



**THE PRESBYTERY OF WESTMINSTER
STANDING ORDERS**

DRAFT June 2023

Updates are highlighted in **YELLOW**

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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.

- A. 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)
- B. The November, December, January, March and April meetings shall be held via ZOOM
- C. The September, May and June meetings shall be in-person meetings, and, preferably, be preceded by a supper.
- D. The Administrative Committee is responsible for arranging for the above meetings.
- E. The time of constitution of the above meetings shall normally be 7:00 p.m. The hours of meeting may be extended from the usual 10:00 p.m. to 10:30 p.m. if required. (Sept 2011)
- F. The Moderator shall be elected at the May meeting.
- G. At the June meeting, Presbytery shall formally install the new Moderator, and shall receive reports from the Commissioners to General Assembly,
- H. The Administrative Committee shall bring a Notice of Motion regarding its Standing Committees for the coming year, at the June meeting. The committee membership will be brought for final approval at the September meeting.
- I. Procedures and rules of debate per sections 33 to 64 inclusive of the Book of Forms shall be followed at all regular meetings.
- J. 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.)
- K. 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:
 - 1. 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.
 - 2. 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.
 - 3. 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.
- L. Given that the Administrative Committee of presbytery meets on the Wednesdays before regular meetings of presbytery, that any item for discussion at the presbytery must be submitted for consideration by the Administrative Committee and placed on the docket, either through the pertinent committee or as a new item

of business, and that submission of items for the docket which are not already included in committee reports must be received by the Administrative Committee through Clerk of Presbytery by the end of the day on the Tuesday prior to the Wednesday Administrative Committee meetings. Emergent matters must be presented to the presbytery at the time of the consideration of the Docket and must receive 2/3rd majority support of the presbytery in order to be considered at that meeting.

- M. Power to Issue: given that occasionally a committee or other group within presbytery may be granted power to issue on matters, that there be an obligation for the committee or group granted that power to issue to report to presbytery at the next meeting on any decisions that have been taken with respect to the power to issue granted them. (Sept 2020)

COMMITTEES of PRESBYTERY

COMMITTEE MEMBERSHIP IN GENERAL

- Committee make up should reflect an attempt to balance teaching and ruling elders as far as possible.
- We encourage committees to seek appropriate gifts from within the broad range of gifts represented in our congregations
- Any member or adherent from our congregations can serve on a committee, but only presbyters may report to the presbytery and speak to motions at presbytery
- We encourage all presbyters, ministers and elders alike, to contribute as fully as possible to the collective work of the presbytery

INSTRUCTIONS TO COMMITTEES

- A. 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;
- B. 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;
- C. 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.
- D. 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.
- E. 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.

ADMINISTRATIVE COMMITTEE

- A. Membership
 - I. Moderator, Clerk and Conveners of the other Standing Committees of the Presbytery
 - II. The Treasurer will be consulted as required, but doesn't need to be a member of the committee
 - III. All committees of Presbytery other than the Administrative Committee should seek a balance of clergy and lay people as members of the committee
 - IV. 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

- B. responsibilities
 - I. Plan and coordinate Presbytery meetings
 - II. Deal with correspondence, remits, referrals, memorial minutes, publicity
 - III. Annual orientation of new members of Presbytery

- C. Nominating responsibilities
 - I. Bring forward nominations for standing committees at the May meeting of the Court
 - II. Bring forth nominations for Camp Douglas Trustees at the June meeting of the Court
 - III. Bring forth a nomination for a representative to the Synod Exec.
 - IV. Name ad hoc committees, i.e. Church Doctrine, as necessary for specific tasks

- D. The Admin Committee will also prepare and present an annual draft budget.

ROLLS AND RECORDS COMMITTEE

The Rolls and Records Committee shall consist of, at least, 3 members of the Court or on the Appendix to the Roll. This Committee shall concern itself with the examination of the Rolls and Records of congregations. This is to be done on a year round basis.

(1) The rolls and records to be examined are:

- (a) Membership Roll;
- (b) Baptismal Roll;
- (c) Session Minutes;

(2) The Rolls and Records Committee is given power to issue in the matter of the rolls and records of congregations; regarding requests for rolls & records, and their responsibility to report directly to the sessions after their examination of the rolls and records of each congregation.

MINISTRY COMMITTEE

- A. Up to 10 people
- B. Review and present recommendations regarding Calls to ministers or diaconal ministers.
- C. Provide pastoral care of professional church workers as required
- D. Review and approve study leave requests
- E. Administer counselling fund to assist all full-time professional church workers and/or family members to obtain appropriate counselling when needed
 - I. The fund is to be maintained annually at \$4000.00;

- II. 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
- F. Provide support and resources for youth ministry, including the biennial Canada Youth conferences
- G. Provide personnel leadership, i.e. Interim Moderators, Stated Supply and inform the Presbytery regarding these ministries

VISITATION COMMITTEE

- A. Membership of up to 8 people, but able to co-opt others from the presbytery and congregations for visitation teams as needed
- B. Coordinate congregational visitations at least every 3 years, including a first year visit after a new ministry begins, and/or as requested by Presbytery or a congregation
- C. Conduct exit interviews after the retirement or resignation of a minister
- D. Use the resources in Appendix 3 as a guide for the visitation and reporting back to presbytery

