



MINUTES OF  
**MANAGEMENT TEAM**  
 Kamloops-Okanagan Presbytery

OF BRITISH COLUMBIA CONFERENCE  
 The United Church of Canada

June 27, 2011

THE HOME OF IVY THOMAS  
 KAMLOOPS, BRITISH COLUMBIA

<b>PRESENT</b>	Louise Burton (Human Resources), Leslie Stirling (Treasurer/Administration), Reta Robertson (Gifts & Callings), Graham Brownmiller (Secretary), Steve Hershey (Chair), Ivy Thomas (Conference Minister), Joanne Koster (Presbytery Youth Minister)
<b>REGRETS</b>	Teri Meyer
<b>GUESTS</b>	Martha Ashbaugh (Pastoral Relations), Kelly Grittner (Penticton Commission)
<b>AUTHORITY &amp; CALL TO ORDER</b>	Pursuant to the authority of the 2011 Meeting of Kamloops-Okanagan Presbytery (KOP) at BC Conference, the Management Team of KOP was Called to Order at 11 am at the home of Ivy Thomas, Kamloops, BC and was declared open to conduct the business properly before it, Chair Steve Hershey presiding. A quorum was present.
<b>WORSHIP &amp; CHECK-IN</b>	Steve Hershey led us in a check-in and worship time.
<b>AGENDA BUILDING</b>	Chair, Steve Hershey, led us in building an agenda for today. <b>MS</b> (L. Burton/ R. Robertson) that we adopt the agenda as created. <b>Carried.</b>
<b>CORRESPONDING PRIVILEGES</b>	<b>MS</b> (L. Stirling / L. Burton) that we grant Corresponding Privileges to Martha Ashbaugh and Kelly Grittner for this meeting of the KOP Management Team. <b>Carried.</b>
<b>MINUTES OF PREVIOUS MEETING</b>	<b>MS</b> (L. Stirling / L. Burton) that the minutes of the January 5, 2011 meeting of the KOP Management Team be adopted as circulated. <b>Carried</b> <b>MS</b> (L. Burton / L. Stirling) that the minutes of the February 3, 2011 email meeting of the KOP Management Team be adopted as circulated. <b>Carried</b> <b>MS</b> (L. Stirling / L. Burton) that the minutes of the February 7-8, 2011 email meeting of the KOP Management Team be adopted as circulated. <b>Carried</b> <b>Action: A letter from Pastoral Relations to all congregations will be sent to remind them that Sabbaticals should be communicated to the Pastoral Relations Committee.</b> <b>MS</b> (L. Burton / L. Stirling) that the minutes of the March 14-23 email meeting of the KOP Management Team be adopted as circulated. <b>Carried</b> <b>MS</b> (L. Stirling / G. Brownmiller) that the minutes of the May 3, 2011 Conference Call meeting of the KOP Management Team be adopted as circulated. <b>Carried</b> <b>MS</b> (L. Burton / L. Stirling) that the minutes of the May 5, 2011 Conference Call meeting of the KOP Management Team be adopted with a comma added between the names of Louise Burton and Graham Brownmiller. <b>Carried</b>

**BUSINESS ARISING**

**Cahilty & Malakwa Properties** – Ivy Thomas shared that the work on the Malakwa Property is almost completed and a Community Association is being created in Cahilty so the property can be transferred. The building is used by the community for Memorials, Weddings and a Christmas Carol Service.

**Triennium Report Update** – Ivy Thomas reminded us that there are many pieces of the Triennium Report from the National Church that will not take effect for us in Kamloops-Okanagan Presbytery for some time, and shared that BC Conference is working through some of the other pieces.

**Treasurer & Trustee Workshop** – Leslie Stirling shared that after conversation with Nellie Tang, and with the information available on Webinars through the National Church Website, the workshop is not needed at this time. However, Trustee webinars may be helpful.

**Action:** The Management Team instructed the Secretary to contact Eric Matheson at the General Council Office to suggest that Trustee Webinars would be helpful.

