

Report of the Commission on the role and composition of the Conference Executive
To the 2008 Annual General Meeting of Toronto Conference

Where does courage come from at such times? From faith in the mysterious and loving companionship of God, so often felt through love shared in community.

Nora Sanders wrote these words in a recent 'Weekly Message' about the response of members of a congregation to a devastating fire. As a Conference going through change, we need to have courage and to remember that our courage comes from God and from the community which we share. As a Commission given the responsibility, challenge and trust of our Conference, we have needed courage.

The Executive Commission began our work in June 2007. Since then, we have met as a Commission twelve times, we have attended three Conference Executive meetings and two meetings with the Division of MPE.

In August, the Commission requested that each of the current Conference Committees inform the Commission about what they do, which is often beyond the written mandate or perhaps the focus has changed. We asked the committees to imagine how the work could be done differently and to identify what might be missed. Although it may not be apparent yet, the Commission continues to consider all of the information we have received.

The Commission has reviewed sections of The Manual (mostly the 400 sections) which outline all of the compliance and oversight responsibilities of the Conference and Executive. The Commission has also reviewed the mandates of all of the Conference committees.

The Commission has considered several governance models and will bring that information to the next Conference Annual meeting in 2009.

The first decision of the Commission was presented to the Conference Executive at the January 2008 meeting. This outlined the composition of the new Conference Executive. There will be an Executive of fifteen people: the President of Conference, the Past-President or President-Elect, the Executive Secretary and three representatives from each of the four Presbyteries.

The annual meeting decision was to eliminate committees at Conference and to have the Presbyteries assume the current responsibilities. The Commission has communicated with each of the current committees. The work of any committee which does not have any tasks required by *The Manual* can be carried on within the new Presbyteries if the Presbytery names those tasks as priorities. The Commission has forwarded the current mandates and other concerns to the facilitators hosting the meetings of the new Presbyteries May 31 and October 18. As we gather in our new Presbyteries, everyone will have an opportunity to indicate interest around the work of any current Conference committee and to share their passion and enthusiasm for the on-going work in the presbytery.

The current Conference committees which have had representation on the Conference Executive are Aboriginal Solidarity Sharing Circle; Advisory Committee on Corporations; Advisory Committee on Property; Agenda Planning; Archives & History; Camping; Cedar Glen Fund; CFCD; Church in Society; Committee for Racial Justice; Ethnic Ministries; Finance & Extra Appeals; Interchurch / Interfaith; Mission Support; Nominations; Staff; World Affairs.

It is important to note, that the Commission will recommend to the new Executive, that especially in the early years of the restructuring, the Presbyteries be asked to identify how they have been active in the areas of personnel, program, property and public witness.

There are two Conference committees required by *The Manual*: The Settlement Committee and the Interview Board. The Executive Secretary will provide support to these committees.

The Commission has suggested to the Division of MPE how the work of the MPE committees could be done. We anticipate that the Division will consider these suggestions and identify the areas that could work and how this could be improved.

The direction of the 2007 annual meeting was to have Conference staff deployed into the Presbyteries to support local ministries in the areas of personnel, property, program and public witness and to maintain the executive secretary with administrative staff in the Conference office.

The Commission has heard the concerns expressed about the personnel work in the Conference. At this time, the Executive Commission believes that this work can be shared among the four Conference staff deployed in the Presbyteries under the supervision of the executive secretary. All of the Conference staff will be meeting on a regular basis to share information, ideas, concerns and joys. The Conference offices will use common technology so communication and information sharing can be easily facilitated.

The connection / link with General Council and the other Conferences is vital to our ethos as United Church. The Commission is exploring how the Conference staff in the Presbyteries can have responsibility for the Toronto Conference link with General Council working units. The staff person could be responsible to attend any necessary meetings for a three year period, to report back and share with the other staff and to be available for specific questions. Because of on-going changes, everyone will be on a learning curve. General Council will be consulted about this plan.

Confidentiality of personnel records is important. The records will be kept at the central Conference office and as required, information will be shared, possibly electronically, with the Conference staff deployed in the Presbyteries.

Administrative tasks will be the responsibility of the Conference's administrative assistants in the central office and the Presbytery offices.

The attached Executive Commission report outlines how the work could be done in the future.

The requirements of *The Manual* and the mandates of all of the current Conference committees with the recommendations of the Executive Commission to those committees are available on the website. The Executive Commission would appreciate receiving your comments before July 1, 2008.

Margaret Walker
Chair

Conference Responsibilities from *The Manual*

Manual Section: Meetings

400 Regular Meetings. It shall be the duty of the Conference to meet at least every third year, or more frequently, as determined by the Conference, provided that the Conference shall meet in the same calendar year as, but prior to, a meeting of the General Council. (Basis 7.6.1(1)) (2007)

How it could be done in the future

A 2 - 3 day conference general meeting would be held in the year that General Council meets prior to the meeting of General Council. The meeting might rotate again within the four presbyteries. The conference executive could name a task group to take on the job of planning for this meeting.

In non General Council years, Conference would meet in one of our larger churches for an afternoon session to include only business required for that meeting. That same evening the celebration of ministries service would be held.

The Executive Commission will prepare a proposal for the 2009 Annual meeting.

How it has been done

We have been meeting each year for an annual general meeting (AGM) of 2 - 3 day duration. Until recently, these were hosted by the various presbyteries in a rotation schedule so that the meeting moved from place to place as determined by the individual presbyteries which made budgeting very difficult in advance. The agenda and program was prepared by the conference agenda planning committee and the business of running the conference was done by a separate business group. More recently, the annual meeting has been held at a set location and a contract conference staff position has been added to facilitate the needed work.

