

## **Report on the Actions of the COORDINATING COUNCIL to the Assembly 2017**

**Council Members: Dean Ken Gray, Isabel Healy-Morrow, Cathy Wozlowski, Barb Faria, Len Fraser, Brian Lapointe, Dwight Oatway, O'Della Grundy, Suzanne Jackson**

**Clergy: Keith Dobyns, Danny Whitehead, Peter van der Leelie**

**Lay: David Durksen, Martina Duncan, Paul Eves**

**First Nations: John Isaac, Heather Shuter Trosky**

**Staff: Margaret Mitchell, Recording Secretary**

Coordinating Council meet four times since the Assembly in 2015.

The actions of the Council is as follows.

### **November 20 & 21, 2015**

- Coordinating Council refer the matter of the website to the subcommittee that has been set up. The website subcommittee will report back to Administration and Finance on the policies, costs, recommendation of a local volunteer administrator, information on changing the domain name and will make a recommendations on how the website will get online and the required leadership.
- Coordinating Council approve the recommendations of the Parish Grants Committee for the Assisted Parishes as outlined in the report to the total amount of \$143,400 for the 2016 budget.
- Coordinating Council grant St. Paul's the capital grant of \$2000 for the Hard of Hearing component of their existing sound system as recommended by the Capital Fund Grants Committee.
- Coordinating Council direct the Financial Officer, Dwight Oatway, to write letters to Grace Church, Prince George and St. Peter's, Williams Lake requesting motions from their parish council be added to their application with an invitation to re-apply by April 30, 2016.
- Coordinating Council approve the deficit budget as presented.
- Coordinating Council direct the Administration and Finance Committee to pursue and ensure an APCI wide Stewardship campaign in 2016.
- Policy 1.1a – Name and Composition of the Assembly be approved as amended
- Policy 1.8 – Election of Delegates at Parish Annual Vestry Meetings be approved as circulated and presented.
- Policy 3.6 – Duties of Wardens be approved as amended.

- Policy 3.7 – Duties of Incumbent/Ministry Developer be approved as circulated and presented.
- Policy 3.8 – Duties of a Church Committee be approved as circulated and presented.
- Policy 2.4 – Gambling, Raffles and Liquor be approved as amended
- Policy 2.8 – Assembly Expenses be approved as circulated and presented
- Policy 3.1 – APCI Clergy Stipend and Benefits be approved as circulated and presented.
- Policy 6.5 – Requests for Grants for Capital Expenses >\$1000 be approved as amended.
- Policy 6.7 – Requests for Change of Title (Sale) of Property be approved as amended.

#### **April 22 & 23, 2016**

- It was Agreed By Consensus that Coordinating Council is unanimous in the naming of our new Territory, the **Territory of the People**.
- The 2015 Audited Financial Statements be accepted as presented by KPMG
- Coordinating Council appoint Dean Ken Gray to chair the website subcommittee, consisting of Peter van der Leelie, Cathy Wozlowski Keith Dobyns and Margaret Mitchell, and that this sub-committee respond to the mandate established at Coordinating Council
- Policy 1.8 Revision be approved as presented.
- New Policy 1.10 Parochial Organization be approved as amended.
- The Reports be received as presented with the exception of the Policy Committee Report which will be approved on Saturday morning
- The Financial Statements be accepted as presented
- The Investment Report be accepted as presented
- Coordinating Council directs the Investment Committee to change the name of the Parish Fund to Parish and Designated Fund
- Coordinating Council approve the recommendation to retain KPMG to undertake the 2016 audit for the Anglican Parishes of the Central Interior
- Coordinating Council approve the transfer of \$10,000 from Surplus Fund to the Bishop's Discretionary Fund.
- Coordinating Council approve the addition of the Very Rev Ken Gray as a signing officer for the Anglican Parishes of the Central Interior
- The Ministry Fund Grant and Capital Fund Grant reports be accepted as presented
- Coordinating Council approve up to \$10,000 be granted for an Archival Clerk
- Coordinating Council accept the recommendation from the Ministry Fund Grant Committee to not approve the grant for \$30,000 for a consultant
- The Coordinating Council invite the Ministry Committee to present a revised proposal for \$30,000 for a Consultant, to the Ministry Fund Grant Allocation Committee, and THAT the recommendation from the Ministry Fund Grant Allocation Committee be forwarded to the Administration Committee by June 27th, 2016

## NOVEMBER 18 & 19, 2016

- Revisions to Policy 1.1a) Name and Composition of Assembly be approved as presented. Further revisions to this policy are under review

- Travel rates remain at .43c/ kilometre

Discussion followed regarding per km rate versus % rate; Parish pays clergy travel expenses using per km rate, clergy and lay are paid % for APCI travel to meetings.