**HOW WE OPERATE AS  
MANAGEMENT TEAM**

The Executive (Management Team and Leadership Circle) adopted a Vision Statement: *To assist congregations to know who they are and who they are called to be.*"

- It was suggested that we as a Management Team use this Vision Statement to guide our work and that our responsibility to the Leadership Circle is to make this Vision Statement real in our work and that of the Working Units.
- Management Team has been working as a permission-giving and problem-solving group. We seek to continue to work as a permission-giving group allowing the Working Units to fulfill their responsibilities in the areas in which they are competent.
- We believe the role of the Management Team is to communicate the vision to the Working Units and provide accountability to the Working Units as they enact the vision in their ministry.
- As a Management Team we should not deal with surface problem-solving (i.e., word smithing) but we should engage in the deeper work. As Management Team we will strive to name problems and to discern an appropriate place for resolutions of the 'problem'.
- As we review policies, we will make sure that they have clauses in them such as "In the instance that ..., we anticipate the policy to unfold in this way"; policies need flexibility to offer guidance for unexpected situations.
- A further question remains, how do we ensure that decisions, competencies, and other situations get communicated in the most effective way?

**Action:** Management Team asks Gifts & Callings to find one or two people for the Property & Manse Working Unit. Ideally these would be 1) someone with knowledge of church policy in this area, and; 2) another with gifts and skills in real estate and/or property development.

**Action:** The Secretary will communicate to Leadership Circle these recommendations regarding policies. Especially the recommendation that "in the case of Administrative Coordinator being a shared position with Treasurer we will consider where conflicts may exist" etc.

**WORKING UNIT  
REPORTS**

Leslie Stirling has been Acting as the Administration Coordinator and it was agreed by consensus that she should be named Administration Coordinator.

**Administration**

**Home Missions** – Leslie Stirling presented information from Bruce Comrie, Home Missions Convenor. There are three Pastoral Charges receiving Mission Support Grants in 2011: Lumby, Lillooet and the North Thompson. The amount of money received by BC Conference this year is the same as last year. Application forms will be online this year and the deadline is October 1, 2011. The Home Missions Committee is going to be re-evaluating how the funds are distributed.

**Property & Manse** – A request has been received from the North Thompson Pastoral Charge to be allowed to access the Manse Funds that are in a holding fund when necessary.

*MS (R. Robertson / L. Burton ) that we allow the North Thompson Pastoral Charge to access their Manse Funds as necessary. **Carried.*** Leslie Stirling and Graham Brownmiller abstained.

**Financial Report** – Treasurer Leslie Stirling presented the Financial Reports to date. There are a few items of interest. The Youth Council has worked very hard to incorporate new people this year from outside of the interior core of the Presbytery; therefore, their budget line for 2011 has been exceeded.

*MS (L. Stirling / L. Burton ) that the Youth Council be granted permission to exceed their budget for additional expenses in this fiscal year. **Carried***

We have been challenged by another Presbytery to help fund youth to go to Rendez-Vous in Toronto this summer. The deadline for Registration and payment is June 29, 2011.

**Action:** This has been referred to the Youth and Young Adult Working Unit with the recommendation to have a conversation with the Treasurer.

**2012 Budget Preparation** – Treasurer Leslie Stirling will contact each chair of the Working Unit to help set the 2012 Budget to be presented to the Executive when it's prepared.

*MS (L. Stirling / L. Burton) that the Treasurer's Report be adopted as circulated. **Carried.***

**PENTICTON  
COMMISSION**

Kelly Grittner joined the Management Team to talk about the Pentiction Commission, Pentiction United Church (PUC) and Oasis United Church (OUC).

Steve Hershey offered some history and comments about conversations that have occurred in the past few months with the congregations, BC Conference Legal Counsel Jon Jessiman and BC Conference Executive Secretary Doug Goodwin.

Secretary Graham Brownmiller sent a letter to the two congregations after the meeting at BC Conference General Meeting outlining the desires of the Management Team for the next steps in this process. A suggested possibility is to appoint a Mediator to work with the two congregations to work on the points of disagreement. If Mediation is not successful, an Arbitrator would be appointed to deal with the end of this work.

In response to the letter sent by the Secretary, responses have been received by both Pentiction United Church and Oasis United Church. Both congregations have concerns with the steps outlined by the Secretary.

**Action:** The Secretary will respond to both Pentiction United Church and Oasis United Church regarding their correspondence, this meeting and future conversations.

Kelly Grittner provided further information on the work of the Commission, especially around the work at the time of negotiations between the congregations. Noting that the work of the Section 333, which began in 2007 was to create two worshipping communities in Pentiction, BC, that work is complete, even though not all of the details are finished.

