

~~Appendix E~~

1971  
22<sup>+</sup>

(26 pages)

SECOND ANNUAL REPORT  
(For the Year 1970)

BY

THE COMMITTEE OF ADMINISTRATION

TO

THE BOARD OF GOVERNORS

OF THE

THEOLOGICAL COLLEGE OF THE  
CANADIAN REFORMED CHURCHES

Hamilton, Ontario  
February 6, 1971

TABLE OF CONTENTS

|    |   | <u>Page</u> |
|----|---|-------------|
|    | SUMMARY OF RECOMMENDATIONS AND REQUESTS . . . . .       | iii         |
|    | REPORT . . . . .  | 1           |
| 1. | COMMITTEE ACTIVITIES GENERALLY . . . . .                | 1           |
| 2. | PHYSICAL PLANT. . . . .                                 | 1           |
|    | A. RENOVATIONS . . . . .                                | 1           |
|    | (a) Third Floor . . . . .                               | 1           |
|    | (b) Main Building . . . . .                             | 2           |
|    | (c) Library . . . . .                                   | 2           |
|    | (d) Garage . . . . .                                    | 2           |
|    | (e) Parking Facilities . . . . .                        | 2           |
|    | B. FURNISHING . . . . .                                 | 2           |
|    | C. CARETAKING . . . . .                                 | 2           |
|    | D. BUILDING OPERATING EXPENSES . . . . .                | 3           |
|    | E. STUDENT BOOKSTORE . . . . .                          | 3           |
|    | F. USE OF BUILDING BY OTHERS . . . . .                  | 3           |
| 3. | FACULTY . . . . .                                       | 4           |
|    | A. SALARIES . . . . .                                   | 4           |
|    | B. REMUNERATIONS, EXTRA WORK, O.T. DEPARTMENT . . . . . | 4           |
|    | C. PENSIONS AND BENEFITS . . . . .                      | 6           |
|    | (a) Reserve Pension Fund . . . . .                      | 6           |
|    | (b) Kouwenhoven Family Pension . . . . .                | 6           |
|    | (c) Faculty Pension Regulations . . . . .               | 7           |
|    | (d) Foundation for Superannuation . . . . .             | 7           |
| 4. | ADMINISTRATIVE . . . . .                                | 7           |
| 5. | ORGANIZATIONAL . . . . .                                | 7           |
| 6. | FINANCIAL . . . . .                                     | 8           |
|    | (a) Church Contributions . . . . .                      | 8           |
|    | (b) Other Income . . . . .                              | 8           |
|    | (c) Other Gifts . . . . .                               | 8           |
|    | (d) Financial Statements . . . . .                      | 9           |
|    | (e) Investments . . . . .                               | 9           |
|    | (f) Audit . . . . .                                     | 9           |
|    | (g) Budget 1971 . . . . .                               | 10          |

|    |                            |    |
|----|----------------------------|----|
| 7. | SYNOD NEW WESTMINSTER 1971 | 11 |
| 8. | CONCLUSION                 | 11 |

APPENDICES

|            |  |    |
|------------|--|----|
| APPENDIX A | FACULTY PENSION REGULATIONS, CLAUSE F                          | 12 |
| APPENDIX B | FACULTY SALARIES -- DRAFT GUIDELINES                           | 13 |
| APPENDIX C | CONDITIONS RESPECTING STUDENT<br>RESIDENCE AND RESIDENCE RULES | 18 |
| APPENDIX D | CONTRIBUTIONS AND ARREARS 1970                                 | 20 |
| APPENDIX E | ARREARS PRIOR TO DEC. 31, 1968                                 | 22 |
| APPENDIX F | BUDGET 1971  | 23 |
| APPENDIX G | TREASURER'S REPORT AND FINANCIAL<br>STATEMENTS                 | 27 |

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SUMMARY OF RECOMMENDATIONS

AND REQUESTS

Page

RECOMMENDATIONS

|          |   |       |
|----------|---|-------|
| 1(a)-(f) | Salary Increases-Guidelines . . . . .                       | 4,16  |
| 2.       | Remuneration, Extra Work, O.T. Department . . . . .         | 5     |
| 3.       | Adoption of Faculty Pension Regulations, Clause F . . . . . | 7,12  |
| 4.       | Adoption of Budget 1971 . . . . .                           | 10,23 |
| 5.       | Adoption of the Second Annual Report . . . . .              | 11    |

REQUESTS

|    |   |      |
|----|---|------|
| 1. | To submit Salary Increases-Guidelines to Synod . . . . .  | 4,16 |
| 2. | (i) Communication of the reasons for Board decisions<br>in general, and . . . . .   | 6    |
|    | (ii) The Board's reasons for not accepting the<br>Committee's recommendation re remuneration of<br>the stand-by lecturer . . . . .  | 6    |
| 3. | The Board's reasons for its decision re the<br>Kouwenhoven pension and the meaning thereof . . . . .  | 7    |
| 4. | That the Board propose to Synod (i) to authorize<br>a professional audit annually and (ii) to give<br>the Board authority to adopt the annual reports<br>of the Treasurer . . . . . | 9    |
| 5. | Speedy disposition of the Budget . . . . .  | 10   |
| 6. | That the Board propose to Synod to authorize and<br>direct the Committee and the Board to prepare<br>and adopt annual Budgets and to increase contributions . . . . .               | 10   |
| 7. | Advice respecting the duties of the Committee and<br>of the Treasurer re forth coming Synod . . . . .   | 11   |

February 6th, 1971.

The Board of Governors,  
Theological College of The  
Canadian Reformed Churches,  
c/o Rev. D. VanderBoom, Secretary,  
3 Knotty Pine Trail,  
THORNHILL, Ontario.

