

# First Dawn Eastern Edge Regional Council

The United Church of Canada

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## Governance Handbook



Revised September 24, 2024



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## CALL

*With joy in our hearts and a song on our lips we,*

*the First Dawn Eastern Edge Regional Council*

*of The United Church of Canada,*

*acknowledge that we are called by God to love and serve all creation as bold disciples of Jesus Christ. We believe that full participation in all aspects of our calling is the right of people of all racial backgrounds, creeds, ages, cultural backgrounds, sexual orientations, gender expressions, economic statuses, abilities or any other lived experiences that have led to marginalization and oppression.*

*Through our various shared ministries and paths of deep spirituality,*

*we are called to uphold the varied gifts and skills in one another;*

*to be accepting of change while honouring heritage and traditions;*

*to resist bias as we seek justice.*

*We are all God's children.*

*We are not alone.*

*Thanks be to God!*

## **OUR CONVICTION**

Through Jesus Christ, and with the guidance of the Holy Spirit, we believe God is gracious and generous, and provides all that is needed for the church to participate fully and effectively in God's call. Therefore we, as First Dawn Eastern Edge Regional Council, will boldly go forward with generosity and hope.

## **VISION**

We, the First Dawn Eastern Edge Regional Council, strive:

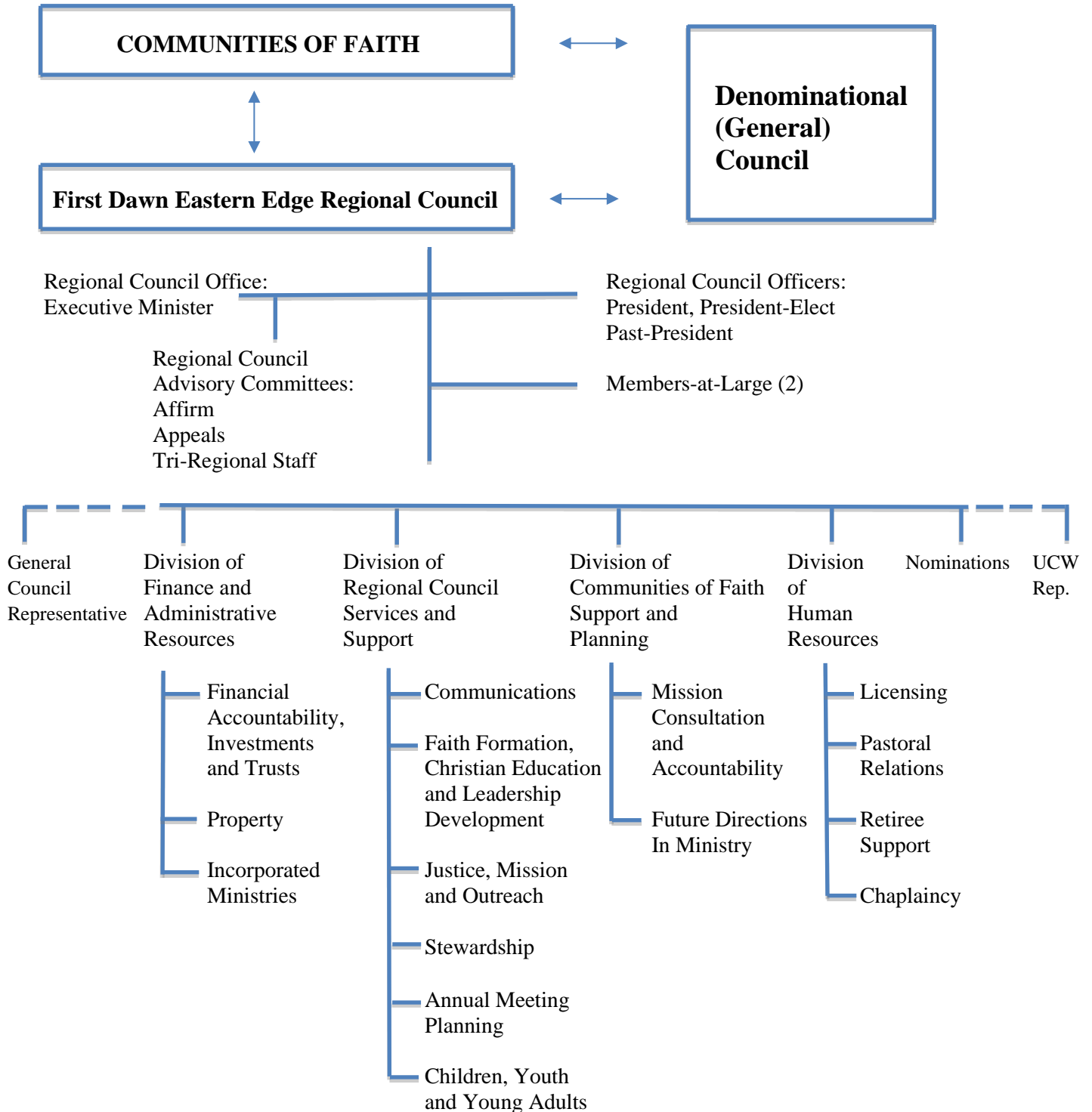
- To have a faith centered response to the needs of the church and the world, through discipleship as an expression of our mission statement.
- To live in a covenant relationship with the communities of faith, other expressions of ministry, and general council through efficient, timely, nimble communication and care.
- To live with respect for the stewardship of people, planet, and resources.
- To have divisions and teams work in collaboration on issues of mutual interests across the three (3) Regions.
- To acknowledge and celebrate the diversity of gifts in the region for the discipleship of the church.
- To have a task-oriented teams' approach for our work and witness.
- To have diversity within our divisions and teams as we strive for inclusivity to honour God's diverse creation.
- To model Christ's humility, justice and radical love.

