

Bermuda-Nova Scotia Region
The United Church of Canada
Governance Handbook

January 10, 2025

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CALL, THEOLOGICAL CONVICTION AND OPERATING PRINCIPLES

Call

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

Vision

To be an ever transforming, courageous, Spirit-filled community, risking discipleship based on the radical love of Jesus that welcomes all people, including but not limited to people of all sexual orientations, gender identities, skin colour, race, creed, age, cultural background, economic status, language, and ability, to fully participate in all aspects of our life and work.

Core Values

Connecting and strengthening communities of faith by:

- Living into expansive and inclusive 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.

Adopted at the 5th Annual Meeting of Bermuda-Nova Scotia Regional Council, June 9, 2023

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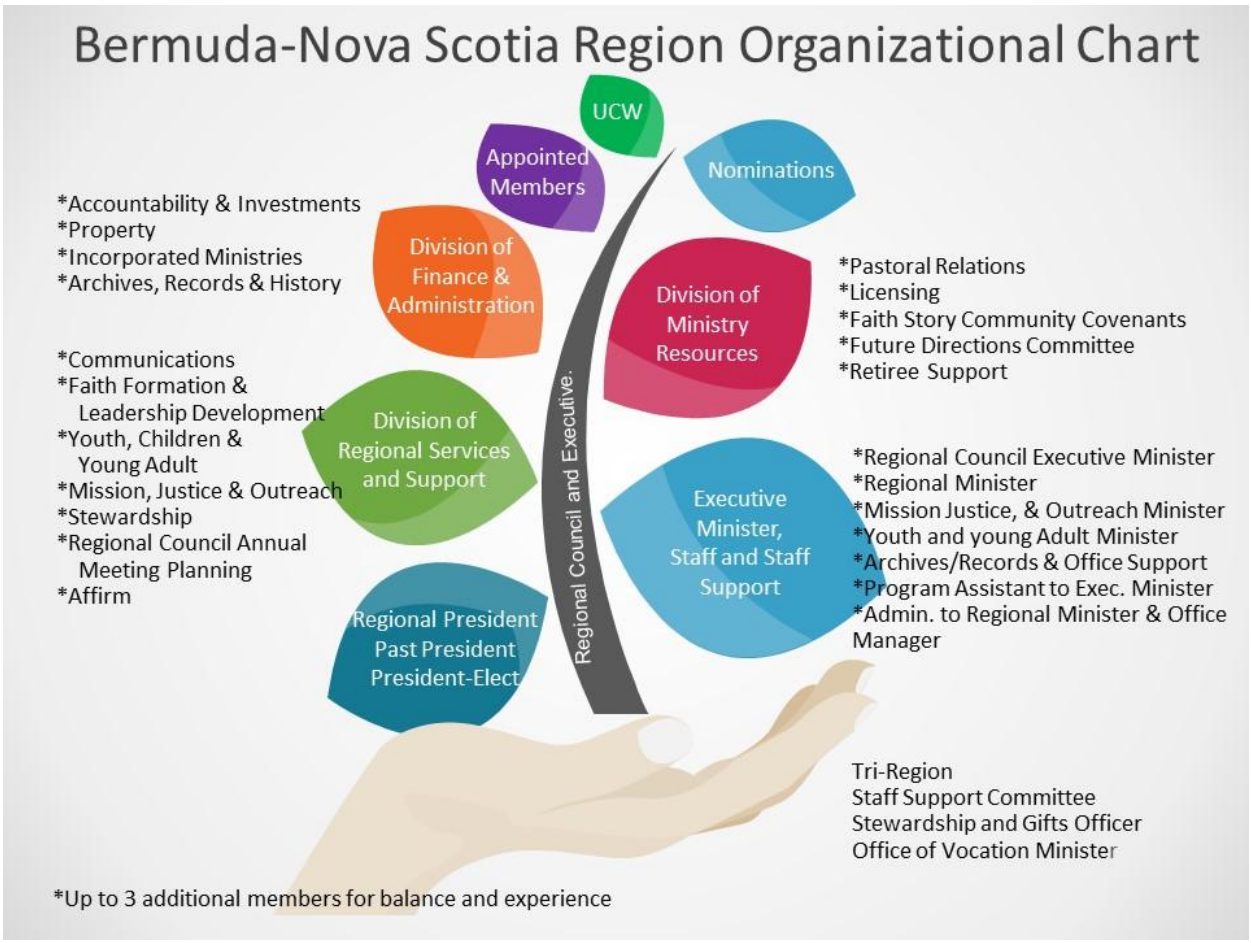
BERMUDA-NOVA SCOTIA REGION ORGANIZATION CHART



Governance Handbook Document Responsibility and Handling:
This Regional Council 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. This relationship was ratified through a new Memorandum of Understanding and celebrations held at the 5th Annual Meeting of Bermuda-Nova Scotia Regional Council, June 9-11, 2023*

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 BERMUDA-NOVA SCOTIA REGIONAL COUNCIL
General Terms of Reference Pg. 1

General Skills
• knowledge of The United Church of Canada in relation to governance
• knowledge of Bermuda-Nova Scotia Region Council 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 vote 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 the Region 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 (at the discretion of the chair) 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 and a secretary (at the discretion of the chair), who will be supported by designated individuals. Committee membership will be a minimum of four (4) members. (Maximum number of committee members to be determined by Governance Committee). 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.

