

**Living Skies Executive Minutes  
November 23, 2023 via Zoom**

<b>EXECUTIVE PRESENT</b>	<p>Darrell Reine (Chair), Dave Whalley, Kathleen James-Cavan, Piotr Strzelecki, Ron Brandow, Deborah Springer, Dale Worrall, Doug Haroldson; Linda Gunningham.</p> <p>A quorum was present</p>
<b>REGRETS</b>	<p>None</p>
<b>STAFF PRESENT</b>	<p>Shannon McCarthy (Executive Minister); Julie Graham (Justice &amp; Communications Minister);, Bev Diebert (Administrative Support); Chantal Winslow (Executive Assistant &amp; Recording Secretary), Heather Dootoff (Finance Administrator); Lindsay Mohn (Youth and Young Adult Minister); Tracy Murton (Pastoral Relations Minister)</p>
<b>CALL TO ORDER</b>	<p>Darrell called the meeting to order at 1:02 pm. We checked in. Piotr led us in reflection &amp; prayer.</p>
<b>APPROVAL OF AGENDA</b>	<p>We reviewed the agenda.</p>
<b>APPROVAL OF MINUTES 022-2023/2024</b>	<p><b>It was agreed by consensus:</b> <b>That Living Skies Regional Council Executive approve the minutes of September 28, 2023 and November 2, 2023 as distributed.</b></p>
<b>ORDER OF THE DAY Lumsden Beach Camp</b>	<p>Kara Moen, on behalf of Lumsden Beach, joined us. She is the Treasurer for the camp.</p> <p>From 2016 to 2023 they have seen a 70% increase in camper numbers. Campers from 44 different communities in Saskatchewan.</p> <p>Requesting a \$300,000 loan at a low interest rate. This is a large, new dining hall that is being built. The old building was reviewed by engineers and contractors a few years ago and it was determined that the building was becoming increasingly unsafe for campers. It would have cost them \$300,000 to renovate. They decided to build a new, larger, safe space. The original project cost was \$850,000. At the time, they had \$650,000 in investments put away. It took about 18 months for everything to be finalized and in that time, costs increased and the project was then being quoted at \$1.2 million. The project is underway and is on schedule. They have invested \$450,000 and have \$330,00 of their own money in reserves. They require additional funds to complete the project.</p> <p>They have approached two credit unions and were offered a loan at an interest rate of 10.2%.</p>

A request has been made to the National Church for \$150,000. Their cap is \$50,000. Can the Regional Council Executive help them advocate for a larger loan?

They feel very confident in their ability to repay. Expecting funds from other organizations such as the Knox Trust and the sale of Wesley United Church in Regina, but those funds can take up to two years to come to fruition.

Questions were asked

Q. What provisions are being made for people using wheelchairs or other mobility equipment? How accessible is the structure?

A. Due to geography, the camp as a whole is not very accessible. Kara is going to bring this question to the board and get back to us with a more in depth answer.

Q. How are you anticipating paying back the loan? Will you be increasing the price of registration? Seeking corporate sponsorship?

A. There is some room to increase the cost of camp. Always applying for grants and other funding streams. Big fundraiser on May 5 as well as additional fundraising opportunities to be announced.

Q. What kind of loan term are you looking for in terms of repayment?

A. 15 years. With the goal of paying off the loan sooner as funds become available.

Kara is going to provide Darrell with updated financials for the Executive to review.

Q. Did the plans change at all to accommodate the increase in costs?

A. Don't believe there were any significant changes as they would still be expecting the same number of campers and their needs would still be the same.

We discussed.

They are seeking funding and will get it regardless if this body provides it. However, if they go with a credit union, the profit will go to them as well. If this body is able to provide a loan, the money would be going back into the UCC. As well, there will likely be penalties for them paying off the loan early. This is one of the only United Church Camps in Canada that is growing. Strong leadership team.

Darrell proposed a \$300,000 loan with a 5.5% interest over 15 years. With the caveat that any money coming from the sales of closures of churches comes right back to us.

It was agreed that we will wait for the information to be provided by Kara that we are missing. We will schedule a separate "special" meeting of the executive in December to address this issue.

**CORRESPONDENCE**  
**Letter from Shannon**  
**to Bill Unger**

Letter sent by Shannon to Bill Unger.

Update: Appeal was withdrawn.

**PASTORAL RELATIONS**  
**MINISTER**

**LLWL Policy**

We reviewed this last meeting and people were concerned that there was no minimum amount for Licensed Lay Worship Leaders. In response to this, a change was made in the policy. On page three it was changed from a “recommended” remuneration rate to an “expected” remuneration rate.

**023-2023/2024**

**It was agreed by consensus:**

**That Living Skies Regional Council Executive approve the changes to the LLWL Policy as presented.**

**COMMITTEE ON LAY**  
**LEADERSHIP SUPPORT**  
**024-2023/2024**

**It was agreed by consensus:**

**That Living Skies Regional Council Executive approve the following proposal:**  
**Having received the required documentation and successfully completed the interview process and mandatory training, the Committee on Lay Leadership Support recommends that licences be renewed for the following Licensed Lay Worship Leaders, effective December 1, 2023 - December 31, 2026:**

- \* Mary Anne Grand**
- \* Phyllis Verbeek**
- \* Sandra Watson**
- \* Dianne Young**

**025-2023/2024**

**It was agreed by consensus:**

**That Living Skies Regional Council Executive approve the following proposal:**  
**Having received the required documentation and successfully completed a one year temporary licence, the interview process, and mandatory training, the Committee on Lay Leadership Support recommends that a licence be granted to Anne Mathewson as a Licensed Lay Worship Leader, effective December 1, 2023 - December 31, 2026.**

**FINANCE**

Heather & Dale reported.  
No updated financial report.

**Honorarium Policy**  
**026-2023/2024**

**It was agreed by consensus:**

**That Living Skies Regional Council Executive approve the Honorarium Policy as presented.**

Shannon and Murray Pruden had a chat about ANCC funds? Some or all of that might move.

Dale and Heather are meeting with BMO. Update information with them and Frontier.

**TERMS FOR  
AFFIRMING  
COMMITTEE**

Darrell presented the draft terms. It was requested that they revisit the language around disability. Darrell advised that this is meant to be a living document that will change as the committee continues to do their work.

**027-2023/2024**

**It was agreed by consensus:  
That Living Skies Regional Council Executive approve the Terms for the Affirming Committee as presented.**

**NOMINATIONS**

NA

**MISSION & SUPPORT  
GRANTS**

Leslie Whalley joined us.

Allocation of M & S Grants for 2024 totalling \$125,000

Camp Tapawingo –	\$ 2,000
South Sask Hospital -	\$20,000
North Sask Hospital --	\$20,000
U of Sask Chaplaincy -	\$ 5,000
Regina Anti-Poverty (RAPM) –	\$35,000
Riverbend Integrated Community (ICM) –	\$25,000
La Ronge United Church –	\$ ***
COSA – South Saskatchewan	\$ 1,500
Parkland Restorative Justice –	\$ 2,000
Wellman Lake Camp --	\$ 1,000
Prairie Centre for Ecumenism -	<u>\$ 1,000</u>
	\$112,500
	+++ \$ 12,500

+++The \$12,500 is being kept in reserves for LaRonge.

\*\*\*Please note that LaRonge is not receiving any grant money at present.

The committee looked at their application and financials and felt that the offerings coming in will meet their needs as long as they are using pulpit supply, lay services, and no services every other Sunday. We have set aside a reserve amount (\$12,500) which we are prepared to grant them if they find they are in a position to hire a minister. They have been informed in a letter regarding the grant and to contact me if they hire a minister.

There is one organization who is a new applicant, COSA (Circles of Support and Accountability) South Saskatchewan, based in Regina, and Wellman Lake Camp, who had applied before but not recently. The Micah Mission, which has applied regularly, did not apply because there was a change in leadership and the new person was not able to apply this year but said she would in 2024.

The total of grants asked for was \$174,000 so we had a bit of paring down to do.

We have had some applications for grants from the Meewasin Valley and Ina Grafton Gage funds for one-time projects which have been approved.

The committee still struggles with what to do with the assessment fund (currently \$116,677.86). Some organizations took part in programs from Edge but we are not sure how the changes at Edge will affect any future applications and as well we are trying to find a way to offer it to organizations who have not used Edge. We would like the Executive's input on how to proceed.

Leslee Whalley, convener

**028-2023/2024**

**It was agreed by consensus:**

**That Living Skies Regional Council Executive approve the allocation of M&S grants totalling \$125,000.**

**Allocation of M & S Grants for 2024 totalling \$125,000**

Camp Tapawingo –	\$ 2,000
South Sask Hospital -	\$20,000
North Sask Hospital --	\$20,000
U of Sask Chaplaincy -	\$ 5,000
Regina Anti-Poverty (RAPM) –	\$35,000
Riverbend Integrated Community (ICM) –	\$25,000
La Ronge United Church –	\$ ***
COSA – South Saskatchewan	\$ 1,500
Parkland Restorative Justice –	\$ 2,000
Wellman Lake Camp --	\$ 1,000
Prairie Centre for Ecumenism -	<u>\$ 1,000</u>
	<b>\$112,500</b>

Would it be helpful to have a sub-committee of the Executive to help discern this in the future?

**YAAY**

Awesome youth retreat a couple weekends ago. Lindsay tested positive for covid right before so wasn't able to go. Amazing team who were able to take over. Three all together unable to go. 16 youth attended. Cost under \$200.

Looking forward to next event in the Southern area of the province.

Meghan, new staff person, did a great job at this event. Great addition to the team. Sorting out what the youth event will look like at the Regional Gathering in June.

Working on figuring out what the youth event will look like as part of the regional gathering in June.

Summer student grant applications for the camps. Trying to bring the camps together and get some communication happening.

**JUSTICE &  
COMMUNICATIONS**

Julie's report is attached.

Justice Committee wants to be called "Justice Team" rather than Committee.

**029-2023/2024**

**It was agreed by consensus:**

**That Living Skies Regional Council Executive approve the changing of the name "Justice Committee" to "Justice Team"**

165 people signed up for the Remit learning event tonight.

**REGIONAL MEETING  
PLANNING  
COMMITTEE**

The committee is actively looking for a venue. It has been a difficult task. Working on plans. Moderator will be joining us.

**EXECUTIVE MINISTER**

Staff team gathering in Saskatoon. It was a success. We prioritized talking about visioning, clusters and getting people involved, reimagining the regional parties and effective communication.

Week in Toronto with staff leader colleagues.

GCE met with Indigenous Council and working on building relationships.

Office will be closed for portions of December as different staff teams take holidays.

**INCORPORATED  
MINISTRIES  
030-2023/2024**

**It was agreed by consensus:**

**That Living Skies Regional Council Executive will take the following actions:**

**Lumsden Beach Camp Inc.**

**... pursuant to the Incorporated Ministries Policy of The United Church of Canada approval is given for the corporation to have some indebtedness for the building of the dining hall. Exact amount to be determined at a later date when mortgage information is provided.**

***These are based on the Meeting Minutes of March 21, 2023, building hall information provided and receipt of other required documentation per the Incorporated Ministries Policy of The United Church of Canada.***

**River Bend Integrated Community Ministries Inc.**

**...pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the River Bend Integrated Community Ministries Inc. 2023-2024 Board of Directors**

**Lorie Kurz**

**Cheyenne McDonald**

**Maureen McPherson**

**Shelly Manley-Tannis**

**Anne Mathewson**

**Leanne Opoonechaw**

**Bill Pollock**  
**Janice Poundmaker**  
**Gary Stevens**

*These are based on the draft Annual General Meeting Minutes of June 13, 2023, the 2023 board member approval form, contact list provided and receipt of other required documentation per the Incorporated Ministries Policy of The United Church of Canada.*

**MEETING ON 1<sup>st</sup>  
NATIONS LAND**

Suggested to Dave from two different indigenous peoples from two different reserves that we host our Executive meeting on their land over a day or two. Dave's connections are with those in Northern Saskatchewan and there are no accommodations there. An option would be the Casino, but that would not serve the purpose of forging connections.

