



**Region 15  
The United Church of Canada  
Governance Handbook**

*DRAFT v1.21 May 21, 2019*



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## **MISSION, THEOLOGICAL CONVICTION AND OPERATING PRINCIPLES**

### **Mission**

Inspired by God, we are Christ's people in Bermuda and NS,  
loving each other,  
following Jesus,  
empowered by the Holy Spirit.

### **Vision**

To become a transformed, courageous, Spirit-filled community,  
risking discipleship based on the radical love of Jesus.

### **Core Values**

Connecting and strengthening communities of faith by:

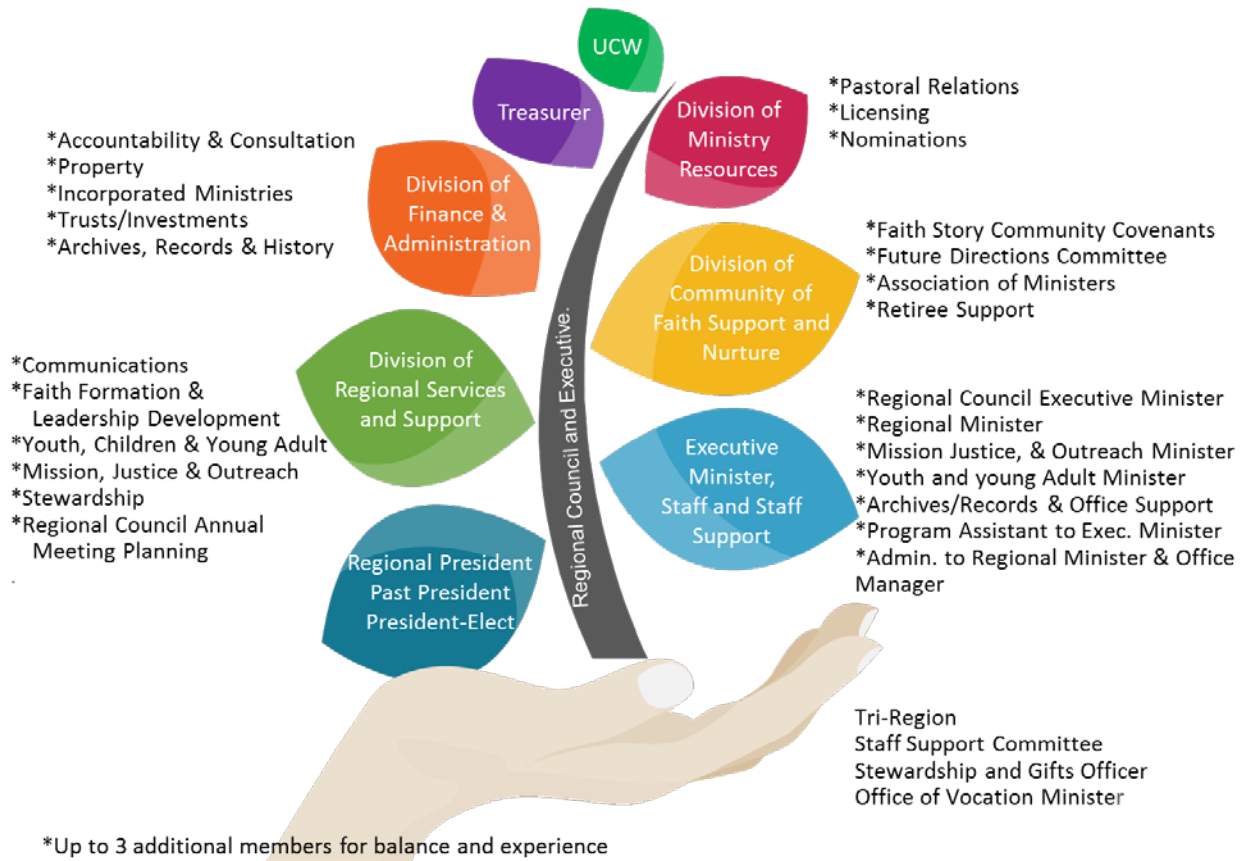
- Living into expansive belonging
- Growing compassionate leadership
- Nurturing creative ways of Christian vitality
- Uniting by effective communication
- Sharing and living the Good News
- Modelling Christ's humility and justice
- Moving forward in hope and generosity

*Draft Created from Visioning Day Region 15 Executive (hosted at Riverview United Church, Elmsdale, NS)  
March 19, 2019, approved during April 2<sup>nd</sup> Executive Meeting to be ratified at Regional Council May  
2019.*

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## REGION 15 ORGANIZATION CHART



### Affirming Statement

TBD - Executive moved to strike an affirming working group to engage this process March 5, 2019.

### Governance Handbook Document Responsibility and Handling:

*This Region 15 Governance Handbook is intended to be a living document. The Regional Divisions and Committees will live into their terms of reference. Changes and edits, especially in the first few years are expected. The Regional Executive is responsible for keeping the most current version of this document and approving changes that come from the Divisions and keeping Communities of Faith informed of the changes. Regional Executive staff Secretary will enter the changes and keep the official version at Regional office. It is intended that this handbook will be kept online and available to all who wish to refer to it.*

**Bermuda:** *The Methodist Church in Bermuda has a special relationship to the United Church. That relationship is governed by a series of different documents and some acts of national government. Currently, we are trying to work out arrangements for Bermuda and Nova Scotia to go forward as Region 15. When those discussions are complete, there may well be another series of changes to this document needed.*

*Note: Note: Where the Manual of the United Church of Canada and this Governance Handbook conflict, the United Church Manual shall have precedence.*

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## FUNCTION OF REGION 15

### General Terms of Reference Pg. 1

#### **General Skills**

- knowledge of The United Church of Canada in relation to governance
- knowledge of Region 15 in relation to its governance and its Communities of Faith
- commitment to the ethos and Theology of The United Church
- Chairs and Secretaries would need to have organization, facilitation and computer skills

#### **Terms of Appointments**

All appointments of Chairs and secretaries will be for three years option to renew for a further one year. Initially, one of the Chair/Secretary for a Division and Chair/Secretary for a Committee would be appointed for three years to create a cascading membership and reappointment process. The Nominations Committee will track service terms. Nominations committee will advise if there are special circumstances where different terms of appointments are required. The same terms of appointments apply to all Divisions and Committees members.

#### **Regional Council Annual Meetings**

Delegates to Regional Council will be the Regional Executive, Representatives from the Communities of Faith and all Ministerial Personnel. The Executive Minister, President (Chairs and votes in case of tie) and Regional staff will support this meeting (staff do not vote).

At the end of the Regional Council annual meeting, a motion should be made to delegate power to the Regional Executive on all matters.

#### **Special Meetings**

The following guidelines regarding the function of Region 15 and its Executive, Division and its Committees provide the basic framework. Special meetings of the Executive or Division may be called at the request of the President, Executive Minister or 2 members of the Executive. Likewise special meetings for Divisions and Committees maybe called by Chairs, Executive Minister or 2 members of the Divisions or Committees.

#### **Regional Executive** (See Terms of Reference Below)

#### **Divisions**

Membership of the Division will be the Chair, Secretary and Committee Chairs for that Division. Regional staff support will be supplied as necessary on agreement between the Division Chair and Executive Minister. Division Chairs must report on all activities within the Committees of their Division to the Regional Executive. If a Division Chair is not an elected or appointed Regional Council representative from a Community of Faith, they will be full participating and voting members of the Regional Executive and Regional Council. Divisions must ensure that the Committees provide appropriate training to the designated Individuals for the tasks assigned. Chairs and Secretaries of Divisions shall be members of the United Church.