STUDENT SUPPORT AND CERTIFICATION COMMITTEE

- A. Membership of up to 8 people
- B. Support, advise, and examine students interested in and/or preparing for the Ministry of Word and Sacraments and for the Order of Diaconal Ministries in The Presbyterian Church in Canada. The committee might also, from time to time, provide support and supervision for students taking courses for other forms of service in the mission of the church of Jesus Christ;
- C. Coordinate the cooperation of the various courts and agencies of the church in providing the best formation for ministry possible including matters concerning candidates for reception into the denomination
- D. Offer ongoing guidance and mentoring of the students as they navigate the process;
- E. Keep up-to-date files on the progress and evaluations of each student until they are certified for ordination or withdraw from the process;
- F. Enhance the alignment of the support that comes from the Session that recommended the student, the college personnel responsible for denominational formation, the congregations where the student is involved, and the Ministry and Church Vocation personnel who offer the Guidance Conference;
- G. Meet 2-3 times a year with the students to ensure a supportive supervision from the time of initial certification for study to their final certification for ordination;
- H. Explore with the students, in an initial meeting or two, the Ordination Services of The Presbyterian Church in Canada and sections on church and ministry in Living Faith as a way of orienting the students to the denomination's expectations of its leadership, of deepening their sense of their calling, and of supporting them in determining the best ways of using the resources of the colleges to align their particular gifts with that calling;
- I. Ensure that students, as they move through the process, are supported in meeting the denomination's requirements as detailed in the Book of Forms, viz:
 - I. be recommended by a Session;
 - II. provide details about his/her background and reasons for seeking certification;
 - III. be available for all the appropriate interviews throughout the process;
 - IV. be advised of the proper process should certification be denied or revoked, or lapse;
 - V. be advised that no examination for certification for ordination will happen until all the requirements outlined in a-d are completed to the satisfaction of the Student Support and Certification Committee and the Presbytery;

- J. Ensure that the Presbytery not cede its right to certify candidates for ordination to any other Presbytery until after it has determined, in consultation with all the courts and agencies involved in formation and evaluation, that the student is fit for ministry;
- K. In preparation for its final examination for certification for ordination, the committee will receive from the student:
 - I. A copy of the major paper that they enjoyed most;
 - II. A copy of their major paper on the theology and practice of ministry;
 - III. A sermon script;
 - IV. A letter from the Principal of the college to confirm its final decision that the student is fit for ministry within The Presbyterian Church in Canada.

ETHICS AND CARE COMMITTEE

- A. Membership of up to 6 people
- B. Responsible for the implementation and review of the Leading with Care Policy of The Presbyterian Church in Canada
- C. Responsible for the implementation of the Policy of The Presbyterian Church in Canada for Dealing with Sexual Abuse and Sexual Harassment
- D. Responsible for the implementation of the Policy of The Presbyterian Church in Canada for Dealing with Allegations of Racial Harassment
- E. 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

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.

- A. Membership
 - I. Up to 10 people, including the Presbyter for Mission and Vision and Treasurer of Presbytery, ex officio
- B. Strategic Planning responsibilities
 - I. Keep the vision, goals, direction of the Presbytery always before the Court
 - II. This committee will also oversee the work of the Presbyter for Mission and Vision who will be a member and report through this committee
- C. Work collaboratively with the Presbyter for Mission and Vision around the following areas:
 - I. Provide leadership in helping catalyze and support new and existing congregations within Presbytery to be healthy and flourishing
 - II. Support specialized ministries within Presbytery to focus their mission and priorities to enhance their vitality
 - III. Stress leadership development to assist present leadership to address the adaptive changes needed in our Presbytery and to encourage future leaders within our Presbytery

- IV. 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
- V. 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

- a. Stewardship of Real Estate
 - i. 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:
 - ii. real estate being bought, sold, or otherwise transferred (to arm’s length persons or to related legal entities)
 - iii. indebtedness incurred by a congregation, specialized ministry, or Presbytery, if such indebtedness is secured by or otherwise encumbers its real estate
 - iv. leasing of all or a portion of a property or building or manse for a period that could exceed two years
 - v. 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
 - vi. 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
 - vii. Obtaining reports on all leases of properties that extend for more than six months
 - viii. 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
- b. Stewardship of Financial Assets
 - i. 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:
 - ii. with respect to financial assets held by the congregation in excess of the greater of \$150,000 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
 - iii. ensure annual balance sheets. income statements and financial notes are reviewed by certified public accountants

- iv. review all proposed loans in excess of 20% of the annual gross income, with such loans not to be advanced until committee approval is received
- v. 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

COMMUNITY ENGAGEMENT COMMITTEE

- A. Membership, up to 15 people, free to co-opt members from congregations as deemed helpful to the make-up of the committee
- B. Collaborate with Hummingbird Ministries Committee in furthering the work of healing and reconciliation between Indigenous and non-Indigenous peoples as a primary responsibility of this committee
- C. Mission responsibilities
 - I. Review grant requests from congregations and ministries within the presbytery, including for aid-receiving charges: special grant/loan requests
 - II. These reviews will ensure that grant application forms are completed according to the requirements of the granting agency, and that the project/ministry is one that has potential to advance the strategic priorities and goals of the Presbytery of Westminster.
 - III. Grant requests must be received in time (at least 2 weeks prior to deadlines) for the Committee to perform due diligence prior to bringing recommendations to presbytery
 - i. LMA Regional Resourcing Grants - As a process to fairly allocate the regional resource grant monies to various requests within the presbytery, all LMA RRG grant requests must be forwarded to the Community Engagement Committee (CEC) no later than February 1st of each year, and the CEC will bring a recommendation to the regular meeting of presbytery in March to seek presbytery approval for the allocations, and the clerk will subsequently apply for the grants.
 - IV. The committee will bring recommendations to presbytery regarding all grant requests
 - V. The committee will highlight the work of, and coordinate any work with, Presbyterian World Service and Development at the presbytery level
 - VI. Coordinate itineraries of missionaries on deputation work when requested by the Life and Mission Agency
 - VII. In conjunction with the Presbyter for Mission and Vision, seek to offer missional education information and opportunities as needed, including possible workshops around mission and social justice and action, or inviting speakers on appropriate topics at presbytery meetings
 - VIII. Be the contact point for congregational special ministries involved with mission for issues such as grant applications
- D. Social Justice and Action responsibilities
 - I. Making congregations aware of the mission and social justice opportunities that are presented to them within the BC context and through priorities adopted by the national church, and assisting congregations in responding faithfully to those opportunities
 - II. Encourage and equip Presbytery of Westminister congregations and ministries in local, regional, national and international partnerships, seeking to further opportunities for congregational members to engage in transformational ministries
 - III. Provide connections between congregations regarding tools, resources, models and ideas that deal with issues of social justice and mission