There will be no changes in the manner Toronto Conference deals with the following sections:

401 Special Meetings. In cases of emergency, a special meeting for transacting specified business requiring immediate attention may be called by the President and the Executive Secretary of the Conference. Only the business specified in the notice may be considered at such special meeting. An adjourned special meeting must be held before the next regular meeting, and may consider only the business for which it was originally called.

402 Calling of Meetings. The date and place of meeting shall be determined by the Conference or its Executive.

403 Quorum. The Quorum shall include members from at least two (2) Presbyteries.

Manual Section: Membership

There will be no changes in the manner Toronto Conference deals with the following sections:

410 Membership. The Conference shall consist of:

(a) **the members of the Order of Ministry who are on the roll of the Presbyteries within its jurisdiction;** (Basis 7.1.1)

(b) **the lay members of the United Church appointed by a Presbytery as Designated Lay Ministers to serve a Pastoral Charge or other Presbytery Recognized Ministry** within the jurisdiction of the Conference; (Basis 6.2.1) (2007)

(c) **the lay members of the United Church who are Candidates appointed by a Presbytery to serve a Pastoral Charge, Mission, or Outreach Ministry** within the jurisdiction of the Conference; (Basis 6.2.2)

(d) **the lay members of the United Church appointed to administrative or program staff positions** by a Presbytery, a Conference, the General Council, or a General Council working unit; (Basis 6.2.4)

(e) lay members of the United Church elected by Presbyteries, **of whom at least a majority shall have been previously elected by a Pastoral Charge to represent them at Presbytery.** (Basis 6.4.13) The number of lay members elected by Presbyteries shall be at least equal to the number of members pursuant to subsections (a), (b), (c), and (d). Where the number of members pursuant to subsections (a), (b), (c), and (d) exceeds the number of lay members elected by Presbyteries, the Conference shall, in accordance with regulations determined by the Conference in consultation with the Presbyteries within its jurisdiction, appoint sufficient lay members so that the number of lay members elected by Presbyteries is at least equal to the number of members pursuant to subsections (a), (b), (c), and (d); (2007)

(f) **the Chairpersons of Conference Committees and the President of the Conference United Church Women,** or appropriate delegate from an alternative structure, **who are not members of any Presbytery but who, at the discretion of the Conference, may be added to its membership;** (Basis 7.3) and

(g) **representatives of lay organizations which may be recognized by the Conference from time to time, with the number of representatives to be determined by the Conference or its Executive.** (Basis 7.5)

411 Corresponding Members. Those **persons who are Corresponding Members of the Presbytery under section 311 shall be Corresponding Members of the Conference.** (Basis 7.4)

412 Roll. The roll of Conference shall be determined before the election of Commissioners to the General Council.

Manual Section: Duties & Powers

420 General. **It shall be the duty of the Conference:** (Basis 7.6)

(a) **to receive and dispose of appeals and Proposals, subject to the usual right to appeal;** (Basis 7.6.3)

(b) **to deal with matters referred to it by the General Council;** (Basis 7.6.7)

(c) to receive and consider a report from the Conference United Church Women and all other lay organizations as described in subsection 410(g); and

(d) **to have oversight of the religious life of the United Church within its jurisdiction, and to adopt such measures as may be judged necessary for its promotion.** (Basis 7.6.9)

420 (a) **to receive and dispose of appeals and Proposals, subject to the usual right to appeal;** (Basis 7.6.3)

[How it could be done in the future](#)

In a General Council year, appeals and proposals will be dealt with at the General Meeting.

How it has been done

In the past, and more recently in General Council years only, appeals and proposals have been dealt with at the Annual Meeting of Toronto Conference as part of the business of conference.

These were approved, or at least reviewed, by the conference executive prior to the annual meeting of conference. In non GC years, and in GC years when time has not been available to finish all the business of conference, appeals and proposals have been dealt with by the Conference Executive at a regularly scheduled meeting.

420 (b) **to deal with matters referred to it by the General Council;** (Basis 7.6.7)

All matters referred to the Conference by the General Council will be referred to the conference executive for appropriate follow-up action

420 (c) **to receive and consider a report from the Conference United Church Women and all other lay organizations as described in subsection 410(g); and**

[How it could be done in the future](#)

The Conference UCW and AOTS will submit reports to the Executive Secretary for review by the Conference Executive. They will also be printed in the Conference Regular Meeting Workbook.

How it has been done

Currently, the Conference UCW and other lay organizations, such as AOTS, Massey Centre submit reports to the Conference prior to each annual meeting. The reports are printed in the annual meeting Conference Workbook.

420 (d) to have oversight of the religious life of the United Church within its jurisdiction, and to adopt such measures as may be judged necessary for its promotion. (Basis 7.6.9)

How it could be done in the future

This will be a high priority for the new Executive. The Executive Commission will develop a draft policy for the new Conference Executive on how to provide oversight regarding the religious life of the United Church within its jurisdiction.

420.1 Assessments. The Conference shall have the right to assess the Presbyteries within its jurisdiction an amount sufficient to meet Conference expenses.

How it could be done in the future

This is the work of the Commission on Assessments. The Commission on Assessments will present a proposal regarding an assessment formula to the 2008 Annual Meeting.