#### **Committees**

Membership of the Committees will consist of a Chair, a Secretary who will be supported by designated Individuals. Members of Committees do not have to be Regional reps from their respective Communities of Faith but can be drawn from the expertise around the Region. The Chair and the majority of individuals on each committee shall be members of the United Church. The work of the designated Individuals will be predominately task orientated and such designated Individuals will be recruited based on the length of time necessary to undertake the specific task. Necessary support for the Committees will be provided through consultation between the Committee Chair, the Division Chair and Regional staff. Committee Chairs must report all activities and the designated individuals who undertake each activity

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## FUNCTION OF REGION 15

### General Terms of Reference Pg. 2

to the Division. Committee Chairs will need to notify nominations regarding the need for designated individuals to undertake specific tasks. Committees may add additional Individuals as needed for specific tasks (please notify nominations when doing this). If a Committee Chair is not an elected Regional Council representative from a Community of Faith, they will be considered corresponding members of the Regional Executive and Regional Council, with the ability to speak to issues but not vote at Regional Council or it's Executive.

#### **Frequency of Meetings and Meeting Method**

- Regional Council - Full Regional Council once a year face to face (must meet at least annually for annual meeting – could be Executive)
  - Regional Executive - Four times a year; 1 face to face; 3 electronic
  - Divisions – Four times a year; 1 face to face; 3 electronic
  - Committees -- As needed mainly by electronic format (or outlined in their terms of reference)
- Special Meetings for urgent business between regular meetings can be held electronically

**Quorum:** Regional council committees, divisions and executive must have a quorum of 1/3 of the named positions in the governance handbook with a minimum of three persons present.

#### **Minutes/Reports:**

All committee and division minutes are to be submitted electronically to Regional Council office for filing yearly.

All committees and divisions will provide a report on any decisions within their mandate in writing at least a week prior to next division and executive meetings. This sill include noting any decisions that are required to be referred to the next level of governance.

#### **Accountability and Decisions**

The power of decision-making is specified for each body in the Regional Council governance structure. Regional Council has full authority to decide on all matters within its jurisdiction. Regional Council Executive has full authority to decide on all matters within the jurisdiction of the Regional Council subject to any limitations imposed by the Regional Council. All meetings of the Regional Council and Executive are open unless otherwise decided. Committees/Divisions are given specific authority to make certain specific decisions (see the power sections). Anything else outside these powers require ratification by the Regional Council Executive. The decisions within the Committee/Division's powers are final, binding and effective when the Committee/Division makes them.

**Formal Appeals:** Appeals of decisions of the Regional Council, its Executive or Committees/Divisions are heard by the General Council Judicial Committee. Appeals from Communities of Faith and their governing bodies are heard through the Regional Council.

Throughout this governance handbook we have identified separate Region 15 Committees within the reporting action and accountability structure. At the same time, all Committees are strongly encouraged to work with similar Committees in other Regions on matters of mutual interest as appropriate.





## The Office of the President

- a) Election: The Region is responsible for electing a President from among its members.
- b) Term of Office: The term of office for the President is for the term of one (1) year.
- c) President-Elect: The Region shall also elect a President-Elect to serve as the next President.
- d) Responsibilities of President:  
The President is responsible for:
  - i. formally opening the meetings of Regional Council;
  - ii. presiding and keeping order at meetings;
  - iii. taking votes and announcing the results;
  - iv. directing the Region's business;
  - v. chairing the executive of the Regional Council
  - vi. fulfilling other responsibilities as assigned by the Regional Council
- e) Division Membership: The President is ex-officio member of all Regional divisions.
- f) Right to Preside at Services and Administer Communion: A President who is a diaconal minister or a lay person may:
  - i. preside at services of commissioning and ordination; and
  - ii. administer communion at regular meetings of the Region Council and its executive.
- g) Acting President: If the President, resigns, is removed, dies or cannot serve for any other reason, an acting President must take their place. If there is a Past-President, that person will be the Acting President. This Acting President will complete the term. If there is no Past-President the Acting President will be the President-Elect. This Acting President will complete the term and then move into their next term.

### President Expectations:

1. Chairs the Regional Council Executive and Regional Council Annual Meeting.
2. Coordinates worship/prayers/theological reflection at the meetings of the Executive.
3. Prepares the report to Regional Council on behalf of the Executive.
4. Serves on the Regional Council Annual Meeting Planning Committee.
5. Represents the Regional Council in response to invitations, both ecumenical and community based or arranges for suitable representative.
6. Represents Regional Council at funerals of Ministry Personnel or arranges for suitable representative.
7. Performs such other duties as may be assigned by the Regional Council.
8. May attend the AFFIRM Annual Conference.
9. There is a President's budget to cover the cost of the President's expenses, up to \$3,000 per year.

### President-Elect:

1. Is a member of the Regional Council Executive and the Annual Meeting Planning Committee.
2. Leads early morning worship on the Friday and Saturday of the Regional Council Annual Meeting, if needed.
3. Receives a complimentary ticket to the Retirees and Jubilarians banquet.

### Past-President:

1. Is a member of the Regional Council Executive and the Annual Meeting Planning Committee.
2. Convenes the Retirees and Jubilarians banquet.
3. Hosts the Ecumenical guests to the Regional Council Meeting.
4. Assumes other duties in consultation with the President.



## Regional Volunteer Treasurer – Regions 15

The job of Regional Volunteer Treasurer should be held by an individual with prior experience in preparing financial reports/statements. In general, the Treasurer will be responsible for:

- Ensuring financial controls are in place
- Preparing/reviewing periodic financial reports
- Attending and reporting to Regional Council on a periodic basis
- Attending and reporting to any annual meetings on financial results
- Attending any Division of Finance and Administration meetings
- Attending any Division of Finance & Administration sub-committee meetings as needed.
- Coordinating with Auditors or Accountants to ensure year-end financial statements are prepared on a timely basis
- Assisting Office Manager with any questions

### Periodically

- Review expenditures compared to budget as prepared by Office Manager (when requested)
- Prepare entries as required to produce interim financial reports.

### Monthly

- Receive from the Office Manager monthly financials

### Annually

- prepare any year-end adjustments necessary
- Prepare year end working papers/analysis of accounts
- Meet with Auditors/Accountants
- Prepare annual charities return

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## **STAFF SUPPORT FOR REGIONAL COUNCIL, DIVISIONS AND COMMITTEES**

The divisions will have a staff person named to it based on their role. All other committees will have staff support when needed. Understanding the staff will not be at all their meetings but can help support committee work and will be available if called up to attend a meeting if necessary.

Regional Council: All staff support regional council.

Regional Executive: Executive Minister and Executive Assistant to the Executive for minutes and secretarial duties.

Division of Finance and Administration: Executive Minister

- Financial Accountability and Consultation – Executive Minister
- Property – Executive Minister
- Incorporated Ministries – Executive Minister
- Trust and Investments - Executive Minister
- Archives, Records and History – Archives Records Staff

Division of Regional Services and Support – Regional Minister

- Communications – Office Manager
- Faith Formation and Leadership Development - Regional Minister
- Youth, Children and Young Adults – Youth and Young Adults Minister
- Justice, Mission and Outreach – Justice and Mission Minister
- Stewardship – Stewardship and Special Gifts Minister
- Regional Council Annual Meeting – Executive Minister

Division of Community of Faith Support and Nurture - Regional Minister

- Faith Story and Community Covenants - Regional Minister
- Future Directions Committee - Regional Minister
- Association of Ministers – Regional Minister
- Retiree Support - Regional Minister

Division of Minister Resources – Regional Minister

- Pastoral Relations - Regional Minister
- Licensing – Executive Minister
- Nominations - Executive Minister

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## **Regional Council Governance Structure Summary**

### **Regional Council**

All elected representatives of all Communities of Faith in the Region plus all ministry personnel.