- IV. 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
 - V. Advocate for congregations seeking to be involved in housing as a social need to which churches can and should respond, perhaps through creative re-purposing of their property, including focusing on affordable housing when feasible
- E. 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

- A. Membership
 - I. A Council of up to 7 people, including the Director of Hummingbird Ministries
 - II. 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 Westminister, reporting annually through the Camp Douglas Committee

- A. Membership
 - I. Up to 9 people, including the Director(s) of Camp Douglas
 - II. 5 members of the Presbytery, including 2 ministers, and 4 non-presbyters (Mar 2015 p. 7546)
 - III. The Camp Committee will bring nominations for Committee members annually at the June meeting of Presbytery
- B. 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.
- C. 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 Westminister Presbytery.

PASTORAL CARE OF CONGREGATIONS

Regular Visitations

- I. 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)
- II. 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."
- III. That reports from congregational visits by Presbytery be received by the Visitation Committee as specified in APPENDIX 3, 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)
- IV. That Visitation Teams follow the Visitation Protocol (APPENDIX 3 Visitation Package) as adopted at the November 2015 meeting of the Presbytery. (Available from the Ministry Committee. (May 2016)
- V. The Visitation 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

- I. It being understood that only when conflicts are properly brought before Presbytery do these procedures apply.
- II. 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.
- III. 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.
- IV. Upon receiving the reference from the Clerk of Presbytery, the said Standing Committee is urged to take the following action:
- V. 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 Ad Hoc Committee should make recommendation for further action.
- VI. 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.)
- VII. 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.
- VIII. 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.
- IX. Specific and detailed terms of reference for the Commission must be clearly established, based on the report of the Ad Hoc Committee.
- X. 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.
- XI. The name(s) of the Counsellor(s) must be recognized and officially appointed by Presbytery.

- XII. Counsellor(s) shall be present with the parties involved throughout the entire process until the Commission has fulfilled its mandate.
- XIII. 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.
- XIV. 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)
- XV. Methods and Means of Presenting Report to Presbytery from the Commission:
- XVI. 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)
- XVII. 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)
- XVIII. The Moderator shall lead the Court in prayer.
- XIX. 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."

MISCELLANEOUS PRESBYTERY BUSINESS

PRESBYTERY FINANCES

- A. The financial year of the Presbytery shall be the calendar year;
- B. 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 **September 30;**
- C. 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;
- D. 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;
- E. 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;
- F. 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

- A. All correspondence is to be received through the Presbytery Clerk
- B. 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.

PROFESSIONAL CHURCH WORKERS

A. Vacancies

- I. 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;
- II. 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:
 - 1) 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;
 - 2) that it be understood that study leave will only be granted for study at a recognized college, either approved institution or Pastoral Counselling Institute.
 - 3) 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.
 - 4) 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.

B. Interim Moderators

- I. 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)

C. Calling And/or Appointing of Additional Pastoral Staff in Congregations

- I. Presbytery Advisor
- II. 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.
- III. 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.)
- IV. The appointed Presbytery Advisor will work with the congregation's representatives:
 - V. to draft clear and detailed "job descriptions" for all its staff members, together with adequate levels of stipend and benefits;
 - VI. to specify the working relationship which will be in operation among members of the pastoral staff;
 - VII. 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.;
 - VIII. to moderate in a call or appointment.

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

D. Consultative Committee for Team Ministries

- I. 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.

E. Title

- I. 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.

F. Special Presbytery Advisor

- I. When Presbytery appoints a Special Presbytery Advisor, this appointment be for a term of up to one year.
- II. 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.
- III. That the Special Presbytery Advisor report regularly to the Presbytery through the Ministry Committee.
- IV. That normally no one who has previously served the congregation as moderator would be appointed as Special Presbytery Advisor to the requesting congregation.

G. General

- I. That the Presbytery minimum stipend is 10% above the minimum stipend set by the General Assembly.
- II. 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.)
- III. 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.
- IV. Should the Minister in Association and/or the Session wish to change the agreement, they must submit the change to the Presbytery for approval.
- V. 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.

H. Police Records Check / Criminal Record Check

- I. 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 obtain a PRC/CRC.
- II. 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.
- III. 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.
- IV. 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.
- V. 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.

I. Specialized Transitional (Interim) Ministers

- I. 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).

J. Definitions of Ministry Terms

- I. 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)
- II. 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)
- III. 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)
- IV. 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.

K. License to Officiate at Marriages (April 2013)

- I. 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.
- II. From time to time, the Clerk receives requests for a temporary license:
- III. Criteria for clergy who are not members of the Presbytery of Westminster:
- IV. 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

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.

- V. 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.
- VI. Criteria for clergy who are not ministers of the PCC:
- VII. 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.
- VIII. 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.

OTHER

- A. This category contains items that do not easily fall under any other specific category.
- B. Obituary Notices In the event of a minister's death, a simple obituary 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.
- C. Grants, Presbyterian Innovative Ministries (PIM) Applications for grants from PIM be directed to the Mission Committee for consideration.
- D. That copies of documents concerning agreements signed between congregations and the Presbytery be maintained by the Clerk's Office.