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FUNCTION OF BERMUDA-NOVA SCOTIA REGIONAL COUNCIL
General Terms of Reference Pg. 2

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 to the Division. Committee chairs will need to notify nominations regarding the need for designated individuals to undertake specific tasks (the Chair may signal to Nominations if there is no genuine need for the Secretary role to be filled). 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 its Executive. Division chairs are ex-officio members to the Committees in their Division and can, if there is a need, attend or call a meeting of a Committee within their Division.

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: (see Appendix B)
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 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. 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 Regional 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.

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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.

<u>President Expectations:</u>
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.

<u>President-Elect:</u>
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.

<u>Past-President:</u>
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.

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Regional Representatives

All Communities of Faith have responsibilities to engage in regional, national, and global initiatives and partnerships (community, ecumenical, and interfaith) for ministry, mission, and justice work. In participation in Regional and Denominational Life, the community of faith is responsible for helping to fund the cost of sending members to the meetings of the regional council and receiving, dealing with, and forwarding proposals from members of the community of faith to regional councils.
The community of faith is also responsible for electing representatives of the community of faith to the regional council. Representatives must be members of the community of faith.

The number of representatives depends on the size of the community of faith:
a) one representative if the community of faith has 100 or fewer members;
b) two representatives if the community of faith has 101 to 200 members;
c) three representatives if the community of faith has 201 to 300 members; and
d) four representatives if the community of faith has more than 300 members.
(Taken from Manual 2024 B.2, B.2.1.1, B.2.1.5, B.2.1.6)

Bermuda-Nova Scotia Region requires elected representatives (or elected alternates) attend the larger regional council meeting as scheduled. Representatives share and report regularly on the work of regional council with their communities of faith. Representatives participate with committees/divisions of the region and/or make recommendations to regional council nomination(s) for others within their community of faith to sit on regional council committees/divisions.

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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 Minster

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

Division of Regional Services and Support – Executive Minister

- Communications – Executive Minister
- Faith Formation and Leadership Development - Regional Minister
- Children, Youth and Young Adults – Children, 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
- Affirm – Executive Minister

Division of Ministry Resources – Regional Minster

- Pastoral Relations - Regional Minister
- Licensing – Executive Minister
- Faith Story and Community Covenants - Regional Minister
- Future Directions Committee - Regional Minister
- Retiree Support - Regional 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
Division Chairs (Division of Finance & Administration, Division of Regional Services and Support, and Division of Ministry Resources)
Nominations Chair
UCW Representative
Tri Region Staff Support Committee Representative
Up to three (3) persons added by the Nominations Committee to provide suitable balance or expertise.

Division of Finance & Administration

Financial Accountability & Investments
Property
Incorporated Ministries
Archives, Records and History

Division of Regional Services and Support

Communications
Faith Formation and Leadership Development
Children, Youth and Young Adults
Justice, Mission and Outreach
Stewardship
Regional Council Annual Meeting Planning
Affirm

Division of Ministry Resources

Pastoral Relations
Faith Story and Community Covenants
Future Directions
Retiree Support
Licensing

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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
- Division Chairs (Division of Finance & Administration, Division of Regional Services and Support, and Division of Ministry Resources)
- Nominations Chair
- UCW Representative
- 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 Minister also present 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 Bermuda-Nova Scotia Region
- 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
- Racial Justice Training

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

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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 (at the discretion of the Chair)
- 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
- 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 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

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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 Memorandum of Understanding (MOU) document approved by the three Atlantic Regions.

Membership:

- 2 Designated Individuals from Bermuda-Nova Scotia Region
  (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 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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TERMS OF REFERENCE
DIVISION OF FINANCE AND ADMINISTRATION

Mandate:

To provide leadership and guidance within the bounds of Bermuda-Nova Scotia Region and its Communities of Faith in its mission, finance and administration.

