

**ASSEMBLY COUNCIL EXECUTIVE****October 1, 2008**

The Assembly Council Executive met on Tuesday, October 1, 2008, within 50 Wynford Drive, Toronto, Ontario, and by telephone conference call. L. Duncan opened the meeting with prayer.

**PRESENT**

1/08E

Ms. L. Duncan (convener), The Rev. K. Barlow, The Rev. B. Vancook, The Rev. R. Fee, The Rev. W. Middleton, The Rev. S. Kendall (secretary), Ms. T. Hamilton (recording secretary).

**REGRETS**

2/08E

Mr. S. Roche

**AGENDA**

3/08E

It was moved by B. Middleton, duly seconded, and

AGREED, that the agenda as printed be adopted with the following changes:

- add redesignation of undesignated bequests for the General Assembly Office re sound system (\$20,000) under New Business.

**MINUTES****Executive**

4/08E

It was moved by B. Middleton, duly seconded and

AGREED, that the Executive minutes of January 15, 2008 be adopted with the following corrections:

- under correspondence: addition of Overture No. 7, 2007 re a committee of Moderators of General Assembly.

**Council**

5/08E

It was moved by B. Middleton, duly seconded, and

AGREED, that the Council minutes of March 30-April 1, 2008 be received for information.

**CORRESPONDENCE****Presbytery of Prince Edward Island**

6/08E

A letter was received from the Presbytery of Prince Edward Island expressing thanks and appreciation for the financial support for legal expenses.

AGREED, to receive for information.

**Overture No. 1, 2009**

7/08E

A letter was received from the Business Committee re Overture No. 1, 2009 re recouping moving expenses after a short ministry. The executive will place this on the November Council agenda for discussion and Gordon Haynes will be asked to provide some background re moving experiences within the Canada Ministries portfolio.

**GENERAL ASSEMBLY REFERRALS****Educational Opportunities at GA**

8/08E

Bills and Overtures, Rec. No. 1 re Overture No. 11, 2008, (A&P 2008, p. 534, 20) concerning educational opportunities part of General Assembly was referred to the Assembly Council to consult with the Clerks of Assembly and the Committee on Theological Education and through them, the Elders' Institute of St. Andrew's Hall.

AGREED, that an ad hoc committee be appointed consisting of Tori Smit (Assembly Council), Don Muir (Clerks) and a representative from the Committee on Theological Education and St. Andrew's Hall's Elders' Institute to prepare a response to Overture No. 11, 2008.

**2009 Budget**

9/08E

Assembly Council, Rec. No. 4, (A&P 2008, p. 209, 20) re approval of 2009 budget.

AGREED, to receive for information.

**Residential Schools  
Funds**  
10/08E

Assembly Council report on Residential Schools Agreements (A&P 2008, p. 211-12), re facilitating the transfer of these funds as directed previously by Assembly Council was reported to the General Assembly:

1. \$200,000 towards The Presbyterian Church in Canada participation in the Truth and Reconciliation Commission. (This could include support for aboriginal travel to these events, members of presbytery attending, etc. To be administered jointly between the Principal Clerk and Justice Ministries.)
2. \$400,000 transferred into our Healing and Reconciliation Program of Justice Ministries but earmarked for Canadian Presbyterian established mission agencies proposals for healing and reconciliation.
3. \$100,000 transferred into the Healing and Reconciliation Program of Justice Ministries.
4. \$84,000 to be set aside within Justice Ministries in a "General Category" for events linked to the Aboriginal and Church Leaders' Tour "Remembering the Children" follow-up and possible General Assembly events.

AGREED, that the above be referred to Management Team to implement.

**Third Party Agreements**  
11/08E

Assembly Council, Rec. No. 9 re reporting on Overture No. 10, 2007 re third party contracts to the 2009 General Assembly (A&P 2008, p. 214, 20).

AGREED, to receive for information.