It is a great idea but there are barriers to making this happen. Keep it on our agenda and keep asking questions and see if we can make this happen in the future.

**NEXT MEETING**

Special meeting to deal with LBC in next two weeks hopefully.

Next meeting will be February 22 (3 pm) and 23. Queens House.

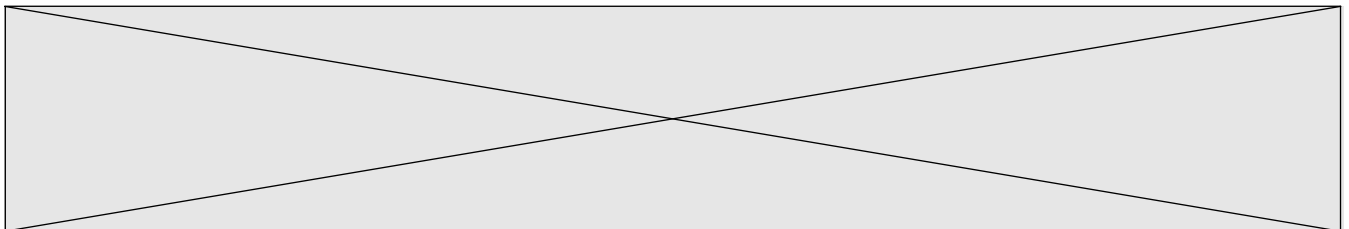
Community building: Chantal  
Worship:

**ADJOURNMENT**

Adjourned meeting at 3:25 pm.

  
\_\_\_\_\_  
Darrell Reine, Chairperson

  
\_\_\_\_\_  
Shannon McCarthy, Executive Minister



Affirming Committee of the LSRC  
Terms of Reference: Draft, 20 Nov 2023

This is a living document and can/will change with the approval of the LSRC Executive.

The committee will encourage the Region to be open to the Spirit as it lives into its Affirming commitment; the committee will use an anti-oppressive and intercultural lens in its work. By Affirming, the Region means: Actively advocating for justice in issues of sexual orientation, gender and gender identity in particular; as well as life experience, differing abilities, ethnicity, race, culture, age, geographic location, economic circumstance, mental and physical health and those we have yet to discern, both within the church and ministries of our Region, and in the wider community.

Specific responsibilities:

- The Affirming Committee will promote the work of Affirm United/S' affirmer Ensemble through education and engagement, by encouraging ministries to become Affirming Ministries, and by offering support to those that are. This includes promoting equal access to all rites and sacraments.
- Implement and/ or continue to develop and update the Affirming Action Plan so that it is a living and relevant plan.
- Review all existing and new policies and major Regional Council decisions through an Affirming lens, including inclusive language policies,
- Work with all Regional Council governing bodies to bring an Affirming approach to their work;
- Encourage the Regional Council and ministries within its bounds to remove barriers to participation in the life and work of Living Skies Regional Council.
- Be a resource to the Region and its ministries for work towards accessible and fully inclusive properties, facilities, resources and systems.

Committee members: a diverse group with a minimum of 4 members, with the power to work with ad hoc groups on specific tasks. Term: three years, renewable



once. Reports to the LS Executive. Meets in person or online and self determines the number of meetings.



## Honorarium Policy

Effective Date:	tbd
Last Reviewed Date:	n/a

### ➤ Purpose

The purpose of this policy is to provide the framework and guideline for consistent and fair treatment when providing a nominal payment to an individual who has been invited to provide a service to the Region. The individual **must** be a volunteer and have the right to turn down the offer to participate.

The term “honorarium” is often misunderstood in the Church setting that, when applied incorrectly, can result in:

- The Region being in violation of federal and provincial tax regulations that require mandatory deductions from employment income.
- The Region being in violation of the Employment Standards Act (ESA) if the services/work performed is in fact employment in nature.
- A reassessment by the Canada Revenue Agency (CRA) with the Region being required to pay the employer and employee share of taxes (i.e. Canadian Pension Plan (CPP), Employment Insurance (EI), Workers' Compensation Board of BC) plus fines and penalties.

Incorrect coding of payments can also negatively impact the individual receiving the payment as ultimately they will be responsible for paying income taxes on the amount. This can be a financial burden if this was not anticipated, especially if the amount is substantial. The individual can also be assessed fines and penalties for late payment of these taxes.

### ➤ Policy

The term “honorarium” is not well defined by the Canada Revenue Agency (CRA). From a CRA perspective, payments for services made to an individual are either employment income or business income. The CRA does however support the notion of small payments that are not subject to the usual tax rules. The criteria for these payments include:

- They are nominal (<\$500 in a calendar year);
- They are made to an individual for voluntary services for which fees are not legally or traditionally required;
- They are **not reflective of the value of the work** done; **and**
- They are made on a one-time or non-routine basis to an individual as a “thank you”.

An honorarium is **not based on an agreed amount** between the individual providing services and the Region representative seeking services. **If payment is agreed upon, this constitutes a contractual agreement and will involve invoicing, taxes, and related factors. This means that an employment or independent contractor (business) relationship exists.**



## Policy (cont.)

Based on the above criteria, examples where an honorarium payment would be acceptable include:

- individual for conducting a seminar or workshop;
- guest speaker at an educational event or other similar function;
- guest speaker participating at outreach events;
- payment to a volunteer for assistance for set-up or supporting activities at special events;
- payment to a volunteer whose services are engaged on a one-time or very infrequent basis.

As a general guideline for the amount offered in an honorarium:

- Guest speaker / lecturer: \$50 to \$100 per hour;
- Volunteer: \$15 to \$30 per hour;
- Maximum honorarium per event: \$500

Any conflicts of interest or engagements with related parties must be disclosed to the Region in advance of any services being rendered.

### ➤ Scope

This policy applies to **volunteers** only who provide services to the Region. The Region will not provide honorarium to employees or contractors.

### ➤ Procedure

Canada Revenue Agency (CRA) regulations state that all honoraria payments are considered taxable income under the Income Tax Act of Canada and subject to a T4A slip being issued, for annual totals over \$500, at each calendar year-end.

1. Prepare and complete one **Honorarium Payment Form** (the "Form") for each recipient;
2. Obtain signature from the recipient;
3. Submit the completed Form to the Finance team.

Honorarium requests should be submitted to Finance Department within fifteen (15) days following completion of the services provided and may not be paid if submitted after 30 days.

Generally, cheque and direct deposit payments are prepared weekly. However, it can take up to 15 business days to process an honorarium from the time it is received in Finance Department. Please be aware of this processing time when submitting and following up on your honorarium requisitions. Emergency "rush" payments should be brought to the Finance Department with proper explanation and will be processed as soon as possible.



➤ **FORM**

The Form referred to in this policy can be obtained by contacting the Finance Department.

**HONORARIUM PAYMENT FORM**

This form is to be considered as an invoice for honorarium payment.

<b>RECIPIENT LAST NAME, FIRST NAME</b>	<b>RECIPIENT CONTACT PHONE NUMBER</b>
<b>RECIPIENT SOCIAL INSURANCE NUMBER *</b>	<b>RECIPIENT MAILING ADDRESS</b>
<b>THE PURPOSE OF THE HONORARIUM OR TYPE OF SERVICE PROVIDED</b> (i.e. type of activity, date of activity, hours of services and location where services are provided)	
<b>HONORARIUM AMOUNT</b>	<b>REQUEST DATE</b>
<b>REQUESTED BY (name printed)</b>	<b>REQUESTED BY (signature)</b>
<b>RECIPIENT (signature)</b>	
<i>* Canada Revenue Agency (CRA) requires the Region to report on a tax slip (Box 28 of a T4A) all payments for services made to an individual in a calendar year that sum to more than \$500. We are required to ask for the SIN# of these people so CRA can relate these payments to the correct individual. CRA does not distinguish between honorarium and services for hire, they consider them the same and as such the reporting is required to be tracked from the first dollar paid each calendar year and reported when the minimum reportable amount of \$500 is exceeded. While the Region understand it is not always preferable to ask a honoree for their SIN#, CRA puts the onus on the payor to conduct due diligence in asking for the information and using it in accordance with the reporting requirement.</i>	

Payment Method	
<b>E-transfer</b>  <b>Password if no auto-deposit:</b>  _____	<b>Send to:</b> __ email address: _____  __ cell phone: _____  __ both (fill in both lines)
<b>Cheque</b>	



## Living Skies Regional Council

THE UNITED CHURCH OF CANADA L'ÉGLISE UNIE DU CANADA

\_\_\_\_ mail to address above

Or mail to:

**Lumsden Beach Camp Inc.**  
**Balance Sheet Comparison**  
**As of 31 August 2023**

	31 Aug 23	31 Aug 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Chequing/Savings</b>			
<b>Cash</b>			
Conexus Chequing	22,504.46	5,668.10	16,836.36
Conexus Savings	10.26	30,013.39	-30,003.13
PayPal	264.26	48.38	215.88
Shares-Conexus CU	5.00	5.00	0.00
<b>Total Cash</b>	22,783.98	35,734.87	-12,950.89
<b>Short Term Investments</b>			
<b>Restricted Funds</b>			
QTrade Investment	687,507.12	704,993.68	-17,486.56
<b>Total Restricted Funds</b>	687,507.12	704,993.68	-17,486.56
TD 3.78%, 2023-12-21	100,000.00	0.00	100,000.00
Term Dep 10, 4.05% Red	80,000.00	0.00	80,000.00
Term Dep 7/8 Red 2.75%	0.00	70,000.00	-70,000.00
<b>Total Short Term Investments</b>	867,507.12	774,993.68	92,513.44
<b>Total Chequing/Savings</b>	890,291.10	810,728.55	79,562.55
<b>Accounts Receivable</b>			
Accounts Receivable	3,269.00	0.00	3,269.00
<b>Total Accounts Receivable</b>	3,269.00	0.00	3,269.00
<b>Other Current Assets</b>			
<b>Amounts Receivable</b>			
Grants Receivable	1,000.00	21,581.00	-20,581.00
GST Recoverable	1,598.16	934.03	664.13
Interest Receivable	2,520.00	160.42	2,359.58
<b>Total Amounts Receivable</b>	5,118.16	22,675.45	-17,557.29
Prepaid Expenses	2,178.49	4,764.79	-2,586.30
Undeposited Funds	200.00	149.33	50.67
<b>Total Other Current Assets</b>	7,496.65	27,589.57	-20,092.92
<b>Total Current Assets</b>	901,056.75	838,318.12	62,738.63
<b>Fixed Assets</b>			
<b>Bathroom Class 1 - 4%</b>			
Bathroom Bldg Original Cost	208,141.35	208,141.35	0.00
Bathroom Depreciation	-38,001.99	-30,912.85	-7,089.14
<b>Total Bathroom Class 1 - 4%</b>	170,139.36	177,228.50	-7,089.14
<b>Buildings &lt; 1990 Class 6 - 10%</b>			
Buildings Original Cost	486,953.82	486,953.82	0.00
Buildings pre 1990 Depreciation	-486,953.82	-486,953.82	0.00
<b>Total Buildings &lt; 1990 Class 6 - 10%</b>	0.00	0.00	0.00
<b>Furniture &amp; Equip Class 8 - 20%</b>			
Furniture & Equipment Depr	-5,041.29	-5,041.29	0.00
Furniture & Equip Class 8 - 20% - Other	5,041.29	5,041.29	0.00
<b>Total Furniture &amp; Equip Class 8 - 20%</b>	0.00	0.00	0.00
<b>Solar Panels Class 43.1 - 30%</b>			
Solar Original Cost	43,869.71	43,869.71	0.00
Solar Panels Depreciation	-30,139.14	-24,254.61	-5,884.53
<b>Total Solar Panels Class 43.1 - 30%</b>	13,730.57	19,615.10	-5,884.53