## **STRUCTURE**

*Graphic Pending*

*To be added here when available*

**ORGANIZATION CHART**



## **FUNCTION**

### **General Terms of Reference**

#### **General Skills**

- Knowledge of The United Church of Canada in relation to governance.
- Knowledge of First Dawn Eastern Edge Regional Council in relation to its governance and its Communities of Faith
- A commitment to the education and theology of the United Church
- Chairs/convenors and secretaries would need to have organization, facilitation and computer skills

#### **Terms of Appointments**

All appointments of chairs of divisions and convenors of teams will be for three (3) years, renewable once and terms for secretaries for a division or team would be for two (2) years, renewable once, to create a cascading membership and reappointment process.

The following guidelines regarding the function of Regional Council and its Executive, divisions and teams, provide the basic framework. Should special meetings over and above these guidelines be required they can be arranged subject to approval either by the President, Regional Executive Minister or the divisional chair.

#### **Regional Council Meetings**

Regional Council will meet once a year. Members to Regional Council will be the Regional Council Executive, elected representatives from the communities of faith and all ministerial personnel. The Regional Council Executive Minister and Regional Council office staff will support this meeting.

#### **Regional Council Executive**

Regional Council Executive will meet four (4) times a year. One of these meeting should be face to face, and the other meeting will be in an electronic format. The membership of the Executive will consist of the Regional Council officers, the division chairs and a representative of the UCW.

#### **Divisions**

Will meet four times per year, or more as needed. If a team is not fulfilling its terms of reference the division must fulfill them. Membership of the divisions will be the division chair, secretary and team convenors. Regional Council staff will support the work of the divisions. Division chair must report on all activities within their division to the Regional Council Executive.



## FUNCTION

### General Terms of Reference - Continued

#### **Teams**

Teams will meet as required throughout the year. Meetings will be largely conducted using electronic format. Membership of the teams will consist of a convenor, a secretary and designated volunteers. Necessary support for the teams will be provided through consultation between the team convenor, the divisional chair and Regional Council office staff. Team convenors must report all activities and task groups to the division. Teams may set up a “Just in Time Task Group” for a specific task as they deem necessary. Teams will recruit the volunteers with specific timelines.

#### **Quorum**

Regional Council divisions, teams 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 division and team minutes are to be submitted electronically to Regional Council office for filing yearly.

All divisions and teams will provide a report on any decisions within their mandate in writing at least a week prior to next division and executive meetings. This will 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. The Regional Council has full authority to decide on all matters within its jurisdiction subject to any limitations imposed by *The Manual*. Divisions/teams are given specific authority to make decisions (see Reporting and Decision Making). Anything else outside these authorities requires ratification by the Regional Council Executive. The decisions within the divisions and team’s authority are final, binding and effective when the division and team makes them, however, any decision that involves another division or team’s mandate shall be made in consultation with the other.

#### **Formal Appeals**

As the divisions and teams have the authority to act in certain matters for the Regional Council, appeals of the Regional Council’s divisions and teams are heard by the General Council Judicial Committee. Appeals from communities of faith and their governing bodies are heard through the Regional Council.

**FUNCTION**

**Summary Table**

	<b>REGIONAL COUNCIL</b>	<b>REGIONAL EXECUTIVE</b>	<b>DIVISIONS</b>	<b>TEAMS</b>
<b>FREQUENCY</b>	Once a year	Four times a year	Four times a year	As required throughout the year
<b>MEMBERSHIP</b>	Regional Executive  Elected Members of Communities of Faith and Ministry Personnel	Officers  Division Chairs  Members at Large	Division Chair  Division Secretary  Team Convenors	Team Convenor  Team Secretary  (Designated Volunteers)
<b>REGIONAL COUNCIL SUPPORT</b>	Executive Minister  Other staff	Executive Minister  Other Staff as Needed	Regional Council staff support	Division Chairs and Regional Council staff as needed

**NOTE:** Each Division has a chair and secretary  
 Each Team has a convenor and secretary  
 Designated volunteers would be task oriented  
 Meetings will be held electronically, with the possibility of face to face as need is determined

## **TERMS OF REFERENCE**

### **REGIONAL COUNCIL EXECUTIVE**

#### **Mandate:**

To provide leadership, oversight and guidance to First Dawn Eastern Edge Regional Council for the continuing work of the Regional Council between meetings of Regional Council.

