management through inattention can easily challenge this potential. Congregational leadership will need periodic support to stay on track given the complexity of their operating situation.

## Report on Possibilities for Financial Future of the Congregation

### Instructions from Terms of Reference

- *Based on the above actions, that the Commission prepare a report for Presbytery on the full range of possibilities for the financial future of the building, including options such as maintaining the building as a site for ministry under the auspices of the Presbytery, or sale of*

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*the building; and that this report about options as they are understood at the date of the report be brought to Presbytery no later than April 2022.*

**Progress to Date:** As discussed above, it now appears that financial operating stability for the congregation can be achieved in 2023, and with strong new leadership can be sustained over time. This would appear to be easier should ASP1 and possibly ASP3 (housing) parcels be sold and invested to maximize cash flow. The congregation will need to determine how to ensure ongoing discipline in their financial management and to confirm their strategy with regard to their non-core real estate assets.

#### **New Developments:**

**Payment of property tax owing:** A previously undisclosed property tax obligation to the City of Vancouver in the amount of approximately \$140,000 dating to 2018 was discovered and paid in time to avoid a property tax sale of the property. This additional unplanned expenditure has further stressed the congregation's cash reserves.

**CRA audit:** In early October CPC was advised that CRA wishes to audit the church. We have added the task of responding to this request to the accounting firm retained to amend the congregation's financial statements. This process may delay a number of the intended actions described above, to be confirmed.

**Update to Bylaws of CPC Foundation:** To address concerns previously identified regarding the requirements for eligibility to become Members or Directors and other matters, a general housekeeping revision of the bylaws of the CPC Foundation, owner of the Commercial Air Space Parcel in the CPC complex, has been completed. These revised bylaws are attached. Highlights of the revisions, with Section Number references, are as follows:

- professing member has been changed to active elder 1.1.(k)
- making the presbytery the first in line re authority 1.2
- clear conditions on borrowing 3.8
- communication of budget to presbytery 3.10
- Authority of presbytery 5. 3
- priority of funds for CRF but allowance for exceptional circumstances 6.2
- the Foundation falls under presbytery authority in case of discipline 14.4.

The goal was to ensure that the Foundation was responsible not only to the Session but to the Presbytery without curtailing the work of the Foundation.

These amended bylaws were reviewed by P&F members (Watson, Eastwood, Rokeby) (after submission of the P&F report), and they are recommending that these be approved. This is a necessary step to securing the mortgage required to retire the GST obligation to Bosa.

**Recommendation #1: that the revised bylaws of the CPC Foundation be approved.**

**CARRIED**

**The revised bylaws of the CPC Foundation will be attached in the minutes as an appendix.**

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**Conclusion:** The Commission has worked diligently, with the cooperation and support of Session and the Congregation, to address the challenges they face. The Commission remains optimistic that they can discharge their tasks in the present calendar year, although the progress of the Canada Revenue Agency audit may impose some delay. We would appreciate your continued prayerful support for this congregation and the work of the Commission.

**Respectfully Submitted**

**Ian Rokeby, Convenor**

*The report was duly adopted as presented.*

## **CAMP DOUGLAS COMMITTEE REPORT**

*The report was presented for information only.*

The **Camp Douglas Executive Director** position is a year-round, full-time position. The Executive Director is responsible for overseeing daily functions at Camp Douglas, including year round and summer camp ministry, as well as working with the Camp Committee to build relationships with campers, staff and churches. The initial contract will run from January 1, 2023 to December 31, 2026 (dates inclusive). Remuneration, including a salary of \$45,000 to \$50,000 per year and possible housing allowance, pension and benefits, will be contingent upon experience and situation.

The successful candidate will exhibit an authentic Christian way of life and a growing relationship with God, love for campers of all ages and an appreciation for God's creation. A professional demeanour, an outgoing, friendly disposition, an ability to fit into a team-oriented staff and a caring, pastoral heart are fundamentally important.

### **Qualifications and Skills:**

- A mature, growing disciple of Christ, actively participating in a congregation of Christ's church.
- Two or more years of leadership and administration in camping or a related field
- A passion for nurturing children and youth in their relationship with Christ.
- Strong management skills including conflict resolution, discussion facilitation, pastoral care and effective speaking, writing and computer skills.
- The candidate must be 25 years of age or older.

### **Overview of Responsibilities**

- Motivate the staff, volunteers, and other camp supporters with a shared vision of the wonderful ministry that God has entrusted to us.
- Cultivate a devotional life filled with prayer, Bible reading, and reflection on the writings of leading Christian thinkers.
- Encourage a co-operative, loving, and joyous community of believers at the camp.
- Actively seek ways for Camp Douglas to create deep, meaningful community and to glorify God
- Direction and supervision of camp staff including a camp orientation, training week and setting summer curriculum and program elements.

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Regular Meeting via Zoom  
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- Assist staff and volunteers in dealing with discipline issues that might arise with the campers.
- Build and maintain relationships with parents, camp alumni, donors and churches. This includes visiting churches to share with congregations on Sunday mornings throughout the spring.
- Plan and participate in Fundraising activities and events throughout the year, including opportunities to encourage and grow planned giving
- Regularly attend meetings of the Camp Douglas Committee and give reports on the state of the camping ministry.
- Be diligent in maintaining a careful stewardship of the camp's resources.
- Explore opportunities for year-round ministry and cultivate relationships within our community, such as church congregations, Saint Andrew's Hall and local groups
- Facilitate retreats outside the camp season and work together with the caretaker to facilitate rentals of the property
- Help develop and implement consistent Camp communication and branding

**Schedule and Commitment:** The allocation of hours during the year is at the discretion of the Camp Committee

- Accommodation will be provided at the camp during the camping season. Accommodation for the rest of the year is not included in the contract.
- Remuneration will be distributed on a monthly basis throughout the year.

Please submit a resume and letter of interest expressing your church involvement, experience working with children and what excites you about this position. Submissions should be sent by email to: Meghan Adrian [madrianatpc@gmail.com](mailto:madrianatpc@gmail.com)

## ADJOURNMENT

Moved by Paddy Eastwood, seconded by Dale Woods to adjourn the meeting.

**CARRIED**

The next **regular scheduled meeting of presbytery** is **December 6th, 2022** via Zoom, worship at 7:00pm, presbytery constituted at 7:30pm.

**The Moderator offered a closing prayer.**

The Moderator closed the court with a benediction at 9:28 pm.

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**Laurie McKay** (Moderator of Presbytery)

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Martin Baxter (clerk)