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## **Protocol**

or

### **Who To Call Now That Kim Has Retired**

I have retired as of June 21<sup>st</sup>, 2008. It appears there will a period of time before a replacement is hired for my position. The purpose of this document is to provide some guidance about whom to call about things for which you would normally call me. My office phone number and email address will no longer function after the end of June.

I have sent a more complete version of this document with contact information out to all the names on my presbytery email lists. I have not included them here for privacy reasons. You can use your Conference Directory, if you have one to find contact information for most or all of these names. Otherwise you can phone or email BC Conference Office at (800) 934-0434 or [info@bc.united-church.ca](mailto:info@bc.united-church.ca). to get a copy of the complete document. The receptionist, Missy, can also help you to get in touch with others with whom you may need to speak.

### **Check the Website First**

There is a great deal of useful information, documents and handbooks on my website. While I will not be updating the site with the latest information, it can still be accessed for some time, at least until my replacement has taken over. I would suggest that you look there first.

<http://web.mac.com/mackim2>

### **Pastoral Relations Matters**

For matters related to pastoral relations, the first person to call is always the Pastoral Relations Chair responsible for your pastoral charge. This applies to conflict management situations as well, even if the pastoral relationship is not at issue. In Kootenay Presbytery, PR Chair Barbara Langton is currently on sick leave as I write

this (June 20<sup>th</sup>) and David Boyd is temporarily filling in for her. I would suggest you contact David first and if Barbara is back, then he will redirect you. I will provide contact information for both:

For Kootenay Presbytery, contact:

Rev. David Boyd  
Nelson United Church

Rev. Barbara Langton  
Kimberley

For Kamloops Okanagan Presbytery, contact:

Martha Ashbaugh  
Kamloops

### **Other Personnel Matters**

If you have a personnel matter that your Pastoral Relations Convener can't help you with, call:

Treena Duncan  
Conference Personnel Minister  
BC Conference Office  
4383 Rumble St.  
Burnaby, BC V5J 2A2  
(800) 934-0434 ext 304

or her assistant

Brenda Wolff  
BC Conference Office  
4383 Rumble St.  
Burnaby, BC V5J 2A2  
(800) 934-0434 ext 308

As an additional backup, you could call my counterpart, Rev Paul Davis, who is the Conference Minister serving Cariboo Presbytery.

Rev Paul Davis  
Conference Minister, Cariboo Presbytery

## **Ecumenical Shared Ministries**

Where some kind of liaison is needed with other denominations involved in our ecumenical shared ministries, call Harvie Barker in KO Presbytery. Kootenay doesn't have an appointed Shared Ministries Liaison so I would suggest you call the Pastoral Relations Chair (David Boyd or Barb Langton).

### **Kamloops Okanagan**

Rev. Harvie Barker  
Penticton

## **Financial Matters**

### **Kootenay**

Sarah Tupholme  
Castlegar

### **Kamloops Okanagan**

Ron Routledge  
Kamloops

## **Property Matters**

### **Kootenay**

Sarah Tupholme  
Castlegar

### **Kamloops Okanagan**

Warren Grabinsky  
Vernon

## **Home Missions**

### **Kootenay**

Ted Giesbrecht  
Kimberley

### **Kamloops Okanagan**

Rev Don McCallum  
Lillooet

## **Other**

For additional help on financial, legal or other administrative matters contact:

Nellie Tang  
Conference Minister for Finance  
BC Conference Office  
4383 Rumble St.  
Burnaby, BC V5J 2A2  
1 (800) 934-0434 ext 309

Rev. Doug Goodwin  
Executive Secretary, BC Conference  
4383 Rumble St.  
Burnaby, BC V5J 2A2  
1 (800) 934-00434 ext 301

At times it may be appropriate to contact either the Chair or Secretary of your presbytery:

### *Chairs of Presbytery*

#### **Kootenay**

Hilary Bitten  
Arrow Lakes Pastoral Charge  
Nakusp

#### **Kamloops Okanagan**

Ivy Thomas  
North Thompson Pastoral Charge  
Clearwater

### *Secretaries of Presbytery*

#### **Kootenay**

Tess Moffatt  
Fairmont Hot Springs

#### **Kamloops Okanagan**

Louise Burton  
Armstrong

## **Email Lists and Groups**

I have been the “owner” or keeper of several email lists and online groups. I’ll describe each one below and name the person who will now be responsible for it.

### *Kootenay Presbytery Email List*

David Boyd has created a Yahoo! Group for all members and interested parties in Kootenay Presbytery. I think the membership of this group is almost the same as the people on my list. The difference is that any member of the Yahoo! Group can post a message directly to the group just by sending an email to the group’s address. This group will replace my list. David is the “owner” and “moderator” of this group. If you are not on the Yahoo! Group and would like to be, go to the address below and follow the instructions to join.

<http://groups.yahoo.com/group/kootenaypresbytery/>

David will also be taking over the Ministry Personnel list. If you are active ministry personnel you can expect to hear from him about how it will work.

### *KO Presbytery Email Lists*

Louise Burton now has charge of my email lists of:

- KO Ministry Personnel
- KO Presbytery Non-ministry Personnel (including lay presbyters, non-active ministers and many lay people who are not presbyters but are interested in receiving news about the wider church.

If you have a message to send to either of these lists, send it to Louise for forwarding.

The KO Executive *Yahoo! Group* is now in the hands of Ivy Thomas who is also starting a new *Yahoo! Group* for the Leadership Circle.

Ron Routledge is starting a new *Yahoo! Group* for the KO Management Team as well. These two groups will replace the *.mac* (dot mac) groups that we have been using until now.

Remember, if you don't know who to call, contact BC Conference Office and they'll help you out.

[info@bc.united-church.ca](mailto:info@bc.united-church.ca)

1-800-934-0434

Wishing you many blessings in your continuing work in this beloved United Church of ours.

A handwritten signature in black ink that reads "Kim". The signature is written in a cursive, flowing style.