Membership:

- Chair
- Secretary (at the discretion of the Chair)
- Chair, Financial Accountability and Investment Committee
- Co-Chair, Financial Accountability and Investment Committee
- Chair, Property Committee
- Chair, Incorporated Ministries Committee
- Chair Archives, Records and History Committee
- 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
- report Mission Support Grant approvals to 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
- keep an accurate record of the Region's financial position
- arrange an annual audit
- make recommendations on additional regional assessments to carry out additional work
- create working groups where needed for the functioning of the committee/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
- 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 INVESTMENT 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, and to provide oversight, leadership, and guidance on all Investment and Trust issues within the bounds of the Region.

Membership:

- Chair
- Vice Chair
- Secretary (at the discretion of the Chair)
- 6 Designated Individuals
- Executive Minister – Staff Support
- Division Chair (Ex-Officio)

The Chair will have direction over Financial Accountability and Consultation matters.
The Vice-Chair will have direction over Investment and Trust matters.
The Chair and the Vice Chair will both report to the Finance Division. Only one will have voting privileges at any given Division meeting, normally the Chair, but in his/her absence the Vice Chair.

Duties:

- review Community of Faith financial reports when a consult is requested.
- recommend on all Community of Faith requests for grants and loans, other than grants and loans for property repairs/renovations.
- draft the annual Regional budget for approval by the Division of Finance and Administration.
- review, on a minimum of a quarterly basis, the Regional finances and, as required, make recommendations on the efficient administration of the Regional finances to the Regional Council Executive.
- approve financial disbursements, including Mission Support Grants within the Region in discussion with Justice, Mission and Outreach and Ministry of Children, Youth and Young Adults if needed.
- work with General Council on any shared services agreements
- make recommendations and provide policy advice to the Regional Executive, through the Division of Finance regarding investments and investment policy.
- monitor, preferably on a quarterly basis, the financial investments of the Region.
- coordinate and arrange parameters around special bursaries, grants and gifts from bequests.
- create working groups where needed for the functioning of the committee & Division, if necessary.

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Skills/Experiences:

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

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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 Bermuda-Nova Scotia Region.

Membership:
- Chair
- Secretary (at the discretion of the Chair)
- 5 Designated Individuals
- Executive Minister – Staff Support
- Division Chair (Ex-Officio)

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
- create working groups where needed 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.

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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 in accordance with United Church of Canada policies.

Membership:

- Chair
- Secretary (at the discretion of the Chair)
- 7 Designated Individuals
- Executive Minister – Staff Support
- Division Chair (Ex-Officio)

Duties:

- Receiving, reviewing and making decisions on all property related requests from Communities of faith and Incorporated Ministries of the united Church of Canada including:
    - Buying, selling, Mortgaging, renting or leasing: Churches, halls, manses, vacant land, and cemeteries)
    - New construction or major renovations
    - Property Matters that come from Amalgamation, closure or disbanding of communities of Faith
    - Distribution of proceeds from transactions within policy guidelines
    - Processing Hunter Fund grant application
    - Processing other grant applications that involve property related matters.
- Carry out all activities in keeping with the United Church Manual and "the Handbook for Communities of Faith – Property Matters."
- Provide ongoing oversight of United Church property in the Region including keeping property records up to date.
- Ensure communities of faith have the new Handbook for Communities of faith – Property matters and provide guidance, interpretation, and education relative to this handbook.
- provide guidance to Communities of Faith with respect to professional services around all church properties
- The Chair will represent the committee on the division of Finance and Administration.
- Ensure Cemeteries operate within United Church polity and upon closure/disbanding of an associated community of faith or pastoral charge, the cemetery will continue to operate in compliance with Revenue Canada, Provincial and Municipal Legislation.

Skills/Experiences:

- knowledge of buildings, structures and their maintenance
- 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 policy approval decisions to the Division of Finance and Administration. All other duties are the responsibility of the committee.

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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 Bermuda-Nova Scotia Region.

Membership:
- Chair
- Secretary (at the discretion of the Chair)
- 3 Designated Individuals
- Regional Archivist - Staff Support
- Division Chair (Ex-Officio)

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 upon request
- create working groups where needed 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 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 (at the discretion of the Chair)
- Chair – Communications Committee
- Chair – Faith Formation and Leadership Development Committee
- Chair – Justice, Mission and Outreach Committee
- Chair – Stewardship Committee
- Chair –Children, Youth and Young Adults Committee
- Chair – Regional Council Annual Meeting Planning Committee
- Executive 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
- create working groups where needed 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 (at the discretion of the Chair)
- Designated Individuals 3
- Website Administrator – Staff Support
- Executive Minister – Staff Support
- Division Chair (Ex-Officio)

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 (at the discretion of the Chair)
- Designated Individuals 8
- Regional Minister – Staff Support
- Division Chair (Ex-Officio)