How it has been done

Presbyteries are assessed on a per-resident-member formula. Presbyteries submit cheques quarterly. The Presbyteries assess the Pastoral Charges for an amount which will meet the Conference and Presbytery needs. Presbyteries have the right to establish their own method of assessment.

There will be no changes in the manner Toronto Conference deals with the following sections:

421 Action by General Council. Where, in the opinion of the General Council, the functioning of a Conference is ineffectual or the Conference fails to take appropriate action, or where the Conference requests the General Council to take action on its behalf, the General Council shall adopt such measures as it may deem necessary.

422 Presbyteries. It shall be the duty of the Conference:

(a) to determine the number and boundaries of the Presbyteries within its jurisdiction, to have oversight of them, and to review their records; (Basis 7.6.2)

(b) to receive the reports of the Presbyteries concerning the religious life and work of the United Church within its jurisdiction. The Presbytery shall send to the Executive Secretary of the

Conference, annually, before April 15th, a report concerning the religious life and work of its Pastoral Charges and the oversight exercised by the Presbytery. These reports shall be retained and studied by the Conference; and

(c) to receive from the Presbyteries within its jurisdiction information on the amalgamation, realignment, reconstitution, relocation, or disbanding of Pastoral Charges, Congregations, or Missions, the closing or opening of preaching appointments, and the reception of any congregation of another communion into the United Church.

422 (a) to determine the number and boundaries of the Presbyteries within its jurisdiction, to have oversight of them, and to review their records; (Basis 7.6.2)

How it could be done in the future

Number and boundaries -The Conference Executive could establish a boundaries task group to make recommendations on any requests regarding presbytery boundaries.

Oversight – In accordance with Section 422(b), the Conference will ask for an annual report. Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness. Conference will conduct an oversight visit of each Presbytery in the second year of each triennium.

Review of records - The executive secretary will recommend to the Executive the names of the records committee. The Executive will receive their report.

How it has been done

Number and boundaries- In 2007 the Conference established a Commission to establish boundaries. Prior to 2007, an ad hoc boundaries committee would recommend changes. In other cases, the executive secretary would write to the Congregations and Presbyteries to determine whether there issues of concern; if yes, the executive secretary would convene the parties to resolve the outstanding issues; if no, the parties would write to the executive secretary who would then take a motion to the Conference Executive for approval. The latter process has been used by the General Council regarding Conference to Conference transfers of Congregations.

oversight – The Conference receives reports as identified in Section 422(b). In the mid-1990s the Conference conducted oversight visits to a few of the Presbyteries.

review of records - Members of the archives and history committee volunteer to read the minutes or find others who are willing to do so. The chair of the records committee reports to the annual meeting or to the Conference Executive.

422 (b) to receive the reports of the Presbyteries concerning the religious life and work of the United Church within its jurisdiction. The Presbytery shall send to the Executive Secretary of the Conference, annually, before April 15th, a report concerning the religious life and work of its Pastoral Charges and the oversight exercised by the Presbytery. These reports shall be retained and studied by the Conference; and

How it could be done in the future

In accordance with Section 422 (b), the Conference will request an annual report. Especially in the years of restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

The reports to be reviewed and studied by the Conference and printed in the annual Conference Workbook.

Conference Executive will request presbyteries to obtain a report from each pastoral charge indicating their work in the areas of personnel, programs, property and public witness.

How it has been done

Currently, the Presbyteries submit reports to the Conference prior to each annual meeting. The reports are printed in the annual meeting Conference Workbook.

422 (c) to receive from the Presbyteries within its jurisdiction information on the amalgamation, realignment, reconstitution, relocation, or disbanding of Pastoral Charges, Congregations, or Missions, the closing or opening of preaching appointments, and the reception of any congregation of another communion into the United Church.

How it could be done in the future

No change, as below.

How it has been done

The Conference's database staff person receives from General Council annually a request to up-date the names and addresses of all Pastoral Charges within the Conference. The lists are then sub-divided and sent to Presbytery secretaries, who up-date them and send them back to the Conference office for transmission to the General Council office where they are ultimately printed in the United Church's *Year Book*.

There will be no changes in the manner Toronto Conference deals with the following section:

422.1 Where, in the opinion of the Conference, the functioning of a Presbytery is ineffectual or the Presbytery fails to take appropriate action, or where the Presbytery requests the Conference to take action on its behalf, the Conference shall adopt such measures as it may deem necessary.

There will be no changes in the manner Toronto Conference deals with the following section except 423(a) ix:

423 General Council. It shall be the duty of the Conference:

(a) **to elect to the General Council an equal number from each of two (2) groups:**

i. **members of the Order of Ministry and Designated Lay Ministers, with the proportion of each being determined by their numbers; and** (2007)

ii. **lay members other than Designated Lay Ministers;** (Basis 7.6.8) (2007)

subject to the following:

iii. Commissioners to the General Council shall be members within the jurisdiction of the Conference that elected them both at the time of election and at the time when the General Council is convened;

iv. the Conference may elect as a lay Commissioner any member of the United Church in any Pastoral Charge within the jurisdiction of the Conference, who is not ineligible Overseas Personnel;

v. the Conference may elect as a Commissioner any member of the Order of Ministry on the roll of the Conference, who is not ineligible Overseas Personnel;

vi. **Overseas Personnel who are appointed by the United Church, whether Order of Ministry or lay, and whether in Canada or overseas, shall not be eligible for election as Commissioners by a Conference;** (Basis 8.4) (2007)

vii. the total number of Commissioners that the Conference shall elect to the General Council shall be determined by multiplying the total number of Commissioners to be elected by all the Conferences by the average of the ratios of the number of (1) resident members, (2) identifiable givers, (3) households under pastoral care, and (4) Ministry Personnel in the Conference to the number in the whole (national) United Church. This calculation may be expressed by the following formula:

Conf RM + Conf IG + Conf Hh + Conf Min

Nat RM Nat IG Nat Hh Nat Min x N = TCC

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where RM = number of resident members

IG = number of identifiable givers

Hh = number of households under pastoral care

Min = number of Ministry Personnel who have been appointed to Pastoral Charges, Missions, Outreach Ministries, or special ministries

N = total number of Commissioners representing all Conferences, established by the General Council from time to time

TCC = total number of Commissioners to be elected by the Conference, one-half (1/2) of whom shall be members of the Order of Ministry and Designated Lay Ministers, and one-half (1/2) of whom shall be lay members other than Designated Lay Ministers (2007)

Where the answer (TCC) is not an even whole number, the result shall be rounded to the nearest even whole number;

viii. notwithstanding the foregoing, each Conference shall elect as Commissioners at least eight (8) members of the Order of Ministry and Designated Lay Ministers, and an equal number of lay members other than Designated Lay Ministers; and (2007)

ix. the Conference shall determine the method by which the Commissioners shall be elected. The Conference shall also elect a number of alternate Commissioners. The Conference may not delegate the election;

(b) to elect, every three (3) years, one (1) member, alternately lay and Order of Ministry, to a six- (6) year term as a member of the Executive of the General Council. The Executive Secretary of the Conference shall forward the name of the person so elected to the General Secretary of the General Council. The Conference shall also name alternate members to the Executive of the General Council; and

(c) to forward the names of persons nominated by the Conference for membership on Committees of the General Council where such membership requires election by the General Council.

423 (a) to elect to the General Council an equal number from each of two (2) groups:

ix. the Conference shall determine the method by which the Commissioners shall be elected. The Conference shall also elect a number of alternate Commissioners. The Conference may not delegate the election;

[How it could be done in the future](#)

The Nominations Committee is bringing a recommendation to the 2008 Annual Meeting.

How it has been done

The Nominations Committee recommended the method of electing Commissioners by categories. The named categories were: Ex-officio, named by Presbyteries, Ethnic representatives and Youth.

The Annual Meeting elected the Commissioners according to the recommendation of the Nominations Committee.

There will be no changes in the manner Toronto Conference deals with the following section:

423 (b) to elect, every three (3) years, one (1) member, alternately lay and Order of Ministry, to a six- (6) year term as a member of the Executive of the General Council. The Executive Secretary of the Conference shall forward the name of the person so elected to the General Secretary of the General Council. The Conference shall also name alternate members to the Executive of the General Council; and

423 (c) to forward the names of persons nominated by the Conference for membership on Committees of the General Council where such membership requires election by the General Council.

How it could be done in the future

The Conference Executive will bring forward nominations for approval either by the Annual Meeting or by the Executive.

There will be no changes in the manner Toronto Conference deals with the following section except 424(b):

424 Ordination and Commissioning, and Admission. It shall be the duty of the Conference:

(a) to commission to the diaconal ministry of education, service, and pastoral care, or ordain, **each Candidate for the Order of Ministry as examined and approved who has fulfilled the prescribed requirements and has been recommended by a Presbytery;** (Basis 7.6.5) (2007)

(c) to appoint a time when all the Candidates who are accepted shall be commissioned to the diaconal ministry of education, service, and pastoral care, or ordained. When any Candidate through illness or other emergency is unable to be present, the Conference, after approving of such Candidate, may appoint a Commission with power to commission the Candidate to the diaconal ministry of education, service, and pastoral care, or ordain the Candidate, at such time and place as it may determine; and (2007)

(d) **to admit to the Order of Ministry of the United Church a diaconal minister or the equivalent or an ordained minister from another denomination, subject to the regulations of the General Council.** (Basis 7.6.6)

424 (b) through its Education and Students Committee, to satisfy itself regarding readiness for ministry by examining the genuine call to ministry, personal character, motives, academic record, doctrinal beliefs, and general fitness for ministry of each Candidate. The Conference shall be assured that each Candidate is in essential agreement with the statement of doctrine, will agree to be subject to transfer and settlement in the United Church, and will abide by the Polity of the United Church;

How it could be done in the future

See the Mandate of the Conference Interview Committee

There will be no changes in the manner Toronto Conference deals with the following sections:

425 Pastoral Relations. **It shall be the duty of the Conference to see that, as far as reasonably possible, every Pastoral Charge within its jurisdiction shall have a pastorate without interruption, and that, as far as reasonably possible, every effective member of the Order of Ministry shall have a Pastoral Charge, and to effect this through a Settlement Committee.** (Basis 7.6.4)

426 Executive. It shall be the duty of the Conference to appoint an Executive. (Basis 7.6.1)
The Executive shall have such duties and powers as the Conference may determine. When the Executive acts for the Conference between its regular meetings, the actions shall be reported to the Conference for information and for record in the minutes. The powers of such Executive do not extend to such items as are expressly excluded in subsections 423(a) and 430(a).