Conference Minister Ivy Thomas will attend and facilitate further meetings with both Penticton United Church and Oasis United Church. These meetings are intended to assist in determining next steps in the process and to encourage further healing within and between the two congregations.

*MS (R. Robertson / L. Burton) that we end the work of the Penticton Supervisory Commission, with thanks and appreciation to Kelly Grittner, John Burton and Kim Haslebacher, effective June 30, 2011. Carried.*

**Action: The Secretary was instructed to send Thank You cards to the members of the Penticton Supervisory Commission.**

**WORKING UNIT  
REPORTS CONT'D**

**Outdoor Ministry** – There is faith formation happening for camping staff and camping is beginning to gear up for the camping season.

**Discipleship Youth and Young Adult** – There is some coordination to have youth leaders in the Presbytery meet and share ideas, probably in 2012. The three churches in Kamloops are exploring having a Tri-Church Youth Minister position. As chair of the Youth and Young Adult Working Unit, LeAnn Blackert, on behalf of Pastoral Relations, provides Accountability for Joanne Koster (Presbytery Youth Worker).

**Human Resources Pastoral Relations** – The Pastoral Relations Committee has met a number of times since the January 5, 2011 meeting of the Management Team. The following is a summary of decisions made at those meetings to be dealt with as an omnibus motion:

- *that the extension of Kelly Grittner's appointment in Sicamous be extended to June 30, 2012*
- *that a JNAC be established for Merritt.*
- *that LeAnn Blackert and Lanni Shupe be Presbytery Reps to Trinity United Church Vernon's JNAC*
- *that Pastoral Relations approve the new Policy for Licensed Lay Worship Leaders (the Executive approved it subject to approval of PR)*
- *that the JNAC and accompanying Position Description for the Presbytery Youth Minister Position be approved*
- *that the JNAC and recommendations for Winfield UC be approved and that a full time vacancy for a Ministry Personnel effective July 1, 2011 be declared*
- *that Ruth Wright's request for a change in pastoral relations to retirement be accepted*
- *that the JNAC for Trinity Vernon be approved and declare a full time vacancy for an ordained or diaconal minister effective July 1, 2011; and that LeAnn Blackert and Lanni Shupe be the Joint Search Committee Representatives*
- *that an increase in the call of the Rev. Bari Castle to 85% time at Zion, Armstrong be approved effective January 1, 2011 at the appropriate terms*
- *that a JNAC be formed for Ashcroft-Clinton Pastoral Charge*
- *that the JNAC of Okanagan Falls United Church be approved and declare a .20 FTE ministry position effective September 1, 2011*
- *that a JNAC be established with the Kamloops Tri-Church Committee to explore the potential of Youth Ministry in the area*

- that Jim Hannah's request for a change in Pastoral Relations effective August 21, 2011 be accepted
- that Joanne Koster's 3-year appointment as Youth Minister effective July 2, 2011 through June 30, 2014 be approved with the appropriate terms
- that we accept the half-time call of Nick Judson to Keremeos Ecumenical Parish at the appropriate terms
- that we accept the half-time call of Nick Judson to Princeton Pastoral Charge at the appropriate terms
- that Nick Judson's membership be transferred from Twin Valley Presbytery, Saskatchewan Conference, effective September 1, 2011
- that we approve the reappointment of Sheila Dunbar to Enderby Pastoral Charge at the appropriate terms
- that we approve the reappointment of Steve Hershey to Osoyoos Pastoral Charge at the appropriate terms
- that we transfer Leanne Benoit's membership to Victoria Presbytery effective July 1, 2011
- that we transfer Gloria Christian's membership from Niagara Presbytery effective May 19, 2011
- that we accept Ivy Thomas' request to end her Interim Ministry appointment with the Ashcroft-Clinton Pastoral Charge effective May 31, 2011

The minutes of the Pastoral Relations committee are available in the Secretary's Minute Book.

**MS** (L. Stirling / R. Robertson) that the KOP Management Team affirms the actions of the Pastoral Relations Committee as presented. **Carried**

Martha Ashbaugh provided some further information about some appointments and paperwork that will be completed by Pastoral Relations in the near future.

**Education & Students** – Sue Sullivan sent information about Candidates and the work of Education & Students. Also, they have forwarded two motions for our ratification.