**Lumsden Beach Camp Inc.**  
**Balance Sheet Comparison**  
**As of 31 August 2023**

	31 Aug 23	31 Aug 22	\$ Change
Staff Cabin Class 1 - 4%			
Staff Cabin Original Cost	140,358.94	140,358.94	0.00
Staff Cabin, Depreciation	-53,548.18	-49,804.84	-3,743.34
<b>Total Staff Cabin Class 1 - 4%</b>	<b>86,810.76</b>	<b>90,554.10</b>	<b>-3,743.34</b>
<b>Total Fixed Assets</b>	<b>270,680.69</b>	<b>287,397.70</b>	<b>-16,717.01</b>
<b>TOTAL ASSETS</b>	<b>1,171,737.44</b>	<b>1,125,715.82</b>	<b>46,021.62</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
Accounts Payable	-119.35	-131.25	11.90
<b>Total Accounts Payable</b>	<b>-119.35</b>	<b>-131.25</b>	<b>11.90</b>
<b>Other Current Liabilities</b>			
<b>Debt</b>			
CEBA Loan	40,000.00	40,000.00	0.00
United Church National Loan	10,000.00	10,000.00	0.00
<b>Total Debt</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>
<b>Payroll Liabilities</b>	<b>6,834.65</b>	<b>8,543.18</b>	<b>-1,708.53</b>
Regina & Area Cluster	9,593.32	12,219.91	-2,626.59
<b>Total Other Current Liabilities</b>	<b>66,427.97</b>	<b>70,763.09</b>	<b>-4,335.12</b>
<b>Total Current Liabilities</b>	<b>66,308.62</b>	<b>70,631.84</b>	<b>-4,323.22</b>
<b>Total Liabilities</b>	<b>66,308.62</b>	<b>70,631.84</b>	<b>-4,323.22</b>
<b>Equity</b>			
<b>Designated Funds</b>			
Camper Subsidy Fund	2,425.25	1,330.25	1,095.00
<b>Capital Fund</b>			
Dining Hall	24,465.00	0.00	24,465.00
Pool	13,680.00	0.00	13,680.00
Capital Fund - Other	36,262.12	38,340.34	-2,078.22
<b>Total Capital Fund</b>	<b>74,407.12</b>	<b>38,340.34</b>	<b>36,066.78</b>
<b>Memorial Fund</b>	<b>544,149.10</b>	<b>524,149.10</b>	<b>20,000.00</b>
<b>Total Designated Funds</b>	<b>620,981.47</b>	<b>563,819.69</b>	<b>57,161.78</b>
Opening Bal Equity	-57,625.61	0.00	-57,625.61
Retained Earnings	383,647.04	432,404.65	-48,757.61
Net Income	158,425.92	58,859.64	99,566.28
<b>Total Equity</b>	<b>1,105,428.82</b>	<b>1,055,083.98</b>	<b>50,344.84</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,171,737.44</b>	<b>1,125,715.82</b>	<b>46,021.62</b>

**To the Members of the Executive of the Living Skies Regional Council  
A Letter of Support of the Lumsden Beach Camp (LBC) Dining Hall Project  
From Cheryl Hymus-Fraser & Cameron Fraser**

September 18, 2023

Dear Friends;

We are writing this letter of support as parents of Campers, former Camp Directors, and people involved in a local congregation whose children's ministry has benefited from its close relationship to the camp, who have experienced up close, and on several levels of the value of the ministry and its positive impact on the lives and vocations of children and youth in Regina.

We are excited about the ambitious project of replacing the Dining Hall at Lumsden Beach Camp with a larger structure that will expand the camp's capacity to welcome more campers and serve more families.

The positive, creative, uplifting, and utterly joyous ministry of Lumsden Beach is a beautiful embodiment of the United Church of Canada's vision and call articulately expressed.

We have watched young people find a comfort in their own spirituality, a sense of vocation and call to service and care for others, and develop not only an openness, but a valued connection to church community through Lumsden Beach Camp. LITs and Staff from Lumsden Beach Camp have been the core of the children's program of Knox-Metropolitan United Church since 2018.

Especially in a context wherein churches in Regina and Christian Camping in Southern Saskatchewan (particularly within the same valley in which LBC is located) is laden with a message condemning queer youth, the overtly affirming God who is preached at LBC through song, word, and welcome is a much-needed witness. We have watched with joy as this space has provided the safety and support that youth have needed to claim their beauty and step more deeply and boldly into their own truth.

We hope that LBC will find support from this body and others to help make this current dream a reality. It is truly, holy ground, a magical place, and a site of ministry that should make the United Church proud and hopeful!

Sincerely,

Cheryl Hymus-Fraser & Cameron Fraser (AKA Portage & Puddle)  
LBC Camp Directors 2015-2018  
LBC LIT Coordinators 2015-2021  
Parents of LBC Campers 2017-2023  
Knox-Metropolitan United Church 2014-2023



Greeting,

My name is Jennifer Krall and I am writing to you as a mother, current summer director at LBC and employee of Knox-Metropolitan United Church in Regina. I am requesting that the regional council prayerfully consider providing funds to Lumsden Beach Camp to further its ministry, work and community building.

As a child I spent many summers at LBC. My siblings and I would wait all year round for our one week at camp. I loved the connection to nature, the friendships I made and the connection to Spirit that was fostered at camp and grew throughout my life. As a young adult and young mom I volunteered at LBC offering crafts and Spiritual Care Time. As a parent I wanted my children to experience this amazing camp so as soon as they were able I made sure they had those same opportunities.

As a parent and Child and Youth Coordinator at Knox-Met, I see the immense impact LBC has on children's lives. It is a safe place for campers to be themselves, a place where they are not only welcomed but celebrated! Skills are developed that strengthen the individual, stretch their abilities and teach them how to communicate, participate as a member of a team and provide opportunities to hone their leadership skills.

This past summer I had the honor of being the Summer Director at Lumsden Beach Camp and was able to see behind the scenes and up close what camp offers and how these weeks out in nature with friends truly transforms lives. LBC is unique in that they do not lack leadership applicants. Campers grow up and want to work at camp, they want to provide the same type of experiences and care they received and as such LBC boasts some of the most incredible teenagers and young adult leaders I've ever had the chance to work with.

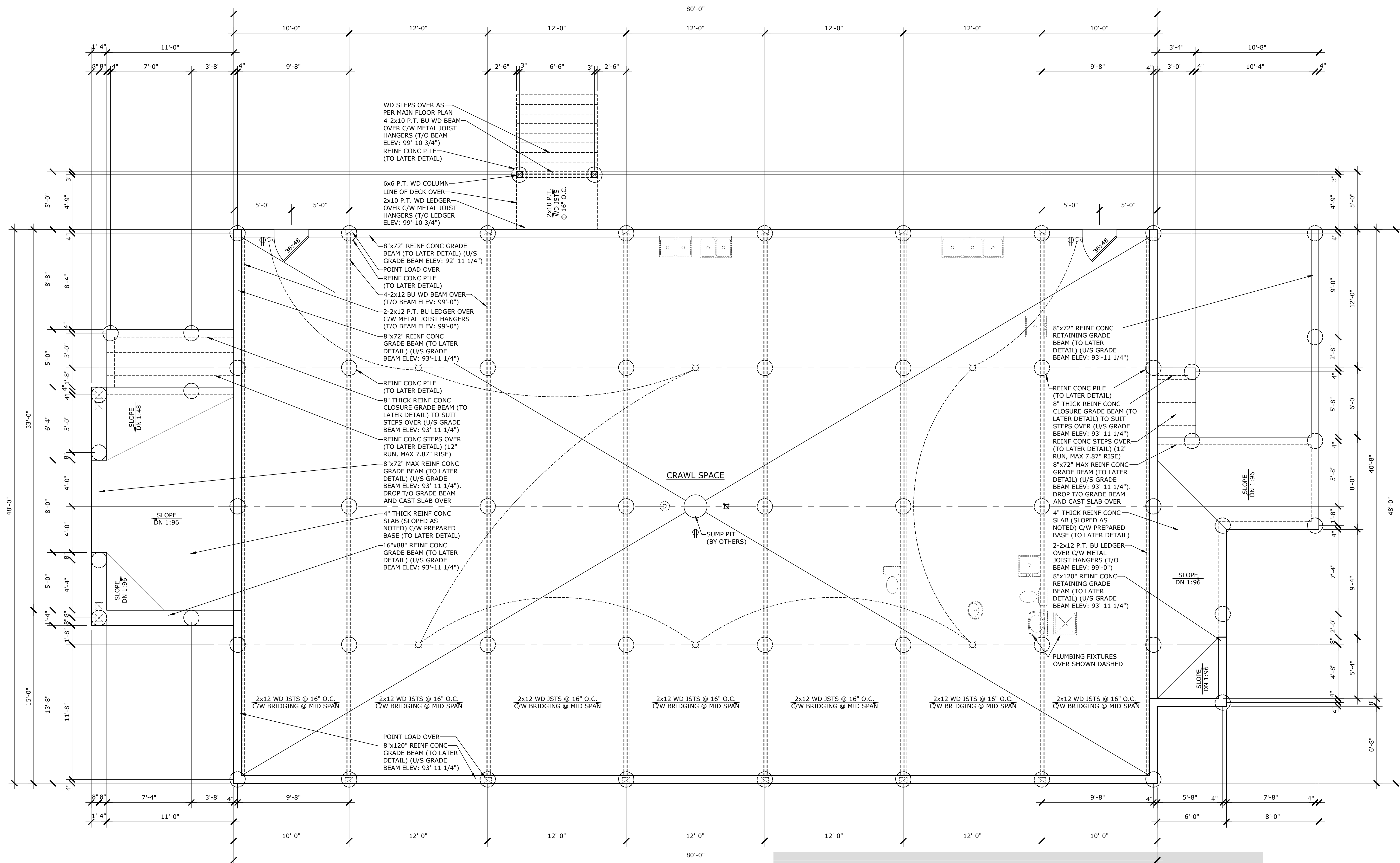
LBC focuses on reconciliation and ally-ship at the core of what they do. From recognizing who's traditional land the camp is on to participating in the treaty land sharing network, connecting with elders and providing space for classes and groups to come out and experience the sacredness of the land, LBC is actively working towards healing. With the creation of everyone washrooms, gender diverse cabins and providing education and training on gender/sexuality issues in staff training, LBC seeks to not only be a place that is safe for the 2SLGBTQ+ community but also a place to educate and advocate. As a mom of a trans kid there is no place I've found that is more welcoming and caring for my kiddo.