426.1 Settlement Committee. It shall be the duty of the Conference:

- (a) to elect from among the members of the Conference the Chairperson of the Settlement Committee, who shall be eligible for re-election from time to time;
- (b) to elect from among the members of the Conference the Secretary of the Settlement Committee, who shall be eligible for re-election from time to time. The Secretary shall be a voting member of the Committee;
- (c) to elect one (1) Diaconal Minister as a member at large of the Settlement Committee, wherever possible; and
- (d) to receive from the Settlement Committee:
 - i. a complete list of its Decisions regarding settlement;
 - ii. the names of all members of the Order of Ministry transferred into or out of the Conference;
 - iii. the name of each person whose name has been placed on the Discontinued Service List (Disciplinary) or the Discontinued Service List (Voluntary) by Decision of the Conference. The Executive Secretary shall see that the names are reported to the appropriate General Council working unit; and
 - iv. the recommendation of the Committee as to which Presbytery within the Conference a member of the Order of Ministry who is left without settlement or Presbytery Appointment shall be designated.

427 Ministry Personnel. It shall be the duty of the Conference:

427 (a) to deal with all matters submitted by a Presbytery that affect the status, faith, character, or professional conduct of a member of the Order of Ministry or a person serving as Ministry Personnel;

427 (b) to make a Decision whether to recognize a Designated Lay Minister recommended by the Presbytery and the Conference Education and Students Committee; (2007)

How it could be done in the future

All required interviews will be conducted by the Conference Interview Committee. The Interview Committee would make recommendations to the Annual Meeting or the Conference Executive for approval.

How it has been done

The Presbytery recommends to the Conference Education and Students Committee. The Conference E & S committee makes a recommendation to the Annual Meeting after interview.

427 (c) to deal with the Resignation of a member of the Order of Ministry received from a Presbytery;
and

How it could be done in the future

No change, as below.

How it has been done

The Presbytery, having received a letter of Resignation from a minister, checks with the person to confirm their intentions and passes the letter on to the Conference for action. The Conference would again check with the minister and would give him/her an opportunity to speak to the Executive or sub-Executive before taking the action to place the person's name on the Discontinued Service List (Voluntary). The Conference informs the General Council of the action taken.

427 (d) to conduct a service in memory of the members of the Order of Ministry and lay members of the Conference who have died since the preceding meeting of the Conference. The obituaries of deceased members of the Order of Ministry, prepared by the Committee appointed for that purpose, may be read at this service. The Executive Secretary of the Conference shall publish these obituaries in the Conference record of proceedings.

How it could be done in the future

Memorial Services will be held annually at the General Meeting. Obituaries will be printed in the Record of Proceedings as usual.

How it has been done

A memorial service has been held as a part of each year's Conference Annual Meeting and also as part of the Annual Meeting of Conference UCW and Presbyterial UCW for UCW members. Obituaries of deceased order of ministry members and deceased candidates for ministry are gathered by the Conference Office from the presbyteries and these are published both in the information package for the annual meeting and in the record of proceedings.

427.1 Licence to Administer Sacraments. It shall be the duty of the Conference:

427.1 (a) to consider an application from a Presbytery to grant a licence to a Diaconal Minister to administer the sacraments within a specified assignment for the duration of that appointment. Such licence may be granted where:

i. the Diaconal Minister is part of a team where the administration of the sacraments is seen as part of the shared function of the team;

- ii. the Diaconal Minister is the only member of the Order of Ministry on the Pastoral Charge;
 - iii. the Diaconal Minister is involved in pastoral care functions such as chaplaincy in hospitals or other institutions or visitation to shut-ins; or
 - iv. the position description and the needs of the context in some other way are deemed to warrant it; and
- (b) to consider an application from a Presbytery to grant a licence to a Designated Lay Minister, Candidate Supply, Intern Supply, Student Intern, Student Supply, or Diaconal Supply in a Presbytery Appointment to administer the sacraments on a specific Pastoral Charge for the duration of their appointment. (2007)

How it could be done in the future

No change, as below.

How it has been done

Presbyteries submit an application to the Conference Executive and the Conference Executive automatically gives its approval assuming that the Presbytery knows the local situation better than the Conference and the only time the Conference would not consider the application would be if the request were not in compliance with *The Manual*.

427.1 (c) In the case of a Designated Lay Minister who has been recognized by the Conference, a licence to administer the sacraments may, at the discretion of the Conference, permit the Designated Lay Minister to administer the sacraments within the jurisdiction of the Presbytery to which the Designated Lay Minister is accountable. (2007)

How it could be done in the future

This is new and the Conference will follow The Manual.

How it has been done

We have never done this before.

There will be no changes in the manner Toronto Conference deals with the following section:

427.1(d) An Ordained Supply whose ordination is recognized and accepted by the United Church shall be authorized to administer the sacraments. A Diaconal Supply whose commissioning to the diaconal ministry of education, service, and pastoral care is recognized and accepted by the United Church may be recommended by the Presbytery to the Conference for authorization to administer the sacraments. (2007)

427.1 (e) to consider an application from a Presbytery to grant a licence as a Sacraments Elder to a person whom the Presbytery has recommended, for a term not to extend beyond the earlier of twelve (12) months, and the effective date of the settlement or appointment of a member of the Order of Ministry or the appointment of a Designated Lay Minister to the Pastoral Charge. (2007)

How it could be done in the future

Presbyteries would submit an application to the Conference Executive and the Conference Executive automatically gives its approval assuming that the Presbytery knows the local situation better than the Conference. The only time the Conference would not consider the application would be if the request were not in compliance with The Manual and General Council policies and guidelines.