**Korean Translation**  
12/08E

Assembly Council, Rec. No. 10 re Additional Motion and Overture No. 11, 2007 re translation of Living Faith and Book of Forms into Korean to the 2009 General Assembly (A&P 2009, p. 214, 20).

AGREED, to receive for information.

**Policy re Racial  
Allegations**  
13/08E

Assembly Council, Rec. No. 11 re "Growing in Christ: Seeing the Image of God in our Neighbour" – Policy of The Presbyterian Church in Canada for Dealing with Racial Harassment was adopted (A&P 2008, p. 221-27, 20).

AGREED, to refer to Management Team to determine funding for the printing and distribution of the above policy.

The executive noted that this may be directed to the Associate Secretary for Communication and Resource Production for assistance.

**Racial Diversity**  
14/08E

Assembly Council, Rec. No. 12 re adoption of "A Statement of Commitment Toward Racial and Ethnic Diversity in Leadership at the National Level of The Presbyterian Church in Canada" (A&P 2008, p. 227-28, 20).

AGREED, that the above be referred to the General Assembly Office for implementation.

**Indecently Exposed, DVD**  
15/08E

The General Assembly approved that the DVD, "Indecently Exposed" is to be circulated among regional staff along with discussion questions, (A&P 2008, p. 227).

AGREED, that the above be referred to Assembly Office to circulate and prepare discussion questions.

**Congregational Audits**  
16/08E

The General Assembly adopted as a Declaratory Act, the Clerks of Assembly Rec. No. 2 re '24 steps' in preamble concerning congregational audits of financial accounts (A&P 2008, p. 253, 17).

AGREED, that the above be referred to Support Services.

**APPOINTMENTS**

**Executive**

17/08E

The executive was given power to issue in appointing a member to the executive and a representative to the Life and Mission Agency Committee.

AGREED, that Charles Greaves be appointed to the executive.

AGREED, that the convenor and secretary, in consultation with the Life and Mission Agency, name the representative to that committee.

**WORKING GROUPS**

**Third Party Contracts**

18/08E

The working group re the Third Party Contracts (Overture 10, 2007) has been named. S. Kendall will follow up with their work.

**Korean Translation**

19/08E

The working group re the Korean Translation is progressing with its tasks. Ian Wishart is working with a smaller group focusing on the translation of Living Faith.

**BIENNIAL GENERAL ASSEMBLIES**

20/08E

K. Barlow agreed to convene the working group to deal with issues relating to biennial General Assemblies. The group will consist of B. Vancook and D. Muir. They will also work with the General Assembly Office, Financial Services and Clerks of Assembly in preparing a report/study. Some initial issues noted were: structure, polity and finances.

**LIFE AND MISSION AGENCY**

**Mission Funds - Terms of Reference**

21/08E

The terms of reference for mission priority funds were presented as follows:

**PURPOSE**

The *Mission Priority Funds* were established to utilize undesignated bequests and planned gifts in a way which would grow and expand the mission of the church. This will help us strengthen the church in a way that reflects the mission priorities of the Life and Mission Agency. The hope is that these Mission Priority funds will fund new initiatives that otherwise could not happen within congregational support of *Presbyterians Sharing...*. The funds will honour a donor's commitment to mission and ministry by using planned gifts in a way that will increase the effectiveness of The Presbyterian Church in Canada.

**HISTORY**

Planned Gifts are special gifts that utilize people's accumulated assets (investments, insurance policies, bequests, real estate, etc.) as opposed to their regular, ongoing financial support of mission and ministry work from their current income. Planned gifts can be a significant source of support for mission and ministry work, above and beyond the regular support traditionally provided.

The recent history of our church has demonstrated that Presbyterians are remembering the church in their estate planning, and this has realized several million dollars in undesignated bequest income in the past few years. From 2002 to 2007, an average of \$400,000 per year has been realized, and from 1998 to 2007, an average of \$470,000 per year has been realized. This is over and above any specific designated bequests (e.g. PWS&D or Life and Mission Agency) that were received. While this income is not predictable, there is reason to believe that over time, it will continue to provide the church with a healthy and perhaps needed income supplement.