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 Bermuda-Nova Scotia region 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
- create working groups where needed 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
CHILDREN, YOUTH and YOUNG ADULTS 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 (at the discretion of the Chair)
- Designated Individuals 8
- Children, Youth and Young Adults Minister – Staff Support
- Youth Forum Representative
- Intermediates at Regional Council Representative
- Outdoor Recreational Ministry Representative
- Division Chair (Ex-Officio)

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
- create working groups where needed 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 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
CHILDREN, YOUTH and YOUNG ADULTS COMMITTEE

OUTDOOR RECREATIONAL MINISTRIES TEAM

Mandate:
The purpose of the Outdoor Recreational Ministries (ORM) team is to engage members of Bermuda-Nova Scotia and Fundy St. Lawrence Dawning Waters of the United Church of Canada (UCC), in outdoor recreational activities that promote fellowship, spiritual growth and a deeper connection with nature and God. Our aim is to provide guidance, support, training and leadership specific to human resources and programming to the camping communities across both regions.

Membership:
Membership may include:

- Members of the United Church of Canada congregation
- Volunteers with expertise in outdoor activities
- A designated church representative of liaison
- *Further detailed information regarding structure; including roles, terms and responsibilities, is included in the ORM Terms of Reference policy document*

Duties:

- To create opportunities for members to connect with each other and with the divine through outdoor activities.
- To promote physical and mental well-being through outdoor recreation.
- To foster a sense of stewardship and appreciation for the natural environment.
- To support the mission and values of the UCC
- To support trend analysis on the existing reports compiled by the UCC
- To provide regular updates to the UCC leadership regarding the team's activities and accomplishments.
- To help establish supportive and informative Key Performance Indicators (ex. staff retention, client satisfaction, community engagement, spiritual growth and fellowship) for our camping communities
- To offer year-round support and collaboration within the UCC Camping community
- To encourage attendance by ORM executive team to the annual general meeting for each camp across the regions
- To provide navigation support for advocacy related to provincial and municipal government agencies that govern responsibilities of Education, Healthcare and Natural Resources where appropriate
- To support resource allocation relevant to Maritime UCC Camps (ex. training, board management, etc.)
- To provide opportunities for virtual and in-person networking amongst Maritime UCC Camps
- To provide current information and resources on regional UCC issues (eg. grants, UCC accreditation, etc.)
- To provide support and resources on Faith Formation programming at camp
- To support Maritime UCC camps in seeking reconciliation with local indigenous communities

Skills / Experience:

- The team shall consist of members who are enthusiastic about outdoor activities and share a commitment to the objectives of the team.
- Members must commit to annual ORM Strategic Planning, support of Camp Stuff and/or Directors Training and working subgroups as needed.
- possession of facilitation, communication, organizational and group dynamic skills

Accountability/Reporting: Through the Children, Youth and Young Adults Committee of 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 sub group of the Children, Youth and Young Adults Committee.

Powers: Must refer decisions to the Children, Youth and Young Adults Committee of 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 (at the discretion of the Chair)
- Designated Individuals 8
- Stewardship and Gifts Officer – Staff Support
- Division Chair (Ex-Officio)

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 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 (at the discretion of the Chair)
- Designated Individuals 8
- Mission and Justice Minister – Staff Support
- Division Chair (Ex-Officio)

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
- create working groups where needed 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 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 (at the discretion of the Chair)
- President of Region
- President-Elect 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
- Division Chair (Ex-Officio)

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
- create working groups where needed 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 REGIONAL SERVICES AND SUPPORT
AFFIRM COMMITTEE

Mandate:
We commit to being an inclusive and affirming sign of the incarnation of the living Christ by working to remove barriers to participation of all people in the life and work of our region. We seek to co-create a society that embodies the love of God where individuals can live free from harmful ideologies rooted in fear and hate.

Membership:
Chair
Secretary
8 Volunteers
Executive Minister – Staff Support
We strive to have members that reflect the diversity of God's world, and representatives of both clergy and laity.

Duties:
As Bermuda-Nova Scotia Regional Council we commit to removing barriers to full participation of all people in the life and work of our region by:

- prioritizing that all future meeting spaces for Bermuda-Nova Scotia meetings/gatherings are barrier free and utilize signage (including the presence of ramps/chair lifts, baby change station, hearing loops, gender neutral washrooms, etc.);
- amplifying diverse voices that belong to communities that have traditionally been marginalized through respectfully employing resources, leadership and wisdom originating from these communities;
- encouraging appointment of an equity support person(s) for any meetings or gatherings; and
- directing the Pastoral Relations Committee and ask the Atlantic Candidacy Board to inform Inquirers, Candidates and Applicants for ministry within BNS that we are an Affirming Region as they actively pursue their call to ministry.