### **Regional Executive**

President (Chair), President-Elect and Past President

4 Division Chairs (Division of Finance & Administration, Division of Regional Services and Support, Division of Community of Faith Support and Nurture, and Division of Ministry Resources)

UCW Representative

Treasurer

Tri Region Staff Support Committee Rep

Up to three (3) persons added by the Nominating Committee to provide suitable balance or expertise.

### **Division of Finance & Administration**

Accountability & Consultation

Property

Incorporated Ministries

Trusts/ Investments

Archives, Records and History

### **Division of Regional Services and Support**

Communications

Faith Formation and Leadership Development

Youth, Children and Young Adult

Justice, Mission and Outreach

Stewardship

Regional Council Annual Meeting Planning

### **Division of Community of Faith Support and Nurture**

Faith Story and Community Covenants

Future Directions

Association of Ministers

Retiree Support

### **Division of Ministry Resources**

Pastoral Relations

Licensing

Nominations

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## Terms of Reference REGIONAL EXECUTIVE

### **Mandate:**

To provide leadership, oversight and guidance to Regional Council for the continuing work of the Region between meetings of Regional Council. The Executive must consist, to the extent possible, of a balance of ministry personnel and lay members who are not ministry personnel.

### **Membership:**

- President (Chair)
- President-Elect
- Past President
- 4 Division Chairs (Division of Finance & Administration, Division of Regional Services and Support, Division of Community of Faith Support and Nurture, and Division of Ministry Resources)
- UCW Representative
- Treasurer
- Representative from Tri Region Staff Support Committee
- Up to three (3) persons added by the Nominating Committee to provide suitable balance or expertise.
- Executive Minister
- Executive Assistant to the Executive for minutes and secretarial duties.

**Quorum:** 5 members

### **Duties:**

- provide for the work of the Region as detailed in the United Church Manual
- meet quarterly, in addition to special meetings as required
- receive reports from Divisions (and Committees as appropriate)
- act on recommendations brought forward to it by Divisions
- recommend to Regional Council, through its annual meeting matters for decision by Regional Council
- ensure communication of decisions made to the wider church in Region 15
- consult with General Council Office as required
- the Regional Council is responsible for appointing an Executive to do the continuing work of the Regional Council between regular meetings
- report its actions to the Regional Council for information and for inclusion in the minutes of the Regional Council
- participate in determining priorities for mission and ministry work through Mission and Service
- form appeals Committees as needed

### **Skill/Experience:**

- experience in governance in The United Church of Canada
- decision making skills
- communication skills

**Accountability/Reporting:** Reporting to the Regional Council on a regular basis. (As often as needed or required.)

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## **TRI-REGION STAFF SUPPORT COMMITTEE**

**Mandate:** The participating Atlantic Regions will jointly form a Regional Staff Support Team with two elected representatives from each of the three Regions. The assigned individuals will be a supportive committee, similar to a Community of Faith's ministry and personnel committee for all Regional staff personnel. Guidelines for this committee are found in a Memo of Understanding (MOU) document approved by the 3 Atlantic Regions.

### **Membership:**

- 2 Designated Individuals from Region 15  
(One of the two individuals designated as the Chair, to be a reporting member to/of the Regional Council Executive)
- Liaison persons if chosen by each staff member (as per MOU)
- Executive Minister – Staff Support (Will also report to Regional Executive periodically on the work of the Staff Support Team.)

### **Duties:**

- monitor and evaluate the effectiveness of this model, including how the cost-sharing arrangement is working
- share experiences and insights about transitional work, including the possibility of any other shared projects
- help identify improvements in this arrangement from time to time
- provide support for all staff employed by the Regions
- work with the Executive Minister in regards to working conditions and duties
- maintain current Memoranda of Understanding between the Regions
- report to the Regional Executive through the Chair regarding any issue or concern identified for action.

### **Skills/Experience:**

- awareness of the range of duties and inter-relation of staff functions
- broad awareness of the ministry of the Region(s)
- listening and empathy

**Accountability Reporting:** Through the Regional Council and Regional Executive on a regular basis. (As often as needed or required.) This is identified as a separate Region 15 Committee within the reporting action and accountability structure. The individuals on this committee will be working mainly in a joint Atlantic regional team arrangement following the MOU agreement and human resource policies of the United Church of Canada.

**Powers:** Must refer decisions to the Regional Executive except the following:

- any matters covered within approved budgets

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## **DIVISION OF FINANCE AND ADMINISTRATION**

### **Mandate:**

To provide leadership and guidance within the bounds of Region 15 and its Communities of Faith in its mission, finance and administration.

### **Membership:**

- Chair
- Secretary
- Chair, Financial Accountability and Consultation Committee
- Chair, Property Committee
- Chair, Incorporated Ministries Committee
- Chair, Board of Trusts / Investments Committee
- Chair Archives, Records and History Committee
- Treasurer
- Executive Minister – Staff Support

### **Duties:**

- ensure consultation between the Committees of the Division
- make recommendations to the Regional Executive on all financial and administrative issues
- prepare and recommend budgets
- approve and recommend Mission Support Grants to the Regional Executive
- administer trust funds of the Region according to the terms specified in the bequests and gifts
- recommend to Regional Executive policy changes and suggestions dealing with financial matters
- recommend on all issues regarding the acquisition, maintenance and sale of United Church property.
- keep an accurate record of the Region's financial position
- work with General Council on shared services agreements
- arrange an annual audit
- make recommendations on additional regional assessments to carry out additional work
- develop opportunities for clusters and/or networks necessary for the functioning of the Division

### **Skills/Experiences:**

The following skills are desired for members of the Division of Finance and Administration:

- working knowledge of financial matters
- a sense of the mission of the Church and how Finance can facilitate that mission

**Accountability/Reporting:** Reporting to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Regional Executive except the following:

- any expenditure within the approved budget
- Mission Support Grants
- Trust Fund administration within specified terms
- Auditors
- Community of Faith requests for Grants and Loans within established parameters

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**DIVISION OF FINANCE AND ADMINISTRATION**  
**FINANCIAL ACCOUNTABILITY AND CONSULTATION COMMITTEE**

**Mandate:**

To provide leadership and guidance to the Division of Finance and Administration regarding issues pertaining to the finances of Communities of Faith, including requests for grants and loans.

**Membership:**

- Chair
- Secretary
- 5 Designated Individuals
- Executive Minister – Staff Support

**Duties:**

- review Community of Faith financial reports when a consult is requested
- recommend on all Community of Faith requests for grants and loans
- assist the Division of Finance and Administration in drafting the annual Regional budget
- recommend on the efficient administration of the Regional finances
- recommend on financial disbursements, including Mission Support Grants within the Region in discussion with Justice, Mission and Outreach (who will receive and review applications)
- work with General Council on any shared services agreements
- work with Divisions, Committees, clusters and networks on the preparation of tax receipts
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

**Skills/Experiences:**

- experience in managing financial matters
- consultative and pastoral skills
- ability to produce financial reports

**Accountability/Reporting:** Through the Division of Finance and Administration to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Finance and Administration except the following:

- recommendations regarding Community of Faith financial statements
- disapproving grants and loans that do not fit established criteria

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**DIVISION OF FINANCE AND ADMINISTRATION**  
**INCORPORATED MINISTRIES COMMITTEE**

**Mandate:**

To provide oversight, leadership, and guidance to the Incorporated Ministries within the bounds of Region 15.

