

**REPORT OF THE ADMINISTRATIVE COMMITTEE  
TO THE 111<sup>TH</sup> SYNOD OF ALBERTA AND THE NORTHWEST**

The Administrative Committee met February 17, 2016 and September 09, 2016 (mini-meeting regarding Synod only) at Camp Kannawin, Sylvan Lake.

**A. ONGOING BUSINESS:**

**1. Coordination of Standing Committees**

Each Standing Committee submitted reports on its activities at each of the meetings of the Administrative Committee.

**2. Certificates to Perform Marriages**

During the year, the Synod Clerk acted on the request of Presbytery Clerks to obtain temporary and permanent certificates to perform marriages. Ministers are reminded that when they leave the Synod they must return their permanent certificate to marry to the Synod Clerk.

**3. The Charles Roderick Brine Estate Fund**

The Brine Estate Fund will be used by the Presbyterian Church Building Corporation in accordance with the terms of the Will of the late Charles R. Brine, namely, that the fund will be used as collateral for loans to churches solely within the Province of Alberta. The Administrative Committee is authorised to deal with any requests to the Brine Estate Fund in cooperation with the Presbyterian Church Building Corporation (pp. 26, 31, 37, 1971). The agreement between the PCBC and the Synod of Alberta and the Northwest is found on page 31 of the Synod Minutes of 1972.

**B. BUSINESS ARISING DURING THE YEAR**

Matters covered in minutes/reports of committees.

**C. RECOMMENDATIONS**

**1. That the report be received and the recommendations considered.**

**2. That individuals who are not members of Synod presenting reports to Synod be given permission to speak.**

**3. That the following items of business be included in the docket:**

- **Constitution**
- **Roll**
- **Regrets**
- **Welcome new/visitors**
- **Minutes 2014 & 2015**
- **Memorials**
- **Business Arising**
  - **Notice of Motion: Harry Currie**
  - **Continuation of Synod Conference**

- **Business Reports**
  - **Administrative Committee**
  - **Reports without Recommendations**
    - **Archivist**
    - **Cursillo**
    - **Kairos**
    - **WMS Synodical**
  - **Camp Kannawin & Director**
  - **Regional Staffing Council & Director of Regional Ministries**
  - **Nominating Committee**
  - **Special Committee of Synod**
  - **Year End Financial**
  - **Committee to Examine Records**
  - **Remits and Referrals**
  - **Other Business**
  - **Budget for 2017**
  - **Time and place**
- **Orders of the Day:**
  - **Joanne Lee, Knox College; October 21, 12 Noon**
  - **Ross Lockhart, VST, October 21, 2:45 PM**
- **Notices of Motion**
- **Leave to Withdraw**
- **Worship with Communion**
- **Adjournment**

4. **That the proposed docket, as presented, be approved.**
5. **That devotions be conducted as follows:**
  - October 21 at 10AM by Colin Penman**
  - October 21 at 1:30 PM by Devadosan Sugirtharaj**
  - Additional, if required: Wayne Reid**
6. **That the Committee on Remits and Referrals, if required, be: Randy Osgood (Convenor), Jin Woo Kim**
7. **That the 2015-2016 minutes of the four Presbyteries be tabled, and the Committee to Examine be:**
  - **Convenor: Sandra Franklin-Law**
  - **Peace River: Shannon Finley, Heinrich Grosskopf**
  - **Edmonton-Lakeland: Catherine Ellis, Wayne Reid**
  - **Central Alberta: Tom Paasuke, Clay Kuhn**
  - **Calgary-Macleod: Sherry McDonald, Terry Hagen**