As you can imagine offering this type of top tier programming and leadership requires substantial funds along with countless hours from our volunteers and staff. With your help we can continue to grow, continue to love and support the community, and continue to offer space and opportunities to connect with the divine and each other.

Just as the old camp song says, "They will know we are Christians by our love". Lumsden Beach Camp lives this out in every aspect of what they do and how they show up in the world. Thank you for taking this letter of support into consideration.

Jennifer Krall  
306 510-5720  
jennikrall@gmail.com

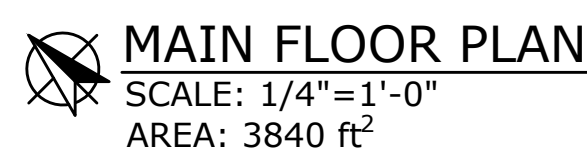




 **CRAWL SPACE PLAN**  
SCALE: 1/4"=1'-0"

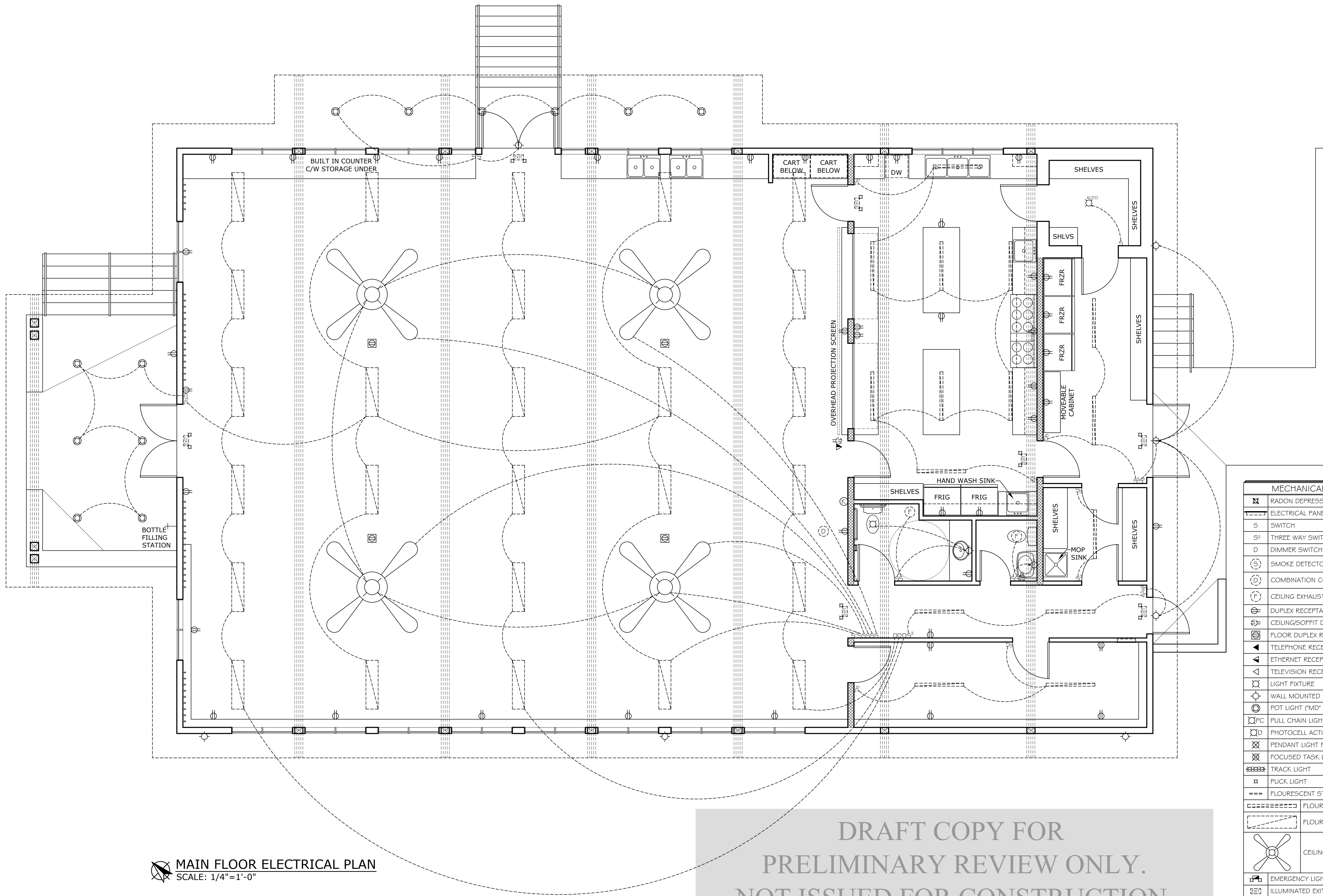
DRAFT COPY FOR  
PRELIMINARY REVIEW ONLY.  
NOT ISSUED FOR CONSTRUCTION.

REV	DESCRIPTION	DATE
PROJECT		
LUMSDEN BEACH CAMP DINING HALL		
CLIENT		
Lumsden Beach Camp Chown Street, Lumsden Beach 306-551-2482		
DRAWING		
EXTERIOR ELEVATIONS		
SCALE		
1/4" = 1'-0"		
DESIGN	• LS	
DRAWN	• LS	
DATE	• NOV 29, 2021	
PROJECT	• 20361	
SHEET NO		REVISION
A1.2		R-O



DRAFT COPY FOR  
PRELIMINARY REVIEW ONLY.  
NOT ISSUED FOR CONSTRUCTION.

[illegible]



MAIN FLOOR ELECTRICAL PLAN  
SCALE: 1/4"=1'-0"

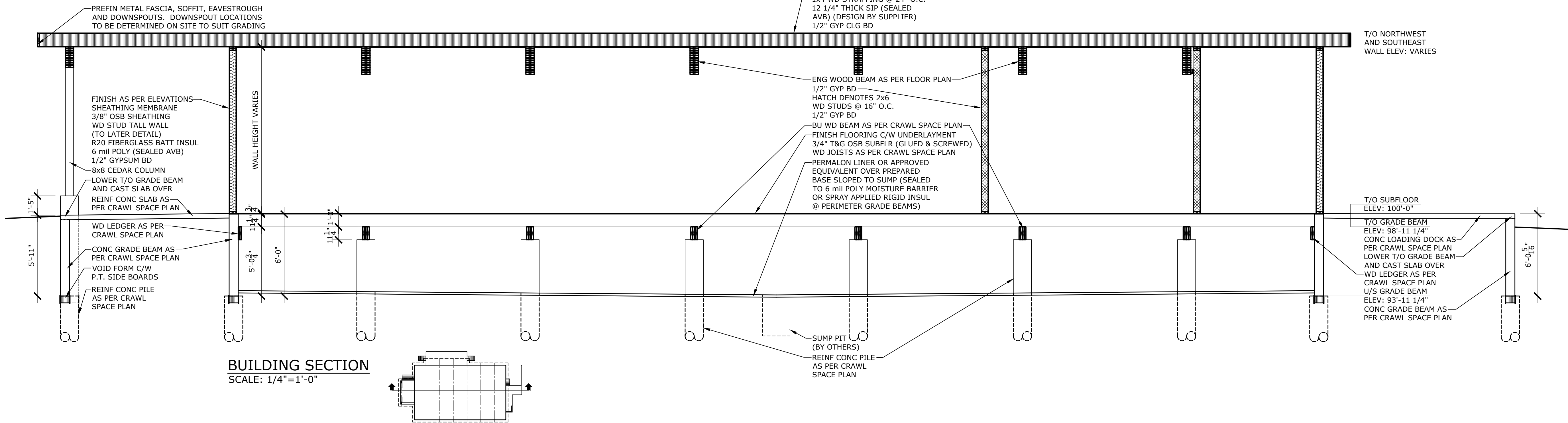
DRAFT COPY FOR  
PRELIMINARY REVIEW ONLY.  
NOT ISSUED FOR CONSTRUCTION.

MECHANICAL/ELECTRICAL LEGEND	
	RADON DEPRESSURIZATION ROUGH-IN PIPE
	ELECTRICAL PANEL
	SWITCH
	THREE WAY SWITCH
	DIMMER SWITCH
	SMOKE DETECTOR
	COMBINATION CO/SMOKE DETECTOR
	CEILING EXHAUST FAN
	DUPLEX RECEPTACLE
	CEILING/SOFFIT DUPLEX RECEPTACLE
	FLOOR DUPLEX RECEPTACLE
	TELEPHONE RECEPTACLE
	ETHERNET RECEPTACLE
	TELEVISION RECEPTACLE
	LIGHT FIXTURE
	WALL MOUNTED LIGHT FIXTURE
	POT LIGHT ("MD" = MULTI-DIRECTIONAL)
	PULL CHAIN LIGHT FIXTURE
	PHOTOCELL ACTIVATED LIGHT FIXTURE
	PENDANT LIGHT FIXTURE
	FOCUSED TASK LIGHT
	TRACK LIGHT
	PUCK LIGHT
	FLOURESCENT STRIP LIGHT
	FLOURESCENT LIGHT FIXTURE
	FLOURESCENT LIGHT FIXTURE
	CEILING FAN C/W LIGHT
	EMERGENCY LIGHT C/W BATTERY BACKUP
	ILLUMINATED EXIT SIGN C/W BATTERY BACKUP
	EXIT SIGN/EMERGENCY LIGHT C/W BATTERY BACKUP
	O.H. PROJECTION SCREEN CONTROL

REV	DESCRIPTION	DATE
PROJECT		
LUMSDEN BEACH CAMP DINING HALL		
CLIENT		
Lumsden Beach Camp Chown Street, Lumsden Beach 306-551-2482		
DRAWING		
MAIN FLOOR ELECTRICAL PLAN		
SCALE		
1/4" = 1'-0"		
DESIGN	• LS	
DRAWN	• LS	
DATE	• NOV 29, 2021	
PROJECT	• 20361	
SHEET NO		REVISION
A1.4		R-O



DRAFT COPY FOR  
PRELIMINARY REVIEW ONLY.  
NOT ISSUED FOR CONSTRUCTION.



LUMSDEN BEACH CAMP DINING HALL

N.B.C.C. 2015 SUMMARY

BUILDING INFORMATION

BUILDING AREA (3.2.2.5.): 356.748 m<sup>2</sup> (3840 ft<sup>2</sup>)

STOREYS ABOVE GRADE (3.2.2.5. & 3.2.1.1.): 1

STOREYS BELOW GRADE (3.2.2.15.): N/A

MEZZANINES (3.2.1.6.): N/A

NUMBER OF STREETS (3.2.2.10.): 1

FIRE DEPT CONNECTION TO FIRE HYDRANT DISTANCE (3.2.5.15.): N/A

USE AND OCCUPANCY CLASSIFICATION (3.2.1.1.): A3 - ASSEMBLY OCCUPANCY

OCCUPANT LOAD (3.1.17.1):

DINING HALL = 205 PERSONS

KITCHEN = 5 PERSONS

STORAGE = 2 PERSONS

TOTAL = 212 PERSONS

BUILDING CODE CLASSIFICATION UNDER SUBSECTION 3.2.2.: 3.2.2.28.