GENERAL ASSEMBLY BUSINESS

COMMISSIONERS TO GENERAL ASSEMBLY

- For the purpose of facilitating the designating of Minister-Commissioners and Elder-Commissioners to General Assembly, a rotation list shall be managed by the Presbytery Clerk.
- The required number of Commissioners will be determined and designated at the December meeting as follows.
 1. 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.
 2. 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 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 list 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. 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.

APPENDICES

APPENDIX 1: POW Strategic Priorities – Adopted March 5 2019

Presbytery of Westminster: Inspiring Leadership For Transformation

Strategic Priorities:

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

Presbytery Strategic Planning Day –February 9, 2019

On February 9, 2019 the Strategic Planning Committee (“SPC”) hosted a Presbytery-wide strategic planning day at Richmond Presbyterian Church. In the opinion of SPC, it was an overwhelming success. Over 60 presbyters and congregational leaders attended from most of the congregations in the Presbytery. Over the six hours we met, we reminded ourselves of the six-year journey Presbytery has taken to arrive at the place where we were ready to embark on real change. The previously circulated proposed short-term goals SPC prepared were presented and discussed with unanimous or near unanimous support for each of them. The resources required to achieve those goals were identified and solutions discussed: debt financing and the hiring of a full time Presbyter of Mission and Vision.

As well, initial work on the standing orders of Presbytery and its committees were presented. While no conclusions were reached, small groups were asked to consider a new Presbytery structure with fewer committees and the powers each of those committees might have. That input has been gathered by SPC and will assist in preparing future recommendations to Presbytery.

An extensive summary of the day's work was prepared by the Clerk and disseminated on the evening of February 14, 2019. SPC requested further input from those in attendance as well as from those who had not been able to join us at the meeting.

The purpose of the day was not to reach final decisions (it was not a formal Presbytery meeting). Discussions were about hopes and possibilities, and since that meeting further opportunities for comment and input has been provided. Below are the results of that day for Presbytery's consideration with respect to the short-term goals and the job description for the full time Presbyter of Mission and Vision. Regarding the amendment of the standing orders of Presbytery and its committees, SPC will continue to work on providing draft recommendations for a future Presbytery meeting.

SPC assumes that it is tasked with the work of bringing before Presbytery relevant information and decisions to be made by Presbytery but SPC does not have any power to issue to make any decisions itself that incur material expenses or specific interpretations of the short-term goals or the position of Presbyter of Mission and Vision.

Short Term Goals

That brings us to this Presbytery meeting. SPC has revised the four short-term goals and the job description of the Presbyter of Mission and Vision to reflect input from the meeting. SPC recommends to Presbytery the adoption of the amended short-term goals:

Recommendation No. 1

WHEREAS:

- A. 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
 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
- B. the Strategic Planning Committee circulated to the Presbytery four draft short-term goals for the next three to five years and presented them at the Presbytery wide gathering on February 9, 2019;
- C. the Strategic Planning Committee amended its proposed four short term goals to incorporate input from presbyters and congregational leaders at and after the February 9, 2019 gathering and has recommended these amended short-term goals be adopted by Presbytery;

BE IT RESOLVED THAT Presbytery hereby approves the following four short term goals of Presbytery for the next three to five years and the subsequent review process:

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.
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.

APPENDIX 2: POW Policies and Guidelines

The following is a list of documents / resources prepared and adopted by the Presbytery of Westminster
(all of these are accessible on the presbytery website under “documents”)

The Presbytery website is hosted by the PCC Web server at - <https://pccweb.ca/westminster-presbytery/>

1. New Witnessing Communities (Template and Evaluation Process)
2. Seeking Transformation – Building Healthy, flourishing and vibrant congregations and leaders
3. Trinity Amalgamation Plan
4. Risk Management Guidelines

APPENDIX 3: DEFINITION OF THE USE AND AVAILABILITY OF FUNDS. OPERATING FUND

General Operating expenses of Presbytery as forecast in the annual Budget, which is for guidance only.

a. **LEGAL ASSISTANCE FUND**

This fund was created in 2003 to provide funds to meet legal expenses as they may arise. Income is derived from the Operating Fund and disbursement will be by specific motion of Presbytery.

b. **CONTINGENCY FUND**

This Fund includes the old "Special" Fund. Its terms of reference are:-

- i. To hold 10% of the current year's budget
- ii. To meet exceptional needs or expenses arising after acceptance of the Budget
- iii. Disbursement by specific motion of Presbytery.
- iv. Any drawing is to be replaced via the next year's budget
- v. Annual review of its adequacy.
- vi. Receives income from Presbytery services.

c. **CAMP DOUGLAS FUND**

This Fund receives 85% of the Camp Douglas Budget Assessment to cover

- i. Utility costs and current running expenses for the Camp
- ii. Routine maintenance

d. **CAMP DOUGLAS CAPITAL FUND**

This Fund receives 15% of the of the Camp Douglas Budget Assessment to cover:

- i. Major repairs in coming years
- ii. Major decorating costs

e. **REV DR. THOMAS MURPHY FUND**

This Fund originated in 1970 from a bequest by Margery D Smith from the provisions of her will and later decisions of the presbytery. The guidelines are:-

- i. Funds are to be used to make LOANS to congregations for repairs/improvements.
- ii. The Fund is to be administered by a Committee of the Moderator, the Clerk & the Treasurer, recommending via Coordinating Committee.
- iii. A maximum of 25% of the Fund would be lent to any one Congregation
- iv. The term would be 5 years and the interest rate would be less than Prime.
- v. Funds are disbursed on a specific motion of Presbytery.