Esteemed Brothers:

The Committee of Administration are pleased to submit to you  
their Annual Report for the year 1970.

1. COMMITTEE ACTIVITIES GENERALLY

The Committee have held five meetings during the past year. At all meetings but one, all the members of the Committee were present and in some cases members of the Board and of the Faculty attended as well. On several occasions the Committee appointed subcommittees to execute specific decisions and report back to the Committee. Details of the Committee's decisions and actions will be found in the Minutes of their meetings, approved copies of which were sent to the Board. Major decisions and actions, including the implementation of decisions and requests of the Board, are summarized in this Report.

We are pleased and thankful to report that we have been able to do the task assigned us in brotherly harmony and in health. The cooperation of the Churches, Board, Faculty and students has, in general, been excellent.

2. PHYSICAL PLANT

A. RENOVATIONS

(a) Third Floor

The renovations to the third floor of The College building have been completed and several of the students have taken up residence. The conditions of residence set by the Committee and the Residence Rules drafted by the Faculty and approved by the Committee are set out in Appendix C hereto.

(b) Main Building

Various areas not previously redecorated, such as the halls, sunroom and kitchen have received a fresh coat of paint. In addition various repairs and alterations of a minor nature were attended to.

Curtains were installed by the Women's Auxiliary. A further loan of \$200 (in addition to the \$510 lent in 1969) was extended to them for this purpose. This is now being repaid. We understand that the Auxiliary intends to replace the kitchen floor as well.

(c) Library

The expanding library requires more space. The Faculty requested that the garage be converted for this purpose. Your Committee, however, considered that this would involve too great an outlay of funds at the present time and proposed instead that the large room in the basement be renovated for library purposes. This would entail the installation of shelving, carpeting (indoor-outdoor) - in order to minimize the cold and dampness, and probably auxiliary electric heating and dehumidification equipment. This is being taken up with the Faculty.

(d) Garage

The Committee have not taken any decision respecting appropriate use of the garage. We understand, however, that the executive of the Women's Auxiliary is tentatively thinking of taking on the project of converting the garage for library purposes. This would probably require a loan from the College initially. This project would be in lieu of the proposed renovation referred to sub. 2A.c. supra.

(e) Parking Facilities

The parking facilities were greatly improved in the past summer by the construction of a gravelled parking lot at the rear of the building. At the same time we had the driveway repaired.

B. FURNISHING

In addition to the purchase of six beds for the students residence, we have suitably furnished the kitchen and sunroom.

C. CARETAKING

On the understanding that two students would be permitted to take up residence in the building during the summer in return for which they would keep the grounds and building neat and tidy, the caretaking arrangement with Mr. B. Groenwold was terminated. As it transpired the students did not stay over the summer so that we had to make other temporary arrangements.

Since September the students, in fulfilment of their obligation, have attended to the janitorial and landscaping work. They have apparently made some arrangement with one of the ladies from the Church of Hamilton to do the weekly housecleaning for which they remunerate her.

One of the local women's societies thoroughly cleaned the building prior to commencement of lectures.

These arrangements appear to be working satisfactorily, although it may be that we ought to consider the appointment of a permanent caretaker. We shall, therefore, reconsider this matter in the near future.

#### D. BUILDING OPERATING EXPENSES

There has been no significant change in these expenses during 1970. Insurance premiums are likely to rise in the future, however, as coverage of the library is increased. A slight increase in telephone cost results from the installation of an additional extension.

#### E. STUDENT BOOKSTORE

The students had commenced operating a bookstore in the building and requested permission to use a room in the building and a loan of \$500 for this purpose. Your Committee denied both requests on the ground that a business of this kind ought not to be carried on in the College especially since it involves to a certain extent competition with members of the Churches who operate bookstores.

#### F. USE OF BUILDING BY OTHERS

It had come to the Committee's attention that various groups and organizations such as Young Peoples' committees, Synodical Deputies, teachers' groups, etc. used the College building for meetings from time to time. Being of the opinion that the building should be used primarily for the purposes of the College and that any meetings to be held in it should not interfere with the operation of the College and the safety of the premises, (while at the same time recognizing that such use by legitimate groups might be convenient and even desirable) we inquired of the Principal what rules could be imposed in this respect. We were assured that meetings of groups not directly concerned with College work are not held in the building unless prior permission of the Principal is obtained, that such permission is withheld if the meetings could interfere with teaching or studying and that the groups concerned are required to leave the premises in a neat and tidy condition.

3. FACULTY

A. SALARIES

Following our recommendation made in our First Annual Report (RECOMM. (3), p. 14) and pursuant to the Board's request (letter, July 4, 1970) the Committee prepared a submission on Faculty Salaries, a copy of which is attached hereto as Appendix B.

The matters considered by the Committee in connection therewith and our conclusions are fully set out in Appendix B.

We draw the Board's attention to the following contained therein:

- (a) RECOMMENDATIONS (1) (a)-(f) respecting salary increases-guidelines, and
- (b) REQUEST (1) to submit the same, together with our considerations and opinions to the forthcoming Synod.

B. REMUNERATION, EXTRA WORK O.T. DEPARTMENT

Pursuant to the Board's request (letter July 4, 1970) the Committee:

(a) considered:

(i) the recommendation of the Faculty to give no remuneration to professors Faber and Selles and to pay \$500 to Rev. Scholten for extra work done in the Old Testament Department during the 1969-70 year.  
(Dr. Faber taught two extra hours, and Prof. Selles and Rev. Scholten each taught one extra hour in each semester).