We commit to co-create a Bermuda-Nova Scotia Regional Council and society that embodies the love of God where individuals can live free from harmful ideologies rooted in fear and hatred by:

- learning and using language, personally and regionally, that is just, as it relates to definitions, terminologies, and understandings in reference to ability, language, economic status, cultural background, age, creed, race, skin colour, gender expression, sexual orientation, or any other difference that has led to marginalization and exclusion; and
- offering educational opportunities, with the support of our Affirming committee; and
- nurturing of the creation of networks/clusters of discerning and established Affirming Ministries.

We commit to being an inclusive and affirming sign of the incarnation of the living Christ by:

- participating fully, faithfully and with humility in ongoing efforts to reach reconciliation with those we have harmed. (For example, participating in local Pride events, fulfilling the calls to the church originating from the Truth and Reconciliation Commission, intentional learning about the history of marginalized groups, unlearning ableist language, etc.);
- encouraging communities of faith (COF) within BNS to become Affirming Ministries;

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DIVISION OF REGIONAL SERVICES AND SUPPORT
AFFIRM COMMITTEE – Pg2

- identifying ourselves as an Affirming Ministry through the use of the Affirm United logo on our website and letterhead; and
- paying our annual membership to Affirm United and recognizing our yearly anniversary of become an Affirming Ministry.

Skills/Experiences:
Must have passion/be an advocate for the belonging of all people, including but not limited to, people of all sexualities, gender identities, skin colour, race, age, creed, cultural background, economic status, language, (dis)ability.
We welcome peoples of diverse skills and experiences to work together on our shared goals of making God's vision for us a reality.

Accountability/Reporting: To the Regional Council through The Division of Regional Services and Support, to the Regional Council.

Powers: Must refer decisions to the Division of Regional Services and Supports, except the following:

- Any matters contained within the approved budget

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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 (at the discretion of the Chair)
- Chair of Pastoral Relations
- Chair of Licensing
- Chair of Faith Story and Community Covenants
- Chair of Future Directions
- Chair of Retiree Support
- 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
- create working groups where needed 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 (at the discretion of the Chair)
- 6 Designated Individuals
- Regional Minister – Staff Support
- Division Chair (Ex-Officio)
- 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

Supervision

- Follow the regional supervision policy
- provide training for Pastoral Charge Supervisors
- maintain a list of trained supervisors
- appoint Pastoral Charge Supervisors when required

Other

- create working groups where needed for the functioning of 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

DIVISION OF MINISTRY RESOURCES
PASTORAL RELATIONS COMMITTEE Pg. 3

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 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 applications for: Licensed Lay Worship Leaders, Sacramental Privileges, and/or Marriage Licenses, make appropriate decisions, and communicate with and Bermuda-Nova Scotia Regional Council Staff to have licenses issued;
To train, support and license Sacrament Elders;
To ensure training is completed for Licensed Lay Worship Leaders and keep an updated list of those who are licensed;
To support and guide persons post interviews or those inquiring about the Licensed Lay Worship Leaders, Sacramental Privileges, and/or Marriage Licenses.

Membership:
- Chair
- Secretary (at the discretion of the Chair)
- Six to eight members with representation where possible from the various ministry streams (Diaconal Minister, Ordained Minister, Designated Lay Minister)
- Executive Minister – Staff Support
- Division Chair (Ex-Officio)

Duties:

Licensed Lay Worship Leaders
1. Determine that an individual is prepared and suitable to be licensed as LLWL and confirm that an individual has completed required courses of study to be licensed;
2. Conduct interviews and evaluations of those seeking to be licensed as LLWL as per the policy of Bermuda-Nova Scotia Regional Council which is as follows: the initial license will be for a period of one year; an interview will be conducted following the first year of licensing for those seeking to renew their license and subsequent licenses will be for a period of three years with a yearly check-in initiated by the Licensing Committee; those who are already L.L.W.L. will move to a three-year license if seeking to be re-licensed when their current license expires following upon an interview and recommendation of the Licensing Committee;
3. Notify the Region of those approved for licensing as LLWL;
4. Maintain a list of LLWL in Bermuda-Nova Scotia Regional Council and notify Regional Office of changes to this list;
5. Support an Annual Gathering for LLWL (in partnership with Fundy St. Lawrence Dawning Waters Region).

Sacraments
1. Receive requests from Communities of Faith for appointment of lay persons as Sacrament Elders and follow up by conducting interviews, discerning readiness and notifying Executive Minister's Office with a copy to Regional Minister of those appointed as Sacrament Elders;
2. Provide training for Sacrament Elders;
3. Receive requests from Communities of Faith on behalf of Candidates under appointment to administer the sacraments and follow up by conducting interviews, discerning readiness and notifying Executive Minister's Office with a copy to Regional Minister of those granted a license to preside for the sacraments.