#### **Membership:**

- President
- President-Elect
- Past-President
- Division Chairs
- General Council Representative(s)
- UCW Representative
- Nominations
- Members-at-Large (2) to add diversity to the Executive
- Executive Minister

#### **Duties:**

1. To uphold the mission, theological conviction and core values of the Region
2. To provide for the work of the Regional Council as detailed in the United Church Manual
3. To meet four (4) times a year, in addition to special meetings as required
4. To decide on recommendations for action brought forward by the divisions
5. To recommend to First Dawn Eastern Edge Regional Council, through its annual meeting, matters for decision by Regional Council
6. To ensure communication of decisions made to the wider church in Newfoundland and Labrador
7. To consult with General Council Office as required

#### **Skill/Experience:**

1. Experience in governance in The United Church of Canada
2. Decision making skills
3. Communication skills
4. Understanding of how to reach a consensus

#### **Accountability/Reporting:**

1. Regional Council

## **TERMS OF REFERENCE**

### **DIVISION OF FINANCE AND ADMINISTRATIVE RESOURCES**

#### **Mandate:**

To provide leadership and guidance within the bounds of First Dawn Eastern Edge Regional Council and its Communities of Faith in its mission, finance and administration.

#### **Membership:**

- Chair
- Secretary
- Convenor, Financial Accountability, Investments and Trusts Team
- Convenor, Property Team
- Convenor, Incorporated Ministries Team
- Two (2) Members at Large

#### **Duties:**

1. Ensure all teams are fulfilling their terms of reference
2. Ensure consultation between the divisional teams as necessary
3. Make recommendation on all financial and administrative issues to the Regional Council Executive
4. Submit the annual Regional budget for approval
5. Have oversight for all trust funds of the Regional Council according to the terms specified in the bequests and gifts
6. Recommend to Regional Council Executive policy changes and suggestions dealing with financial matters
7. To make decisions when the teams request support and help or if the issue is outside of normal operations
8. To receive reports from teams on all decisions made

#### **Skills/Experiences:**

1. Working knowledge of financial matters
2. Sense of the mission of the church and how finance can facilitate that mission
3. Working knowledge of property matters

#### **Reporting and Decision Making:**

1. Regional Council Executive
2. All divisions have the authority to make decisions on matters within their mandate. Divisions are required to bring matters that are outside of normal operations to the Regional Council Executive for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

### **DIVISION OF FINANCE AND ADMINISTRATIVE RESOURCES**

#### **Financial Accountability, Investments and Trusts Team**

##### **Mandate:**

To provide leadership and guidance to the Division of Finance and Administrative Resources on Regional Council finances, including requests for grants and loans. To provide oversight, leadership, and guidance on all Investment and Trusts held within the bounds of the Regional Council.

##### **Membership:**

- Convenor
- Secretary
- Designated volunteers

##### **Duties:**

1. To examine community of faith *Seven Year Financial Trend* report and consult as necessary
2. To make decisions on all requests for non-property related grants and loans.
3. Work with staff in drafting the annual Regional Council budget
4. Monitor the Regional Council finances
5. To make decisions on financial disbursements, including Mission Support Grants within the Regional Council
6. To provide advice and monitoring of Investments and Trust Funds on a quarterly basis.
7. To monitor and update the investment policy as necessary
8. To receive reports and meet with investment counsel twice a year
9. Bring decisions to the Division of Finance and Administrative Resources that are outside of normal operations

##### **Skills/Experiences:**

1. Experience in managing financial matters
2. Consultative and pastoral skills
3. Ability to interpret financial reports
4. Knowledge of the United Church in relation to investment policies
5. Skill and experience in financial investment matters

##### **Reporting and Decision Making:**

1. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.
2. Division of Finance and Administrative Resources

## **TERMS OF REFERENCE**

### **DIVISION OF FINANCE AND ADMINISTRATIVE RESOURCES**

#### **Property Team**

**Mandate:**

To provide oversight, leadership and guidance to communities of faith regarding property within the bounds of the Regional Council.

**Membership:**

- Convenor
- Secretary
- Designated volunteers

**Duties:**

1. To complete manse inspections when requested or needed
2. To have ongoing oversight of United Church property in the Regional Council
3. To provide guidance with respect to professional services around all church properties
4. Approval renovations, sales, distributions and long-term rentals of all church properties
5. Approval of property related grants (eg. Church and Manse Modernization)
6. Request Pastoral Relations to assess the ministry needs before deciding on the sale of a manse
7. Recommend updates to the Property Policy.
8. Bring decisions to the Division of Finance and Administrative Resources that are outside of normal operations

**Skills/Experiences:**

1. Knowledge of buildings, structures and their maintenance
2. Practical understanding of the housing requirements necessary in a manse
3. Consultative and pastoral skills

**Reporting and Decision Making:**

1. Division of Finance and Administrative Resources
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

### **DIVISION OF FINANCE AND ADMINISTRATIVE RESOURCES**

#### **Incorporated Ministries Team**

##### **Mandate:**

To provide oversight, leadership, and guidance to the Incorporated Ministries within the bounds of the First Dawn Eastern Edge Regional Council.