(ii) the further recommendation of the Faculty to remunerate the work in the Old Testament Department for the 1970-71 year at the rate of \$250 per semester hour. This means:

|                 |         |                            |
|-----------------|---------|----------------------------|
| Dr. Faber       | \$1,000 | (2 hours, both semesters)  |
| Rev. Scholten   | 250     | (1 hour, first semester)   |
| Rev. VanDooren  | 250     | (1 hour, first semester)   |
| Rev. VanderBoom | 500     | (2 hours, second Semester) |

(iii) (with respect to Rev. VanderBoom) that the "permanent" lecturers receive \$100 per month and received the same amount for five months prior to commencing lectures in 1969.

(iv) (with respect to Rev. VanderBoom) that the stand-by lecturer will be teaching only in the second semester and not the entire year.

(b) were of the opinion:



- (i) that since the professors did not seek remuneration for the extra work done by them in 1969-1970 because of the special circumstances, i.e. the sudden death of Prof. Kouwenhoven, which required a number of instructors to take on an additional teaching load, the same should apply to the lecturers.
  - (ii) that the same considerations do not apply to the academic year 1970-71, and that therefore the instructors ought not to be expected to take on an additional teaching load without additional remuneration.
  - (iii) that since the Committee have recommended certain salary increases to take effect as of January 1, 1970, such increases, if approved by Synod, should be taken into account, in order that the objective to treat the professors on an equal basis in salary matters (See App. B 1.A.i) not be disturbed, and that in any event it must be remembered that professors who have a lesser teaching load have other duties to fulfill.
  - (iv) that the stand-by lecturer should be put in approximately the same position as the lecturers for the months he is actually teaching and should also receive one-half the amount the lecturers received for "preparation". Thus he should receive \$250 plus \$100 per month from January 1, through May, 1971.
- (c) The Committee therefore recommended to the Board and hereby RECOMMEND (2) that the following additional remuneration be authorized for the 1970-71 academic year for work in the Old Testament Department:
- (i) Fall Term:
    - Rev. VanDooren           \$250
    - Rev. Scholten            250
    - Dr. Faber                 500
  - (ii) Spring Term:
    - Dr. Faber                 500
    - Rev. VanderBoom         500
  - (iii) That Rev. VanderBoom be paid an additional \$250 as remuneration for his preparation for lectures, and that he be entitled to be reimbursed for his travelling expenses.
  - (iv) Provided, however, that the extra remuneration to Dr. Faber for the Spring Term not be paid if Synod approve our recommendation for salary increases effective as of January 1, 1971.

- (v) In view of the possibility that Rev. Scholten may not be able to resume his duties in the Spring Term, we further recommend that in that event the person or persons taking his place (if any) be remunerated at the above rate of \$250 per semester-hour, but subject nevertheless to the proviso set forth in (iv) above if such person or persons be full-time faculty members.
- (d) The Committee have noted the Board's decision with respect to the remuneration of the stand-by lecturer (letter, Dec. 29, 1970) The Committee should appreciate it if the Board, having considered but rejected the Committee's advice in a particular matter, communicate to the Committee their reasons for so doing, and we therefore respectfully REQUEST (2)
  - (i) that the Board do so in the future, and
  - (ii) the Board's reasons for this particular decision

#### C. PENSIONS AND BENEFITS

##### (a) RESERVE PENSION FUND

Pursuant to our Prop. (5) (First Annual Report, p. 11) and the Board's adopting thereof, (letter of the Board July 4, 1970) we have set aside the sum of \$7,000 plus the sum of \$500 for 1970 as a Reserve Pension Fund. These monies are invested in a 7  $\frac{3}{4}$ %, 2 year, 1 day Term Deposit Account.

##### (b) KOLWENHOVEN FAMILY PENSION

(i) Pursuant to our Recomm. (4) and Prop. (9) (First Annual Report, p. 15 and pp. 15, 31 respectively) and the Board's adoption thereof (subject to minor changes) (letters of the Board, May 13, July 4, 1970) we continued to pay to Mrs. Kouwenhoven the full salary through June 1970 and commenced payment of the pension as of July 1, 1970.

(ii) The Committee have noted the Board's decision in respect of this pension to change the age limit of dependent children from 18 to 21 as of January 1, 1971. (letter, Dec. 29, 1970)

The Committee are concerned that this decision may be contrary to the Faculty Pension Regulations as adopted which define "child" in clause A(a) thereof for this purpose as being under the age of 18.

The Committee is unable to ascertain from the Board's letter whether this decision entails an amendment to the above Regulations, which would require a specific decision by the Board to that effect, or whether the Board was exercising its discretion under the provisions of clause E of the said Regulations, in which case the language of the decision is inapt. It is to be noted, however, that with respect to the latter, such discretion may only be exercised after obtaining the advice of the Committee, and which in any event can only be exercised in favour of a child or children who by definition are under the age of 18.

(iii) We would respectfully submit that since apparently the decision involved an amendment to the Regulations, such a decision should not have been taken without the advice of the Committee, especially not since the Regulations were drafted by the Committee and adopted by the Board less than a year ago.

(iv) We further respectfully REQUEST (3) that Board advise us of their reasons for the above mentioned decision and the exact meaning thereof.

(c) FACULTY PENSION REGULATIONS

At the request of the Board (letter July 4, 1970) the Committee prepared a draft of clause F (Conditions) to the Faculty Pension Regulations. This clause is annexed hereto as Appendix A, and we RECOMMEND (3) the adoption thereof.

(d) FOUNDATION FOR SUPERANNUATION

We remind the Board of our Prop. (6) (First Annual Report, p. 13) as amended (letter of the Board, July 4, 1970) respecting an increase in premiums and benefits.