There will be no changes in the manner Toronto Conference deals with the following sections:

427.2 On to Discontinued Service List (Disciplinary). The name of a member of the Order of Ministry may be removed from the rolls of Presbytery and Conference and placed on the Discontinued Service List (Disciplinary) by Decision of the Conference:

- (a) on the recommendation of a Formal Hearing Committee pursuant to paragraph 075(k)v.; or
 - (b) on the recommendation of a Formal Hearing Committee pursuant to subsection 075(l) together with subsections 363(f) or (g); or,
- provided that there has been a Formal Hearing by a Formal Hearing Committee of a Conference, or the member has waived the requirement of a Formal Hearing, or there has been a process that contains safeguards equivalent to those of a Formal Hearing:
- (c) on the recommendation of the Presbytery for one (1) or more of the reasons indicated in subsection 314(d);
 - (d) on the recommendation of the Presbytery pursuant to subsections 363(f) or (g); or
 - (e) on the recommendation of the Presbytery as a result of the member having been convicted of a criminal offence.

Such person shall not be recognized as Ministry Personnel of the United Church, nor shall they perform the functions of its diaconal or ordained ministry.

427.3 On to Discontinued Service List (Voluntary). The name of a member of the Order of Ministry may be removed from the rolls of Presbytery and Conference and placed on the Discontinued Service List (Voluntary) by Decision of the Conference:

- (a) at the member's own request when accepted by the Presbytery.

Such person shall not be recognized as Ministry Personnel of the United Church, nor shall they perform the functions of its diaconal or ordained ministry unless specifically stipulated otherwise by the Conference.

428 Application of Property.

(a) Where there has been an amalgamation and the Presbytery has declared property to be surplus, such surplus property shall be applied, either before or after the completion of the amalgamation, for such purpose for the benefit of the United Church as the Conference may determine.

(b) Where a Congregation has ceased to exist as of a specified date, either by the Presbytery approving a resolution passed by the Congregation to disband as of the specified date or by the Presbytery making a

Decision to disband the Congregation as of the specified date, all of its Property, Real and Personal, shall after that date be applied for such purpose for the benefit of the United Church as the Conference may determine after having consulted with the Presbytery. (2007)

How it could be done in the future

The Assets and Funding Task Group is reviewing the property policies and may make recommendations for change to the current policies.

How it has been done

The Conference adopted policies on property in November, 2005 and January, 2006 after considerable consultation with the nine Presbyteries.

Policies and actions adopted by the Conference Executive November 9, 2005 and January 11, 2006

Background: In 2004 the Toronto Conference Executive established a task group to review all policies of the Conference which related to property. Following consultation with Presbyteries and Conference committees, the task group presented its report at the September, 2005 Executive meeting. Decision-making followed on November 9, 2005 and January 11, 2006. The Conference's property policies follow:

Jurisdiction

Toronto Conference affirms that:

- a. In property matters, congregations primarily focus on local mission, ensuring financial viability, the safety of the property and its use in supporting mission.
- b. In property matters, Presbyteries primarily focus on regional mission, ensuring that property and assets are directed in appropriate ways.
- c. In property matters, the Conference focuses on mission of the church within the bounds of the *entire* Conference, ensuring that property assets and other assets are invested in priority areas of mission that might not have adequate sources of funding.
- d. All property is God's and all property within our jurisdiction is held in trust for The United Church of Canada to be directed appropriately to the vision of the church.

Dialogue and consultation

1) Toronto Conference affirms that disposition of any property is a process of dialogue, consultation and decision-making based in *The Manual* and policies adopted by Presbyteries and/or Conference. When property is to be redistributed, it is strongly encouraged that representatives of all three courts be involved in that process to discern the most faithful use of that property or the proceeds of its sale.

2) Toronto Conference affirms that decision-making regarding properties may include in various stages:

- a) The congregations, who take responsibility for initiating conversations with their presbytery,
- b) Presbyteries, who initiate discussions as part of their oversight function. Presbytery, after consultation with a congregation, takes responsibility for continuing the discussions and bringing them to a conclusion.
- c) Conference, when the disposition of any property is being considered.
- d) Conference and/or the Toronto United Church Council and/or the Dufferin and Peel Extension Council may initiate discussion with congregations and its Presbytery when Conference, TUCC, the Dufferin and Peel Extension Council or the wider church has a financial investment in the congregational property.

Resources

Toronto Conference will develop a guidebook for all partners, governing procedures to be followed when congregations, Presbyteries and Conference are involved in: declaring property to be surplus, amalgamation, closure, and selling of church property. A precise check list for all parties would be included.

Surplus property

1) Toronto Conference adopts the definition of surplus as expressed in the opinion of the general secretary of General Council, dated October 4, 1996 (and essentially reiterated in her opinion of September 18, 1997):

"In my opinion, 'surplus' means 'surplus' to the needs of the newly amalgamated Congregation. Section 268 (b) i. indicates that the Presbytery must determine which property of the amalgamating Congregations or Pastoral Charges is "no longer to be needed." The property would no longer be needed by the amalgamating Congregations or Pastoral Charges because there may be duplications of property between them as a result of the amalgamation. The needs and assets of the newly-amalgamated Congregation are being considered in Section 268, not those of the Presbytery."

2) Toronto Conference will consult with the nine Presbytery Executives regarding the definition of "surplus" as per *The Manual* with the objective of developing a common understanding of the term, and that a committee be established to develop a protocol regarding declaration of surplus property which when adopted by Toronto Conference and the nine Presbyteries would become the accepted practice.