DIVISION OF MINISTRY RESOURCES
LICENSING COMMITTEE Pg. 2

Marriage Licenses

1. Develop and update Marriage License policy for the Region;
2. Receive requests from Communities of Faith on behalf of Candidates under appointment to preside for weddings and follow up by conducting interviews, discerning readiness and notifying Executive Minister's Office with a copy to Regional Minister of those granted a license to preside for weddings;
3. Assist the Region to discern exceptional requests for marriage licenses

Skills/Experiences:

- Chairperson: facilitation and organizational skills are paramount as well as computer skills
- Secretary: computer skills are important, keeping up with correspondence and processing forms in a timely manner
- 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 Ministry Resources except in the following:

- any matters covered within approved budgets
- individuals to be licensed or renewed as Licensed Lay Worship Leaders according to Regional Council policy and criteria
- approval of requests for Sacrament Elders within Denominational and Regional Council criteria
- approval of marriage licenses which fall within the policy of the Regional Council

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DIVISION OF MINISTRY RESOURCES
FAITH STORY AND 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 (at the discretion of the Chair)
- 4 Individuals
    - Identify 15 Designated Liaisons geographically dispersed within the Region
- Regional Minister – Staff Support
- Division Chair (Ex-Officio)

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 MINISTRY RESOURCES
FAITH STORY AND 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 Services and Support 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.)
- create working groups where needed 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 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 Ministry Resources except the following:

- any matters covered within approved budgets

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DIVISION OF MINISTRY RESOURCES
FUTURE DIRECTIONS COMMITTEE

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

Membership:
- Chair
- Secretary (at the discretion of the Chair)
- 12 Designated Individuals
- Regional Minister – Staff Support
- Division Chair (Ex-Officio)

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.)
- create working groups where needed 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 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 Ministry Resources except the following:
- any matters covered within approved budgets

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DIVISION OF MINISTRY RESOURCES
RETIREE SUPPORT COMMITTEE

Mandate:
To provide pastoral care, support and guidance to the retirees of the Region

Membership:
- Chair
- Secretary (at the discretion of the Chair)
- 5 Designated Individuals
- Regional Minister – Staff Support
- Division Chair (Ex-Officio)

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 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 Ministry Resources except the following:
- any matters covered within approved budgets

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APPENDIX A
Principles and Guidelines for Mission Support Grants

PURPOSE
Mission Support Grants (MSG) come from money designated for mission in Canada through the Mission and Service Fund of the United Church. The money is shared between the Regions across the country to be distributed annually for mission and ministry in the name of Jesus, the Christ.

The principles, priorities, and guidelines provided in this document are intended to guide the Finance Accountability and Consultation Committee, in its decision-making regarding distribution of Mission Support Grant funds in Bermuda-Nova Scotia Regional Council.

THEOLOGICAL RATIONALE
The Bible teaches that doing for others is doing for Christ. From the Gospel of Matthew, Chapter 25, Verse 35 to 40: "For I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me, I was naked and you gave me clothing, I was sick and you took care of me, I was in prison and you visited me.' Then the righteous will answer him, 'Lord, when was it that we saw you hungry and gave you food, or thirsty and gave you something to drink? And when was it that we saw you a stranger and welcomed you, or naked and gave you clothing? And when was it that we saw you sick or in prison and visited you?' And the king will answer them, 'Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me"

"We are not alone," goes the familiar opening line of the New Creed of the United Church of Canada. The New Creed also says, "We are called to be the Church: to celebrate God's presence, to live with respect in Creation, to love and serve others, to seek justice and resist evil, to proclaim Jesus."

As we seek to align ourselves with God's work of restoration, healing, and reconciliation, the United Church acts for peace, justice, care for creation, and God's mission of healing the whole world, in cooperation with others who share our vision. As we practice love and justice with humility and prayer, we learn how to be faithful coworkers in God's mission. We call this approach "partnership."

Partnership means becoming involved with others in God's mission for wholeness of life especially on behalf of the poor and powerless. Partnership brings people together in community for mutual empowerment through the sharing of gifts, recognized as gifts freely given by God for the benefit of all, not possessions which some may control.

("Seeking to Understand Partnership for God's Mission Today"
Statement of General Council 1988, Reaffirmed 2000)

PRINCIPLES
The Finance Accountability and Consultation Committee defines the principles for mission and ministry in Bermuda-Nova Scotia Regional Council.

- Proclaim God's love through living Jesus' example of radical hospitality, inclusion, and care,
- Improve the circumstances of people who are poor, vulnerable, and marginalized,
- Build right relations between diverse peoples and the earth,
- Help to strengthen communities to be healthy, safe, and sustainable,
- Teach and nurture Christian faith and practice.

Preference will be given to ministries which follow these principles.