It would be wise for the Board to remind the Foundation to have the admission of the Board as a member formally approved, in accordance with Art. 14 of the Statutes, at the forthcoming members' meeting to be held at the same time as the next Synod.

4. ADMINISTRATIVE

After consultation with the Faculty the Committee appointed Mrs. J. Faber to do general typing, ordering of books and other administrative matters and to continue with the cataloguing of the library. She had been doing the last-mentioned work for some time without remuneration. These duties require approximately 3 mornings per week, and the Committee has set the rate of \$2 per hour as remuneration.

In addition the Faculty was authorized to engage Mrs. M. Kampen to such other typing as they require to have done from time to time at the same remuneration.

It can be expected that administrative duties will increase in the future and it may therefore be desirable to appoint a full-time administrator in the near future who would not only do the general typing and other administrative work but could also be appointed to oversee the library - at any rate the administrative end - and who could perhaps take over some of the Treasurer's routine duties as well. The Committee will consider this matter in the coming year and come up with specific proposals in due course.

5. ORGANIZATIONAL

The Committee have yet to draft Regulations concerning its operations. These will be integrated with the Regulations to be prepared by Mr. A. H. Dosterhoff respecting the College, Faculty, Senate and Board.

The Committee have also authorized Mr. Costerhoff to check further into the possibility of incorporation. We are of the opinion that it is highly desirable to organize the College on a corporate or quasi-corporate basis to the extent that this can be achieved within our church polity. Some form of organization is required in order that the College can be registered as a charitable organization with the Department of National Revenue.

By Committee decision the above work will be done on a professional basis.

## 6. FINANCIAL

### (a) CHURCH CONTRIBUTIONS

A summary of contributions received for 1970 appears in Appendix D hereto. Churches which have fallen in arrears during this period have been reminded of their obligations from time to time. Current arrears are also summarized in Appendix D. To a certain extent these were caused by our late advice to the Churches of the increase in contributions for the year 1970. The Board will recall that in the circumstances the delay was unavoidable.

We have instituted a procedure whereby prior to January 1 in each year a form is sent out to all of the Churches on which they are asked to fill in the number of confessing members as at that date. Contributions for the ensuing year will be based on that figure; however, adjustments can be made during the year in the event of changes in the membership.

A summary of arrears relating to the period prior to December 31, 1968, and still unpaid as at December 31, 1970, is set out in Appendix E hereto, together with comparative figures for December 31, 1969. It is apparent that the Churches in arrears with the exception of Watford are paying off these amounts in accordance with their respective undertakings.

### (b) OTHER INCOME

Other income as reported in the Statement of Revenue and Expense, included in Appendix G hereto, includes a number of gifts made by individuals, the proceeds of collections held by several groups, gifts from The Netherlands in respect of the drive held there a year ago and student fees. The gifts have been acknowledged from time to time by the Principal in Canadian Reformed Magazine.

Because we have not yet been registered as a charitable organization we have had to suggest to donors to contribute via their local Churches for the time being in order to obtain a receipt for tax purposes.

### (c) OTHER GIFTS

In addition to several monetary gifts, gifts of books, manuscripts and publications, were received from time to time and other presentations, notably a tape recorder (by the Women's Auxiliary) were made, and similarly acknowledged.

(d) FINANCIAL STATEMENTS

The Report of the Treasurer including a Balance Sheet as at December 31, 1970, Statement of Revenue and Expense for the year ended on that date, and a Statement of Library Fund as at December 31, 1969, is attached hereto as Appendix G.

(e) INVESTMENTS

The Committee have made several rearrangements in the investments during the past year, the object of which was:

- (i) to have sufficient working capital on hand for day-to-day operation
- (ii) to maintain a general true savings account out of which monies could be transferred to the current account as needed, but which would draw a reasonable interest in the meantime.
- (iii) to separate and separately invest the library account
- (iv) to separately invest the Reserve Pension fund for a 2 year, 1 day period to earn a higher rate of interest, yet so as not to tie it up for too long a period of time in the event that it becomes necessary to draw upon it.
- (v) to place the balance in a shorter Term Deposit Account so that it will be available when needed.

The above-mentioned investments are detailed in the Balance Sheet included in Appendix G. hereto.

(f) AUDIT

In accordance with Synod appointment (Synod Orangeville, Acts, Art. 180.1) the Committee will arrange to have the books audited by the Church of Chatham, prior to the forthcoming Synod.

The Committee are of the opinion, however, that we should be empowered to engage a professional auditor to audit the books on an annual basis, and we REQUEST (4) the Board

- (i) to so propose to Synod, and
- (ii) to request Synod to give the Board the authority to adopt the annual Reports of the Treasurer

In our view it is important to have a professional person do the audit for these reasons:

- (i) He is competent to conduct such an inquiry. While a member of a Church may be, a Church or a Consistory thereof is not.

- (ii) A professional auditor could advise the Treasurer as to improvements that should be made in his procedures
- (iii) Since the College is operating on a budget of about \$50,000 per year a competent review of the books should be made on a regular basis to protect the interests of the Treasurer and of the Churches.

If this proposal is adopted by Synod, it could appear that a Church need not be appointed for the purpose. If, however, Synod should deem this desirable in addition to an outside audit, we would suggest that a Church in the vicinity of Hamilton be appointed.