Property management

- 1) management of property be added to the responsibilities of the executive secretary.
- 2) the document (draft) " Procedures Regarding the Management and Sale of Property" be the guide for property management in Toronto Conference.
- 3) Conference name a property advisory committee with responsibility for overseeing the operation of Conference property and making recommendations regarding its disposition. That the property advisory committee act on behalf of the Conference in

property matters making policy recommendations to Toronto Conference Executive from time to time as need arises.

Ethnic congregations

When property is declared surplus, ethnic congregations will be given the right of first refusal according to Conference criteria.

The following protocol will be followed with regard to ethnic congregations:

- 1) That the executive secretary write first to all United Church ethnic ministry congregations within Toronto Conference informing them of the availability of the property.
- 2) That an ethnic congregation applying for the trusteeship of the property shall provide the following information:
 - a. a congregational profile and a statement of vision regarding the congregation's use of the property;
 - b. membership statements and audited or independently reviewed financial statements for each of the three previous years;
 - c. an approved budget for the current year;
 - d. budget projections for the following three years;
 - e. a motion passed by the Presbytery of which the congregation is a member, stating that the Presbytery supports the congregation in its application.
- 3) That depending on the information reported, an applicant may be required to enter into a nonperforming mortgage agreement, (e.g. if the amount paid for a property transferred to an ethnic congregation is less than the market value).
- 4) That applications for the property be sent to the executive secretary by a set date, not less than 90 days nor more than 120 days after the date of the executive secretary's correspondence to all ethnic ministry congregations informing them of the availability of the property, and that all complete applications be forwarded to a committee to be nominated by the president and the executive secretary with the membership being approved by the Executive.
- 5) That the committee
 - i) review all applications received and make a short list of congregations which, in their opinion, have the ability and vision to maintain the property and ministry of the congregation;
 - ii) consult with the Presbytery where the property is located to ensure that short-listed congregations fit within the Presbytery's mission strategy;
 - iii) determine a final applicant.
- 6) That the Presbytery pass a motion accepting the final applicant.
- 7) That the committee make a recommendation to the Conference Executive or sub-Executive for Decision, and that the Decision be communicated to all parties.
- 8) That the Decision be marked in a public celebration of worship to be conducted by the Conference and involving all parties who shared in the process.

- 9) That the Toronto United Church Council be encouraged to make special effort to communicate with ethnic congregations regarding funds available for emerging needs of ethnic congregations and how these funds can be accessed; and, that these efforts include attention to language differences and follow-up when response is limited.
- 10) That Toronto Conference ensure that all congregations in property sharing circumstances have received and Church Boards discussed the United Church's document (1999) regarding Sharing Property.

Priorities for funding

1) Subject to review by December, 2008, when funds which are generated from the disposition of property are received by Conference through amalgamation, congregation disbanding and congregation ceasing to exist, priority be designated as follows:

- a) that all costs including but not limited to property management, legal fees, realtor costs, etc. incurred while property is held by Toronto Conference be recouped;
- b) of the remaining funds:

70% to the church development fund or its successor for...

- ministries in new areas of growth
- transitional ministries
- ministry in designated high needs areas
- leadership development

15% to be held for Conference for support for social ministry;

10% to be held by Conference for experimental ministries, e.g. youth, camping, rural;

5% to be held by Conference for archives and other Conference use.

2) Funds generated from the disposition of property will not be used to decrease assessments.

3) When funds generated from the disposition of property are used to create or expand a ministry (other than church archives), a time limit of 10 years be imposed on funding of that ministry.

Previous property policies

The policies adopted by the Executive on November 9, 2005 and January 11, 2006 arising from the property policies task group report supersede all previous property policies of Toronto Conference.

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429 Incorporated Ministries. (2007)

- (a) No person shall organize for the purpose of establishing any corporation or organization:
- i. that will or can carry on any activities related to those of the United Church; or
 - ii. that uses the name of The United Church of Canada in full or in part; or
 - iii. that holds itself out as being in connection with or in any way related to the United Church; or
 - iv. that incurs liability for indebtedness; or
 - v. that engages in activities that might incur public liability in any way in connection with the United Church or any part thereof;
- without having requested and received the prior written consent of the Conference within the jurisdiction of which the activity of the incorporated ministry will take place (or the prior written consent of the General Council where the activity of the incorporated ministry will extend beyond the jurisdiction of a single Conference) and the administrative approval of the General Council office. No incorporation without proper consent will be recognized by the United Church. (2007)
- (b) It shall be the duty of the Conference to receive, from:
- i. Pastoral Charges;
 - ii. Presbyteries; or
 - iii. other bodies within its jurisdiction, the objectives of which are in accord with those of the United Church;
- applications for incorporation, and to consider such applications, ensuring:
- iv. that such incorporation is essential for the fulfilment of the objectives of the applicant, and that no other Committee or body or Board of Trustees is reasonably able to substitute for the corporation; and
 - v. that the applications and the proposed by-laws comply with the requirements as set out in the policies established from time to time by the General Council or its Executive. (2007)
- (c) When the activity of the incorporated ministry will not extend beyond the jurisdiction of the Conference, the Conference shall make a Decision whether to consent to incorporation. Such consent shall not be given until written administrative approval as to form and content has been secured from the General Council office. (2007)
- (d) When the activity of the incorporated ministry will extend beyond the jurisdiction of the Conference, consent to incorporation shall be sought from the General Council. (2007)
- (e) The United Church recognizes three (3) categories of defined relationships with incorporated ministries:
- i. United Church incorporated ministries, with which the United Church has a close and vital relationship;
 - ii. incorporated partnership ministries, in which the United Church is a partner; and
 - iii. legacy incorporated ministries, which originated with the United Church, but which have since distanced themselves from the United Church;
- all as more particularly set out in the policies established from time to time by the General Council or its Executive. (2007)
- (f) The Conference shall be responsible for oversight of both the incorporation and the ongoing activities of incorporated ministries the activity of which will not extend beyond its jurisdiction. The nature of that oversight will depend upon the categorization of the relationship with the incorporated ministry, as set out in the policies established from time to time by the General Council or its Executive. (2007)
- (g) The following incorporated ministries are excepted from the oversight of the Conference:
- i. Observer Publications Inc., in respect of which the General Council shall be responsible for oversight;
 - ii. incorporated ministries the activity of which will extend beyond the jurisdiction of a single Conference, in respect of which the General Council may assume responsibility for oversight or assign that responsibility to one (1) or more Conferences; and