**Membership:**

- Chair
- Secretary
- 5 Designated Individuals
- Executive Minister – Staff Support

**Duties:**

- the Chair, along with the Secretary, organizes the work of the Committee and reports through the Division of Finance and Administration
- consult regularly and at least annually with the Chair of the Board of each incorporated ministry
- visit each incorporated ministry at least once per year
- receive a report from each incorporated ministry to the Region annually and reports to the Region on all Incorporated Ministries annually
- respond to requests for assistance from the boards of Incorporated Ministries
- hold current copies of all IM bylaws
- investigate any concerns that an Incorporated Ministry may be in non-compliance with a bylaw
- ensure that all annual forms and reports, required by both government and Church, are submitted prior to deadlines
- respond to new requests for Incorporation from other organizations, outreach projects, etc. of The United Church of Canada within the Region
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

**Skills/Experiences:**

- effective organizational, administrative, consultative and pastoral skills
- a commitment to the outreach ministries of The United Church of Canada
- knowledge of, or openness to learn, the polity of The United Church of Canada

**Accountability/Reporting:** Through the Division of Finance and Administration to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Finance and Administration except the following:

- to be identified

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**DIVISION OF FINANCE AND ADMINISTRATION**  
**BOARD OF TRUSTS / INVESTMENTS COMMITTEE**

**Mandate:**

To provide oversight, leadership, and guidance on all Investment and Trust issues within the bounds of the Region.

**Membership:**

- Chair
- Secretary
- 3 Designated Individuals
- Executive Minister – Staff Support

**Duties:**

- make recommendations to the Regional Executive, through the Division of Finance and Administration, regarding investment policy and decision making
- provide advice to the Region or its Executive regarding investments and trust funds
- monitor, preferably on a quarterly basis, the financial investments of the Region
- coordinate and arrange parameters around special bursaries, grants and gifts from bequests
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

**Skills/Experiences:**

- knowledge of The United Church in relation to investment policies
- skill and experience in financial investment matters

**Accountability/Reporting:** Through the Division of Finance and Administration to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Finance and Administration except the following:

- to be identified

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**DIVISION OF FINANCE AND ADMINISTRATION**  
**PROPERTY COMMITTEE**

**Mandate:**

To provide oversight, leadership, and guidance to Communities of Faith regarding property within the bounds of the Region.

**Membership:**

- Chair
- Secretary
- 7 Designated Individuals
- Executive Minister – Staff Support

**Duties:**

- provide ongoing oversight of United Church property in the Region in keeping with any Region building or property policies
- keep an accurate record of the manses in the region and the state of repair
- conduct on-site reviews of manses after significant improvements have been completed, and to report its findings to the Community of Faith Covenant Committee
- ensure there are active Manse Committees on all Communities of Faith within the Region that own a manse
- ensure that regular on-site reviews of manses are carried out and to make necessary recommendations to the Community of Faith
- prior to a change of pastoral relations, an inspection of a manse is completed
- ensure Community of Faith Manse committees follow through on recommendations
- send completed reports to Pastoral Relations committee to have on file
- provide guidance to Communities of Faith with respect to professional services around all church properties
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division
- make certain the Region 15 property policies are followed

**NOTE:** A call or appointment may not be approved until the Committee is assured that manse recommendations have been adequately addressed.

**Skills/Experiences:**

- knowledge of buildings, structures and their maintenance
- practical understanding of the housing requirements necessary in a manse
- consultative and pastoral skills

**Accountability/Reporting:** Through the Division of Finance and Administration to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Finance and Administration except the following

- acceptable condition of Manses

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**DIVISION OF FINANCE AND ADMINISTRATION**  
**ARCHIVES, RECORDS and HISTORY COMMITTEE**

**Mandate:**

To provide leadership and support in the gathering, categorization, preservation, and availability of historically significant records of Regions 15.

**Membership:**

- Chair
- Secretary
- 3 Designated Individuals
- Regional Archivist - Staff Support

**Duties:**

- encourage cross region collaboration in support of the aims and missions of the Archives
- work with the Regional Archivist in the oversight of Region Archives, in co-operation with the General Council Archives, Records and History Committee
- propose an annual budget to the Division of Finance and Administration
- actively support the appropriate record keeping of records by the Communities of Faith, Divisions, and other Committees, as outlined by the Committee of Archives, Records and History and the United Church Manual
- securing funding to carry out the conservation strategies and reference services
- actively seek the appropriate transfer of records to the archives from Communities of Faith, Regional Councils and their Divisions/Committees according to church guidelines
- support the work of the Archivist as necessary (offering advice, volunteer assistance, liaison with the courts of the church)
- work with the Archivist in developing appropriate policies
- report annually to the Regional Executive
- review the record books of Communities of Faith on a set schedule throughout the Region
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

**Skills/Experiences:**

- interest in the story and history of The United Church of Canada, Regions, especially as it pertains to preservation and accessibility
- ensuring that archival information is preserved in a competent, professional manner
- commitment to ensuring that archival material is made available to the public in an inviting, welcoming manner

**Accountability/Reporting:** Through the Division of Finance and Administration to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.) This is identified as a separate Region 15 Committee within the reporting action and accountability structure. At the same time, all Committees are strongly encouraged to work with similar Committees in other Regions on matters of mutual interest as appropriate.

**Powers:** Must refer decisions to the Division of Finance and Administration except the following:

- any matter contained within the approved budget
- any recommendations of the state of Community of Faith record books

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## **DIVISION OF REGIONAL SERVICES AND SUPPORT**

### **Mandate:**

To provide oversight, leadership and guidance to Communities of Faith within the Region.

### **Membership:**

- Chair
- Secretary
- Chair – Communications Committee
- Chair – Faith Formation and Leadership Development Committee
- Chair – Justice, Mission and Outreach Committee
- Chair – Stewardship Committee
- Chair – Youth, Children and Young Adult Committee
- Chair – Regional Council Annual Meeting Planning Committee
- Regional Minister – Staff Support

### **Duties:**

- ensure that all Committees under its Division are fulfilling their mandates
- confirm that the Committee handbooks and resources are up to date
- make sure that the Committees are providing appropriate training to the designated Individuals needed to fulfill each Committee mandate
- ensure consultation between Divisional Committees and with other Divisions as necessary and appropriate
- provide information and advice for Regional Executive and to make recommendations on all issues coming within the ambit of the Division of Regional Services and Support
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

### **Skills/Experiences:**

- a passion and a commitment for the work of the United Church of Canada
- good listening skills
- leadership skills
- organizational skills
- understand of the United Church of Canada policies and procedures

**Accountability/Reporting:** Reporting to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Regional Council or its Executive except the following:

- items referred for decision unless Regional Council or Executive decision is specified

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**DIVISION OF REGIONAL SERVICES AND SUPPORT**  
**COMMUNICATIONS COMMITTEE**

**Mandate:**

Provide leadership, oversight and guidance to the Region to communicate effectively internally between the Region and the Communities of Faith and externally between the Region and The United Church of Canada and the general public.