- that \$500 be given to Joanne Koster for educational expenses
- that \$400 be given to Diane Robinson for educational expenses

**MS** (R. Robertson / L. Burton) that the KOP Management Team affirms the actions of the Education & Students Committee as presented. **Carried**

**Pastoral Oversight** – There are some Pastoral Oversight Visits happening and Lee Fraser will continue to find more volunteers to do visits.

**Campus Ministry** – Having received information from a group of people in Kamloops, BC that there is some interest in offering a campus ministry at Thompson Rivers University we had conversation about our future steps. Having received information from BC Conference Office that this is not an appointment but a volunteer position, our Presbytery needs do nothing further but offer prayer and support. This matter is left in the hands of Pastoral Relations.

- ST. JOHN'S UNITED CHURCH, CLINTON, BC** We have received notice from St. John's United Church, Clinton, BC that they have voted to cease operation as a congregation as of September 30, 2011. There has been conversation with BC Conference Executive Secretary Doug Goodwin about future steps.
- MS (L. Stirling / L. Burton) that we approve, with regret, the motion of St. John's United Church, Clinton, BC to cease operation as a congregation of the United Church of Canada as of September 30, 2011. Carried*
- GIFTS & CALLINGS** Reta Robertson raised some concern that had been communicated to her regarding Gifts & Callings. The question that is raised is how do new people get connected to Working Units and find out what positions need to be filled? Many people want to offer themselves to vacancies rather than be asked to fill specific positions.
- Action:** Leadership Circle will be asked to consider this question, due to there being no Working Unit time at Presbytery Meetings.
- SEXUAL ABUSE PREVENTION & RESPONSE POLICY** General Council Executive has mandated that every Ministry Personnel be trained in the Prevention of Sexual Abuse, and the Sexual Abuse Prevention and Response Policy. This training is different from what has been offered previously in this Presbytery. The BC Conference Committee is arranging these mandatory trainings to be offered in the Presbytery.
- Action:** The Secretary will present this information to the Leadership Circle and recommend that we communicate with the BC Conference Committee and suggest that the workshop be offered twice in this Presbytery and that it not be offered during a Presbytery Meeting.
- NEXT MEETING** We will next meet on Monday, September 19, 2011 in Kamloops, BC from 10 am to 3 pm. Leslie Stirling will prepare lunch and Ivy Thomas will provide worship.
- Action:** We will discuss the budget via email and Conference Call during the summer.
- ADJOURNMENT** *M (R. Robertson) that we adjourn.*
- BLESSING** Steve Hershey offered a blessing.

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Steve Hershey, Chair

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Graham Brownmiller, Secretary

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**Kamloops-Okanagan Presbytery  
Financial Report to June 25, 2011**

		Year To Date 2011	Total	Budget 2011	Total
<b>INCOME</b>					
4000	Income				
	4115 - Bank Interest	\$274.08		\$200.00	
	4120 - Pastoral Charge Assessments	\$74,375.11		\$168,242.50	
	4130 - Covenanting Service Offering	\$176.75		\$600.00	
	4145 - BC Conference Travel Grants	\$4,624.00		\$9,250.00	
	4190 - Spring Presbytery Registration	\$2,990.00		\$3,000.00	
	4195 - Fall Presbytery Registration	\$0.00		\$3,000.00	
	4200 - Unbudgeted Income	\$0.00		\$0.00	
	<b>TOTAL INCOME</b>		<b>\$82,439.94</b>		<b>\$184,292.50</b>
<b>EXPENSE</b>					
5000	BC Conference				
	5210 - BC Conference Basic Allocation	\$54,020.25		\$72,027.00	
	5211 - BC Conference Meeting	\$10,845.00		\$14,459.00	
	5220 - BC Conference Chaplaincy	\$6,837.75		\$9,117.00	
	Total - 5000 BC Conference		\$71,703.00		\$95,603.00
6000	KO Presbytery				
	6235 - KOP Conference Minister's Exp.	\$5,229.77		\$14,100.00	
	6242 - KOP Youth to General Council	\$0.00		\$215.00	
	6250 - KOP Registrar	\$43.63		\$250.00	
	6261 - Spring Delegates' Travel	\$4,282.05		\$5,000.00	
	6262 - Spring Presbytery Non-Travel	\$4,335.00		\$4,650.00	
	6263 - Fall Delegates' Travel	\$0.00		\$5,000.00	
	6264 - Fall Presbytery Non-Travel	\$0.00		\$4,650.00	
	Total - 6000 KO Presbytery		\$13,890.45		\$33,865.00
7000	Management Team				
7100	Administration				
	7105 - Secretary's Honourarium	\$350.00		\$700.00	
	7100 - Secretary's Expenses	\$26.00		\$400.00	
	7115 - Treasurer's Honourarium	\$350.00		\$700.00	
	7120 - Treasurer's Expenses	\$183.26		\$600.00	
	7125 - Bank Charges	\$173.00		\$400.00	
	7130 - Review of Presbytery Accounts	\$0.00		\$374.50	
	7135 - Property & Manses Committee	\$0.00		\$150.00	
	7140 - Home Missions	\$0.00		\$100.00	
	7145 - Communications	\$2,604.00		\$2,600.00	
	7150 - Resource Centre Grant	\$5,000.00		\$5,000.00	
	Total - 7100 - Administration		\$8,686.26		\$11,024.50