- 8. That the Committee on Leave to Withdraw be: Harry Currie, conferring with the Moderator and Clerk.**
- 9. That the offering from the opening worship of the 112<sup>th</sup> Synod go to PWS&D.**
- 10. That the disposition of correspondence, as outlined, be approved:**  
**For Information**
  - **2015 Nov 12;** Pension and Benefits Office of the PCC; Pension and Benefits Bulletin. Note and file.
  - **2015 Nov 13;** PCC Communications; PCC Connect-November edition. Note and file.
  - **2015 Nov 16;** Katherine Masterson, Justice Ministries; writing to your MP regarding climate change meetings in Paris, December 2015. Note and file.
  - **2015 Nov 16;** Terrie-Lee Hamilton, Sr Administrator, General Assembly Office; LMA Announcement re: New Associate Secretary for Canada Ministries. Note and file.
  - **2015 Nov 18;** PWS&D, PWS&D November E-newsletter. Note and file.
  - **2015 Dec 09;** PCC Communications; PCC Connect-December edition. Note and file.
  - **2015 Dec 15;** PCC Communications; Give a Gift that Matters. Note and file.
  - **2015 Dec 22;** PWS&D, Donations matched until December 31. Note and file.
  - **2015 Dec 30;** Jeannette Vink at Presbyterian College; Nominations for Honourary Doctorate of Divinity. Note and file.
  - **2016 Jan 11;** PCC Communications; PCC Connect-January edition. Note and file.
  - **2016 Jan 20;** PWS&D, PWS&D January E-newsletter. Note and file.
  - **2016 Feb 05;** PCC Communications; PCC Connect-February edition. Note and file.
  - **2016 Feb 10;** Katharine Masterton; Call for Climate Justice from the Citizens for Public Justice. Note and file.
  - **2016 Feb 23;** PWS&D, PWS&D February E-newsletter. Note and file.
  - **2016 Feb 23;** Terrie-Lee Hamilton, Sr Administrator, GAO; spam email. Note and file.
  - **2016 Mar 11;** PCC Communication, PCC Connect – March Edition. Note and file.
  - **2016 Mar 16;** PWS&D, PWS&D March E-newsletter. Note and file.
  - **2016 Mar 23;** Dianne Ollerenshaw, Director of Regional Ministries; Confirmation of Synod Education Day speaker (Rob Shropshire). Note and file.
  - **2016 Apr 08;** PCC Communication, PCC Connect – April Edition. Note and file.
  - **2016 Apr 18;** PWS&D, PWS&D April E-newsletter. Note and file.
  - **2016 May 03;** Terrie-Lee Hamilton, Sr Administrator, GAO; receipt of Official Synod Minutes of 2014. Note and file.
  - **2016 May 05;** PCC Communication, Respond Now to Alberta Fires. Note and file.
  - **2016 May 13;** Katharine Masterton, Program Coordinator, Justice Ministries; New Healing and Reconciliation worship resource. Note and file.
  - **2016 May 16;** PCC Communication, PCC Connect – May Edition. Note and file.
  - **2016 May 19;** PWS&D, PWS&D May E-newsletter. Note and file.
  - **2016 May 26;** PCC Communication; PCC partners with Augsburg Fortress for Distribution of Resources. Note and file.

- **2016 Summer;** Justice Ministries, Streams of Justice newsletter. Note and file.
- **2016 Jun 01;** Jen de Combe, Associate Secretary, Canadian Ministries; cc re: matching grant for Camp Kannawin. Note and file.
- **2016 Jun 15;** PCC Communication, PCC Connect – June Edition. Note and file.
- **2016 June 16;** PWS&D, PWS&D June E-newsletter. Note and file.
- **2016 Jul 21;** PCC Communication, PCC Connect – July/August Edition. Note and file.
- **2016 Jul 29;** Stephen Kendall, Clerk of Assembly; Overture, Memorials, and Petitions 2017. Note and file.
- **2016 Aug 03;** PWS&D, Join PWS&D in the Ride for Refuge! Note and file.
- **2016 Aug 24;** PWS&D, PWS&D August E-newsletter. Note and file.
- **2016 Sep;** Karen Bokma, Communications Coordinator, PWS&D; Annual Resources. Note and file.
- **2016 Sep 07;** PCC Communication, PCC Connect – PCC Latest News: 2016 Acts and Proceedings, Ordering PCC Resources, Presbyterians Sharing Sunday, and more!. Note and file.
- **2016 Sep 14;** PWS&D, The Ride for Refuge is approaching. Note and file.
- **2016 Sep 16;** Terrie-Lee Hamilton Sr Administrator, GAO; General Assembly Office Welcomes Maggie Leung. Note and file.
- **2016 Sep 21;** Barb Summers, Associate Secretary, Communications; PCC News Posting on Chanie Wenjack. Note and file.
- **2016 Sep 29;** PWS&D, PWS&D September E-newsletter. Note and file.