**Membership:**

- Chair
- Secretary
- Designated Individuals 3
- Website Administrator – Staff Support
- Office Manager – Staff Support

**Duties:**

- recommend on communications vision, policies and matters relating Region
- promote and cultivate the use of the most effective of technology (communications and audio/visual) for the meetings of the Region and in its communications with the Communities of Faith
- use all appropriate media outlets to inform members of The United Church of Canada and the general public of the policies, positions, events and stories of the Region
- encourage the Region, the Communities of Faith to use the publications and resources of the United Church; particularly the United Church Observer
- recommend on the most appropriate social media platforms to communicate and receive feedback on matters of interest and importance to the Region
- review existing UC policies and create necessary policies concerning communications
- recommend on the use and materials related to the Regional website
- advise on branding, format, messaging and content in print media
- encourage and assist each Committee within the Division in the use of clusters and networking to help in communications and sharing of information within their Region

**Skills/Experiences:**

- have a vision for effective communications
- knowledge in communications and marketing
- knowledge and experience in the use of the various social media platforms
- understanding of United Church policies and procedures

**Accountability/Reporting:** Through the Division of Regional Services and Support to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Regional Services and Support except the following:

- any matters covered within approved budgets

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**DIVISION OF REGIONAL SERVICES AND SUPPORT**  
**FAITH FORMATION AND LEADERSHIP DEVELOPMENT COMMITTEE**

**Mandate:**

To provide leadership and resources compatible with United Church ethos, to Communities of Faith within the bounds of the Region.

**Membership:**

- Chair
- Secretary
- Designated Individuals 8
- Regional Minister – Staff Support

**Duties:**

- inform and promote faith formation resources recommended by or compatible with The United Church of Canada
- promote or provide leadership development events related with faith formation
- promote or provide faith formation events to broaden the knowledge/insights of participants concerning biblical/theological/social justice/inter-church and inter-faith education
- educate Committee members on recommended educational and theological resources
- liaise with Communities of Faith sharing resources and responding to requests for information including webinar opportunities from national
- engage in leadership development for ministry and lay including speakers and life-long learning opportunities
- actively promote collaboration and engage with other mission units in leadership and faith formation
- encourage biblical literacy through collaborative bible studies
- encourage those from region 15 discern their calls and consider learning opportunities around learning needs
- produce a webinar for the Region on opportunities within the Region and encourage engagement with the Nominations Committee
- identify needs and types of ministry
- develop and produce a webinar on new roles within the Region
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

**Skills/Experiences:**

- a desire for the work of the Committee with all ages
- a passion to be a learner (continuing education)
- ability to engage people where they are and offer leadership/education
- possession of facilitation, communication, organizational, and group dynamic skills

**Accountability/Reporting:** Through the Division of Regional Services and Support to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Regional Services and Support except the following

- any matters covered within approved budgets

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**DIVISION OF REGIONAL SERVICES AND SUPPORT**  
**YOUTH, CHILDREN and YOUNG ADULT COMMITTEE**

**Mandate:**

Encourage children, youth and young adults to become more involved in their Communities of Faith and their church as a whole. Support and encourage youth, young adults, and their leaders in learning, discerning, and living a Christian faith. Experiencing and celebrating God's presence, living with respect in creation, loving and serving others, seeking justice and resisting evil, know the foundational narrative of Jesus' life and works.

**Membership:**

- Chair
- Secretary
- Designated Individuals 8
- Youth and Young Adult Minister – Staff Support

**Duties:**

- develop programming for the nurture of Youth and Young Adults to keep their spiritual gifts and ministries before the wider church
- promote engagement of youth and young adults in justice seeking ministries, events, locally, in the wider church and inter-faith circles
- encourage and organize opportunities for youth and young adults to participate in national programs
- develop Regional and multi-Region programs for youth & young adults
- ensure appropriate communications are taking place between Program Planning Committees and the Region Annual Meeting Planning Committee
- support campus ministries
- plan retreats, training, and other events as needed or desire emerges
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division
- assist Outdoor Recreational Ministries (provide support and training to all camps and their boards by way of encouragement, financial assistance, and program resources.)

**Skills / Experience:**

- desire for the work of the Children, Youth and Young Adults Committee
- passion for faith formation
- ability to engage children, youth and young adults where they are and offer guidance and encouragement
- possession of facilitation, communication, organizational and group dynamic skills

**Accountability/Reporting:** Through the Division of Regional Services and Support to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.) This is identified as a separate Region 15 Committee within the reporting action and accountability structure. At the same time, all Committees are strongly encouraged to work with similar Committees in other Regions on matters of mutual interest as appropriate.

**Powers:** Must refer decisions to the Division of Regional Services and Support except the following:

- any matters covered within approved budgets

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## DIVISION OF REGIONAL SERVICES AND SUPPORT STEWARDSHIP COMMITTEE

### **Mandate:**

To provide leadership and resources to Communities of Faith within the bounds of the Region, in the areas of Congregational Stewardship, Mission & Service and Legacy Giving.

### **Membership:**

- Chair
- Secretary
- Designated Individuals 8
- Stewardship and Gifts Officer – Staff Support

### **Duties:**

- liaison with the General Council Stewardship staff assigned to the Region
- promote congregational Stewardship, Mission and Service
- be informed about Congregational Stewardship Resources produced and/or recommended by General Council Office
- share information, congregational statistics and resources with Communities of Faith
- ensure that Communities of Faith have access to training and in-service on new resources
- communicate with Communities of Faith about their stewardship needs and Mission and Service contributions and help access the resources and support they need
- seek feedback from Communities of Faith on programs, resources and initiatives they utilize
- give leadership to Region in initiating and developing plans for raising the profile of Mission & Service
- develop and carry out a communication plan for sharing Mission & Service information, contributions and resources
- receiving a list of Mission & Service Enthusiasts and Stewardship point people from General Council
- help set up/plan workshops on stewardship and Legacy Giving and the United Church Foundation
- ensure an effective support system for Community of Faith Treasurers and facilitate clusters/networks for this purpose

### **Legacy Giving:**

- share information and resources on Legacy Giving and the United Church Foundation
- ensure that Communities of Faith have access to training and in-service on new resources

### **Skills/Experiences:**

- a passion for stewardship
- facilitation, communication, and organizational skills are important for the Committee

**Accountability/Reporting:** Through the Division of Regional Services and Support to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.) This is identified as a separate Region 15 Committee within the reporting action and accountability structure. At the same time, all Committees are strongly encouraged to work with similar Committees in other Regions on matters of mutual interest as appropriate.

**Powers:** Must refer decisions to the Division of Regional Services and Support except the following:

- any matters covered within approved budgets

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## **DIVISION OF REGIONAL SERVICES AND SUPPORT JUSTICE, MISSION AND OUTREACH COMMITTEE**

### **Mandate:**

This Committee is to seek to live, not just as individuals but as community. We are called by Christ to love and serve others, to seek justice, to live with respect in creation, to work with faith communities to act with compassion in a timely manner in our neighbourhoods and in the world.