APPENDIX A - continued
Principles and Guidelines for Mission Support Grants - continued

GUIDELINES
At this time, the primary mission units of Bermuda-Nova Scotia Regional Council are described as Pastoral Charges, Incorporated Ministries and Community Ministries.

There is a wide spectrum of ministries that fall within these categories. Funding is provided in two categories:

CATEGORY 1: COMMUNITIES OF FAITH, CONGREGATIONAL AND PASTORAL CHARGE MINISTRY

a) New Church Development Ministry
Congregations, Missions, and Pastoral Charges that have been identified as a New Church Development or Church Redevelopment project may be considered for Mission Support funding for a maximum of ten years from date of original application.
b) Bridge Funding or Crisis Intervention:
Pastoral charges having difficulty with core expenses, and therefore, are unable to meet existing financial obligations may be considered for funding for up to 2 years. Funding is intended to allow a time of discernment, healing, or exploring options. The pastoral charge will not be eligible for further bridge funds for five years.
c) Transformational Ministries
Pastoral charges seeking to develop new directions for their ministry may be eligible for funding for a maximum of 3 years. Applicants will need to demonstrate a clear vision, a strategy with distinct and measurable goals, support from their governing body, and a long-range plan for financial sustainability.

CATEGORY 2: OUTREACH MINISTRIES AND PROJECTS

a) Incorporated Ministries / Projects
b) Congregational-based Outreach Ministries/Projects
c) Community-based Outreach Ministries/Projects
d) Chaplaincy Projects

All grant applications will be considered on a case by case basis annually.
Approval in one year does not mean guaranteed approval in subsequent years.

ROLES AND RESPONSIBILITIES

Committee
The role of the **Finance Accountability and Consultation Committee** is to review applications and provide recommendations to the Division of Finance and Administration for approval through the Regional Executive.

Regional Staff
The role of the Regional Staff Office Manager is to facilitate the work by:

- Receiving, reviewing, and following up on applications to ensure they meet eligibility requirements and that all necessary information is in place.

APPENDIX A - continued

Principles and Guidelines for Mission Support Grants - continued

- Maintaining an up-to-date understanding of the policies and procedures of the General Council related to the Mission Support Grants processes.
- Managing the timelines for applications.
- Managing accountability requirements of the mission units (e.g. timely receipt of financial audits and required statements).

Prepared By:
Finance Accountability and Consultation Committee

APPENDIX B
Guidelines for Minutes

Guidelines for Minutes - United Church of Canada
UCC East Regional Councils

These guidelines apply to the minutes of the Regional Council, its Divisions, and Committees, as well as teams, task groups.

Technically
Please use the Headings formatting tool in Word. This will allow you to easily create a Table of Contents when the meetings are over so you can find decisions/discussions easily.

Contents of Minutes
- Brief and concise.
- Short Summary of discussion may be included if necessary to reflect the decision of the motion.
- For matters of a sensitive nature (Regional Council Executive) will have motions in a file folder and refer to the file in the minutes. (Members of the Regional Council may have access to the filed motions if requested).

Names of Members
- Include people present, regrets, corresponding members, guests, and recorder.
- Use full names, e.g., Mary Smith, not M. Smith.
- Include position, e.g., Chairperson, Executive Minister, Member etc.

Worship
- Include worship leaders name, opening prayer, reading or scripture used etc.

Agenda
- State any changes/additions made to the circulated agenda. Motion to approve the agenda.

Minutes of the Last Meeting
- A motion, that the minutes of the last meeting (Date) were presented/circulated and approved.

Business Arising
- Name the business arising from the minutes and provide updates as necessary.

Business
- Use headings for each subject.

Decision Making
- If decision-making by consensus, include "**It was agreed…"** in bold.
- Record motions verbatim with the action decided upon reflected fully in the motion statement.
- **Bold** print the motions.
- Full names of the mover and seconder. (See note in names).
- Disposal of motions clearly indicated (e.g., carried, deferred, defeated, etc.)

(Updated from 1994 UCC Guidelines for minutes and notes of Meetings) March 2020

January 10, 2025

APPENDIX B - continued
Guidelines for Minutes – continued

Adjournment

- Record time meeting adjourns.

Date of Next Meeting

- Name the date of the next meeting or name who will call the next meeting (e.g., next meeting at the call of the chair or next meeting date determined by an online scheduling tool)

Benediction

- Record that there was a closing prayer of Benediction

Signature

- Minutes are to be signed by the Chairperson and the Secretary. Include full name and position below the signature line.

Format of Minutes

Margins and Font Size

- Margins 0.7 in. (top and Sides). This allows for three-hole punch for binder storage (for those who use binders)
- Single space; double space before headings.
- Use a 10-14 font size, with 12 being the usual. Be consistent for the entire set of minutes,

Title (First Page) - Heading 1 (in Word)

- Centre and **bold** type.
- Include Division/Committee name
- Include name of the meeting or subgroup
- Include date (yyyy/mm/dd), time and location, manner (e.g., Zoom, conference call, Adobe) of the meeting.