(g) BUDGET 1971

At their meeting held October 17, 1970, the Committee prepared a draft Budget for the ensuing year. This Budget which was sent to the Board on November 17, 1970, is reproduced in Appendix F hereto annexed. The reason the Budget was prepared so far in advance was to permit the Board to consider it prior to January 1, 1971, and to advise the Committee of its decision respecting the same, so that the Committee could then let the Churches know of any change in contributions. At the date this Report was drafted (mid-January, 1971) we have not yet been notified of this decision. We REQUEST (5) the Board to deal with the Budget speedily in future in order that we do not inconvenience the Churches as was unfortunately the case in 1970.

We RECOMMEND (4) the adoption of this Budget.

We further draw the Board's attention to the note appearing on the second page of the Budget, to the effect that it does not take into account proposed salary increases. If these are adopted by Synod an amended Budget may have to be prepared which may call for an increase in contributions. We were of the opinion, however, that it would be presumptuous to prepare such a Budget before Synod has considered the matter of salary increases.

We are further of the opinion that it is essential for the Committee and the Board to have the authority to prepare a Budget for each fiscal year. We therefore REQUEST (6) the Board to propose to the forthcoming Synod that it authorize and direct the Committee to draft a Budget for each fiscal year to be presented to the Board and to direct the Board to adopt (or vary and adopt) such Budget for each fiscal year; further, that Synod authorize to recommend and the Board to adopt such increases in contributions as may be required from time to time; and further to authorize the Board to call upon the Churches to remit such increased contributions.

The discretion can of course not be an unlimited one. For example, we would suggest that the matter of salaries is an item that should be set by Synod alone (subject to an emergency discretion in the Board). Perhaps an outside limit as to increases should also be set.

7. SYNOD NEW WESTMINSTER 1971

It does not appear from the Acts of Synod Orangeville, 1968 whether the Committee is required to submit a report of its activities to the forthcoming Synod. We assume that this is not our function which is restricted in the main to serving the Board with advice in matters financial.

On the other hand, The Treasurer will no doubt have to submit a report to Synod.

We REQUEST (7) the advice of the Board (a) whether our assumption with respect to the Committee's duties is correct and if not what our duties are in this regard, and (b) what should be the extent and format of the Treasurer's Report.

8. CONCLUSION

The foregoing represents a report of the major activities of your Committee during the past year, together with certain recommendations and requests, which we hereby submit to you.

We RECOMMEND (5) the adoption of this Second Annual Report.


All of which is respectfully submitted.

With brotherly greetings  
Committee of Administration,  
Theological College of the  
Canadian Reformed Churches

per   
M. VanGrootheest, Chairman

  
A. H. Oosterhoff, Secretary

  
H. Dantuma, Treasurer

  
A. J. Hordyk

  
J. Nedemblik

Draft Faculty Pension RegulationsF. Conditions

Provided that the right to any salary continuation, Professor's Pension, Widow's Pension, Dependents' Allowance or Special Dependents' Allowance provided for in these Regulations is lost and forfeited, and no such salary, pension or allowance will be paid (except in the sole discretion of the Board),

- (a) to a professor if he
    - (i) is deposed from his office, or
    - (ii) ceases to be a member of one of the Canadian Reformed Churches or of one of their sister-Churches;
  - (b) to a professor's widow if she ceases to be a member of one of the Canadian Reformed Churches or of one of their sister - Churches.
  - (c) to or for the benefit of a professor's child if he or she ceases to be a member of one of the Canadian Reformed Churches or of one of their sister - Churches.
-



FACULTY SALARIES  
CONSIDERATIONS AND RECOMMENDATIONS

1. The Committee of Administration in reaching their recommendations set forth below, considered:

A. Re professors:

- (a) That Synod Orangeville in the budget set by it for the Theological College fixed the basic annual salary of each professor at \$7,000, adding thereto a dwelling allowance of \$1,500, making a total of \$8,500 (Acts, Art. 132, VI).
- (b) That at the recommendation of the Committee (Interim Report, 23 Jan., 1969, p.4) and pursuant to the decision of the Board (Letter, Board to Committee, Feb. 27, 1969, cl.4), the dwelling allowance was increased to \$2,500.
- (c) That pursuant to the Committee's proposal (First Annual Report, Prop. 8, p.14) and by decision of the Board (Letter, Board to Committee, July 4, 1970) the salaries of professors for 1970 were increased by 5 per cent to offset the increase in the cost of living.
- (d) That the total annual remuneration of each professor for 1970 is therefore:

|                               |         |
|-------------------------------|---------|
| Basic salary                  | \$7,000 |
| Dwelling allowance - original | 1,500   |
| added                         | 1,000   |
| Cost of living allowance      | 475     |
|                               | \$9,975 |
| Total for 1970                |         |

- (e) That the only other income the professors receive is obtained from preaching engagements.
- (f) Information obtained from the two professors through personal meetings with two members of the Committee. This information is confidential, but indicates that in one case the present salary is inadequate to the extent that there is difficulty in meeting necessary financial obligations; and that in the other case there is not the same difficulty by reason solely of the employment of the spouse.

- (g) The number of the professors' and future professors' dependents.
- (h) That the professors reside in a relatively high cost-of-living area.
- (i) That the Faculty recommends that the basic salaries for professors be increased from \$9,500 to \$10,000; that all professors should in salary matters be treated on an equal basis; but that an allowance of \$500 per child up to age 21 (or the earlier age that a child becomes independent) be allowed in addition to the basic salary.
- (j) That the remuneration paid to or received by ministers in our Churches is on the average about \$12,500. We substantiate this as follows:

|                              |                |              |
|------------------------------|----------------|--------------|
| Minister's basic salary      |                | \$ 7,000     |
| Car allowance                | \$1,000        |              |
| House                        | 3,000          |              |
| Realty taxes                 | 600            |              |
|                              | <u>\$4,600</u> |              |
| Income tax at 20% on \$4,600 | 920            | <u>5,520</u> |
| Total receipts or benefits   |                | \$12,520     |

- (k) That a minister is required to pay income tax only on his basic salary, whereas a professor is taxable on all his receipts (including, for example, an amount allowed for his dwelling).
- (l) That the increase in the cost of living varies from year to year and is difficult to estimate a year in advance.
- B. Re lecturers:
- (a) That Synod Orangeville in the budget set by it for the Theological College fixed the annual remuneration for each lecturer at \$1,200 (Acts, Art. 132 VI).
- (b) That the Faculty recommends that the annual remuneration for each lecturer be increased from \$1,200 to \$2,000 and to add thereto such amount each year as is necessary to offset the increase in the cost of living.