### **Membership:**

- Chair
- Secretary
- Designated Individuals 8
- Mission and Justice Minister – Staff Support

### **Duties:**

- educate and mobilize the Region and Communities of Faith regarding social justice issues and provide opportunities for them to respond
- speak out publicly on justice issues in line with United Church of Canada's policies and positions. To call attention to emergent issues and work with the appropriate bodies (in particular Regional Council or Executive) to help establish positions or policies as needed.
- Chair or appointed member of the Committee will liaise with and attend webinar with the Church in Mission Unit at General Council to learn of outreach and justice initiatives and to share with Communities of Faith. To share with General Council the outreach and justice initiatives within Communities of Faith and Region
- report on outreach and justice initiatives
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

### **Skills/Experiences:**

- a passion for outreach and mission
- facilitation, communication, and organizational skills are important for the Committee

**Accountability/Reporting:** Through the Division of Regional Services and Support to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.) This is identified as a separate Region 15 Committee within the reporting action and accountability structure. At the same time, all Committees are strongly encouraged to work with similar Committees in other Regions on matters of mutual interest as appropriate.

**Powers:** Must refer decisions to the Division of Regional Services and Support except the following:

- any matters covered within approved budgets

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**DIVISION OF REGIONAL SERVICES AND SUPPORT**  
**REGIONAL COUNCIL ANNUAL MEETING PLANNING COMMITTEE** Pg. 1

**Mandate:**

To provide leadership, planning and facilitation of effective and respectful meetings of the Region which balances worship, business and education. This Committee organizes the annual meeting of the Region and recommends to the Regional Council Executive an agenda, a prospective meeting site, dates, speaker(s), reports, election process for Commissioners as required and other details for the annual meeting for approval as necessary.

**Membership:**

- Chair
- Secretary
- President of Region
- 8 Designated Individuals which may include:
  - Liturgy Coordinator
  - Proposals Coordinator
  - Youth Forum Coordinator
  - Intermediates Coordinator
  - Registration Coordinator
  - Local Arrangements Coordinator
  - Milestones in Ministry Coordinator
- Executive Minister – Staff Support

**Duties:**

- be responsible for planning all aspects of the annual meeting of the Regional Council
- report its progress to the Executive and Executive Minister as appropriate, for input and/or approval In consultation with the President, select the theme of the meeting
- facilitate the development of the theme through liturgy, speakers, workshops, etc.
- arrange for a site for the meeting
- visit the host site to determine suitability in meeting the needs of the court
- prepare the agenda, keeping in mind the need for balance of spiritual, educational, business and fellowship
- schedule requested times for Committees and groups
- select and work with guest speakers, etc.
- arrange for provision and operation of required audio-visual equipment
- provide instructions for meeting room set up, display space and bookstore space
- facilitate the pre-registration and registration of delegates and guests
- designate table groups and facilitators as required
- provide information for meals, snacks and accommodations
- make arrangements for:
  - new delegate orientation
  - table group facilitator orientation
  - duty people
  - Chaplains
  - Nurse/First Aid Providers

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**DIVISION OF REGIONAL SERVICES AND SUPPORT**  
**REGIONAL COUNCIL ANNUAL MEETING PLANNING COMMITTEE** – Pg2

- appoint members of the Committee to act as the Business Committee
- the Liturgy Coordinator is responsible for worship during the meetings (including the Celebration of Ministries Worship Service)
- proposals Coordinator is responsible for receiving and presenting proposals
- youth Coordinator is responsible for the Youth Forum programming
- intermediates Coordinator is responsible for the intermediates programming
- registration Coordinator is responsible for all items with registration
- local Arrangements Coordinator liaison with the Host Community of Faith and the Regional program Committee
- milestones in Ministry Coordinator is responsible for the Retirees and Jubilarians Banquet program
- organizing visitors from other denominations, faiths particularly those who have mutual recognition agreements with the UC
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

**Skills/Experiences:**

- passion and commitment for the work of the United Church of Canada
- understanding of the United Church of Canada policies and procedures
- communications & Organizational skills important
- understanding of the various needs and expectations of participants/delegates
- a sense of preparedness for the unforeseen
- willingness to work with various groups
- time management skills
- problem solving
- computer skills
- flexibility

**Accountability/Reporting:** Through the Division of Regional Services and Support to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Regional Services and Support except the following:

- any matters covered within approved budgets

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## **DIVISION OF COMMUNITIES OF FAITH SUPPORT AND NURTURE**

### **Mandate:**

To provide leadership to and coordinate the activities of the Communities of Faith Story Community Covenant, Future Directions, Association of Ministers and Retirees Support Committees.

### **Membership:**

- Chair
- Secretary
- Chair of Faith Story Community Covenant
- Chair of Future Directions Committee
- Chair of Association of Ministers Committee
- Chair of Retirees Support Committee
- Regional Minister – Staff Support

### **Duties:**

- coordinate interactions among the Committees of the Division
- promote regionally accountable ministries by supporting and enabling healthy and vital ministries and helping ministry personnel and Communities of Faith to find new avenues of ministry
- recruit and appoint designated task groups to deal with specific situations that are identified in the work of the permanent Committees and that are beyond the capacity of those Committees
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

### **Skills/Experiences:**

- commitment to the future of The United Church of Canada and its ministries
- an understanding of the operations of and challenges facing Communities of Faith and Regionally accountable ministries

**Accountability/Reporting:** To the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Regional Council Executive except the following:

- any matters covered within approved budgets
- any matter referred by a Division Committee

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**DIVISION OF COMMUNITIES OF FAITH SUPPORT AND NURTURE**  
**FAITH STORY COMMUNITY COVENANT COMMITTEE** Pg. 1

**Mandate:**

Provide leadership and resources to Communities of Faith and designated individuals within the bounds of the Region with respect to sections of the Manual dealing with non-financial aspects of Annual Reports. Maintaining contact with Communities of Faith and providing an act of covenant. Provide leadership and resources with respect to creating and maintaining the Living Faith Story for each Community of Faith.

**Membership:**

- Chair
- Secretary
- 4 Individuals
  - Identify 15 Designated Liaisons geographically dispersed within the Region
- Regional Minister – Staff Support

**Duties:**

**Covenants** (Two Way Covenant: Community of Faith - Region)

- receive and review Covenants of each Community of Faith in the Region on a rotation every three years or as needed
- schedule and facilitate contacts with Communities of Faith and Regionally accountable ministries as set out in the Manual
- recruit and train Designated Individuals to conduct contacts using the covenant between the Region and Community of Faith and historical Annual Reports as reference points for the discussions
- receive and review reports from Designated Individuals with respect to their contacts
- coordinate with the Future Directions Committee should discussions regarding closure or amalgamation be needed. (Foster experience and competence in being a resource for these processes.)
- recommend to the Division of Ministry Resources action on (Manual J8) Conflict Resolution and Discipline

**Faith Stories**

- have knowledge of the Living Faith Story process and resources
- recruit and train designated liaisons who will assist Communities of Faith and Regionally Accountable Ministries in creating their faith story
- match liaisons from committee with Communities of Faith and Regional Accountable Ministries
- receive the living faith stories
- if within the living faith story, a Community of Faith wishes to be a learning site, the committee sends its recommendations to the Pastoral Relations Committee and Office of Vocation
- organize the Liaison's to attend a training session on the Living Faith Story to learn how to guide Communities of Faith through the Living Faith Story process
- ensure Liaisons are prepared to assist congregations while they are putting together their Living Faith Story with support and guidance
- **assist** Liaisons help Communities of Faith to direct their Living Faith Story to the proper team



**DIVISION OF COMMUNITIES OF FAITH SUPPORT AND NURTURE**  
**FAITH STORY COMMUNITY COVENANT COMMITTEE** Pg. 2

**Annual Reports**

- review the elements of Annual Reports submitted by Communities of Faith, using the existing covenant between the Region and the Community of Faith and historical Annual Reports as reference points for the review on a rotation every three years
- recommend to the Division of Regional Support and Services action as needed based on the contents of Annual Reports and reports from Designated Individuals
- help Communities of Faith with their annual reports (sharing templates / online) etc.