ONE STOREY

BUILDING AREA NOT MORE THAN 400 m<sup>2</sup> (4306 ft<sup>2</sup>) WHEN FACING 1 STREET

COMBUSTIBLE OR NONCOMBUSTIBLE CONSTRUCTION

WATER CLOSETS

ASSEMBLY (3.7.2.2.(6)):

TOTAL OCCUPANT LOAD = 212

WATER CLOSETS REQUIRED = 3 MALE, 5 FEMALE

BARRIER-FREE WATER CLOSETS PROVIDED = 1

TOTAL WATER CLOSETS PROVIDED = 2

(SEPARATE WASHROOM BUILDING ON SITE)

EGRESS AND EXIT

NUMBER OF EXITS REQUIRED (3.4.2.1.): 2

MAXIMUM TRAVEL DISTANCE (3.4.2.5.):

REQUIRED= 30 m (98'-5 1/8")

PROVIDED= 13.411 m (44'-0")

MINIMUM CORRIDOR WIDTH (3.4.3.2.):

REQUIRED = 1100 mm (3'-7 5/16")

PROVIDED = 1321 mm (4'-4")

MINIMUM EXIT DOORWAY WIDTH (3.4.3.2.):

REQUIRED = 800 mm (2'-7 1/2")

PROVIDED = 914 mm (3'-0")

MINIMUM EXIT DOORWAY HEIGHT (3.4.3.4.):

REQUIRED = 2030 mm (6'-7 15/16")

PROVIDED = 2134 mm (7'-0")

FIRE RESISTANCE RATINGS

NON REQUIRED

SOUND TRANSMISSION CLASS

MINIMUM STC RATING (5.8.1.1.): N/A

OTHER REQUIREMENTS

EXIT SIGNS (3.4.5.1.): YES

EMERGENCY LIGHTING (3.2.7.3.): YES

STANDPIPE AND HOSE (3.2.5.8.): NO

NO FIRE ALARM SYSTEM (3.2.4.1.): NO

INSTALLATION REASON = N/A

FIRE ALARM TYPE = N/A

BARRIER-FREE ACCESS (3.8.2.1.): YES

CRAWL SPACE FIRE BLOCKS (3.1.11.6.): NO

CARBON MONOXIDE VENTILATION & SENSOR (6.3.1.4.): NO

CARBON MONOXIDE ALARMS (6.9.3.1.): NO

NO PIPING FIRE STOPS (3.1.9.1.): NO

PROTECTION OF SOFFITS (3.2.3.16.): NO

SMOKE ALARMS (3.2.4.20): NO

ACCESS PANELS (3.2.5.1.): YES

SPRINKLER SYSTEM (3.2.2.28.): NO

DOOR RELEASE HARDWARE (3.4.6.16.): YES

SELF-CLOSING DEVICES (3.4.6.13.): NO

FIRE DAMPERS (3.1.8.7.): NO

FIRE EXTINGUISHERS (3.2.5.16.): YES

POWER DOOR OPERATORS (3.8.2.7.): NO

Spatial Separations

WALL	LD (m (x 1/2)	AREA OF EBF (m <sup>2</sup> )	L/H RATIO	% UPO ALLOWED	% UPO ACTUAL	CNST REQ'D	CLAD REQ'D	FRR REQ'D
NORTH	10	62.000	4/1	100%	0%	N/A	N/A	N/A
EAST	12	104.000	5.7/1	100%	0%	N/A	N/A	N/A
SOUTH	10	62.000	4/1	100%	0%	N/A	N/A	N/A
WEST	12	74.000	8/1	100%	0%	N/A	N/A	N/A

PROJECT	
LUMSDEN BEACH CAMP DINING HALL	
CLIENT Lumsden Beach Camp Chown Street, Lumsden Beach 306-551-2482	
DRAWING EXTERIOR ELEVATIONS	
SCALE 1/4" = 1'-0"	
DESIGN	o L5
DRAWN	o L5
DATE	o NOV 29, 2021
PROJECT	o 20361

**CLIENT**  
Lumsden Beach Camp  
1000 Main Street, Lumsden Beach  
306-551-2482

SCALE  
1/4" = 1'-0"

DESIGN           ◦    L5  
DRAWN           ◦    L5  
DATE            ◦    NOV 29, 2021  
PROJECT         ◦    2036 I

SHEET NO	REVISION
A1.5	R-0

*September 23, 2023*

Dear friends,

I'm honoured to provide a letter of support for Lumsden Beach Camp's loan and funding proposals.

Our family certainly has a long personal history of connection with LBC. As a foundational community in my faith and leadership development, it is and will always be one of my spiritual homes. My sense of self and my own journey to ministry were greatly affected by my childhood and young adult years sharing in the ministry of the camp.

However, as personally grateful as I am for those gifts and opportunities in the past, our family's real passion for the ongoing ministry of the camp is based on more recent experience.

Both Lindsay and I have been fortunate to be fairly immersed in ministry with youth & young people for several years. It's a unique ministry calling, and one that has proven to be difficult to understand for the wider church and community. Ministry with and for young people is a beautiful, exhausting, and nearly impossible mix of creative expression, faith exploration, safe-space, justice-seeking, and pastoral care - all bathed in a waterfall of hormones and emotional anxiety. It's really, really challenging work.

Yet, faith communities like Lumsden Beach Camp have joyfully taken up the mantle of providing this type of ministry in ways that traditional church congregations may no longer be able to do. Their models of leadership development, faith formation, outreach, and community are an essential part of the Body of Christ, connecting and supporting children and young people in innovative and tangible ways.

Based on our experience, we believe without a doubt that Summer Camps are the most vibrant and hope-filled direction for children's and youth ministry in all of Living Skies Region. Their passion is an inspiration to so many of us in the United Church of Canada. As such, I wholeheartedly support any and all financial investments that the wider church can make into projects such as Lumsden Beach Camp's new Dining Hall and other Capital Improvements.

Thank-you to the LBC fundraising team for the opportunity to share our prayerful support, and thank-you to the LBC Program and Leadership group for their ongoing ministry on our behalf.

Blessings on your work!

Rev. Kent Mohn

[Kent.mohn@knoxunitedchurch.ca](mailto:Kent.mohn@knoxunitedchurch.ca) Saskatoon, SK

To the Living Skies Regional Council Executive

I am writing today on behalf of Lumsden Beach Camp (LBC). I am a previous employee of the camp and current volunteer with the project to replace the camp's dining hall and kitchen.

Lumsden Beach Camp is a thriving United Church ministry in Southern Saskatchewan. There are many things that highlight how special this place and organization are, and how bright this ministry's future is, but one simple demonstration is the growth in camper numbers. In 2014 there were 336 campers. In 2019 it was up to 407. In 2023 we saw 596 young people participate in our programs (that is a 77% increase over 10 years!). In recent years, through careful financial management, the camp has been able to renovate the bathrooms, install solar panels, and make improvements to camper cabins. Things are going really well, but the current leadership has a large infrastructure deficit to address.

Which brings me to our request, we are requesting that the Living Skies Region consider offering Lumsden Beach Camp a \$300,000 loan with 4% interest rate to be paid back over 15 years.

Let me first provide an update on the project.

Renovating or replacing the Dining Hall (built in the early 1950s) has been a desire of the LBC board of directors for a number of years. Formal planning—including engineer reviews, a needs assessment, fundraising, etc—started in 2019. After a structural engineer determined that the repairs needed to the current building were extensive, the decision was made to replace. Leadership was also advised that time was counting and major repairs would be mandatory if left for more than 5 years to ensure that the structure remained safe.

A team was struck, made up of designers, engineers, carpenters, fundraisers, LBC experts and more in late 2020. This group has been meeting regularly for nearly 3 years. An RFP with preliminary designs went out in December 2021. A contractor was selected in spring 2022, and they joined the team! I have attached designs for the project to this email for your information.

There had been some quiet fundraising happening, as well as careful investment of gifts received from the closing of Whitmore Park United Church and other memorial gifts. The team worked with a professional marketing company during the second half of 2022, and we launched our formal fundraising campaign—Feeding Friendships—in October 2022. The campaign has been meeting the goals we set for it so far, and we have plans in place for this winter and next spring. We have received nearly 300 donations from individuals and organizations. Some donations are \$20, some are larger, like \$10,000 received from Cargill and \$15,000 from Embracing the Spirit. All told we have pulled together \$675,000.

As you may know throughout the pandemic construction costs have fluctuated wildly. This has meant that the original construction price from March 2022, has increased from \$850,000 to \$1.2 million. While that much money seems inconceivable in some ways, we have been told by many in the industry this price is actually really reasonable based on the market. On top of the \$1.2 million, we will need to purchase some appliances and furnishings. Because of this, our fundraising goals have expanded by almost 30%. We have a few more donors we are approaching for larger gifts, along with plans for fundraisers between now and next summer.



We always knew that a loan or mortgage would be part of the funding picture for this project, and are hoping that LSRC would consider providing a loan so that we can pay interest back into the Church, and avoid the very high interest rates currently offered by our credit union. Lumsden Beach Camp has an excellent track record for fundraising and managing capital projects (if you would like more financial info on this, please let me know).


With a \$300,000 loan at 4% interest, the camp would pay just shy of \$100,000 in interest back into the Church if paid back monthly over 15 years. We are aware that \$300,000 is a lot of money, but we would much rather see the interest we pay to support the ministry of LSRC than be paid to an outside institution. If this level of a loan isn't possible, we would love to discuss what may be.

In order for you to understand more about the project, I am attaching to this email the following items:

- 1) Building plans
- 2) Balance Sheet as of August 31
- 3) Financial statements from the previous fiscal year.
- 4) Letters of support

If you have any questions at all, please get in touch myself, Kylie Orr (LBC's Executive Director) or Chelsey Vargo Wilson (Board Chair).

Thanks for your service to the Living Skies Region and your prayerful consideration of our request.

A handwritten signature in black ink, appearing to read "V. Nelson".

Vicki Nelson on behalf of the LBC Fund Development Team.

E: [miss.v.nelson@gmail.com](mailto:miss.v.nelson@gmail.com) C: 306-539-7772

# **Lumsden Beach Camp Inc.**

## **Audited Financial Statements**

**For the Year Ended September 30, 2022**

# Lumsden Beach Camp Inc.

For the Year Ended September 30, 2022

## CONTENTS

	<u>Page</u>
<b>Financial Statements</b>	
Auditors' Report	1
Statement of Financial Position	3
Statement of Operations	4
Statement of Net Assets	5
Statement of Cash Flows	6
Notes to the Financial Statements	7

## Independent Auditors' Report

To the Members of Lumsden Beach Camp Inc.

We have audited the financial statements of Lumsden Beach Camp Inc., which comprise the statement of financial position as at September 30, 2022, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

### Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis of Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the Lumsden Beach Camp Inc. (the Organization) as at September 30, 2022, and its results of operations and its cash flows for the year then ended in accordance with accounting standards for not-for-profit organizations (ASNPO).