In November 2006, the Assembly Council, upon a recommendation of the Life and Mission Agency, agreed to the creation of a number of Internally Restricted Funds (later named the *Mission Priority Funds*) to channel a portion of undesignated bequests into focused areas of ministry that reflect the mission priorities of the Life and Mission Agency and that would help us build the Church into the future. The Assembly Council established a policy to divide undesignated bequests in the following way: (based upon Minute 68/06C of Assembly Council, November 19-21, 2006)

1. In 2004, the Bequest Revenue Fund was established in order to stabilize programs of The Presbyterian Church in Canada over time. A first call on

- undesignated bequests of up to a maximum of \$200,000 would go into this fund annually.)
2. To support the theological colleges in their operations by giving them 10.13% of undesignated bequests, before they are reduced by No. 1 above.
  3. 35% of the remaining undesignated bequests (after expenditures under No. 1 and No. 2 above) will go to the *Mission Priority Funds* established by the Life and Mission Agency. These funds will normally be capped as to their dollar value for funds to be received from undesignated funds, and shall be time-limited to their funding through undesignated funds.
  4. The remaining undesignated bequests (65%, after expenditures under No. 1 and No. 2) would be allocated by Assembly Council upon recommendations from the Finance Committee each year based on a set of established guidelines.

As of November, 2007, the Assembly Council upon recommendation of the Life and Mission Agency has established three *Mission Priority Funds* which have each received an initial allocation of \$256,000 from undesignated bequests:

- The *Creative Children and Youth Ministry Fund* to help congregations, specialized ministries, camps, etc. initiate and carry out one-time and ongoing projects and programs focussed on ministry to children and youth. These projects and programs may be done at any level of the church – congregation or community, presbytery, synod or nationally.
- The *Mission Connections Fund* to help congregations deepen their mission outreach by making mission connections to overseas and Canadian partners by facilitating short-term volunteer mission experiences and exchanges with mission partners while contributing to building the wider mission of The Presbyterian Church in Canada.
- The *New Church Development Assistance Fund* to support presbyteries and their workers involved in New Church Development and increase the likelihood of successful church plantings in The Presbyterian Church in Canada.

## **ACQUISITION OF NEW MONEY FOR THE FUNDS**

### **From Individuals**

Individuals wishing to provide additional support to these *Mission Priority Funds* are encouraged to do so through planned giving mechanisms (cash gifts, gift of publicly traded securities, bequests, charitable gift annuities, life insurance policies etc.).

### **From Undesignated Bequests to The Presbyterian Church in Canada**

The funds may continue to be allocated money from undesignated bequests according to the following:

- Each fund has a cap and time limit for the amount of funds that will come from undesignated bequests, as approved by Assembly Council. (ref: November 19-21, 2006, Minute 68/06C)
- The LMA committee will have the discretion to decide on the amount each *Mission Priority Fund* will be allocated each year from undesignated bequests. The amount allocated may differ for each fund, depending on an assessed need of money, and according to the set caps and time limits.
- The administering body of each Fund must submit an annual financial and narrative report to the Life and Mission Agency which will form the basis of any future allocation from undesignated monies from Assembly Council, up to the approved capped amount.
- It should be remembered that the capped amount refers to the funds that are allocated from the Assembly Council's undesignated bequests.

## **INVESTMENT OF THE FUNDS**

The funds will be invested by the professional fund managers for the Trustee Board of The Presbyterian Church in Canada and will be administered by Financial Services of the national Church. According to the purpose of the fund it may be established as one of or a combination of the following:

- A fund where the principal and interest of all gifts are available to be used for approved projects over a time-period (eg. seven years) of receiving the gift.
- A permanent endowment fund where only the annual income generated by investment capital is used to fund programs or projects.