**Other**

- ensure safety values when visiting and on the road (i.e. go in pairs if possible, have cell phone, exits, debriefs etc.)
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

**Skills/Experiences:**

Committee Skills

- commitment to the future of The United Church of Canada and its ministries
- an understanding of the operations of and challenges facing Communities of Faith and Regionally accountable ministries
- ability to interpret information received in reports and visits
- understanding of the covenanting and Community of Faith, faith story process

Liaisons skills:

- a love and care for the United Church of Canada and our people.
- patience to allow communities to discover new possibilities.
- courage to speak honestly that new knowledge and possibilities may become evident.
- a sense of humour and wonder.
- the ability to think outside the box and envision with communities the possible and that thought impossible.
- a person who can listen deeply and support a process without the need to fix our have all the answers.

**Accountability/Reporting:** Through Division of Communities of Faith Support and Nurture to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Communities of Faith Support and Nurture except the following:

- any matters covered within approved budgets

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**DIVISION OF COMMUNITIES OF FAITH SUPPORT AND NURTURE**  
**FUTURE DIRECTIONS COMMITTEE**

**Mandate:**

Provide future directions suggestions by oversight, leadership, and guidance for the Communities of Faith within the Region.

**Membership:**

- Chair
- Secretary
- 12 Designated Individuals
- Regional Minister – Staff Support

**Duties:**

- encourage Communities of Faith in clarifying, strategizing, and acting on their current and possible new visions for ministry of the United Church of Canada in their neighborhood, community and social context
- provide guidance and assist when Community of Faith boundary changes are needed
- facilitate dialogue and analysis between/among Communities of Faith regarding closures, amalgamation and boundary changes
- offer analysis and feedback regarding possible options
- coordinate its activities in consultation with those of the other related Committees and Divisions
- ensure safety values when visiting and on the road (i.e. go in pairs if possible, have cell phone, exits, debriefs etc.)
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

**Skills/Experiences:**

- a commitment to future directions of the Region and of The United Church of Canada
- an understanding of the challenges facing Communities of Faith
- effective organizational, administrative and pastoral skills

**Accountability/Reporting:** Through Division of Communities of Faith Support and Nurture to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Communities of Faith Support and Nurture except the following:

- any matters covered within approved budgets

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**DIVISION OF COMMUNITIES OF FAITH SUPPORT AND NURTURE**  
**ASSOCIATION OF MINISTERS COMMITTEE**

**Mandate:** Explore and develop possibilities for an Association of Ministers within the understandings of the United Church.

**Membership:**

- Chair
- Secretary
- 3 Designated Individuals
- Regional Minister – Staff Support

**Duties:**

- develop a framework, principles and process for an Association of Ministers in consultation with ministry personnel in the Region and with other Association of Ministers groups across the country
- participate on behalf of the Region, in any discussions or consultations that may occur on this subject
- inform ministry personnel on the development of the Association concept and ways to participate
- receive suggestions from ministry personnel on ways an Association might benefit them
- create collegial circles or clusters and develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division
- provide accompaniment with ministers as they engage with the Office of Vocation Processes
- support for colleagues undergoing difficulties
- help develop mentor linkages
- keep in focus support to ministry personnel in unusual employment situations (chaplains, etc.) and those retained on disability in the Region

**Skills/Experiences:**

- good communication and organizational skills
- understanding of variety of United Church ministries
- desire to help build collegial support networks

**Accountability/Reporting:** Through Division of Communities of Faith Support and Nurture to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Communities of Faith Support and Nurture except the following:

- any matters covered within approved budgets

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**DIVISION OF COMMUNITIES OF FAITH SUPPORT AND NURTURE**  
**RETIREE SUPPORT COMMITTEE**

**Mandate:**

To provide guidance and oversight to the support to the retirees of the Region

**Membership:**

- Chair
- Secretary
- 5 Designated Individuals
- Regional Minister – Staff Support

**Duties:**

- knowledge of our pension and benefits for retired ministry personnel and their family
- assist retired ministry personnel with administrative issues associated with pension and benefits
- contact retired ministers at least once per year to identify any issues, to ensure they are receiving updates regarding pension and benefits and to help them stay connected with the Region
- help to set up a cluster/network for retirees in geographical areas to be a support to one another and maintain a connection with the church
- ensure retirees receive pastoral care through their home Communities of Faith and provide pastoral care if necessary or requested
- inspire joy and quality of life while encourage retirees to explore and utilizes available resources for a fulfilling retirement

**Skills/Experiences:**

- knowledge of pension and benefits for retired clergy and spouse
- pastoral skills

**Accountability/Reporting:** Through Division of Communities of Faith Support and Nurture to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Communities of Faith Support and Nurture except the following:

- any matters covered within approved budgets

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## **DIVISION OF MINISTRY RESOURCES**

### **Mandate:**

To provide leadership, oversight and guidance to the activities of the Committees that support, Human and Ministry Resources in the Region.

### **Membership:**

- Chair
- Secretary
- Chair of Pastoral Relations
- Chair of Nominations
- Chair of Licensing
- At least one Ordained, Diaconal and Designated Lay Minister must be on the Division. If not represented in the above, then absent designation is to be added to the Division membership.
- Regional Minister – Staff Support

### **Duties:**

- ensure that all committees are fulfilling their mandates
- coordinate interactions among the Committees of the Division
- make certain that the Committee handbooks and resources are up to date
- make sure that the Committees are providing appropriate training to the designated Individuals needed for each Committee's mandate
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

### **Skills/Experiences:**

- an understanding of the policies and procedures of The United Church of Canada with respect to Human Resources
- people Skills and Pastoral Skills
- an understanding the intricacies of Human Resources
- organizational Skills

**Accountability/Reporting:** To the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Regional Council Executive except the following:

- any matters covered within approved budgets
- any matters referred from Divisional Committees

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**DIVISION OF MINISTRY RESOURCES**  
**PASTORAL RELATIONS COMMITTEE** Pg. 1

**Mandate:**

To provide guidance and oversight to the Region and Communities of Faith with respect to human relations, employment practices, and pastoral relations.

**Membership:**

- Chair
- Secretary
- 6 Designated Individuals
- Regional Minister – Staff Support
  
- A trained pool of Liaisons, each having a designated individual from the Pastoral Relations committee to report to.