### Basis for Qualified Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada. We have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

In common with many Non-for-Profit Organizations, the organization derives revenue from donations and other fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to a comparison of recorded revenue with bank deposits, and we were unable to determine whether any adjustments might be necessary to revenue, excess of revenue, assets and net assets.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Priority Accountants CPA*

**Priority Accounting Services CPA Prof. Corp.**

Chartered Professional Accountants

2144 Cornwall Street

Regina, SK, S4P 2K7

November 29, 2022

# Lumsden Beach Camp Inc.

## Statement of Financial Position

As At September 30, 2022

	Note	2022	2021
<b>Assets</b>			
<b>Current Assets</b>			
Cash		43,124	16,223
Short term investments	5	694,719	724,994
Accounts receivable	6	2,980	31,492
Prepaid expenses		4,765	5,195
<b>Total Current Assets</b>		<b>745,588</b>	<b>777,904</b>
Tangible capital assets, net of accumulated amortization	7	273,710	287,398
<b>Total Assets</b>		<b>1,019,298</b>	<b>1,065,302</b>
<b>Liabilities and Net Assets</b>			
<b>Current Liabilities</b>			
Accounts payable and accrued liabilities	8	5,546	5,342
Deferred revenue		-	1,104
<b>Total Current Liabilities</b>		<b>5,546</b>	<b>6,446</b>
Long term debt	10	50,000	50,000
Deferred contribution - Designated Fund	12	624,011	563,820
Amounts held in trust	9	13,720	12,632
<b>Total Liabilities</b>		<b>693,277</b>	<b>632,898</b>
<b>Net Assets</b>			
Unrestricted Net Assets		326,021	432,404
<b>Total Liabilities and Net Assets</b>		<b>1,019,298</b>	<b>1,065,302</b>

Approved on Behalf of the Board:


The accompanying notes are an integral part of these financial statements.

# Lumsden Beach Camp Inc.

## Statement of Operations

For the Year Ended September 30, 2022

	2022	2021
<b>Revenue</b>		
Camper fees	183,753	114,953
Donations	35,420	43,938
Fundraising	1,359	2,181
Grants	28,132	97,680
Rental income	14,100	6,140
<b>Deferred Contribution</b>		
Amortization of deferred capital contribution	464	357
<b>Total revenue</b>	<b>263,228</b>	<b>265,249</b>
<b>Operating expenses</b>		
Administration costs	15,778	13,568
Amortization of tangible assets	16,717	19,564
Designated grant expense	-	15,231
Food costs	33,626	7,459
Fundraising expenses	13,190	600
Leadership	888	1,196
Medical supplies	967	652
Payroll expenses	149,055	109,992
Program expense	6,113	17,006
Promotional expenses	9,625	6,258
Rental	162	-
Site expenses	43,895	43,541
Travel	735	206
<b>Total operating expenses</b>	<b>290,751</b>	<b>235,273</b>
Investment income	5,197	6,963
Unrealized gains/losses	(84,057)	18,712
<b>Total non operating income and expenses</b>	<b>(78,860)</b>	<b>25,675</b>
<b>(Deficiency) / Excess of Revenue Over Expense</b>	<b>(106,383)</b>	<b>55,651</b>

The accompanying notes are an integral part of these financial statements.

# Lumsden Beach Camp Inc.

## Statement of Net Assets

For the Year Ended September 30, 2022

	2022	2021
Unrestricted Net Assets, beginning of year	432,404	376,753
(Deficiency) / Excess of Revenue Over Expense	(106,383)	55,651
<b>Unrestricted Net Assets, end of year</b>	<b>326,021</b>	<b>432,404</b>

The accompanying notes are an integral part of these financial statements.



# Lumsden Beach Camp Inc.

## Statement of Cash Flows

For the Year Ended September 30, 2022

	Note	2022	2021
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
(Deficiency) / Excess of Revenue Over Expense		(106,383)	55,651
<b>Items not affected by cash:</b>			
Amortization		16,717	19,564
<b>Changes in non-cash working capital:</b>			
Accounts receivable		28,512	4,799
Prepaid expenses		430	(1,884)
Deferred revenue		(1,104)	(456)
Accounts payable		204	2,131
Deferred contribution		60,191	1,940
Amounts held in trust		1,088	(1,727)
<b>TOTAL CASH FLOWS FROM OPERATING ACTIVITIES</b>		<b>(345)</b>	<b>80,018</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Payments to acquire tangible capital assets		(3,029)	-
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>			
Proceeds from loan		-	10,000
<b>Net cash increase (decreases) in cash and cash equivalents</b>		<b>(3,374)</b>	<b>90,018</b>
Cash and cash equivalents at beginning of period		741,217	651,199
<b>Cash and cash equivalents at end of period</b>		<b>737,843</b>	<b>741,217</b>
Cash and cash equivalents consist of the following:			
Cash		43,124	16,223
Short term investments		694,719	724,994
		<b>737,843</b>	<b>741,217</b>

The accompanying notes are an integral part of these financial statements.

# Lumsden Beach Camp Inc.

## Notes to the Financial Statements

For the Year Ended September 30, 2022

### 1. Purpose of the Organization

Lumsden Beach Camp Inc. is a United Church camp. It is a camping community that fosters relationships, leadership, faith in God, environmental stewardship, and a connection to nature. The Organization is incorporated under the *Non-Profit Corporations Act, 2022 of Saskatchewan* and accordingly is exempt from income taxes under *Section 149 of the Income Tax Act, Canada*. The Organization is a registered charity.

### 2. Significant Accounting Policies

These financial statements are prepared in accordance with Part III of the CPA Handbook, Accounting Standards for Not-for-Profit Organizations (ASNPO).

#### a) Cash and cash equivalents

Cash is comprised of funds in the bank's chequing and saving account.

#### b) Tangible capital assets

Tangible capital asset is carried at cost. Depreciation is calculated using the declining balance method over estimated useful lives. Depreciation expense for September 30, 2022, was \$16,717 (2021 - \$19,564).

Building prior to 1990	10%
Bathroom and staff cabin	4%
Equipment and furniture	20%
Solar panels	30%

#### c) Revenue recognition

The Organization follows deferral method of accounting for grants, self-help revenues, and donations. Under this method, restricted contributions and grants are deferred and recognized as revenue received when the related expenses are incurred.

Other contribution and revenue are recognized as revenue when earned. Investment income is recorded on an accrual basis.

#### d) Deferred revenue

Deferred revenue represents fees or payments for services received in advance of the fee being earned or the service being performed. Deferred contributions represent restricted contributions.

# Lumsden Beach Camp Inc.

## Notes to the Financial Statements

For the Year Ended September 30, 2022

### 3. Financial instruments

The Organization initially measures its financial assets and liabilities at fair value. The Organization subsequently measures all its financial assets and liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market. Changes in the fair value of these financial instruments are recognized in income in the period incurred.

The Organization's financial instruments consist of cash, investments, accounts receivable, accounts payable and accruals. Unless otherwise noted, it is the Board's opinion that the Organization is not exposed to significant interest or credit risk arising from these financial instruments. The fair value of these financial instruments approximates the carrying value less otherwise noted.

### 4. Use of estimates

The preparation of financial statements in accordance with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accounts receivables are stated after evaluation as to the collectability and an appropriate allowance for doubtful accounts is provided where considered necessary, they are reported in earnings in the periods in which they become known.

### 5. Short term investments

Short term investments consist of the following:

	2022	2021
Term Investment Sub 004 - interest rate 0.7%, maturity date March 29, 2022.	-	70,000
Term Investment Sub 005 - interest rate 0.7%, maturity date March 29, 2022.	-	50,000
Term Investment Sub 008 - interest rate 2.75%, maturity date July 05, 2023.	70,000	-
Investment - Q-trade Investor	624,719	604,994
<b>Total</b>	<b>694,719</b>	<b>724,994</b>

# Lumsden Beach Camp Inc.

## Notes to the Financial Statements

For the Year Ended September 30, 2022

### 6. Account receivables

Accounts receivable consist of the following:

	2022	2021
Grants receivable	700	27,102
GST receivable	1,366	1,170
Interest receivable	464	420
Trade accounts receivable	450	2,800
<b>Total</b>	<b>2,980</b>	<b>31,492</b>

### 7. Tangible capital assets

Tangible capital assets consist of the following:

			2022	2021
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Bathroom	208,141	(38,002)	170,139	177,228
Building prior to 1990	486,954	(486,954)	-	-
Furniture and equipment	5,041	(5,041)	-	-
Staff cabin	143,388	(53,548)	89,840	90,555
Solar panels	43,870	(30,139)	13,731	19,615
<b>Total</b>	<b>887,394</b>	<b>(613,684)</b>	<b>273,710</b>	<b>287,398</b>

### 8. Accounts payable and accrued expenses

Accounts payable consist of the following:

	2022	2021
Trade accounts payable	(436)	(153)
Audit fee payable	3,996	3,663
Payroll liabilities	1,986	1,832
<b>Total</b>	<b>5,546</b>	<b>5,342</b>

# Lumsden Beach Camp Inc.

## Notes to the Financial Statements

For the Year Ended September 30, 2022

### 9. Amounts held in Trust

The amount (\$13,720) represents funds held on behalf of the United Churches for the work of the Regina and Area Cluster. The Regina and Area Cluster is a project that received funding for specific work around collaboration and planning for United Churches and ministries in the Regina area.

### 10. Long-term debt

Long-term debt consists of the following:

	2022	2021
Canada Emergency Business Account Loan payable, interest free if the balance of the loan is repaid on or before December 31, 2023. Repaying the balance of the loan on or before December 31, 2023 will result in loan forgiveness of 25% (\$10,000).	40,000	40,000
United Church Loan payable, interest at 2% per annum (interest free if paid in full on or before December 31, 2023), repayable within 3 years from September 30, 2021 (by September 30, 2024).	10,000	10,000
<b>Total debt</b>	<b>50,000</b>	<b>50,000</b>
Less: current portion	-	-
<b>Long-term portion of debt</b>	<b>50,000</b>	<b>50,000</b>

### 11. Donation by major source

	2022	2021
Church Donations	5,181	7,716
Individual Donations	30,239	36,222
<b>Total</b>	<b>35,420</b>	<b>43,938</b>

# Lumsden Beach Camp Inc.

## Notes to the Financial Statements

For the Year Ended September 30, 2022

### 12. Designated fund

	2022	2021
Designated Funds: Camper Subsidy Fund – beginning of year	1,330	3,530
Restricted contributions received	4,210	5,710
Recognition of deferred contributions	(3,115)	(7,910)
<b>Designated Funds: Camper Subsidy Fund – end of year</b>	<b>2,425</b>	<b>1,330</b>
Designated Funds: Capital Fund – beginning of year	38,341	41,481
Restricted contributions received	39,560	1,365
Amortization of deferred contributions	(464)	(357)
Recognition of expenditures	-	(4,148)
<b>Designated Funds: Capital Fund – end of year</b>	<b>77,437</b>	<b>38,341</b>
Designated Funds: Memorial Fund – beginning of year	524,149	516,869
Restricted contributions received	20,000	7,280
Recognition of deferred contributions	-	-
<b>Designated Funds: Memorial Fund – end of year</b>	<b>544,149</b>	<b>524,149</b>

### 13. Risk management

Exposure to credit risk, interest rate risk and liquidity risk arise in the normal course of the Organization's operations.

#### a. Credit risk

Credit risk refers to the risk that a company may default on its contractual obligations resulting in a financial loss.

The Organization's principal assets are cash, accounts receivable and short-term investment. The carrying amounts of financial assets in the statement of financial position represent the Organization's maximum credit exposure at the balance sheet date. The Organization does not have significant exposure to any individual customer and has not incurred any significant bad debts during the year. Dealing with institutions that have strong credit ratings minimizes credit risk related to cash.

#### b. Liquidity risk

Liquidity risk is the risk that the Organization will not be able to meet a demand for cash or fund its obligations as they come due. Liquidity risk also includes the risk of the Organization not being able to liquidate assets in a timely manner at a reasonable price.

The Organization monitors its cash flow throughout the year to ensure its billing practices take into account the timing and level of its cash obligations. The Organization has sufficient funds from which to operate and this risk is

# Lumsden Beach Camp Inc.

## Notes to the Financial Statements

For the Year Ended September 30, 2022

considered to be low.