##### **Membership:**

- Convenor
- Secretary
- Designated volunteers

##### **Duties:**

1. Consult with the Chair of the Board of each incorporated ministry
2. Receive confirmation that each incorporated ministry has appropriate certified insurance annually
3. Visit (with intent of building relationship) each incorporated ministry as allocated to the team member once per year and provide a report.
4. Responds to requests for assistance from the boards of the various incorporated ministries
5. Ensures that the by-laws of each incorporated ministry are updated and that new by-laws are approved by the team, the Regional Council and the Denominational Council
6. Support all recognized incorporated ministries within the Regional Council; to work with them to ensure compliance with the United Church of Canada's Incorporated Ministries policies
7. Receive annual reports, financial reports and names of board members and confirmation that all annual forms, required by both provincial government and Church, are submitted prior to deadline
8. Submit an update on each incorporated ministry to the Regional Council annually through the Division of Finance and Administrative Resources
9. Bring decisions to the Division of Finance and Administrative Resources that are outside of normal operations

##### **Skills/Experiences:**

1. Effective organizational, administrative, consultative and pastoral skills
2. A commitment to the outreach ministries of The United Church of Canada
3. Knowledge of, or openness to learn, the polity of The United Church of Canada

##### **Reporting and Decision Making:**

1. Division of Finance and Administrative Resources
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

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

#### **Mandate:**

To provide oversight, leadership and guidance to Communities of Faith within Regional Council.

#### **Membership:**

- Chair
- Secretary
- Convenor, Communications Team
- Convenor, Faith Formation, Christian Education and Leadership Development Team
- Convenor, Justice, Mission and Outreach Team
- Convenor, Stewardship Team
- Convenor, Annual Meeting Planning Team
- Convenor, Children, Youth and Young Adults Team

#### **Duties:**

1. To ensure that all teams under the division are fulfilling their terms of reference
2. To ensure that the team handbooks and resources are up to date
3. To ensure that the teams are providing appropriate training to the designated volunteers needed to fulfill each teams mandate
4. To ensure consultation between divisional teams, and with other divisions, as necessary
5. To receive reports from teams on all decisions made
6. To make decisions when the teams request support and help or if the issue is outside of normal operations

#### **Skills/Experiences:**

1. A passion for, and a commitment to, the work of the church
2. Leadership skills
3. Organizational skills

#### **Reporting and Decision Making:**

1. Regional Council Executive
2. All divisions have the authority to make decisions on matters within their mandate. Divisions are required to bring matters that are outside of normal operations to the Regional Council Executive for decision making or any other matter they feel they need extra wisdom



## TERMS OF REFERENCE

### DIVISION OF REGIONAL COUNCIL SERVICES AND SUPPORT

#### Communications Team

**Mandate:**

To provide leadership, oversight and guidance to the Regional Council on ways to communicate more effectively within The United Church of Canada and the wider world.

**Membership:**

- Convenor
- Secretary
- Designated Volunteers

**Duties:**

1. To recommend and encourage on all matters of communication between the Regional Council and the communities of faith
2. To use social media and other communication platforms to share events and stories of the Regional Council (such as VOWR, YouTube, Facebook, etc.)
3. To encourage the Regional Council and the communities of faith to use the publications and resources of the United Church; particularly the United Church *Broadview*
4. To design a newsletter, the *Connector*, to communicate material of interest and importance within the Region
5. Provide media updates during the Annual Meeting
6. Prepare highlights of the Annual Regional Council Meeting for members to share with their communities of faith
7. Bring decisions to the Division of Services and Support that are outside of normal operations

**Skills/Experiences:**

1. Have a vision for effective communications
2. Knowledge in communications
3. Knowledge and experience in the use of the various social media platforms

**Reporting and Decision Making:**

1. Division of Regional Council Services and Support
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

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

#### **Faith Formation, Christian Education and Leadership Development Team**

##### **Mandate:**

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

##### **Membership:**

- Convenor
- Secretary
- Designated Volunteers

##### **Duties:**

1. To inform and promote Regional Council and communities of faith concerning faith formation resources recommended by or compatible with The United Church of Canada
2. To provide leadership development events related with faith formation and consistent with the educational/theological approach of The United Church of Canada
3. To provide faith formation events to broaden the knowledge/insights of participants concerning biblical/theological/social justice/inter-church and inter-faith education
4. To liaise with communities of faith sharing resources and responding to requests for information including webinar opportunities from The United Church of Canada
5. To develop liturgical resources for those communities of faith who rely on their laity for worship leadership.
6. To provide worship resources for one Sunday a year known as Ministry Recruitment Sunday
7. To engage in leadership development for clergy and lay including speakers and life-long learning opportunities such as the “fall learning event”, clergy symposium and retreats
8. Bring decisions to the Division of Services and Support that are outside of normal operations

##### **Skills/Experiences:**

1. A passion for the work of the team with all ages
2. A passion to be a learner (continuing education)
3. Ability to engage people where they are and offer leadership/education
4. Possession of facilitation, communication, organizational and group dynamic skills

##### **Reporting and Decision Making:**

1. Division of Regional Council Services and Support
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

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

#### **Justice, Mission and Outreach Team**

##### **Mandate:**

This team 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:**

- Convenor
- Secretary
- Designated Volunteers

##### **Duties:**

1. To educate and mobilize the Regional Council and communities of faith regarding social justice issues and provide opportunities for communities of faith to respond
2. To speak out publicly on matters in which there is a clear United Church policy. To seek approval and guidance from the Regional Council Executive when not apparent. All statements are to be cleared through the Regional Council Executive Minister
3. Convenor or appointed member of the team will liaise with and attend webinars 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 First Dawn Eastern Edge outreach and justice initiatives within communities of faith and Regional Council
4. To prepare and report on outreach and justice initiatives with communities of faith and Regional Council
5. To encourage each community of faith to select a point person to be the Outreach Advocate to connect with the Justice, Mission and Outreach team
6. Bring decisions to the Division of Services and Support that are outside of normal operations