- Revision to Policy 3.1 Clergy Stipend and Benefits be approved as presented

Further revisions to this policy are under review with legal counsel and Labour Standards

Discussion followed:

- No Continued Education Plan for non stipendiary clergy, the APCI Continuing Education Grant or other funds can be applied in this instance.
- Current vacation allotment is higher than any Diocese in Canada, the policy committee is reviewing a legal opinion to reduce the allotment for future hires, with a “grandfather” clause for current clergy
- Suggestion to reduce total allotment with provision to carry over unused vacation for an occasional extended vacation or sabbatical.
- There are National guidelines for Sabbath leave under the Continued Education plan which is recommended for APCI
- Policy includes generous vacation allotment intended to attract clergy to APCI.
- As part of the compensation, APCI pays 100% of clergy benefits, together with vacation allotment, APCI is at the higher end of compensation package in Canada
- Revision to Title of Policy 6.1 Properties Officer be approved as presented
- Revision to Policy 6.4 Parish Loans and Mortgages be accepted as presented
- Bishop Barbara provided confirmation of legal signing officers for APCI
- Revision to Policy 6.5 Requests for Grants for Capital Expenses >\$1,000 be accepted as presented
- Revision to Policy 6.6 Capital Expenditures be approved as presented and amended with the addition of 6.6.2ii) Third Party Liability

Volunteer Insurance:

- volunteers are insured to age 85 for liability in any normal circumstance in the ministry of the church;
- volunteers for major/capital project - process for submitting information to WCB for volunteers is detailed in the Treasurer’s Handbook.
- Bishop Barbara commented that Parishes may apply to Ecclesiastical Insurance Company for a rider to cover any major project with risk to workers/volunteers
- Policy Form 5.8 Capital Fund Application Request be renamed as Capital Fund Agreement
- Policy Form 5.8.1 Capital Fund Application Request be approved as presented
- Existing Form for Clergy Stipend/Travel Assistance Grant Application and Letter “Parish Request for Grant Funding” be approved as Policy Form 5.14

- Coordinating Council direct Administration Committee to undertake a thorough review of the composition of the Ministry Fund Grant Committee and the Criteria for funding requests, with a report to Coordinating Council on or before April 2017, for recommendations to 2017 Assembly
- The Reports as presented be accepted
- The Financial Statements for the period January 1 to 31 October 2016, be accepted as presented
- The Investment Summary 2016 be accepted as presented
- The Parish Grants Committee Report be received as presented

The 2017 Grant Allocations to the Parishes in the amount of \$149,400 be accepted as presented and as follows:

St. Timothy's 100 Mile - \$5,600	Scw'exmx - \$36,000
St. Peter's Williams Lake - \$7,000	Lytton - \$35,000
St. Andrew's/St. Mary's Lillooet - \$5,000	North Thompson Ecumenical Shared Ministry
St. Michael's Merritt - \$38,900	Barriere/Clearwater - \$13,900
RVSM Valemout - \$3,000.00	St. George's Kamloops - \$5,000

- The Capital Fund Grant Report be accepted as presented
- The 2017 Budget with a deficit of \$8,813 be accepted as presented.
- Funds in the amount of \$8,813 be transferred from Surplus Funds to balance the 2017 Budget
- \$10,000 be transferred from Surplus Funds to the Bishop's Discretionary Fund for 2017

#### **APRIL 21 & 22, 2017**

- Policy 3.1 Clergy Stipend and Benefits will remain as is with no amendments to the current allowances of vacation entitlement for full and part time clergy.
- Policy 4.3 Sexual Misconduct Policy be renamed: **Safe Church Policy** in accordance with other diocesan policy, and new provincial (pending) policy
- New Policy 6.9 Rental Agreements be approved for use by all parishes when renting church property.
- Under subsection 1.3.2 Membership the title "Accounts Manager" be removed from Membership
- the Motion from Assembly 2015 regarding the covenant between APCI and the Council of the North be included in the Policy Manual as subsection 1.5.2.6
- APCI requirement for frequency of criminal record checks revised from every three (3) years to every five (5) years provision made to ensure compliance, in accordance with provincial policy standards and the Institute of Justice standards; and provision made to ensure compliance.
- Form 5.14 Clergy Stipend/Travel Assistance Grant Application and sample letter from APCI to parishes regarding request for grant funding, as presented, be

- included in the Policy Manual
- Form 5.15 Ministry Fund Grant application as presented, be included in the Policy Manual
- Form 5.16 Charitable Donation/Gift of Securities as presented, be included in the Policy Manual
- All reports be received as presented
- The Financial Statements Profit and Loss for the period January 1 to March 31 2017 be received as presented.
- The Investment Committee Report be received as presented
- The Coordinating Council approve the recommendations of the Ministry Fund Grant Allocation Committee as follows:
  - \$7,000 - St. Michael's and All Angels, Prince George – M.Div student for 3 months
  - \$1,550 – St. Timothy's, 100 Mile House – partnership with Stemetc7uw'i
  - \$10,000 – Anglican Parishes of the Central Interior – Archive Clerk
  - \$6,000 – St. Paul's Cathedral – Season of Creation
  - \$1,000 – St. Michael's, Merrit – Friendly Fridays/Welcoming Wednesdays
  - \$1,000 – St. Peter's, Williams Lake – community garden
- The deadline for applications to the Ministry Grant Allocation Fund be changed from March 31st to March 15<sup>th</sup>
- The Bishop write a letter of thanks to Betty Mae Gore for her commitment and work during her time on the Ministry Fund Grant Allocation Committee; letter of thanks also to be sent to the Committee for their work.
- The Ministry and Capital Grant Report be received as presented
- The Audited Financial Statements for the year 2016 be received as presented

Respectfully Submitted,

Barbara Andrews, Bishop  
Chair of Coordinating Council