### **c. Other price risk**

The Organization is exposed to other price risk through its investments in quoted equities and alternatives for which the value fluctuates with the quoted market price. This risk is mitigated through sector investment diversification.

## **14. Comparative Figures**

Certain comparative figures have been reclassified to conform to conform with the presentation adopted in the current year.

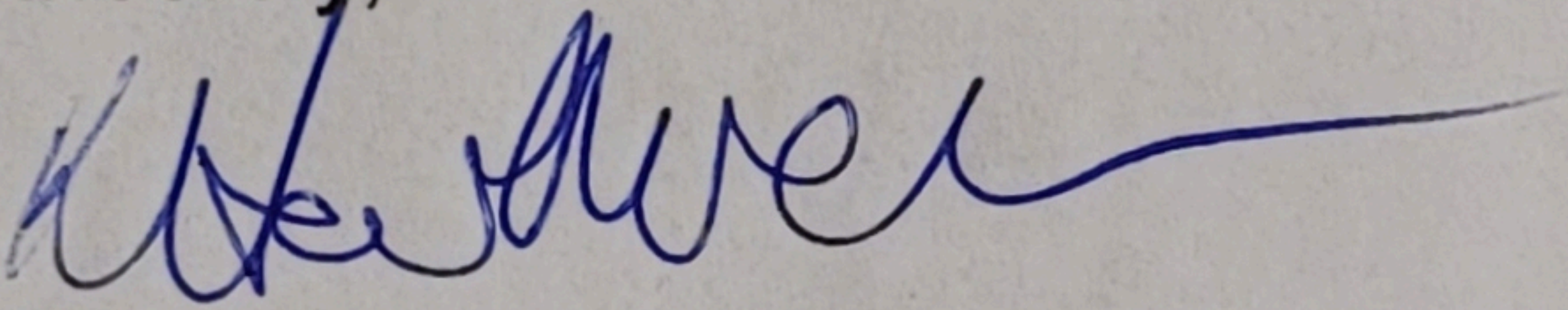


To Whom It May Concern,  
Living Skies Regional Council,

The first year I attended Lumsden Beach Camp was as a Leader in Training in 1990. My family attended Lakeview United Church, but we definately were not considered regular church goers. I had heard about camp from friends and decided that I would try it out. From my first week there, I could see what an amazing and safe place that LBC was. As a teenager, I found a place that I could be myself and discover who I was. Soon after starting at LBC, my family moved to Saskatoon. My mom, sister and I started going to church, and I continued to work at LBC. Fast forward 30 years, my partner and I both spend a portion of our summers volunteering and working at LBC, we are active members of Melfort United Church, we have raised our children in the United Church and both our children now work at LBC. Lumsden Beach Camp has been an important part of our family faith formation.

After having some talks with youth this summer, I know that LBC continues to be a place of safety for youth. I'm excited about the new possibilities that a new dining hall will bring to LBC, and the youth that will be able to experience the spirituality that happens at camp.

Sincerely,



Karen Hadwen



## Justice and communications report- Summer and Fall 2023

Greetings to all three Executives! I'm going to give you one report covering all three Regional Councils, as well as shared projects. – Julie Graham, Regional Minister, November 2023

Fall is always intense for everyone, but this one was exceptional, hence my radio silence and skipping Executive meetings. We're back to in-person events, fundraising in person is back in full swing, as evidenced by our community of faith calendars, and in general everyone in the networks I support has been shockingly busy. In the midst of this, we have seen important United Church local presence at some difficult moments this fall, particularly alongside targeted communities, and for that I am so grateful. In the moments when all we can see is scarcity, I think we need to celebrate that deep and spirit-ed commitment to our ministry in our communities.

### Cross-regional work

**National Indigenous Spiritual Gathering:** I was honoured to attend this gathering in Edmonton in July. I was present to listen and, as it turned out, to help with photos. This was a very important space in which to listen, and to sit with questions and plans regarding the Remit (next section) and the importance of urban as well as on reserve churches and spiritual communities.





## Remit on an autonomous Indigenous organization

This is a crucial piece that has passed to communities of faith now that our three Regional Council votes in May and June passed. It will be a priority through the end of March 2024. We have a resource page for each website as of mid October, and at least two and hopefully three open learning sessions online are planned. The admin team pulled together new contact sheets prioritizing pastoral charge governing body contacts, and we sent out a letter to all pastoral charges. It is likely we will need to join all other Regional Councils in phoning campaigns early in 2024. While this will be a lot of work, it does allow us to be in touch with communities of faith who are not regularly in touch with the Regional Council, and to check in with them.





## Western Intercultural Ministries Network gathering

For the first time in four years, this network held an [in-person gathering](#) of about 33 people in St Albert AB, from all five Western Regional Councils. It was a very rich time of singing and worship, ceremony and sharing in meals, and honest conversation about the intercultural church we long for. I wish more people had come; this gathering felt to me like the church as it could be, and like the renewal we all long for. It was worth the hours of work, but we clearly have to think through the sheer number of events happening. I was grateful for Chantal, Chloe, and Heather's help with some of the logistics and the tangled finances.

**Dealing with very public transphobia:** Affirming work got off to a fast start with the country-wide September 21 transphobic demonstrations against inclusive school curricula and lenses, dubbed the "Million Person Marches". Counter demonstrations and messaging were organized across the country too, and included extensive United Church participation, including in our Regional Councils. This was the latest expression of a now years-long sharp increase in hate movements targeting 2SLGBTQIA+ and, particularly, gender-diverse people.



The disturbing difference in September was the presence of many children brought by their parents, and of many Muslims and Sikhs, despite the known Christian supremacist bias of some of the local organizers. While there was concern that this new branch of the overall hate movement might gain significant traction, when a second round of demonstrations was held in October, there was far less take up. This was in part due to Muslim organisers pulling back in the wake of the attacks and violence in Israel and the Occupied Territories, but infighting appears to be a factor too. That said, we know school boards,

librarians, teachers, and administrators will continue to be targeted by a movement striving to mimic strategies honed in the US. *(Photo: UCC people at the Saskatoon "Million Person March counter demonstration.)*

In all three Regional Councils, the Affirming work is at an awkward leadership transition time, with less take up for the work than we would have liked despite a lot of Nominations work during and after our

Regional meetings. I called a tri-Region meeting of the Affirming networks to try to support local action against these demonstrations.



Sixty people came out at short notice, and many excellent ideas and commitments were shared. I cannot express how grateful I am to our local Affirming leadership (wherever they are or are not in the formal process.) Extensive social media commentary indicated that United presence was noted by many non-church people attending the counter demonstrations, though many would have liked to see more, or assumed the UCC was not present unless it clearly self identified. Our Public, Intentional, and Explicit commitments do have a wider public impact in their presence or absence.

*(Photo: St Andrew's College staff at the Saskatoon "Million Person March counter demonstration.)*

I want to stress the impact this is having in our communities of faith, whether for trans members, their loved ones, their supporters, or for governance bodies and ministers who find themselves in very insistent and disruptive one-sided conversations about the threat 2SLGBTQIA rights pose. We have heard this from a number of different sources. I am struggling to know how the Regional Councils can address this given the few people who have been able to step forward for Affirming leadership.

**Palestine and Israel:** October and November have seen a lot of communications work about this desperate situation. I have mostly just worked with national communications, but also created a post to our websites [highlighting the ceasefire call](#) following some requests. Generally, in all three Regional Councils only a dedicated handful of people work on this situation, mostly in Living Skies. Relationships with local synagogues and rabbis add complexity to this work, especially in Winnipeg. We rarely hear requests to prioritize this work. This makes it a lower priority amongst the many other justice needs we try to address, which is a hard truth to accept when we see the scale of the violence and the number of human rights violations that Palestinians live with day to day.

## Communications

All of the above involves communication. A lot of my work in this area also involves Regional newsletters and newsletters and contact management for networks I support. Occasional consulting with local coalitions or committees who want to know what channels we can use to support them, or how best to set up their own channels, is always fun and a good learning space. Site maintenance and media tracking run in the background all the time, as does feeding and tending to the social media beasts.

A need for a style guide and best practices for language regarding disabilities and other diverse identities has become clear. Related to this, yet bigger: **Inclusive and accessible meetings and the need for guidelines/ resources:** this came up following all three in-person regional meetings. There is a lot we can and must do to help meetings of all sizes and formats be fully accessible, and a lot of interest in working on this. We need some reminders and guides pulled together in one place.



**Cluster development:** this perennial need is getting more urgent. At our November staff planning we talked about the need to form teams and prioritise initial Cluster meetings, complete with a free lunch, mileage, and worship. One aspect of this work needs to be creating contact lists within the Cluster area- a need that is very pressing in urban areas.

## Northern Spirit



**Affirming/ Celebration of Ministries:** The Affirming celebration that is the final step in our formal process was planned alongside the Celebration of Ministries service in October. It was postponed because of mixed messages about who was responsible for leading on this, and low capacity for fast-paced work at a very busy time of year. I will consult with the past task group; in the absence of a functioning permanent Affirming committee (see below), we need to find a planning group who can carry this important last step in a way that includes the whole Region.

But- Affirming was very much a part of the celebration of ministries service, thanks to liturgist Helen and

decorators Louise and Larry. We will get to our celebration, and move into continuing to live into being Affirming.

**Being Good Relations Network:** I was asked to facilitate a visioning for the future with the leadership circle, and we had a very good conversation about the dilemmas confronting ongoing truth-telling/ listening work, right relationships, and engaging our congregations and communities in advocacy. A face to face gathering in 2024 is a priority for the group.

### Areas that need some attention are:

*Nominations:* staffing support and more members needs to be sorted out.

*Affirming:* We didn't receive sufficient interest at the regional meeting to successfully form a new committee to carry our commitments.

*Anti racism:* we keep struggling to find a meeting time and enough people. A

## Living Skies

**Decolonization conference, Saskatoon Theological Union:** In June I was honoured to co-facilitate a decolonization workshop at this conference, working with my Mennonite Central Committee colleague Amanda Dodge. The group was large, very engaged, and very thoughtful as we talked about

strategies and commitments for decolonizing church theology, structures, and advocacy. I was able to carry some of the learnings into a KAIROS Prairies North workshop in October, where we had further discussion about getting at the roots of settler-colonial structures and culture. Part of our ongoing work on the Decolonization Committee is the racist/ land grab roots of the Alberta and Saskatchewan “Sovereignty

**Ochapowace and Cachacas culture camp and apology:** We were invited by Ochapowace First Nation to offer an in-person apology at an August culture camp on the site of the former Camp McKay and Round Lake Residential School. Good Spirit Presbytery sold the camp to the First Nation for lower than market rate some years ago, and Ochapowace has been reclaiming the site. Rev Sarah Beynon Giles and Rev Jo Mader are fairly local to the area and offered to carry the apology on behalf of the Regional Council. We did some work on wording and protocol, and they spent the day at the intergenerational culture camp, along with Anglican, Presbyterian, and Catholic representatives. Thank you to both of them for stepping into a rich and complex commitment.

**Justice Cttee:** people have been very stretched and we finally had our first meeting in late November. More as this develops! There is a lot of good potential here.

**Affirming:** We had hoped to have a fall transition meeting to move from a task group to a committee that would work with our new Affirming status, which officially starts with our celebration, planned for May or June at the annual meeting. However, we do not currently have enough people for a new committee.