##### **Skills/Experiences:**

1. A passion for outreach and mission
2. Facilitation, communication, and organizational skills are important for the team

##### **Reporting and Decision Making:**

1. Division of Regional Council Services and Support
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

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

#### **Stewardship Team**

##### **Mandate:**

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

##### **Membership:**

- Convenor
- Secretary
- Designated Volunteers

##### **Duties:**

###### Community of Faith Stewardship, Mission & Service

1. To keep up-to-date on community of faith Stewardship Resources produced and/or recommended by The United Church of Canada
2. To ensure information is shared regarding the community of faith statistics with respect to Mission and Service givings within the Regional Council.
3. To ensure that communities of faith have access to training and in-service on new resources
4. To communicate with communities of faith about their stewardship needs and Mission & Service contributions and help them access the resources and support they need
5. Give leadership in initiating and developing plans for raising the profile of Mission & Service
6. To develop and carry out a communication plan for sharing Mission & Service information, contributions and resources
7. To keep an up-to-date list of Mission & Service Enthusiasts and Stewardship point people (in some cases the same person would fulfill the two roles)
8. Help set up/plan workshops on stewardship, Legacy Giving and the United Church Foundation
9. Bring decisions to the Division of Services and Support that are outside of normal operations

###### Legacy Giving

1. To share information and resources on Legacy Giving and the United Church Foundation with communities of faith in the Regional Council
2. To ensure that communities of faith have access to training and in-service on new resources

##### **Skills/Experiences:**

1. A passion for stewardship
2. Facilitation, communication, and organizational skills are important for the team

**TERMS OF REFERENCE**

**DIVISION OF REGIONAL COUNCIL SERVICES AND SUPPORT**

**Stewardship Team - continued**

**Reporting and Decision Making:**

1. Division of Regional Council Services and Support
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## TERMS OF REFERENCE

### DIVISION OF REGIONAL COUNCIL SERVICES AND SUPPORT

#### Annual Meeting Planning Team

**Mandate:**

To provide leadership, planning and facilitation of effective and respectful meetings of Conference which balances, worship, business and education.

**Membership:**

- Convenor
- Secretary
- President of Regional Council
- Liturgy Coordinator
- Proposals Coordinator
- *Youth at Regional Council* Coordinator
- *Children at Regional Council* Coordinator
- Registration Coordinator
- Local Arrangements Coordinator
- Milestones in Ministry Coordinator (President Elect)

**Duties:**

1. In consultation with the President, select the theme of the meeting
2. Facilitate the development of the theme through liturgy, speakers, workshops, etc
3. Arrange for a site for the meeting
4. Visit the host site to determine suitability in meeting the needs of the court
5. Prepare the agenda, keeping in mind the need for balance of spiritual, educational, business and fellowship
6. Schedule requested times for committees and group
7. Select and work with guest speakers, etc.
8. Arrange for provision and operation of required audio-visual equipment
9. Provide instructions for meeting room set up, display space and bookstore space
10. Facilitate the pre-registration and registration of delegates and guests
11. Designate table groups and facilitators as required
12. Provide information for meals, snacks and accommodations
13. Arrange for:
  - a. New delegate orientation
  - b. Table group facilitator orientation
  - c. Duty people
  - d. Chaplains
  - e. Nurse/First Aid Providers
14. Appoint members of the committee to act as the Business Committee
15. The Liturgy Coordinator is responsible for worship during the meetings (including the Celebration of Ministries Worship Service)
16. Proposals Coordinator is responsible for receiving and presenting proposals

## TERMS OF REFERENCE

### DIVISION OF REGIONAL COUNCIL SERVICES AND SUPPORT

#### Annual Meeting Planning Team – continued

##### **Duties (continued):**

17. *Youth at Regional Council* Coordinator is responsible for the *Youth at Regional Council* Programming
18. *Children at Regional Council* Coordinator is responsible for the *Children at Regional Council* Programming
19. Registration Coordinator is responsible for all items with registration
20. Local Arrangements Coordinator is the liaison with the host community of faith and the Annual Meeting Planning Team
21. Milestones in Ministry Coordinator is responsible for the Banquet program
22. Bring decisions to the Division of Services and Support that are outside of normal operations

##### **Skills/Experiences:**

1. Organizational skills
2. Overall understanding of the operation of the system and polity of the United Church and Regional Council
3. Understanding of the various needs and expectations of participants/members
4. A sense of preparedness for the unforeseen
5. Willingness to work with various groups
6. Time management skills
7. Problem solving
8. Computer skills
9. Flexibility

##### **Reporting and Decision Making:**

1. Division of Regional Council Services and Support
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

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

#### **Children, Youth and Young Adults Team**

**Mandate:**

Support and encourage youth, young adults, and their leaders through their journey of faith.