#### **For Action**

- **2015 Oct 22;** Charles McNeil; follow-up on Dr. Ott presentation at Synod; Moved that Synod pursue other educational opportunities than Dr. Ott for 2016 (R. Anderson/D. Delport). Carried.
- **2015 Oct 28;** Colleen McCue, Life & Mission Agency; thanks for submission for Regional Resource Grants 2015. Forward to RSC – C. Kuhn and A. Patterson.
- **2015 Nov 02;** CiRCLe M ministries; Crisis Response Training for Rural Churches and their Communities. Forward to Presbytery Clerks
- **2015 Nov 26;** Harry Currie, Edmonton-Lakeland Presbytery Clerk; request to invite Dr. Stanley Ott for another presentation at Synod 2016. Forward to Administrative Committee. Moved that Synod pursue other educational opportunities than Dr. Ott for 2016 (R. Anderson/D. Delport). Carried. The clerk to notify EL of this decision
- **2015 Nov 26; 2015 Dec 04;** Terrie-Lee Hamilton, Sr Administrator, General Assembly Office; General Assembly 2016 Committee Nominations. Forward to Administrative Committee.
- **2016 Jan 26;** Dianne Ollerenshaw; International Visitors to Canada Youth – Nov 27, 2015 letter from Matthew Foxall, Mission Trip and YIM Coordinator. Dianne brought this to the attention of Synod Administration for transparency and awareness and a request for support. Moved that Synod Administration direct Dianne Ollerenshaw to plan a program for the visiting International Students with a budget up to \$1000. (D. Dewald/C. McNeil) Carried

- **2016 Feb 01;** Joel Thiessen, Flourishing Congregations; Invitation to Assist with Flourishing Congregations Research in Canada. Forward to D. Delpont.
- **2016 Feb 25;** Terrie-Lee Hamilton, Sr Administrator, GAO; General Assembly Nominations to Standing Committees. Forward to Administrative Committee.
- **2016 Mar 17;** Terrie-Lee Hamilton, Sr Administrator, GAO; Synod - lay nomination for Assembly Council. Forward to Administrative Committee for nomination. Forward nomination form for Sandra Cameron Evans to T-L Hamilton on 2016 April 05
- **2016 Apr 13;** Marriage Unit, Vital Statistics, Service Alberta; Important Change-Pre-Paid Envelope is being discontinued. Forward to Presbytery Clerks (Apr 27) to disseminate.
- **2016 May 06;** Rev H.J. Currie, Clerk, Presbytery of Edmonton-Lakeland; Dianne Ollerenshaw appointment request. Forward to Administrative Committee. Moved that Dianne Ollerenshaw be appointed assessor presbyter to the Presbytery of Edmonton-Lakeland so that she could be Interim Moderator (G Malcolm/K. Munroe). Carried.
- **2016 May 09;** Rev H.J. Currie, Clerk, Presbytery of Edmonton-Lakeland; Faith Church, Fort McMurray conference call summary. Forward to Administrative Committee.
- **2016 May 09;** Barbara Nawratil, Sr Administrator and Assistant to the CFO, PCC; Synod Insurance Invoice. Forward to Treasurer, May 09.
- **2016 Jun 12;** Richard Anderson, Synod Treasurer; Eckville Credit Union. Forward to Administrative Committee. Moved that Richard Anderson have the authority to vote the Synod of Alberta and the Northwest's membership share at all General Meetings (R. Anderson/J. Lee). Carried
- **2016 Jun 28;** Vital Statistics, Service Alberta; Important Information regarding the potential strike by Canada Post re: marriage registrations. Forward to Presbytery Clerks for dissemination.
- **2016 Jul 29;** Stephen Kendall, Principal Clerk; Actions of the 2016 General Assembly for attention of synods. Provide to Remits and Referrals Committee of Synod for action/decision.
- **2016 Aug 01;** Winona Haliburton, Clerk SANW; revised standing orders forwarded to Synod Administration for comment
- **2016 Aug 04;** Ian Ross-McDonald, General Secretary, Life and Mission Agency; information about regional resourcing. Forward to treasurer, chair of Regional Staffing Council and Director of Regional Ministries. 2016 Aug
- **2016 Aug 11;** Jennifer de Combe, Associate Minister-Canadian Ministries Life and Mission Agency; Supporting Ministries Grants. Forward to Administrative Committee.
- **2016 Aug 19; Pam Vona,** Vital Statistics Alberta; Preparation for Possible Postal Strike. Forward to Presbytery Clerks and two ministers with pending ceremonies.
- **2016 Aug 31; Pam Vona,** Vital Statistics Alberta; Discontinuation of Faxing or Emailing Registration of Marriage. Forward to Presbytery Clerks.
- **2016 Sep 30;** Barb Summers, Associate Secretary, Communications; Talking Points from Life and Mission Agency. Forward to Administrative Committee.

- **2016 Oct 07**; Barbara Nawratil, Sr Administrator and Assistant to the Chief Financial Officer, PCC; 2017 Liability and D&O Insurance. Clerk provided information in consultation with treasurer.
- 11. That the sum of Five Hundred Dollars (\$500) be allocated for Archival Work in the year 2017.**
  - 12. That revisions to Standing Orders, as circulated, be approved.**
  - 13. That the report as presented be adopted.**