**Regional meeting 2024:** with the planning committee, I am working on the question of moving the dates so that the Moderator’s Flourishing project visit can be combined with the Regional meeting for better accessibility and connecting, especially for those making the effort to travel for the meeting. This would also allow us to welcome the Moderator for our meeting, Service of Praise, and Affirming Celebration.

## **Prairie to Pine**

### **Search the landfill(s) and church leaders’ visit**

In August the Moderator arranged for her fellow national church leaders to visit Camp Morgan, located at the Brady landfill near Winnipeg. This was done in light of the clear refusal of the then-provincial government to search the landfill, despite funding from other levels of government and a task force report that said the search was risky but feasible. It is worth noting here that by late summer, it was clear that the Conservative government had staked part of its re-election strategy on not searching. To say this was profoundly hurtful and racist is a gross understatement, and all involved were well aware that the church leaders wished to push back on this.

Regional staff worked to support this, using our channels to invite all in the Region who could come to Winnipeg to join the leadership of Camp Morgan and the church leaders the day after Labour Day. Media liaison work was done out of the General Council office with onsite assistance from Regional staff. At least 200 people came out from the community, despite it being a work day and despite a very strong and cold wind. The participation was very diverse and included many United Church people.



Since that time, camp leaders have been concerned by what they have felt is no church follow up. We know that a number of Winnipeg people have visited the camp, brought food, and donated. Yet most are likely not self identifying as church members in any of those actions. This remains an overall dilemma with our public presence as church, and we've seen the same pattern in Affirming work. If we don't clearly self-identify, people assume we aren't there. But we hesitate to self-identify, because often the communities we are with are targeted, and we don't want our presence to be about us. After consulting with some Winnipeg supporters, I will be requesting that the Executive or chairperson send a letter to the people of the Regional Council,

encouraging them to donate, to visit, and to write their MLA, since a search is far better supported by the new government but is not confirmed even now.

**Moderator visit:** [Flourishing project](#). This is the Moderator's main project for her term, and Winnipeg events launched the work. Regional Councils are not involved in planning or deciding on locations and schedule, but we help promote the opportunities. Around 70 ministry personnel came

**Partner Council visit:** This is a General Council body that gives space for the voices and experiences of our global partners. We had no say in proposed dates for a partner visit, and after consultation with possible hosts in Brandon, we informed General Council that the visit could not work. Illness in the partner's family also meant that coming to the Prairies was not ideal for him. We hope we can host a longer partner visit in 2024 or 2025, with a focus that can include rural communities.

**Climate justice:** Following the annual meeting proposal to work on divestment, we need to create a group to carry this work, as staff alone cannot and should not carry it. I have been working with a few people on this, and we hope to make connections with youth and young adults, especially following the great work done by the three Climate Youth Motivators this summer.

**Equity and Diversity Committee:** this committee is re-forming and has extremely busy members- after a lot of work we found a common time to meet. Nominations poured a lot of work into finding new members, and despite that work was unable to find members who are Black, Indigenous, or people of colour. We will continue to work on how to connect with BIPOC people and communities.

**Structures document:** this beast of a project is slowly coming to completion thanks to Teresa Melnychuk and Pat Bird. We are tackling the job descriptions (part 3 of the document); these are intended to help the Nominations committee and anyone considering a position.

# **Licensed Lay Worship Leaders Policy**

## **Living Skies Regional Council**

### **The United Church of Canada**

## **Introduction and Purpose**

Living Skies Regional Council is grateful to God for the willingness of lay people who come forward to offer their faith, insight and skill as worship leaders in communities of faith. The following document outlines the policy and standards of practice for Licensed Lay Worship Leaders who serve in Living Skies. It is the hope of the region that these standards of practice will encourage, honour and inform the members of the Laity as they share their gifts and express their faith while meeting the vital need of a community of faith to gather for worship.

The following standards of practice are divided into three sections: Membership, Preparation and Licensing, and Ongoing Support and Guidance. A key resource for these standards of practice is [\*Licensed Lay Worship Leaders\*](#), June 2019, The United Church of Canada.

## **Membership**

The regional council may license a person as a licensed lay worship leader. (*The Manual*, 2023, s. I 1.11.5)

The following requirements apply:

- a) the person must be a member of a congregation in that regional council; and
- b) the license must be for a specified term, which may be renewed.

A licensed lay worship leader serves under the direction of the Regional Council's Executive through the Committee on Lay Leadership Support. If a licensed lay worship leader becomes a member of a community of faith in another regional council, that person must be recognized by that other regional council in order to continue serving as a licensed lay worship leader.

## **Preparation and Licensing**

### ***Educational Requirements***

The lay member completes a preparatory course that extends over at least two years and includes the study of theology, church history, Hebrew and Christian scriptures, preaching, worship, and pastoral skills. The course of study must be approved by the Committee on Lay Leadership Support, in consultation with United Church of Canada guidelines and practice. An individual may be exempt from a preparatory course at the discretion of the Committee on Lay Leadership Support. An individual's education would be evaluated using the handbook, [\*Licensed Lay Worship Leaders\*](#) or future editions.



The lay member must also complete all mandatory workshops (currently racial justice and boundaries training) and a police records check, according to policy set by the United Church of Canada, prior to initial licensing. These workshops may be completed concurrently with the preparatory course. For those seeking renewal of licenses, a 6-month grace period will be offered to complete the mandatory workshops. The Racial Justice training is only taken once, but the Boundaries Training must be refreshed every 5 years. In addition, an annual declaration of no criminal charges or convictions is required following the initial police records check.

### ***Licensing***

In order to be licensed for the first time, the lay person is required to provide the following:

- a) Written recommendation by the governing body of their community of faith;
- b) Written final evaluation by the facilitator of the preparatory course; and
- c) Verification of completion of mandatory workshops and police records check.

Once these documents are received by the Committee on Lay Leadership Support, a temporary one-year license will be issued. After the completion of one year as a licensed lay worship leader, an interview will be scheduled with the lay person. The Regional Council Executive, through the Committee on Lay Leadership Support, assesses the lay member's suitability and readiness for licensed lay worship leadership by examining their personal character, doctrinal beliefs, and educational competency. Based on the interview and accompanying documents (affirmation from the community of faith, sample worship service, sample sermon, and annual declaration), the Committee will make a recommendation to the Regional Council Executive regarding issuing a regular license.

The Regional Council Executive issues a licence to the lay member to function as a licensed lay worship leader within the jurisdiction of the regional council, under the direction of the regional council. A licensed lay worship leader may function in any of the communities of faith in Living Skies Regional Council as well as any of the organizations affiliated with it. A licence is normally valid for 3 years and may be renewed. The regional council recognizes the licensed lay worship leader at a service of worship, with participation from a member of the Regional Council.

## **Ongoing Support and Guidance**

### ***Renewal***

Licensed lay worship leaders require a conversation with the Committee on Lay Leadership Support in order for their license to be renewed; the license is normally valid for 3 years. The Committee on Lay Leadership Support, which has been authorised to make recommendations to the Regional Council Executive, will determine what reporting is required for the purposes of license renewal. This could include bulletins, sermons, a list of training completed or resources read, as well as the annual declaration regarding criminal charges/ criminal record and the annual worship service tracker (which communities of faith have been served and when). An affirmation from the community of faith where the licensed lay worship leader is a member indicating support for the ministry is also required for re-licensing.

Committee on Lay Leadership Support, October 2023

The Committee on Lay Leadership Support will organize learning opportunities for licensed lay worship leaders from time-to-time. There are also online training opportunities that the Committee would commend for support and encouragement. It is hoped that ongoing learning would be supported by the community of faith where the licensed lay worship leader is a member – this could include financial assistance to attend courses or to purchase resources.

### ***Frequency of service, accountability, and remuneration***

Pulpit supply is meant to be an occasional option for communities of faith and is further articulated in the [Pulpit Supply Policy](#) of Living Skies Regional Council. The definition of occasional for licensed lay worship leaders in a calendar year is outlined as follows:

<b>Number of services/ year in one community of faith</b>	<b>Accountability to Committee</b>
<b>12 or less</b> (No more than 3 consecutive services with an exception for seasons of Lent/ Advent)	<ul style="list-style-type: none"> <li>• Triennial re-licensing conversation</li> <li>• Annual declaration of criminal record check</li> <li>• Annual worship service tracker form</li> <li>• Current mandatory trainings</li> </ul>
<b>13 to 25</b> (No more than 3 consecutive services with an exception for seasons of Lent/ Advent)	<ul style="list-style-type: none"> <li>• Annual conversation for support</li> <li>• Triennial re-licensing conversation</li> <li>• Annual declaration of criminal record check</li> <li>• Annual worship service tracker form</li> <li>• Current mandatory trainings</li> </ul>
<b>26 and above</b>	<ul style="list-style-type: none"> <li>• Active M&amp;P Committee</li> <li>• Requires classification as a <a href="#">Congregational Designated Minister</a> (linked to handbook)</li> <li>• Could remain on Pulpit Supply list as a current LLWL for other communities of faith. Current mandatory training, annual declaration, and triennial re-licensing conversation would be required.</li> </ul>

Any licensed lay worship leader could access the Committee on Lay Leadership Support for issues related to worship leadership. This could include specific concerns or general support, as appropriate.

On average, a worship service requires a minimum of 8 hours to prepare. The community of faith is expected to remunerate licensed lay worship leaders in accordance with the Minimum Salaries & Reimbursements rate for Visiting Ministry Personnel, including travel, issued by General Council each year. Note: The Canada Revenue Agency requires that a T4A be

completed for annual aggregate amounts over \$500 paid to an individual, which would be approximately three worship services annually and above. When leading multiple worship services for one community of faith, it is recommended that remuneration be offered above the minimum rate for one Sunday, but not necessarily the full rate for each worship service. This additional remuneration would include offering worship in a care home or other facility. If the service(s) is cancelled due to weather, it is expected that the fee would be offered for the work completed; travel and meal costs would not be included.

### ***Annual worship service tracker form***

It will be the responsibility of the licensed lay worship leader to track the number and location of worship services provided each calendar year. The annual worship service tracker form will be submitted to the Committee on Lay Leadership Support in January. Conversations for support will be scheduled accordingly.

### ***Other considerations***

A licensed lay worship leader may not provide **pastoral care** in a community of faith that is not their own, understanding that pastoral relationships may have been established prior to licensing. It is expected that the licensed lay worship leader will refer any requests or requirements for pastoral care (counseling, home visitation, hospital visitation) to the called or appointed ministry personnel, or the pastoral charge supervisor for follow-up.

A licensed lay worship leader who is called to conduct **funeral services** is encouraged to take appropriate additional training. However, the conduct of funerals within a community of faith (including a funeral home), should abide by the funeral policy of the community of faith, and is to be arranged in consultation with the called or appointed ministry personnel or the pastoral charge supervisor of the community of faith. A licensed lay worship leader who conducts a funeral must ensure that the information is entered in the Burial Register of the community of faith. It is the responsibility of the community of faith to provide pastoral care in these circumstances.

Licensing does not include permission to preside at the sacraments; however, some licensed lay worship leaders are also sacraments elders in the community of faith where their membership rests. Should a licensed lay worship leader provide worship leadership in their home community of faith that includes the celebration of one of the sacraments as a Sacraments Elder, they would continue to be entitled to receive compensation consistent with the regular practice in that context.

Licensing does not provide a license to perform marriages. A stole and a clergy collar are reserved for those who are ministry personnel, called or appointed to a community of faith.

DRAFT