Header and page numbers (page 2 to end)

- Included for the second and subsequent pages.
- Center name and date of the meeting.
- Include appendices in consecutive page numbering.

Headings (use Headings 2 or 3 in Word)

- **Bold**
- Numbering optional (e.g., Correspondence 1. Letter from… 2. Letter from….)

Acronyms

- Give full name of the organization followed by the abbreviation in brackets the first time mentioned. The acronym is sufficient for subsequent reference in the same meeting. Example: The United Church of Canada (UCC).

APPENDIX B - continued
Guidelines for Minutes – continued

Distribution

- Secretary mark minutes with a watermark: **Draft**
- Send to chair to check for any errors or omission.
- Circulate to the Division/Committee/Team
- Send to Shari Kaster, skaster@united-church.ca for posting on the website in the appropriate Division/Committee section.
- Once approved by the Division/Committee send to Jennifer Taylor, jtaylor@united-church.ca for any needed referencing and one copy to Sarah Wallace, swallace@united-church.ca, for the Archives. (Executive Minutes will be bound and signed and placed as a hard copy yearly in the archives.)

(Updated from 1994 UCC Guidelines for minutes and notes of Meetings) March 2020

Revised October 24, 2023

Revised January 10, 2025

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.

V1.22 includes

- Page 6 Terms of Reference under Committees: Added 'Division Chairs can, if there is a need, attend or call a meeting of a committee within their division.' (As per discussion RC Exec Minutes June 3, 2019)

V1.22 (November) includes

- Page 8 Regional Representatives
- Page 16 Reporting
- Page 17 Powers
- Page 18 Duties "….ensure cemeteries…."
- Page 19 Duties …."upon request"
- Page20 Staff Support – Executive Minister
- Page 21 Staff Support – Executive Minister
- Page 23 New title: Children, Youth and Young Adults Minister
- Page 33 Retiree Support – remove "and oversight"
  (As per RC Executive Minutes October 5, 2019)

V1.22 (December) includes

- Appendix A – Principles and Guidelines for Mission Support Grants

V1.22 (March) includes

- Page 12 – Treasurer function to be moved to Division of Finance & Administration
- Page 14 – Updated Terms of Reference for the Division of Finance & Administration
- Page 15 – Updated Terms of Reference for the amalgamated Financial Accountability & Investment Committee
- Page 18 – Amended Terms of Reference for Property Committee
  (as per RC Executive Minutes March 5, 2020)

V1.22 (April) includes

- Page 6 - Division Chairs are ex-officio members…. (Also added to each committee membership)
  (as per RC Executive Minutes October 5, 2019)
- Appendix B – Guidelines for Minutes

V2.0 (June) includes

- That all committee membership be a minimum of four members
- That the Nominations Committee report directly to Regional Council Executive
- That the Division of Community of Faith Support and Nurture be disbanded and committees moved under the Division of Ministry Resources except Assoc. of Ministers to move to Regional Services & Support
- That committee secretaries be at the discretion of the chair if there is a need for the role
- That Child, Youth and Young Adult Committee membership include representatives from Youth Forum, Intermediates and Outdoor Recreational Ministries

V2.0 (October) includes

- Consistency in terms with respect to committees and work under Children, Youth and Young Adults

Versioning Notes *- continued*

V2.0 (December) includes

- Page 11 - Racial Justice Training as per November 5, 2020 Recall Meeting – Proposal 3

V2.0 (December 2021) includes

- Authorization for grant approvals to sit with Financial Accountability & investments Committee

V2.0 (May 2023) includes

- Removal of Association of Ministers Committee (as per RC Executive Minutes, March 22, 2023)

V3.0 (January 16, 2024) includes

- Revision of name to Bermuda-Nova-Scotia Regional Council (as per Annual Meeting Proposal, June 9-11, 2023)
- Update to Vision Statement and Core Values (as per Annual Meeting Proposal, June 9-11, 2023)
- Addition of Affirm Committee under Division of Regional Services and Support (as per RC Executive Minutes, June 22, 2023)
- Update to Organizational Chart to reflect these changes
- Terms of Reference for Outdoor Regional Ministries (as per RC Executive Minutes October 24, 2023)
- Updated references to the Manual 2024

V3.1 (September 23, 2024) includes

- Addition of Affirm Terms of Reference as per Annual Meeting Affirm Celebration – May 10-12, 2024

V3.2 (January 10, 2025) includes

- Addition of Licensing Committee Terms of Reference (as per RC Executive Minutes December 5, 2024)