**Membership:**

- Chair
- Secretary
- Designated volunteers

**Duties:**

1. Develop programming for the nurturing of youth and young adults
2. Promote engagement of youth and young adults in justice seeking ministries, events, locally, in the wider church and inter-faith circles
3. Encourage and organize opportunities for youth and young adults to participate in national programs
4. Develop regional and multi-region programs for youth & young adults
5. Ensure a children and youth program is provided at Regional Annual Meeting
6. Plan retreats for children/families, youth, and young adults.
7. Training, and other events, as need or desire emerges for leaders of children, youth and young adults
8. Bring decisions to the Division of Services and Support that are outside of normal operations

**Skills/Experiences:**

1. Passion for faith formation
2. Ability to engage children, youth and young adults where they are and offer guidance and encouragement
3. Facilitation, communication, organizational and group dynamic skills

**Reporting and Decision Making:**

1. Division of Regional Council Services and Support
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.



## **TERMS OF REFERENCE**

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

#### **Mandate:**

To provide leadership to and coordinate the activities of the Mission Assessment Planning, Pastoral Consultation and Accountability, and Future Directions in Ministry Teams.

#### **Membership:**

- Chair
- Secretary
- Convenor, Mission Consultation and Accountability Team
- Convenor, Future Directions in Ministry Team
- Two (2) Members at Large

#### **Duties:**

1. To coordinate interactions among the teams of the Division
2. To promote utilization of the Mission Assessment Planning process and annual evaluations among communities of faith
3. To receive reports from the teams on all decisions made
4. To make decisions when the teams request support and help, or if the issue is outside of the normal operations

#### **Skills/Experiences:**

1. Commitment to the future of The United Church of Canada and its ministries
2. An understanding of the operations of and challenges facing communities of faith

#### **Reporting and Decision Making:**

1. Regional Council Executive
2. All divisions have the authority to make decisions on matters within their mandate. Divisions are required to bring matters that are outside of normal operations to the Regional Council Executive for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

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

#### **Mission Consultation and Accountability Team**

##### **Mandate:**

To provide leadership and resources to Communities of Faith and designated volunteers within the bounds of Regional Council with respect to sections of the Manual dealing with annual report, self-assessments and Mission Articulation Plans

##### **Membership:**

- Convenor
- Secretary
- Designated volunteers

##### **Duties:**

1. To receive and review the non-financial elements of annual reports and Community of Faith self-assessment submitted by communities of faith.
2. Report valid information to appropriate teams and the Regional Council
3. To recruit and train designated volunteers to conduct visits when needed or requested
4. To keep a pool of trained liaisons to assist communities of faith with their Mission Articulation Plan
5. To appoint a liaison to communities of faith for their MAP process.
6. To receive and review reports from designated volunteers with respect to their visits
7. Ensure all communities of faith have completed their MAP
8. Receive the communities of faith MAP report and make suggestions when appropriate
9. Report to the Division of Communities of Faith Support and Planning on the completion of MAPs and Self Assessments.
10. Bring decisions to the Division of Community of Faith Support and Planning that are outside of normal operations

##### **Skills/Experiences:**

1. Commitment to the future of The United Church of Canada and its ministries
2. An understanding of the operations of and challenges facing communities of faith
3. Ability to interpret information received in reports and visits
4. Understanding of the Missional Articulation Planning process

##### **Reporting and Decision Making:**

1. Division of Community of Faith Support and Planning
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

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

#### **Future Directions in Ministry Team**

**Mandate:**

To provide oversight, leadership, and guidance for the future directions and boundaries within the Regional Council.

**Membership:**

- Convenor
- Secretary
- Designated volunteers

**Duties:**

1. To 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 neighbourhood, community and social context
2. To provide guidance and assist communities of faith when boundary changes are needed
3. To facilitate dialogue and analysis between/among communities of faith regarding closures, amalgamation and boundary changes
4. To offer analysis and feedback regarding possible options to communities of faith
5. To coordinate its activities in consultation with those of the other related teams and divisions
6. Report to the division the outline of proposed experiments involving the future directions of communities of faith
7. Bring decisions to the Division of Community of Faith Support and Planning that are outside of normal operations

**Skills/Experiences:**

1. A commitment to future directions of the First Dawn Eastern Edge Regional Council of The United Church of Canada
2. An understanding of the challenges facing communities of faith
3. Effective organizational, administrative and pastoral skills
4. It would be an asset to have membership who have been trained in Fresh Start and/or Intentional Interim Ministry

**Reporting and Decision Making:**

1. Division of Community of Faith Support and Planning
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

### **DIVISION OF HUMAN RESOURCES**

#### **Mandate:**

To provide leadership, oversight and guidance to the activities of the teams that support human resources in the Regional Council.