**Financial Report to June 25, 2011 - continued**

	Year To Date 2011	Total	Budget 2011	Total
7200 Discipleship				
7205 - Worship Animations	\$0.00		\$600.00	
7210 - Global Concerns	\$0.00		\$650.00	
7215 - Outdoor Ministries	\$726.41		\$2,000.00	
7220 - Camps Operating Grants	\$6,000.00		\$6,000.00	
7225 - Youth & Young Adult	\$85.28		\$1,000.00	
7230 - Youth Council	\$1,363.20		\$1,200.00	
7235 - Youth Minister's Payroll	\$4,522.68		\$9,700.00	
7240 - Youth Minister's Expenses	\$1,158.32		\$2,000.00	
7245 - Youth Minister's Support Comm	\$0.00		\$200.00	
7250 - Stewardship: Info & Education	\$0.00		\$200.00	
7255 - Christian Formation	\$0.00		\$1,000.00	
<b>Total - 7200 - Discipleship</b>		<b>\$13,855.89</b>		<b>\$24,550.00</b>
7300 Human Resources				
7305 - Pensions	\$0.00		\$100.00	
7310 - Shared Ministries	\$0.00		\$300.00	
7315 - Pastoral Oversight	\$593.21		\$1,400.00	
7320 - Pastoral Relations	\$4,746.13		\$9,000.00	
7325 - PR Convenor's Honourarium	\$350.00		\$700.00	
7330 - Education & Students	\$207.20		\$1,000.00	
7335 - To Theological Education Fund	176.75		\$600.00	
7340 - Spiritual Care Network	\$300.00		\$1,000.00	
<b>Total - 7300 - Human Resources</b>		<b>\$6,373.29</b>		<b>\$14,100.00</b>
7400 General Expenses				
7405 - MT Meeting Expenses	\$711.51		\$1,500.00	
7420 - Gifts & Callings	\$0.00		\$150.00	
<b>Total - 7400 - General Expenses</b>		<b>\$711.51</b>		<b>\$1,650.00</b>
8000 Leadership Circle				
8005 - Chairperson's Expenses	\$370.64		\$1,500.00	
8015 - LC Meeting Expenses	\$836.39		\$2,000.00	
<b>Total - 8000 - Leadership Circle</b>		<b>\$1,207.03</b>		<b>\$3,500.00</b>
9000 - Unbudgeted Expenses		\$1,860.00		
<b>TOTAL EXPENSE</b>		<b>\$118,287.43</b>		<b>\$184,292.50</b>
<b>NET INCOME</b>		<b>(\$35,847.49)</b>		<b>\$0.00</b>

**Balance of Accounts as of June 25, 2011**

KOP - Operating Funds	\$26,196.11	Chequing	\$5,791.65
Reserve & Holding Accounts		Investment Savings	\$47,880.80
Camps - Operating	\$4,700.17	Petty Cash - Conf Minister	\$3,350.00
LLW Leader Program	\$14.11	Shares	<u>\$20.90</u>
Clergy Retreat	\$0.00	Total	<u><u>\$57,043.35</u></u>
Peace & Justice WU	\$1,909.61		
Resource Fair	\$695.00		
Shared Ministries	\$2,538.87		
Faith Development Fund	\$5,313.50		
Theological Education	\$6,241.01		
Youth to GC	\$1,440.09		
Contingency	\$5,000.00		
KOP Youth Council	<u>\$2,994.88</u>		
Total	<u><u>\$57,043.35</u></u>		