APPENDIX 4: PRESBYTERY TREASURER POSITION DESCRIPTION (Adopted May, 2014 p. 7370f)

a. Presbytery Role

- i. As laid down in the Book of Forms para. 182, the Treasurer is appointed by Presbytery to receive and disburse any moneys belonging to the Court, subject to instructions given by it. These instructions may be by way of the annual budget or by specific instruction.
- ii. Ex officio, the Treasurer will be an officer of presbytery and a member of the Property & Finance Committee of Presbytery.

b. Financial Role

- i. Preparation of the Annual budget - The annual budget is to be presented to Presbytery at its November meeting. The Treasurer should aim to make this available, in draft form, to the Property & Finance Committee of Presbytery at least 6 weeks prior to this presentation and in its final form 10 days before presentation to Presbytery. However, it is also understood that late amendments might need to be made.
- ii. The Treasurer will ensure that an Annual Financial Statement, consisting of a Consolidated Balance Sheet and Income Statements for all Funds, is completed soon after the end of the financial year and that it, together with all necessary books of accounts, is submitted promptly to the Auditor appointed by Presbytery.
- iii. The Treasurer will either undertake the task of bookkeeping himself/herself or will become responsible to the Property & Finance Committee for the supervision of the bookkeeper.
- iv. The Treasurer will endeavour to keep himself/herself up-to-date on matters relating to pay and, in particular, to the requirements of The Presbyterian Church in Canada with regard to Pensions and associated plans, such as the Medical/Dental Plan.
- v. As directed by Presbytery the Treasurer will liaise with Synod and General Assembly concerning various financial matters.

c. Congregational Treasury Function Support Role

- i. The Treasurer should be prepared to act as a resource to all congregations, who request help with regard to financial and bookkeeping matters.
- ii. The Treasurer will periodically organize a Treasurer's Workshop for the benefit of congregations within the bounds of Presbytery. The content of the Workshop will include general information concerning financial matters and include specific needs as identified.

APPENDIX 5: PRESBYTER OF MISSION & VISION (PMV) POSITION DESCRIPTION (April 10 2019)

Position Background

... the Presbytery of Westminster (POW) has intentionally examined its past practices and determined that material changes in its activities and goals are necessary if it is to be a good steward of the human and physical resources available to it and its constituent congregations and specialized ministries. POW rejected the “maintenance” model of doing church. POW believes that it must turn its focus toward helping congregations and specialized ministries thrive spiritually and missionally and either reduce or abandon its work that is not aimed toward that vision. This requires discernment and hard work, yet God is able to do great work in the congregations and specialized ministries of POW.

After two specific expert-led visioning days and other gatherings curated by an *ad hoc* vision team, POW created a Strategic Planning Committee (SPC) comprised of six directly elected clergy and lay leaders. SPC was charged to help make POW a good steward for “Inspiring Leadership for Transformation”: SPC’s mandate was to:

- Provide leadership in helping catalyze and support new and existing congregations within Presbytery to be healthy and flourishing, which will be evidenced by the congregation’s reaching out to its community in word and deed and participating with the Holy Spirit in the reconciliation of the world;
- 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;
- Encourage accountability of all for the purpose of living out more effectively our Christian witness; and
- Prepare a strategic plan for the Presbytery and its congregations and specialized ministries that addresses the above purposes and goals.

While the SPC has, with POW approval, undertaken various actions with respect to its mandate, the need for greater consistency, skill and focus in those actions has been evident to SPC. SPC believes that it is good stewardship to invest in a Christian leader, with appropriate skills and giftedness, to support congregations and specialized ministries at such a time as this in the life of POW. As such, SPC recommended and POW approved in principle the presentation of a formal recommendation around the creation of a General Presbyter, the position to be henceforth referred to as the “Presbyter for Mission and Vision” for the purpose of bringing transformational leadership to POW and encouraging such leadership in others.

Position Purpose and Duties

The Presbyter for Missions and Vision (PMV) is responsible for faithful, innovative and transformational leadership within POW. The PMV is not an ‘administrator’ or a “Presbytery CEO”. Instead, the focus, efforts and results of the PMV will be tied to the mandate of SPC set out above for the purpose of healthy, flourishing and vibrant congregations, specialized ministries and leaders. The PMV will provide strategic executive and entrepreneurial leadership, oversight, and communication to implement significant changes in POW’s activities and goals generally

in accordance with the strategic plan of the Presbyterian Church in Canada and specifically with the six strategic priorities of POW:

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

The PMV's duties will vary over the term of the appointment based on the present and future health of POW and its congregations and specialized ministries. While PMV's duties cannot be fully articulated at present, the PMV will be responsible for reviewing and analyzing the present strength of POW and its congregations and specialized ministries, and be responsible for recommending changes to each of those entities for better alignment with their priorities and goals and health of the bodies. PMV will be expected, as part of the iterative review and analysis process for which the PMV is responsible, to be the main contact for all congregational visitations on behalf of POW. PMV will provide leadership, assistance and guidance to congregations and specialized ministries wherever they find themselves on the "incline-recline-decline" spectrum of organizational life. PMV will be expected to provide assistance (to the level related to giftedness and time constraints) with planting, implementing, renewing, and legacy honouring the vision of congregations. More specifically, PMV will be primarily accountable for the implementation of POW's adopted goals of the next three to five years, being:

1. 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
2. examining 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
3. providing up to \$200,000 each to Hummingbird Ministries and Camp Douglas to assist these ministries in achieving healthier and more vital outcomes
4. providing a number of immersive learning opportunities annually for all presbyters and congregational leadership and members.