#### **Membership:**

- Chair
- Secretary
- Convenor, Licensing Team
- Convenor, Pastoral Relations Team
- Convenor, Retiree Support Team
- Convenor, Chaplaincy Team
- Two (2) Members at Large

#### **Duties:**

1. To ensure that all teams are fulfilling their terms of reference
2. To coordinate interactions among the teams of the division
3. To ensure that the team handbooks and resources are up to date
4. To ensure that the teams are providing appropriate training to the designated volunteers needed for each team's mandate
5. To receive reports from teams on all decisions made
6. To make decisions when the teams request support and help, or if the issue is outside of normal operations

#### **Skills/Experiences:**

1. An understanding of the policies and procedures of The United Church of Canada with respect to human resources
2. People skills and pastoral skills
3. Organizational skills

#### **Reporting and Decision Making:**

1. Regional Council Executive
2. All Divisions have the authority to make decisions on matters within their mandate. Divisions are required to bring matters that are outside of normal operations to the Regional Council Executive for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

### **DIVISION OF HUMAN RESOURCES**

#### **Licensing Team**

##### **Mandate:**

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

##### **Membership:**

- Convenor
- Secretary
- Designated Volunteers

##### **Duties:**

###### Licensing (LLWL)

1. Determine that an individual has completed courses of study to be licensed
2. Conduct the annual interview with those seeking initial or renewal of licensing as a Licensed Lay Worship Leader
3. Communicate with the Executive Minister those who will need a license for that year
4. Keep a list of the LLWL with their contact information for the Region
5. Report to the Division of Human Resources those who have received a license
6. Bring decisions to the Division of Human Resources that are outside of normal operations

###### Sacraments and Licenses

1. Receive requests and make decisions about retired Designated Lay Ministers and Diaconal Ministers, who are no longer serving in an appointment, requiring a temporary license to perform the sacraments
2. Receive requests from communities of faith for those who wish to be appointed as Sacramental Elder and recommend suitable names to the division for training
3. Communicate to the Executive Minister the names of those who are suitable for licensing and relicensing as a Sacraments Elder
4. Ensure training is available for sacraments to those named as suitable
5. Keep a list of those licensed as Sacraments Elders for the Region
6. Bring decisions to the Division of Human Resources that are outside of normal operations

##### **Skills/Experiences:**

1. Knowledge of polity and procedures of The United Church of Canada.

##### **Reporting and Decision Making:**

1. Division of Human Resources
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

### **DIVISION OF HUMAN RESOURCES**

#### **Pastoral Relations Team**

##### **Mandate:**

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

##### **Membership:**

- Convenor
- Secretary
- Designated volunteers

##### **Duties:**

1. Knowledge of church policies
  - a) The United Church Sexual Misconduct Prevention and Response Policy and Procedures
  - b) The United Church Workplace Violence and Harassment Policy
  - c) Be a resource to the Regional Council for education in the policies and for training events both in person and through webinar
2. To have knowledge of Newfoundland and Labrador Labour Standards
3. To train and maintain a list of trained liaisons to journey with communities of faith through their search process
4. To have knowledge of Pastoral Relations policies of The United Church of Canada such as Remuneration for Ministry Personnel
5. To make decisions on appointments/calls and licenses to administer the sacraments/weddings for ministry personnel based on their position descriptions and ensure all decisions are communicated by highlighting appropriate portions of the minutes to the appropriate staff
6. Approve changes in pastoral relations
7. Approve retirements for ministry personnel
8. Communicate decisions to the parties involved through formal letters
9. Work with Regional Minister to provide training and support for Ministry and Personnel Committees of the Community of Faith
10. Ensure that a covenanting service happens for each new call/appointment greater than six months
11. Provide assistance with all matters related to Intentional Interim Ministry Community of Faith Supervision
12. Appoint Pastoral Charge Supervisors as needed
13. Keep a trained pool of pastoral charge supervisors
14. Set supervisors' rates (user pay/mileage)
15. Deal with all other matters that pertain to the pastoral relationship
16. Work with congregations when they go through the closing process
17. Assess the appropriateness of a manse sale
18. Bring decisions to the Division of Human Resources that are outside of normal operations

**TERMS OF REFERENCE**

**DIVISION OF HUMAN RESOURCES**

**Pastoral Relations Team - continued**

**Skills/Experiences:**

1. Training and facilitation
2. Consulting and supporting pastoral relationships
3. Conflict management
4. People and pastoral skills

**Reporting and Decision Making:**

1. Division of Human Resources
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

### **DIVISION OF HUMAN RESOURCES**

#### **Retiree Support Team**

**Mandate:**

To provide guidance and oversight to the support to the retirees of the Regional Council.

**Membership:**

- Convenor
- Secretary
- Designated volunteers

**Duties:**

1. Contact retired ministers at least once per year to identify any issues, to help them stay connected with Regional Council
2. Hear concerns associated with pension and benefits and other pastoral needs and communicate that to the Regional Minister
3. Help to facilitate gatherings for retirees in geographical areas to be a support to one another and maintain a connection with the church
4. Bring decisions to the Division of Human Resources that are outside of normal operations

**Skills/Experiences:**

1. Knowledge of pension and benefits for retired clergy and family
2. Pastoral care skills

**Reporting and Decision Making:**

1. Division of Human Resources
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.



## **TERMS OF REFERENCE**

### **DIVISION OF HUMAN RESOURCES**

#### **Chaplaincy Team (Regional Recognized Ministry)**

##### **Mandate:**

To provide guidance and oversight for the work of chaplaincy and the chaplains in the Regional Council.