### **SPECIFIC DESIGNATIONS BY DONORS**

Donors wishing to give to a specific mission or ministry in Canada or around the world will normally be encouraged to donate directly to The Presbyterian Church in Canada or to the specific ministry (e.g. a church camp) rather than through the *Mission Priority Funds*.

Donors wishing to give larger gifts to a specific component of a *Mission Priority Fund* may do so with the guidance and input of the Planned Giving Office and the administering body of the particular fund.

Naming opportunities whereby donors may name a gift in memory or in honour of someone may be available on a case by case basis in consultation with the administering body and The Planned Giving Office and with the approval of the Management Team (i.e. the Principal Clerk, the Chief Financial Officer, and General Secretary of the LMA).

### **AMENDMENTS TO THE TERMS OF REFERENCE AND GUIDELINES OF THE FUNDS**

A periodic review of the guidelines of the various *Mission Priority Funds* by the Life and Mission Agency shall be done every five years or sooner as needed. The Assembly Council upon recommendation of The Life and Mission Agency shall have the power to make, amend and repeal these general Terms of Reference and the specific Fund guidelines.

Additional *Mission Priority Funds*, reflecting the mission priorities of The Presbyterian Church in Canada, may be established as recommended by the Life and Mission Agency and approved by the Assembly Council, subject to honouring gifts already made.

### **PROMOTION OF THE MISSION PRIORITY FUNDS**

- Planned Giving will take the lead to promote the *Mission Priority Funds* as a venue for planned gifts.
- Each *Mission Priority Fund* will ensure congregations, presbyteries or specialized ministries have access to the fund (if applicable.)
- Information concerning the annual disbursement of funds and the associated project and program accomplishments will be summarised in the yearly reports of the Life and Mission Agency to the General Assembly.
- The following sentence must appear on materials produced for encouraging gifts towards these *Mission Priority Funds*: "If this Fund ceases to be, the balance of funds will be directed towards another project of a similar nature at the discretion of the Life and Mission Agency."
- In any material promoting applications for specific fund projects of the Mission Priority Funds the following tag-line, along with the approved logo of The Presbyterian Church in Canada, shall appear: "A Mission Priority Fund of The Presbyterian Church in Canada."

It was moved by B. Middleton, duly seconded, and

AGREED, that the above terms of reference for the mission priority funds be approved.

NOTED, that these terms of reference will be reviewed in October 2009.

**SUPPORT SERVICES**      There was no report relating to Support Services.  
23/08E

**MANAGEMENT TEAM**      In 2004, the General Assembly Office was allocated \$20,000 for a sound system at  
24/08E                              General Assembly from the undesignated bequests. The executive dealt with the  
request that this amount be re-designated with up to \$5,000 for a smaller portable sound  
system that can be used by various committees and groups and at least \$15,000 be used  
for translation costs related first to the General Assembly, but also, if required, for key  
documents of the church. This would respond to the work being done with the Korean  
constituency and might extend beyond that depending on the priorities that will be  
recommended by the Assembly Council working group dealing with this matter.

It was moved by K. Barlow, duly seconded, and

AGREED, that the undesignated bequest funds for a sound system be redistributed as:

1.      Portable sound system up to \$5,000; and
2.      Korean and possibly other translation costs at least \$15,000.

**NOVEMBER MEETING**      Karen Plater will address the November Council meeting on *Presbyterians Sharing...*  
25/08E                              as part of the information time at the meeting.

**NEXT MEETINGS**              The next meetings will be:  
26/08E

- Council:    November 23-25, 2008 and March 22-24, 2008
- Executive: January 14, 2008 at 10:30 (ET).

**ADJOURNMENT**                There being no further business, the executive adjourned. B. Middleton closed with  
prayer.

Ms. L. Duncan  
Convener

Rev. S. Kendall  
Secretary