**Duties:**

**Training**

- be a resource to the Region for education in the policies and for training events both in person and through webinar – working with Faith Formation and Leadership Committee
  - Ministry and Personnel Committees
- in cooperation with the Regional Minister
  - keep a list of trained liaisons within the Region.
  - identify, select and train sufficient number of individuals in different parts of the Region to serve as Regional Liaison personnel (as noted above)
  - provide training and support to Regional Liaison personnel to work with Communities of Faith (as noted above)
  - train the liaisons on additional skills of conflict resolution

**Search**

- ensure Liaisons have the following skills:
  - training on being a search committee Liaison
  - ability to train search committees in the work that they will be doing
  - ensure that the Community of Faith is ready to search has all the pieces in order including an examination of the financial health of the congregation (in consultation with the Accountability and Consultation Committee)
  - ensure that the search is carried out in a fair non- bias way that is in line with human rights
  - familiar with the ChurchHub so that liaisons can assist Communities of Faith as needed
  - work with Search committees as they negotiate the terms of call
  - be present at the congregational meeting when a new minister is being called or appointed
  - familiar with required paperwork and proper process for facilitating completion of the task
  - when the journey is complete the Liaison will help to plan the covenanting service and will do the act of covenant on behalf of the Region

**Terms of Call or Appointment**

- examine and approve the terms of a call or appointment
- develop and recommend to the Region policies regarding remuneration for lay worship leaders and the duration of such service





**DIVISION OF MINISTRY RESOURCES**  
**PASTORAL RELATIONS COMMITTEE** Pg. 2

**Ministerial Covenanting Services** (Three way covenanting between Comm. of Faith – Minister – Region)

- arrange for Services of Covenanting between ministry personnel, Communities of Faith, and the Region. Do this for each new pastoral relationship that is initiated by call or by an appointment lasting at least six months. Ultimately the Regional Council is responsible for providing an act of covenant and this committee does it on behalf of the Region.
- help to organize and publicize the act of covenant when ending calls with parties that are integral to living out the gospel in community in response to God's calls, as named by the Regional Council, ministry personnel, and Community of Faith. The act of ending covenant calls must include any other ministry personnel and staff in the Community of Faith

**Interim Ministry**

- identify during the pastoral relations process if interim ministry might be needed. Committee would help Community of Faith find Intentional Interim ministry on ChurchHub.
- work with Interim Ministry to receive reports, assign transition support committees

**Other**

- develop opportunities for clusters and/or networks for the functioning of Committee/Division

**Skills/Experiences:**

Committee Members

- training and facilitation
- consulting and supporting of pastoral relationships
- conflict management skills
- knowledge of
  - United Church policies in regard to Pastoral Relations
  - the United Church Sexual Misconduct Prevention and Response Policy and Procedures
  - the United Church Workplace Violence and Harassment Policy
  - Nova Scotia Labour Standards
  - standards of remuneration for Ministry Personnel
  - restorative Care Plan and Long Term Disability benefits
  - leaves: such as bereavement, compassionate, maternity, parental, study and sabbatical

Liaisons

- a love and care for the United Church of Canada and our people
- patience to allow communities to discover new possibilities
- courage to speak honestly that new knowledge and possibilities may become evident
- a sense of humour and wonder
- ability to think outside the box and envision possibilities
- can listen deeply and support a process without the need to fix our have all the answers.

**Accountability/Reporting:** Through Division of Ministry Resources to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Communities of Ministry Resources except the following:

- any matters covered within approved budgets
- Individuals to be named as Regional Liaison personnel and their training and support

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 **DIVISION OF MINISTRY RESOURCES**  
**LICENSING COMMITTEE Pg. 1**

**Mandate:**

To receive, review and recommend appropriate action on requests for designation and licensing outside the Candidacy Pathways process.

**Membership:**

- Chair
- Secretary
- At least one of each - Diaconal Minister, Ordained Minister, Designated Lay Minister
- A person qualified in Supervision
- Designated Individuals 2
- Executive Minister – Staff Support

**Duties:****Licensed Lay Worship Leaders**

- oversee the delivery and content of training for LLWL
- determine that an individual is prepared to be licensed as a LLWL
- determine that an individual has completed courses of study to be licensed
- conduct the annual interview and evaluation with those seeking initial or renewal of licensing as a Licensed Lay Worship Leader and recommend to the Region the names of those deemed suitable for licensing
- maintain a list of LLWL in the Region (as these names cannot yet be found on the church hub list)

**Sacraments**

- receive applications from Communities of Faith for appointment as Sacramental Elders and recommend suitable names to the Region
- provide training for Sacrament Elders
- receive requests to administer the sacraments and recommend action to the Region

**Marriage Licenses**

- develop and recommend to the Region a policy concerning the provision of Marriage Licenses to retired ministry personnel in the Region

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**DIVISION OF MINISTRY RESOURCES**  
**LICENSING COMMITTEE Pg. 2**

**Supervision**

- Follow the regional supervision policy
  - provide training for Pastoral Charge Supervisors
  - maintain a list of trained supervisors
  - receive requests for Community of Faith Supervisors and recommend to the Region individuals for appointment
  - assist Communities of Faith with Supervision arrangements
- 
- develop opportunities for clusters and/or networks necessary for the functioning of the Committee/Division

**Skills/Experiences:**

- Chair: facilitation and organizational skills are paramount
- Secretary: computer skills are important, keeping up with correspondence and processing forms
- knowledge of polity and procedures of The United Church of Canada, or willingness to study and learn, in relation to relevant policies

**Accountability/Reporting:** Through Division of Ministry Resources to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Communities of Ministry Resources except the following:

- any matters covered within approved budgets
- individuals to be licensed or renewed as Licensed Lay Worship Leaders according to Regional criteria
- scheduling and conducting covenanting services
- approval of terms of Call or Appointment within Denominational and Regional criteria
- approval of requests for Sacramental Elders within Denominational and Regional criteria
- appointment of Community of Faith Supervisors within Denominational and Regional criteria

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## DIVISION OF MINISTRY RESOURCES NOMINATIONS COMMITTEE

### **Mandate:**

The Nominations Committee recommends appointments for the Regional Council Executive, Divisions and other Committees, boards, task groups, or United Church representatives, as requested by the Regional Council, its Divisions, its Executive, or the Executive Minister.

### **Membership:**

- Chair
- Secretary
- One member of the Regional Executive (named by Executive)
- 2 Designated Individuals not serving on the Executive
- Executive Minister – Staff Support

Note: The members and Chair of the Nominations Committee will be appointed by the Regional Council. Vacancies on the Committee may be filled by the Regional Council Executive to complete a term. .

### **Duties:**

- ensure there is an updated Governance Handbook for the Region 15
- ensure there are updated terms of reference for all Divisions and Committees
- recruit to fill any vacancies through informing the constituency of vacancies, and actively seeking designated individuals
- provide “expression of Interest” forms to potential designated individuals
- discern and determine the appropriate match to fill vacancies
- bring the names for approval, through the Division to the Regional Executive
- In fulfilling its duties the Nominating Committee shall
  1. reflect theologically on the basis for appointed member participation in the church
  2. discern who is equipped to serve
  3. develop and test processes for selecting individuals and developing effective groups
  4. strive to meet the church’s commitments to
    - becoming an intercultural church
    - the full inclusion of people with disabilities
    - developing new and young leadership
    - the United Nations Declaration on the Rights of Indigenous Peoples
    - any future commitments regarding the appointed leadership of the United Church
- members of the Nominations Committee will actively seek out and encourage nominations from across the diversity of the church

### **Skills/Experiences:**

- appreciation for recruitment and discernment
- commitment to the value of designated individuals

**Accountability/Reporting:** Reports will be sent in full through Division of Ministry Resources to the Regional Council and Regional Executive on a regular basis. (As often as needed or required.)

**Powers:** Must refer decisions to the Division of Communities of Ministry Resources except the following:

- any matters covered within approved budgets

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### ***Versioning Notes***

V1.21 includes

- addition of '3 persons chosen for balance and experience' to org chart
- reports of nominations will come in 'full' to Regional Council through Div. of Ministry Resources
- Update on Quorum (1/3 or minimum 3)
- Written Reporting required 1 week prior to next meetings (co. to div. and div. to regional exec.)
- Accountability section updated as per recommendation from general council rep.