##### **Membership:**

- Convenor
- Secretary
- Treasurer
- Designated volunteers

##### **Duties:**

1. Provide council to the chaplains
2. Review working conditions, remuneration, and approve leaves for chaplains. Ensure, where possible, that appropriate coverage is sought for approve leaves.
3. Oversee the relationship between the chaplains with respect to their responsibilities and authority
4. Approve continuing education requests and ensure that those eligible avail themselves of the provision
5. Conduct annual reviews
6. Submit annual budget to the Division of Human Resources
7. Make application for Mission Support Grant
8. Ensure that chaplains have completed any mandatory training required by The United Church of Canada or region
9. Bring decisions to the Division of Human Resources that are outside of normal operations

##### **Skills/Experiences:**

1. Have knowledge of chaplaincy
2. Ability to foster relationships across systems
3. Knowledge of human resources
4. Treasurer should have a background in finances

##### **Reporting and Decision Making:**

1. Division of Human Resources
2. All teams have the authority to make decisions on matters within their mandate. Teams are required to bring matters that are outside of normal operations to the division for decision making or any other matter they feel they need extra wisdom.

## **TERMS OF REFERENCE**

### **NOMINATIONS**

#### **Mandate:**

To provide leadership, guidance, terms of reference and recruitment for all Divisions and Teams in the First Dawn Eastern Edge Region.

#### **Membership:**

- Convenor
- Secretary
- Designated volunteers

#### **Duties:**

1. To ensure there are updated terms of reference for all divisions and teams
  2. The Nominations Team will keep a complete and up-to-date file/data base listing all persons who have submitted expressions of interest stating their gifts and skills
  3. To recruit to fill any vacancies through informing the constituency of vacancies and actively seeking designated volunteers
  4. To provide “Expression of Interest” forms to potential designated volunteers
  5. In fulfilling its duties, the Nominating Committee shall:
    - a) reflect theologically on the basis for appointed member participation in the church
    - b) discern who is equipped to serve
    - c) develop and test processes for selecting individuals and developing effective groups
    - d) strive to meet the church’s commitments to
      - i) becoming an intercultural church
      - ii) the full inclusion of people with disabilities
      - iii) developing new and young leadership
      - iv) follow the United Nations Declaration on the Rights of Indigenous Peoples
      - v) provide geographical diversity to ensure representation across the Region
  6. To provide an updated report to each regular meeting of the Regional Council Executive
- \* In discerning appropriate placements, a person may not serve as Convenor or Chair for more than two teams at the same time. (A person may be a convenor for one team and a secretary for another)

#### **Skills/Experiences:**

1. Appreciation for recruitment and discernment
2. Commitment to the value of designated volunteers

#### **Reporting and Decision Making:**

1. Regional Council Executive
2. In order to facilitate the work of the Regional Council, Nominations has the authority to make appointments to divisions, teams, task groups or bodies requiring United Church representatives, when vacancies are identified. \* The only exception would be for the members of Nominations and members of the Executive (including Members at Large). These names are to be forwarded to the Executive (for Nominations) and the Annual Meeting (for Executive members)

## **TERMS OF REFERENCE**

### **REGIONAL COUNCIL ADVISORY COMMITTEES**

#### **Affirm**

##### **Mandate:**

To provide leadership, guidance and direction to the Region with respect to understanding and becoming a safe and welcoming place for all people.

##### **Membership:**

- Convenor
- Secretary
- Up to 5 Designated Volunteers

Membership must include people with gender, orientation, and ethnic diversity.

##### **Duties:**

1. Become familiar with the Affirm Ministry Network and the requirements to become an Affirming Region.
2. Develop an Affirm Ministry Statement for the Region to discuss
3. Provide educational sessions about being an Affirming Region
4. Give guidance to the Executive as to when the Region is ready to be presented with the motion for decision making of whether to become an Affirming Region

##### **Skills/Experience:**

1. Knowledge of The United Church of Canada
2. ability to lead education sessions
3. ability to facilitate the courageous and difficult conversations
4. Experience with diversity, inclusion and equity

##### **Reporting and Decision Making**

1. Regional Council Executive

## **TERMS OF REFERENCE**

### **REGIONAL COUNCIL ADVISORY COMMITTEES**

#### **Appeals**

**Mandate:**

To hear appeals when needed

**Membership:**

- Designated volunteers (minimum 12)

**Duties:**

1. To be trained in The United Church of Canada's Appeal Process and Procedures
2. To be called upon to form an appeal committee for the court of appeal when/if the need arises
3. To make sure appeals are heard within specified time within the handbook
4. To consult with the Regional Council Executive Minister concerning the appeal process and retention of legal counsel
5. To report to the appropriate body the results of the appeal hearing within the specified time
6. To notify the Regional Council Executive Minister of the appeals decision for distribution

**Skills/Experiences:**

1. Knowledge and experience of The United Church of Canada's Appeals process
2. Knowledge and experience with legal, human resources, or appeal processes
3. Persons with conflict resolution

**Reporting and Decision Making:**

1. Regional Council Executive Minister

## **TERMS OF REFERENCE**

### **REGIONAL COUNCIL ADVISORY COMMITTEES**

#### **Tri-Regional Staff**

##### **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 three Atlantic Regions.

##### **Membership:**

- 2 Designated Individuals from the First Dawn Eastern Edge Region (One of the two individuals designated as the reporting member to 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:**

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

##### **Skills/Experience:**

1. Awareness of the range of duties and inter-relation of staff functions
2. Broad awareness of the ministry of the Region(s)
3. Listening and empathy

##### **Accountability Reporting:**

1. Through the Regional Council and Regional Executive on a regular basis. (As often as needed or required.) This is identified as a separate 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.