- (c) That the lecturers are not dependent upon this remuneration for their income, since they receive regular salaries from their churches.

2. We are of the opinion:

A. Re Professors:

- (a) That, considering the various matters outlined above, and especially the benefits received by ministers in the Churches, the salaries paid to the professors is inadequate and must be increased.
- (b) That in view of the fact that a professor is taxable on all allowances it is not desirable to split up his remuneration into a basic salary and a dwelling allowance.
- (c) That while ideally the number of a professor's dependents should not have to be considered in arriving at an adequate salary, we must consider our limited means, the possibility that a professor in the future may not have any dependents and may not need as large a salary as others, and that such factors are also considered by the Churches in setting the ministers' salaries.
- (d) That because of the difficulty of estimating the rise in the cost of living from year to year, it is preferable to increase professors' salaries by a fixed amount each year, such amount to be sufficient to cover at least the average annual increase in the cost of living.
- (e) That in this way not only is the purchasing power of a professor's basic salary protected, but he will also receive a modest real increase each year (depending as to amount on the rate of inflation from year to year).
- (f) That an annual real increase is desirable in order that the basic salary to some extent keep pace with the general rise in salaries in the economy (including that of ministers in the Churches).

B. Re Lecturers:

- (a) That, considering the matters above set out, especially the fact that the lecturers are not dependent upon their remuneration for their income, the remuneration paid to the lecturers is adequate.

- (b) That the time spent by the lecturers on College work is time not spent on work in their Churches, but for which they are nevertheless already remunerated by their Churches.
- (c) That a lectureship is not an additional employment to be remunerated accordingly, but a service performed outside of the lecturers' congregations to which the Consistories concerned have given their consent.
- (d) That the remuneration is reasonable for the services.

3. We therefore RECOMMEND (1)

- (a) That the professors' basic salary be increased to \$11,000 per annum.  
(Alternatively this may be regarded as an increase in the basic salary to \$8,500 plus a dwelling allowance of \$2,500; total \$11,000)
- (b) That the professors' basic salary be further increased by an amount of \$500 in each year, such amount to include a sum required to offset the rise in the cost of living.
- (c) That the professors be paid an additional amount of \$300 per annum for each child under the age of 18 (a child being considered 18 for the balance of the calendar year in which he reaches that age) unless before that age he becomes independent.
- (d) That the Board after obtaining the advice of the Committee, have the discretion to pay to a professor such additional amounts from time to time as may appear necessary. This discretion would seem appropriate in order to provide for unforeseen events.
- (e) That recommendations (a), (c) and (d) take effect as of January 1, 1971, and recommendation (b) as of January 1, 1972.
- (f) That the remuneration for lecturers not be increased.

4. We REQUEST <sup>(1)</sup> that the Board submit these recommendations, including our considerations and opinions to the forthcoming Synod.

5. Recognizing that the Board cannot make a decision in these matters, the proposed Budget 1971, does not take the recommended increases into account.

6. It is to be noted that our recommendations, if approved by Synod, provide a permanent salary schedule, subject to review every three years by the Committee and decisions by future Synods.

7. A copy of these recommendations will be reproduced in our next annual report.

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CONDITIONS RESPECTING STUDENT ACCOMMODATION

1. The maximum number of students residents permitted on the third floor of the College building is six.
2. The students may prepare and eat breakfast and lunch in the kitchen, but as no cooking is permitted dinner must be had elsewhere.
3. No laundry is to be done in the building.
4. Beds are supplied. Other furniture, linens, towels, etc. is the students' responsibility.
5. The students agree to keep the buildings and grounds clean and tidy, including lawnmowing and snow-shovelling. Cleaning directions and equipment are supplied.
6. The students abide by the Residence rules set by the Faculty and approved by the Committee.

RESIDENCE RULES

1. Rooms are kept clean and presentable.
2. Breakfast and lunch may be prepared and eaten in the kitchen, but the cooking and eating of a warm meal in the building cannot be allowed.
3. No laundry is done in the building.
4. No alcohol is allowed in the building.
5. No smoking is allowed in the part of the building used for residence.
6. Students use exclusively the telephone in the office and only for local calls.
7. Students keep their personal effects in their rooms.
8. Students use preferably the side and backdoor of the building,
9. Students use the toilets on the first and third floor.
10. Students do not enter and use the rooms of the faculty members in their absence.
11. Female guests are not entertained in the building.
12. Students choose a don who is the head of the student household and the spokesman for the students.

13. In compensation for the residence granted the students:

- a. keep the lawn mowed and the garden kept up during the season.
- b. shovel snow from front, side and back entrance and from the driveway.
- c. wash all dishes each day and keep the kitchen clean.
- d. do the necessary cleaning of the building once a week or have it done. This includes: vacuum cleaning, dusting, cleaning of floors, toilets, windows, - inside- and of front and backporch, and whatever else is necessary to keep the building spic and span.