In each circumstance, the PMV is expected to bring together spiritual gifts, wisdom and knowledge gained from past experiences to creatively address these challenges and perform all duties in the spirit of the shared missional purpose of POW. The PMV will combine responsibility and authority with accountability.

Qualifications and Competencies

The successful candidate will be able to demonstrate clearly having the following qualifications and competencies:

Qualifications

- Fosters Christ-centred faith and spiritual wisdom, and approaches ministry joyfully and personably.
- Has an aptitude for, as well as experience in, transition and change management.
- Demonstrates familiarity with, and willingness to learn more about, the mission, purposes and challenges of congregational ministry in the Lower Mainland of BC and POW's specialized ministries, Hummingbird Ministries (Indigenous Ministries), and Camp Douglas (Christian Camping).
- Is willing to challenge POW, take risks, and face failure to learn and change directions.
- Has strong interpersonal skills and is able to work collaboratively and respectfully with others in exploring options to lead POW through a period of adaptive change.
- Maintains compassion and trustworthiness in leadership and models open communication.
- Possesses a personal and professional attitude of openness, pastoral sensitivity, and respect for persons.
- Is able to bring vision and imagination for faithful innovation.
- Demonstrates skill for complex organizational leadership with an eagerness to tackle hard issues and engage challenging conversations (e.g., theological difference and relational conflict).
- Enjoys and cultivates diversity; is able to encourage discussion of issues with openness, grace, and respect for diverse opinions.
- Seeks God's justice in all levels of human affairs and encourages the involvement of the church in mission and ministry.

We note, all else being equal, that POW will favour a candidate who is an ordained teaching or ruling elder within the PCC or one of another Reformed denomination

Competencies

Change Agent and Change Manager	Collaboration
Communicator	Flexibility/Nimble
Interpersonal Engagement	Organizational Agility
Spiritual Maturity	Strategy and Vision
Willingness to Engage in Conflict	Bridge Builder

Physical Requirements

The PMV should hold a valid driver's license and be able to travel to churches and governing body meetings, both within and outside POW. The PMV must be able to attend denominational events/workshops when appropriate. The position requires the ability to stand, stoop, climb stairs, walk, crouch, sit, and regularly lift objects weighing less than 10 pounds. The position also requires the ability to use the phone and computer, with or without reasonable accommodation. The position requires physical and cognitive endurance; candidate must be able to perform coherently and accurately the duties of the position.

Evaluation and Review

Accountability and Evaluation

The PMV will be accountable to POW thru the Strategic Planning Committee. That committee will initially conduct a review of performance at the six-month mark. That performance conversation will be repeated in another six months and annually thereafter or as needed.

Term

The PMV's employment period will be for a period of up to five years.

Compensation

The position will pay compensation at least commensurate with Category A of the Stipend Grid of the PCC. There is flexibility around remuneration depending on the qualifications and circumstances of the candidate. The candidate will be enrolled in the pension and benefits programs of the PCC. Study leave of two weeks a year will be provided and a travel allowance of \$10,000 a year will be allocated for the candidate's work.

APPENDIX 6: VISITATION PROTOCOL/ VISITATION PACKAGE

The visitation package includes:

- A letter to the minister.
- A letter to the clerk of session and accompanying checklist.
- A bulletin announcement explaining the purpose of the visit.
- A form to be completed before the visitation, either a narrative reflection (A) and/or a questionnaire (B).
- Leading with Care questions.
- Worship Questions to be used by the visiting team when visiting at Sunday Worship and some questions to be included in the visitation itself.

a. Letter to the Minister

The following letter is to be appropriately completed and sent (in print and electronically) to the congregation's minister. Please include a copy of the bulletin announcement and the questionnaire. A similar letter will be sent to the Clerk of Session with printed and electronic copies of the bulletin announcement, questionnaire, and Clerk of Session's check list.

VISITATION COMMITTEE THE PRESBYTERY OF WESTMINSTER

Date

Name of minister

Church name and address

Dear Rev. (Dr.,Mr.,Mrs.,Ms) Name.

The Visitation Committee last visited... name of church on...date.... As you know, the Presbytery's Standing Orders require that we visit each congregation every three years. Accordingly, our visit is (overdue: &/or is scheduled for the fall/winter/spring of 202...).

- *1. Our visitation team would very much like to plan our visit formonth or month, 202...). One or more members of the visitation team will attend worship on at least one Sunday before the visit and would like to be introduced to the congregation during the announcements.

Our visit will include a conversation with you about the joys and challenges you have experienced in your ministry. Following our meeting with you we will spend time with the Session; and with the Board of Managers, or Deacons Court (or both) and as time allows with interested members and adherents. (You will not be expected to attend the meetings that follow our conversation with you.)

- *2. If it is feasible we want to schedule all the meetings for the same evening or Saturday. Please discuss the matter of an appropriate date with the Session and respond by e-mail or phone as soon as possible.

At least two weeks prior to our visit, please complete the enclosed questionnaire and return it, preferably by e-mail, to the Visitation Team's lead visitor.

The Clerk of Session will also receive a letter and a form (to be photocopied with copies to be given to each congregational leader and made available to the congregation (the same Sunday the bulletin announcement is given to the congregation). We ask that the forms be completed, collected by the Clerk of Session, and returned to our team at least two weeks prior to our meeting.

We are looking forward to our visitation and trust that our visit will be meaningful and helpful to you and the congregation as you reflect upon the mission and ministry ofname of church.

With sincere regards,

The names of the visitors with the e-mail address and phone number of the Lead Visitor

Notes:

*1. If the date and times have previously been established this paragraph should be altered to read:
Our visitation team is looking forward to our visit on.....day, month, 202.... at..... times...

