

**ALBERTA AND NORTHWEST CONFERENCE**  
**THE UNITED CHURCH OF CANADA**  
**SUB-EXECUTIVE MINUTES**

**DATE:** Wednesday, July 13, 2016

**PLACE:** Telephone Conference Call

**PRESENT:** Paul Douglas Walfall, President; Kathy Yamashita, President-Elect; Lynn Maki, Executive Secretary; Neal Palmer, Northern Lights Presbytery; and Adam Hall, St. Paul Presbytery.  
**Corresponding Member:** Alan Richards, Coronation Presbytery.  
**Recording Secretary:** Kathy Jackson.

**CONSTITUTION OF THE COURT:**

The President, Paul Douglas Walfall, welcomed the Members of the Sub-Executive. The meeting was constituted by the President, Paul Douglas Walfall, with a quorum present, using these words:

*"In the name of Jesus Christ, the Sovereign Head of the Church, and by the authority vested in me by the 84<sup>th</sup> Meeting of the Alberta and Northwest Conference, I hereby declare this meeting Executive of the Alberta and Northwest Conference to be in session for the work that may properly be brought before it to the glory of God".*

The President, Paul Douglas Walfall, led the opening prayer

**AGENDA:**

The sole item on the Agenda for this Meeting was to receive a report from the Task Group established by **MOTION 2016/2017-5** (Executive Minutes, Page 16/17-4) to develop a proposal for the contract staff position established by **MOTION C2015-17** of the 84<sup>th</sup> Conference Meeting (Minutes, Page CM-18).

Alan Richards, Coronation Presbytery, was welcomed to the Meeting.

**MOTION 2016/2017-19:** Adam Hall/Neal Palmer: That Alan Richards be named as a Corresponding Member for this meeting of the Sub-Executive, and that his name be recorded as such in the Record of Proceedings. **CARRIED.**

**MINUTES:** Sub-Executive Meeting, June 20, 2016

**MOTION 2016/2017-20:** Lynn Maki/Adam Hall: that the Minutes of the Meeting of the Alberta and Northwest Conference Sub-Executive, held June 20, 2016, be adopted as circulated. **CARRIED.**

**TASK GROUP REPORT:**

The written report from the Task Group established to develop a proposal for contract staff for youth ministry was circulated prior to the Meeting. A copy is appended to these Minutes, as Appendix A, Executive Minutes, Page 16/17-31.

Alan Richards reported on behalf of the Task Group, Paul Douglas Walfall, President; Kathy Yamashita, President-Elect; Lynn Maki, Executive Secretary; Evelyn Porter, Edmonton Presbytery; and Alan Richards, Coronation Presbytery. Alan outlined the background and the process used by the Task Group to make the following recommendation.

It was reported that it was clear to the Task Group that, although the Conference Meeting called for a contract staff person to plan a Youth Event in 2017, Youth Ministry in the Conference needs more than an event planner.

**Proposal:** That there be a contract Conference staff person to support the emerging and blossoming Youth Ministry Committee (YMC) to:

- build relationships with youth and young adults in the Conference;
  - hear the needs of youth, young adults, youth workers, youth ministry committees in our Presbyteries and Pastoral Charges, and people in camping and other youth programs;
  - build forums for connecting youth and young adults
  - work with YMC to secure youth and young adult representation on Conference Executive; and to
  - report, jointly with YMC, to the March meeting of Conference Executive; and
- That this be an 8-month contract (salary Category 7, Step 1, .5FTE), starting September 1, 2016, or as soon as possible after that date. This does not involve a request for more than the \$25,000 already budgeted for this position.

**Discussion:** the \$25,000 budget was requested by the 84<sup>th</sup> Conference Meeting; the 8-month time frame allows for work to begin in the fall of 2016 and leading up to the May 2017 Mid-Triennium Event/Youth Event.; it is expected that the effectiveness of the position will be reviewed at the end of the contract; and this is a short-term contract, with no benefits, but with provision for vacation pay according to the United Church Human Resources Policy.

**MOTION 2016/2017-21:** Adam Hall/Kathy Yamashita:

That a contract be established for a Conference Staff Position to support the Youth Ministry Committee; and that this be an eight (8) month contract (Salary Category 7, Step 1, .5 FTE), starting September 1, 2016, or as soon as possible after that date. **CARRIED.**

Executive  
Secretary

The Executive Secretary, Lynn Maki, outlined the steps that would be taken to seek and engage a contract Staff Person:

- A Search Committee to be established, to include a representative from the Youth Ministry Committee, and an Executive Member if deemed necessary;
- The position description to be vetted by Human Resources in the General Council Office;
- The posting to be created and circulated widely, and to specific persons with the skills needed; and
- Interviews to be scheduled once applicants have been short-listed.

**It was Agreed** that the Executive Secretary be authorized to recruit and name members of the Search Committee, including a Youth Ministry Committee representative, and that the Search Committee have full access to the report of the Task Group.

Executive  
Secretary

**MOTION 2016/2017-22:** Adam Hall/Neal Palmer: That the Report of the Task Group established by **MOTION 2016/2017-5**, be approved. **CARRIED.**

**MOTION 2016/2017-23:** Adam Hall/Neal Palmer: That Alan Richards and the other members of the Task Group be thanked for their work on this matter. **CARRIED.** (Unanimous)

**ADJOURNMENT:**

As there was no further business to be brought to the Sub-Executive, the President declared this meeting to be adjourned at 10:32 a.m.  
Paul Walfall, President, led the Closing Prayer and Blessing.

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Paul Douglas Walfall,  
President

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Lynn Maki,  
Executive Secretary

**APPENDIX A**

Report to Alberta and Northwest Conference Executive, July 13, 2016

**Re: Youth Ministry Contract Staff**

From Alan Richards, Member of the Conference Executive, on behalf of the Executive's ad hoc group.

**Our group's purpose and mandate:**

At its June 6 meeting, Conference Executive received a proposal from The Leadership Resource Development Committee to create a contract staff position to support youth events and Mid-Triennium Event Planning. Our mandate, from Conference Executive at that meeting, was to reconsider what is most needed from such a contract position. In particular, our task was to consider whether our Conference priority for developing youth ministry in our Conference would best be served by a position to coordinate an event or to support a new Youth Ministry Committee (YMC).

**Ad hoc group members:**

Lynn Maki (Executive Secretary and chair of our group); Paul Walfall (Conference President); Kathy Yamashita (Conference President-Elect), Evelyn Porter and Alan Richards (Executive Members), and Kathy Jackson (Recorder). We met July 6, 2016, by telephone conference call.

**Proposal:**

That there be a contract Conference staff person to support an emerging and blossoming YMC to:

- build relationships with youth and young adults in the Conference;
- hear the needs of youth, young adults, youth workers, youth ministry committees in our presbyteries and pastoral charges, and people in camping and other youth programs;
- build forums for connecting youth and young adults
- work with YMC to secure youth and young adult representation on Conference Executive; and to
- report, jointly with YMC, to the March meeting of Conference Executive.

That this be an 8-month contract (salary Category 7, Step 1, .5FTE), starting September 1, 2016, or as soon as possible after that date. This does not involve a request for more than the \$25,000 already budgeted for this position.

**Next Steps:**

Should (as the ad hoc group hopes) the Sub-Executive approve our proposal:

- (1) changes to the contract staff position, position description and posting will be developed, and a Search Committee named; this to be done with participation by YMC; and
- (2) a progress report will be made to the October meeting of Conference Executive.