CHURCH CONTRIBUTIONS RECEIVED DURING 1970AND ARREARS FOR 1970AS AT DEC. 31st 1970

| NUMBER<br>COMM.<br>MEMBERS | CHURCH          | QUOTA FOR 1970<br>BASED ON \$ 15.00<br>PER COMM. MEMBER | REC'D FOR<br>CURRENT<br>PERIOD | ARREARS<br>FOR<br>1970 |
|----------------------------|-----------------|---|--------------------------------|------------------------|
| 116                        | ABBOTSFORD      | \$ 1,740.00   | 1,579.30                       | 160.70                 |
| 28                         | BARRHEAD        | 420.00  | 420.00                         |                        |
| 49                         | BRAMPTON        | 735.00  | 735.00                         |                        |
| 506                        | BURLINGTON      | 7,590.00  | 7,590.00                       |                        |
| 16                         | CALGARY         | 240.00  | 240.00                         |                        |
| 109                        | CARMAN          | 1,635.00  | 1,635.00                       |                        |
| 156                        | CHATHAM         | 2,340.00  | 2,340.00                       |                        |
| 33                         | CHILLIWACK      | 453.75  | 423.50                         | 30.25                  |
| 132                        | CLOVERDALE      | 1,980.00  | 1,980.00                       |                        |
| 103                        | COALDALE        | 1,545.00  | 1,500.00                       | 45.00                  |
| 242                        | EDMONTON        | 3,630.00  | 3,630.00                       |                        |
| 150                        | FERGUS-GUELPH   | 2,250.00  | 2,250.00                       |                        |
| 83                         | GRAND RAPIDS    | 1,245.00  | 1,142.87                       | 102.13                 |
| 158                        | HAMILTON        | 2,370.00  | 2,370.00                       |                        |
| 48                         | HOUSTON         | 720.00  | 720.00                         |                        |
| 36                         | LONDON          | 540.00  | 540.00                         |                        |
|                            | MATHESON        | ---   | ---                            |                        |
| 50                         | NEERLANDIA      | 750.00  | 750.00                         |                        |
| 245                        | NEW WESTMINSTER | 3,675.00  | 3,551.28                       | 123.72                 |
| 156                        | ORANGEVILLE     | 2,340.00  | 2,340.00                       |                        |
| 16                         | OTTAWA          | 240.00  | 240.00                         |                        |
| 104                        | SMITHERS        | 1,560.00  | 700.00                         | 860.00                 |
| 339                        | SMITHVILLE      | 5,085.00  | 4,746.00                       | 339.00                 |
| 265                        | TORONTO         | 3,975.00  | 3,975.00                       |                        |
| 41                         | WATFORD         | 615.00  | 615.00                         |                        |
| 65                         | WINNIPEG        | 975.00  | 814.27                         | 160.73                 |
| 3246                       | TOTALS          | 48,648.75   | 46,827.22                      | 1,821.53               |

## Notes:

1. The outstanding monies for Abbotsford may find its reason due to Chilliwack's instituting during 1970. Or covering monies owing re increase from 14.00 to 15.00.
2. Chilliwack instituted as of Febr. 1st 1970. Their quota totalling \$ 453.75 is based on 11 months. Per year a total of \$ 495.00. The difference being \$ 41.25 and which is reflected on the grand total quota.  
 $\$ 48,648.75 + \$ 41.25 = \$ 48,690.00$  and  
 $3246 \quad \times \$ 15.00 = \$ 48,690.00$

-continued-



## Notes continued ( Appendix -D- )

3. Grand Rapids outstanding balance of \$ 102.03 accounts for U.S.Exchange. \$ 1142.87 is the exact amount received in Canadian Funds.
4. Smithers forwarded cheque for \$ 750.00, dated Dec.31st 1970. Received and deposited to the College account in January 1971.
5. Smithville's arrears of \$ 339.00 cover the increase of \$ 1.00 per comm.member for 1970.  
Whereas the Church of Lincoln became independant as of Sept. 1st 1970, the contributions for both Churches are paid up by Smithville. As of Jan. 1st 1971 the Church of Lincoln will be assessed seperately.
6. Received from Winnipeg cheque for \$ 165.73, dated Dec.31st 1970 and deposited in January 1971.

CHURCHES IN ARREARS PRIOR TO DECEMBER 31st 1968

|               | <u>AS AT</u><br><u>DEC. 31*69</u> | <u>AS AT</u><br><u>DEC. 31*70</u> |
|---------------|-----------------------------------|-----------------------------------|
| BURLINGTON    | \$ 4,495.24                       | \$ 3,400.00                       |
| FERGUS-GUELPH | 250.95                            | 250.95                            |
| ORANGEVILLE   | 2,023.00                          | 1,343.00                          |
| WATFORD       | <u>453.53</u>                     | <u>453.53</u>                     |
|               | \$ 7,222.72                       | \$ 5,447.48                       |
|               | =====                             | =====                             |

Notes:

1. Since there are 2 Churches in Burlington as of January 1st 1971 ( Burlington East and Burlington West) each Church commits herself to half of the arrears owing or \$ 1700.00. The agreement stands to pay the arrears over a period of three years.
2. The Church of Fergus-Guelph will pay its arrears as soon as funds are available.
3. The Church of Orangeville has agreed to pay its arrears within two years.
4. The Church of Watford is still not able to clear the arrears at this time, due to small number of members.