Minister:

Session

Board of Managers Deacon's Court

Congregational members not represented in one of the above leadership groups

Please let folks know that there is some flexibility in the schedule if any meeting goes longer than is anticipated.

One or more members of the visitation team will attend worship on at least one Sunday before the visit and would like to be introduced to the congregation during the announcements. (This would be a good Sunday to hand out the questionnaires and include the bulletin announcement.)

*2. If the times have been decided by previous conversation with the minister and of Clerk of Session this paragraph should be deleted.

b. Letter to the Clerk of Session

Initial contact may have been made by phone. Regardless, please send an electronic copy as well as a printed copy of the visitation

- package to the congregation's Clerk of Session at least one month prior to the date established for the visit
- this following letter (appropriately completed)
- the bulletin announcement to be used at least two weeks in advance of the visit;
- the questionnaire;
- the Clerk of Session's check list

The package should be sent at the same time it is sent to the minister.

**VISITATION COMMITTEE
THE PRESBYTERY OF WESTMINSTER**

Date Name
Clerk of Session
Church name and address

Dear (Dr.,Mr.,Mrs.,Ms) Name,

The Visitation Committee last visited... name of church on...date.... The Presbytery's Standing Orders require that we visit each congregation every three years. Accordingly, our visit is (overdue: &/or is scheduled for the fall/winter/spring of 202...).

*1. Our visitation team would very much like to plan our visit formonth or month, 201...). One or more members of the visitation team will attend worship on at least one Sunday before the visit and would like to be introduced to the congregation during the announcements.

Our visit will include a conversation with your minister about the joys and challenges he/she has experienced in his/her ministry. We will then spend time with the Session; and with the Board of Managers, or Deacons Court (or both), and as time allows with interested members and adherents. (Please note that your minister will not attend these meetings.)

*2. If it is feasible we want to schedule all the meetings for the same evening or Saturday. Please discuss the matter of an appropriate date with the Session and respond by e-mail or phone as soon as possible.

At least two weeks prior to our visit please return to the Visitation Team, electronic or printed copies of the enclosed questionnaire as completed by congregational leaders and interested members or adherents of the congregation. Please also send pertinent information about the congregation (see Clerk's check list.)

As possible it would be preferable to have the questionnaires sent electronically to the lead visitor by the individuals who have completed them.

We are looking forward to our visit and trust that it will be meaningful and helpful to the congregation as you reflect upon your ministry and mission.

With sincere regards,

The names of the visitors with the e-mail address and phone number of the Lead Visitor

Notes:

*1. If the date and times have previously been established this paragraph should be altered to read:
Our visitation team is looking forward to our visit on.....day, month, 202.... at..... times...

Minister:

Session

Board of Managers Deacon's Court

Congregational members not represented in one of the above leadership groups

One or more members of the visitation team will attend worship on at least one Sunday before the visit and would like to be introduced to the congregation during the announcements.

*2. If the times have been decided by previous conversation with the minister and of Clerk of Session this paragraph should be deleted.

Bulletin Announcement (to be included in the Order of Service on the Sunday the questionnaires are made available to the congregation.) " A Presbytery Visitation Team is coming to meet with our congregation on date ."

The Presbytery sends a visitation team because it has oversight and pastoral care of all congregations within its bounds. Beyond providing oversight, all congregational visits are made with the hope that the Presbytery visitors may assist and encourage the congregation's ministry and mission.

In preparing for the visit, a questionnaire is provided to the members of the congregation and the congregation is encouraged to respond.

The visitation team will normally attend worship on at least one Sunday and will meet as scheduled with the Session; the minister(s); and the Board of Managers, Deacons' Court, and/ or finance and maintenance committee. The team will also meet with interested members and adherents of the congregation. This is the congregation's opportunity to receive answers for burning questions about Westminster Presbytery.

The visitation team of.....and (team leader) looks forward to learning about Church's ministry and mission!

Questions about the visitation may be addressed to(name and email)

c. Visitation Committee, the Presbytery of Westminster — Clerk of Session's Check List

To enable the Visitation Team to get to know a bit about the congregation, at least two weeks prior to our visit, please forward by e-mail (1 copy) or in printed format (..... copies) the following items:

- Completed questionnaires not previously sent electronically by individuals (from Session, other congregational leaders, members and adherents)

Note: the minister will forward his/her questionnaire separately

- The last two Annual Reports;
- The most recent Financial Statement;
- A recent worship bulletin and Order of Service;
- A copy of the congregation's Mission Statement (dated as to when it was written (and/or revised).)
- Any other printed information you believe will be helpful to the visitation team.

Do not hesitate to call if you have any questions. Grace and peace,

Lead visitor (for the Visitation Team) with e-mail address and phone number

d. Visitation Committee of Westminster Presbytery

Questionnaire in preparation for the visit to _____ on _____ Team on _____ by the Visitation

In preparation for our visit to your congregation, we ask for the Session, the Board of Managers, (or the Finance and Facility Committee); the Deacon's Court if applicable; and interested members of the congregation to prayerfully respond to EITHER Part A or Part B of the following questionnaire. Anyone who wishes to do so, may of course, respond to both parts.

Please indicate by circling if you are responding: as the minister; an elder; a staff member; a member of the Board of Managers (or Finance & Facility Committee); as a congregation member or adherent.

Please return your responses to:

Part A Use as much space for each response as you need.

Please reflect upon the following areas of your congregation's ministry

tell about the strengths, challenges, and hopes for moving forward in these areas that you have. tell how your congregation's mission, vision or purpose statement, helps to shape your ministries. tell in what ways the Presbytery might assist your congregation in furthering them?