**Explanations by the Numbers**

- ◇ 4120 – Pastoral Charge Assessments were coming in a timely fashion until the postal strike. I am not too worried as we have sufficient funds on hand to operate for a few months. Balance owing is \$93867.39 which is 56% of the total.
- ◇ 4190 – Wow, that is the closest I have come with my guess (oops – I mean budget)
- ◇ 5000 – BC Conference has been paid to the end of September except I still have the cheque for August & September because of the postal strike.
- ◇ 6235 – I am expecting a claim from Ivy shortly. This figure only covers the first quarter.
- ◇ 7150 – The full 2011 grant has been paid to the Resource Centre.
- ◇ 7220 – The full 2011 grant has been allocated to the Camps – Operating Funds account. Camp Hurlburt & Mackenzie Camp have received their 2011 grant.
- ◇ 7230 – Youth Council are over budget due in part to a very active youth group. How we cover future meeting expenses for 2011 is something to discuss at this meeting. Options include budget over-run; using Youth Council savings; using YAYAWU budget line (with their approval). I did contact YAYWU with this request and the following response was received:  
*Because it appears the Youth Council will exhaust their budgeted travel allowance for this year, and because this has happened as a result of their efforts to be more intentional in making their events available in other areas of the Presbytery (i.e., Naarai Kir will be held in Kamloops this year rather than in the Salmon Arm/Vernon/Kelowna corridor), the YAYAWU recommends that additional funds for travel expenses be made available to the Youth Council. We understand there may be funds available from the surplus and that funds may also be available from their own fundraising efforts.*

- ◇ 9000 – Unbudgeted Expenditures: \$1500 of this amount is actually expenses from 2010. We included \$750 each in the 6262 Spring Presbytery Non-travel and 6264 Fall Presbytery Non-travel amounts to be used for guest speakers. It was decided that if the amounts were not used they would be transferred to the Faith Development Fund at the end of the year. Oops again – I forgot to do so. I made this transfer in late February so allocated the expense to unbudgeted so that it would not throw our 2011 budget figures out. The remaining \$350 was the \$45 meal fee charged for BC Conference and covered the cost to eight members@large attending.

### Questions for Discussion – now or in the future

- ◇ LLWL policy - Who sets the price? Who sets the honourarium? What happens when someone enrolled in the course withdraws part way through? Where does the money come from if there is a shortfall? Should there be a budget line? At present the training program is designed as a “flow-through” account.
- ◇ Letter from North Bay Presbytery, Manitou Conference concerning building a travel fund for Rendez-vous 2011, the national gathering for youth, young adults and their leaders to be held August 11-14<sup>th</sup> at the University of Toronto. They have pledged \$3000 and have challenged other Presbyteries to do the same.
- ◇ Budget Preparations: It is time to begin our annual budget work. We don't seem to have fine tuned how the Carver Model executive handles this. The policy for the Treasurer (4.5.3.) adopted on November 21, 2006 states under the responsibilities *“Work jointly with the Administration Coordinator to prepare a proposed Presbytery Budget each year in accordance with The Manual.”* At present that would mean that I would help myself. The time line for budget work is:
  - ~ July work begins by contacting the chairs of working units for input.
  - ~ Late August – draft is presented to Management Team & Leadership Circle for discussion and amendments.
  - ~ September – approved draft is sent to Pastoral Charges for review by Boards, Treasurers, Finance committees, Presbyters – anyone who will actually look at it. This should be done as early in the month as possible to allow all to have the opportunity to discuss the figures.
  - ~ October – budget is presented, amended, and approved by Presbytery.

I have used a few different methods of preparing the first draft of our annual budget. The two that have worked the best are:

- ~ I contact the keeper of each budget line for input.
- ~ Each Coordinator could contact the keeper of each budget line under his/her umbrella for input and pass the figures on to the treasurer.

It would be helpful to discuss the process and make some decisions around the budget and the Administration Coordinator.

Respectfully submitted by  
Leslie Stirling, Treasurer