BUDGET 1971  
Theological College

| <u>BUDGET 1971</u>   |             | <u>BUDGET 1970</u> |
|--|-------------|--------------------|
| 1. Salary 2 Profs.   | 20,947.50   | 19,950.00          |
| 2. Salary 2 Lecturers  | 2,400.00    | 2,400.00           |
| 3. Salary 1 Prof.  | 4,000.00    | 2,000.00           |
| 4. Pension Mrs. Kouwenhoven  | 3,255.00    | 8,000.00           |
| 5. OHSIP & D. H. Allowance 2 Profs.  | 309.00      |                    |
| 6. Insurance J. Faber  | 271.08      | 265.00             |
| 7. Canada Pension - Profs. & Lecturers   | 190.80      | 200.00             |
| 8. Superannuation  | 1,950.00    | 1,950.00           |
| 9. Reserve Pension   | 500.00      | 500.00             |
| 10. Workmen's Compensation Board   | 28.50       |                    |
| 11. Travel Expense Lecturers   | 800.00      | 800.00             |
| 12. Meeting Expense Governors  | 1,000.00    | 1,000.00           |
| 13. Administration   | 1,700.00    | 2,500.00           |
| 14. Legal Fees   | 1,000.00    |                    |
| 15. Assistant Librarian-bookkeeper   | 1,000.00    | 1,000.00           |
| 16. Caretaking Reserve   | 500.00      | 2,000.00           |
| 17. Building Improvements-Maint.   | 2,500.00    | 2,000.00           |
| 18. Hydro  | 200.00      | 200.00             |
| 19. Fuel   | 350.00      | 350.00             |
| 20. Telephone  | 300.00      | 275.00             |
| 21. Fire Insurance - incl. burglary  | 280.47      | 280.00             |
| 22. Library  | 2,500.00    | 2,500.00           |
| 23. Moving expenses, third Prof.   | 2,000.00    | 1,830.00           |
| 24. Unforeseen expense   | 2,717.65    |                    |
|  | \$50,700.00 | \$50,000.00        |
| 25. Estimated Income 1971, based<br>on 4% increase in number of<br>conf. members over 1970,<br>3250 plus 130 = 3380 @ \$15 | \$50,700.00 |                    |

Note - This Budget does not take into account proposed salary increases. If these are adopted by Synod an amended Budget will have to be prepared which may call for a higher contribution.

1. Salary 2 Profs.

|             |                  |                              |
|-------------|------------------|------------------------------|
| Budget 1970 | 19,950.00        |                              |
| Add 5%      | 997.50           | Allowance for cost of living |
|             | <u>20,947.50</u> |                              |

3. Salary 1 Prof.

Reserved double the amount reserved in 1970 for third professor, so that total reserve will be \$6,000.

4. Pension Mrs. N. E. C. Kouwenhoven

|   |                 |
|---|-----------------|
| Our obligation for 1971 12 x \$450.00                                       | \$ 5,400.00     |
| add 5% allowance for cost of living<br>(refer to letter Vd.Boom, May 18,70) | <u>270.00</u>   |
|   | 5,670.00        |
| Deduct payments by Superannuation<br>(12 x \$201.25)                        | <u>2,415.00</u> |
|   | \$ 3,255.00     |

5. OHSIP & Ont. H. allowance 50%

|                     | <u>OHSIP</u> | <u>ONT. H.</u> |                      |
|---------------------|--------------|----------------|----------------------|
| J. F.               | 14.75        | 11.00          | p.m.                 |
| L. S.               | 14.75        | 11.00          | p.m.                 |
|                     | <u>29.50</u> | <u>22.00</u>   | p.m.                 |
|                     | 22.00        |                |                      |
|                     | 51.50        |                | p.m. (50% = \$25.75) |
| Yearly 12 x \$25.75 |              |                | 309.00               |

6. Insurance J. Faber

|                     |                                   |
|---------------------|-----------------------------------|
| Guar. Ren. Policy   |                                   |
| Sickness & Accident | 33.69 x 4 = 134.76                |
|                     | 11.36 x 12 = <u>136.32</u> 271.08 |

7. Canada Pension

|       |       |        |
|-------|-------|--------|
| J. F. | 84.60 |        |
| L. S. | 84.60 |        |
| G.Vd. | 10.80 |        |
| H.S.  | 10.80 |        |
|       |       | 190.80 |

10. Workmen's Compensation Board

Based on 1970 assessment

13. Administration

To cover meetings, mileage members  
Comm. of Adm., office expenses,  
supplies, etc.

14. Legal Fees (Taken out of 13)

Services of Chartered Accountant  
Services of Lawyer A. Oosterhoff - re drafting Bylaws, etc.

15. Assistant Librarian & bookkeeper

To cover hours spend on library by  
Mr. Werkman and Mrs. J. Faber  
Max. 10 hours per week at 2.00 per hour  
Hours spend by Mrs. J. Faber as assistant  
to treasurer, and Mrs. M. Kampen as typist.

16. Caretaking Reserve

For annual cleaning and summer caretaking

17. Building Improvements - Maintenance

Higher by \$500 to cover conversion of third  
floor, furniture purchases, library extension

18. Hydro

Unchanged. Estimated.

19. Fuel

Unchanged. Close to actual cost.

20. Telephone

Increased with \$25.00. Actual cost.

21. Fire Insurance

|          |          |
|----------|----------|
| Building | \$257.00 |
| Burglary | 23.47    |
|          | <hr/>    |
|          | \$280.47 |

23. Moving expenses

Re third professor to be appointed

24. Unforeseen expenses

Higher than last year to take account of certain temporary expenditures, e.g. Canada Pension payments for 3rd lecturer; idem plus hospital and medical premium and other insurance premiums, third professor; additional proposed remuneration O.T. Dept.

25. Estimated Income

This is based solely on contributions. Our estimate of increase in 1970 (5%) turned out to be only 4% - hence the reduced rate.