- Worship & Sacraments:
- Pastoral Care:
- Christian Education – all ages:
- Finances/Stewardship:
- Mission/Outreach:
- Administration/Communication:
- Other areas you might like to comment upon:

Part B

Please consider the biblical texts (New Revised Standard Version) below and respond to the questions:

“Obey your leaders and submit to them, for they are keeping watch over your souls and will give an account. Let them do this with joy and not with sighing – for that will be harmful to you.” (Hebrews 13:17)

“Finally brothers and sisters. Pray for us, so that the word of the Lord may spread rapidly and be glorified everywhere....” (2 Thessalonians 3:1a)

QUESTION:

Where do you see gracious dealings between people in the congregation?

How does the congregation celebrate milestones and special occasions in the lives of its people and in its history and life as a congregation?

Describe the ways you have seen mercy and forgiveness in relationships between people in the congregation.

How would you describe the relationship between the congregation and the minister?

Does the minister have the support of the congregation’s leadership?

Describe the communication flow between the congregation and the Session.

*“I therefore, the prisoner of the Lord, beg you to lead a life worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace.”
(Ephesians 4:1-4)*

QUESTION:

On a scale of 1 to 10 how would you rate your congregation with respect to the above scripture?

1 {not at all}.....10 {right on!}

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

If there is a need, how might the “unity of the Spirit in the bond of peace” be improved?

*“The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ.”
(Ephesians 4: 11-12)*

QUESTION:

What training events or programs are in place designed to “equip the saints (members)for the work of ministry” in your congregation?

If you have attended these event and programs, what else do you think might help equip the saints (members) for leadership roles in the congregation?

“By faith Abraham obeyed when he was called to set out for a place he was called to receive as an inheritance; and he set out, not knowing where he was going.” (Hebrews 11:8)

QUESTION:

How open is the congregation to change?

“If the whole body were an eye, where would the hearing be? If the whole body were hearing, where would the sense of smell be? But as it is, God arranged the members in the body, each one of them, as he chose. If all were a single member, where would the body be?

....But God has so arranged the body, giving the greater honor to the inferior member, that there be no dissension within the body, but that the members may have the same care for one another.”

(1 Corinthians 12: 17, 18, 24b-25)

“You did not choose me but I chose you.” (John 15:16)

QUESTION:

Do you have a sense of being chosen by Jesus and placed, by him, to be a functioning member in this congregation?

How does this knowledge affect your participation in the congregation?

“Do all things without murmuring and arguing, so that you may be blameless and innocent, children of God without blemish in the midst of a crooked and perverse generation, in which you shine like stars in the world. “ (Philippians 2: 14, 15)

QUESTION:

How descriptive is this verse of the way your congregation functions?

“As God’s chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience. Bear with one another and, if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive.” (Colossians 3:12, 13)

QUESTION:

How does the congregation deal with differences of opinion?

“What good is it, my brothers and sisters, if you say you have faith but do not have works? Can faith save you? If a brother or sister is naked and lacks daily food, and one of you says to them, ‘Go in peace; keep warm and eat your fill,’ and yet you do not supply their bodily needs, what is the good of that? So faith by itself, if it has no works, is dead.” (James 2:14-17)

QUESTION:

How does your congregation meet the needs of the larger community?

Thank you for participating in this visitation!

e. Some Questions to Be Asked During the Interviews

See Appendix A of the Book of Forms

Missional Questions (such as these suggested by the Rev. Dr. Ross A. Lockhart, Associate Professor, Director, the Center for Missional Leadership, St. Andrew's Hall.)

- How does the congregation teach mission? How does the congregation live it out? What does the Great Commission (Matthew 28: 18-20); and the Great Commandment (Matthew 22:34-40) mean in your own words for this community of faith?
- What is God up to in your neighbourhood? Where have you glimpsed signs of the Kingdom?
- Who is your neighbour in the Kingdom space surrounding the church? What are needs of the community? Where do you see brokenness in this community?
- What are the most important relationships/partnerships/friendships that your congregation has in this community? Why?
- Tell us the last time you did a commissioning for individuals or groups leaving for mission in congregation? Who was it and what were they doing? If you were to commission your members to mission in your local neighbourhood where would you send them?
- If you had to take people somewhere in this church or community to prove the existence/evidence of God...where would you take us? Why?

Questions regarding "Leading With Care" to be asked of the session during the visit

- Tell us about the progress you have made in instituting the Leading With Care policy.
- When did the Session last evaluate this progress and the work that remains to be accomplished?
- What plans are afoot to make changes (if needed) to your building to conform with the LWC Policy
- When did you have your last congregational fire drill? Other fire drills?
- What have you learned during these drills?
- Are you aware that an annual form will need to be completed by the LWC Committee, or the session, and submitted to presbytery each year?

f. To Be Used When Visiting at Sunday Worship (based upon questions from "The Ship of Fools")

Please keep in mind: your responses may be based upon your preference for a particular style of worship. Describe:

- The building
- The Neighbourhood
- The cast

Regarding the Service:

- What was the name of the service?
- How full was the building?
- Did anyone welcome you personally?

- Was your pew comfortable?
- How would you describe the pre-service atmosphere?
- What were the exact opening words of the service?
- What books did the congregation use during the service?
- What musical instruments were played?
- Did anything distract you?
- Describe the style of worship.
- How long was the sermon?
- On a scale of 1-10, how good was the preacher?
- In a nutshell what was the sermon about?
- Which part of the service was like being in heaven?
- And which part of the service was like being in ...er ...“the other place”?
- What happened when you hung around after the service looking lost?
- How would you describe the after service “coffee time”?
- How would you feel about making this church your regular place of worship (where 10 = ecstatic; 0 = terminal)
- Did the service make you feel glad to be a Christian?
- What one thing will you remember about all this in seven days’ time?