

**REPORT OF THE ADMINISTRATIVE COMMITTEE
TO THE 113TH SYNOD OF ALBERTA AND THE NORTHWEST**

The Administrative Committee met September 6, 2018 at Knox Presbyterian Church, Calgary.

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. The Synod Clerk updated the Synod's registry at the request of the Registrar, Vital Statistics. 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.

The Synod Task Force on the realignment of Presbytery boundaries will report to the 2019 Synod Meeting.

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**
- **Appointment of Clerk**
- **Roll**
- **Regrets**
- **Welcome new/visitors**
- **Minutes 2016 & 2017**
- **Memorials**

- **Business Arising**
- **Business Reports**
 - **Administrative Committee**
 - **Reports without Recommendations**
 - **Cursillo**
 - **WMS Synodical**
 - **Camp Kannawin & Director**
 - **Regional Staffing Council & Director of Regional Ministries**
 - **Nominating Committee**
 - **Year End Financial**
 - **Committee to Examine Records**
 - **Referrals**
 - **Other Business**
 - **Budget for 2019**
 - **Time and place October 18, 2019**
 - **Orders of the Day: Carragh Erhardt - Program Assistant, Healing and Reconciliation "Greetings and Update from Justice Ministries"**
 - **Notices of Motion**
I shall move or caused to be moved THAT the Youth Representative to Camp Kannawin be replaced by a representative from CY2018.
 - **Leave to Withdraw**
 - **Worship with Communion**

Adjournment

4. **That the proposed docket, as presented, be approved.**
5. **That devotions be conducted as follows:**
October 20 at 10AM by (To be confirmed)
October 20 at 1:30 PM by (to be confirmed)
6. **That the Committee on Referrals be: Mark Chiang, "On the Question of Unity and Diversity"**
7. **That the 2017-2018 minutes of the four Presbyteries be tabled, and the Committee to Examine be:**
 - **Convenor: Jean Morris**
 - **Peace River: Dewald Delpport/Audrey Cole**
 - **Edmonton-Lakeland: Devadosan Surgirtharaj/Connie Madsen**
 - **Central Alberta: Terry Hagen/Margaret Redekopp**
 - **Calgary-Macleod: Charles McNeil/Shannon Finley**
8. **That the Committee on Leave to Withdraw be: Peter Baek, conferring with the Moderator and Clerk.**

9. That the offering from the evening worship of the 113th Synod go to PWS&D.

10. That the disposition of correspondence, as outlined, be approved:

For Information

- 2017 December 12; The Assembly Council, The Strategic Plan for the Presbyterian Church in Canada. RNF
- 2018 June 15; Clerks of the General Assembly: Minutes of the 2016 Meeting of the Synod of Alberta and the Northwest were attested as neatly and correctly kept. RNF

For Action

- 2017 December 12; Joy Scharf, Risk Placement Specialist, Marsh Canada Limited, Renewal Application for General Liability Insurance and Umbrella coverage and Directors and Officers Insurance (Nine Presbyteries and 2 Synods are asked each year to update their records) *Clerk completed questionnaire.*
- 2018 April 12; Financial Services, PCC; Insurance invoice for General Liability Insurance and Umbrella Coverage 2018-19 and Directors and Officers Insurance 2018-2019 (\$817.13) *Forwarded to Treasurer for payment.*
- 2018 April 25; Richard Anderson, requesting approval of voting the Synod's membership in the merger of Mountain View Credit (where we have our accounts) with Connect First from Calgary. (We approved two years ago that the Synod Treasurer could vote the Synod's membership share on a previous merger. On **motion** of Joanne Lee seconded by Doug Maxwell THAT the Synod approve the action of the Clerk in authorizing the Synod Treasurer, Mr. Richard Anderson to vote the Synod's membership in the proposed merger. **Carried.**
- 2018 July 13; Jen de Combe, Associate Secretary, Canadian Ministries; funds available for regional resourcing. Forward to Treasurer and RSC Coordinator.
- 2018 Sept 3 Doug Maxwell, submission of his resignation as Clerk of the Synod of Alberta and the Northwest. On **motion** of Richard Anderson seconded by Ken Munro THAT we accept with regret Doug Maxwell's resignation as Clerk and refer this to the Nominating Committee. **Carried.**
- 2018 Sept 5; Stephen Kendall, Principal Clerk: re Actions of the 2018 General Assembly for Attention of Synod. On **motion** of Ken Munro seconded by Doug Maxwell THAT Mark Chiang prepare a response to the study paper "On the Question of Unity and Diversity" for presentation to the 2018 Synod meeting and that Mark Chiang co-opt at least two others to assist in this response. **Carried.**
- 2018 Oct 1 The Rev. Ian Ross-McDonald, General Secretary, Life and Mission Agency re posting for Executive Staff Position National Office of The Presbyterian Church in Canada Associate Secretary, Ministry and Church Vocations. **RNF**

11. That the sum of Five Hundred Dollars (\$500) be allocated for Archival Work in the year 2019.

12. That the Session and members of Knox Presbyterian Church be thanked for their hospitality. In additional, thanks go to all others that participated in whatever manner, in this year's Synod.

14. That the report as presented be adopted.

Business Arising

2017 Minutes page 9

Recommendation 14 Moved by J. Lee seconded by M. Tremblay THAT In response to the motion that the Synod of Alberta and the Northwest reconsider the alignment of Presbytery boundaries and that the Administration Committee begin the conversation, find the following recommendation:

- That the Synod appoint a Task Force to help each presbytery consider the best structure to support the mission of the presbyteries within the Synod.
- That the Task Force be comprised of the Clerks of each Presbytery and the Clerk of Synod, as well as the Director of Regional Ministries of the Synod If this team needs to co-opt extra members, that it be given permission or "power to issue" to do so.
- That the Task Force create a resource to be facilitated by the Director of Regional Ministries with each of the presbyteries and that a summary of the conversations and comparative analysis be shared at the next meeting of Synod in 2018 or 2019 for review and action.

Dianne Ollerenshaw has engaged several of the Presbyteries and begun discussions on the alignment of Presbytery boundaries and how best to support the mission of the presbyteries within the Synod. The discussions continue at this point.

Recommendation: THAT the Task Force reports progress and will present their final report in 2019.

Minutes of the 112th Synod

The Clerk reported that the minutes of the 111th Synod had been examined by a committee appointed by the 144rd Meeting of the General Assembly and were attested as neatly and correctly kept.

Recommendation: THAT the minutes of the 112th meeting of the Synod of Alberta and the Northwest be approved.