iii. other incorporated ministries that have requested and received from the General Council an exception whereby the General Council has assigned responsibility for oversight to one (1) or more Courts. (2007)

How it could be done in the future

Conference will implement the guidelines approved by the General Council. A major issue still to be resolved by the General Council relates to oversight of the Incorporated Ministries. There is some suggestion that supervision will be done by the Conference with oversight being the responsibility of the Presbytery.

How it has been done

The Conference had established an advisory committee on corporations which developed procedures through which the Conference would supervise its own corporations and would provide advice to Presbytery-supervised corporations. With the enactment of *The Manual* on July 1, 2007, all responsibility for Incorporated Ministries now rests with the Conferences.

Manual Section: Organization

There will be no changes in the manner Toronto Conference deals with the following sections:

430 President.

- (a) The Conference shall elect from among its members a President, who shall hold office for a term of one (1) or two (2) years. The Conference may not delegate the election of a President.
- (b) The Conference may elect a President-Elect who shall normally succeed to the office and be installed at the next annual meeting.
- (c) The President shall be ex officio a member of all Conference Committees during the presidential term of office.
- (d) A President who is a Diaconal Minister or a lay person shall have the right to preside at services of commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, and to administer the Sacrament of Holy Communion at regular meetings of the Conference and its Executive while in office. (2007)

431 Duties of President. The duties of the President shall be:

- (a) to constitute the meetings of the Conference;
- (b) to preside, to preserve order, to take the vote, and to announce Decisions;
- (c) to direct the business of the Conference;
- (d) immediately after calling the roll, to cause to be reported to the Conference the names of members of the Order of Ministry transferred into and out of the Conference; and
- (e) to perform such other duties as may be assigned by the Conference or the General Council.

432 Acting President. In the event of the death, removal, or permanent disability of the President, the latest predecessor in office who is a member of the Conference shall act as President for the remainder of the term; except that in a Conference where there is a President-Elect, that person shall succeed to the office to complete the unexpired term of the predecessor, and then continue in office in the succeeding term.

433 Executive Secretary. The Executive Secretary shall be appointed by the General Council Executive according to the procedures adopted by the General Council. The appointment shall be made only after consultation with the Conference. The Executive Secretary shall be a member of the United Church. (2007)

433.1 Duties of Executive Secretary. It shall be the duty of the Executive Secretary:

- (a) to keep a record of the proceedings of the Conference and to transmit the same to each General Council for review;
- (b) to conduct the necessary correspondence pursuant to the proceedings of the Conference;
- (c) to keep an accurate roll of the members;
- (d) to send to the lead staff of the appropriate General Council working unit all Decisions by the Conference that affect the status of any member of the Order of Ministry on its roll;
- (e) to ensure that all applications for transfer, and the names of all Candidates for the Order of Ministry who are recommended by their Presbyteries for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, are sent to the Secretary of the Transfer Committee each year, in order that all such names shall be before the Transfer Committee; (2007)
- (f) to supply the Settlement Committee with the list of the Pastoral Charges and Missions and the list of the members of the Order of Ministry on the rolls of the Presbyteries within the Conference;

- (g) to prepare for the Settlement Committee a list of Pastoral Charges that are in arrears to the pension plan;
- (h) after the Settlement Committee has presented its report, to compile a complete list, by Presbytery, of each Pastoral Charge and Mission, with the name and designation of the person settled in or appointed to that Pastoral Charge or Mission. The list shall also include the name of the Secretary of the Official Board or Church Board or Church Council;
- (i) to compile a list, by Presbytery, of the lay members of the Conference and their addresses;
- (j) to compile a list, by Presbytery, of each Candidate for the Order of Ministry;
- (k) to have printed and distributed the Conference record of proceedings, including the lists noted in subsections (h), (i), and (j), and to send a copy to the General Secretary of the General Council;
- (l) to have custody of all documents and papers belonging to the Conference, subject to its order, save such as have been forwarded to the Archives Committee;
- (m) to give certified extracts from the minutes when instructed or when they are applied for by a person having a constitutional right to receive them;
- (n) to rule on questions of interpretation of Conference policies and procedures as these pertain to the discharge of its duties and the exercise of its powers. All such rulings shall be duly recorded and reported in writing for information to the General Secretary of the General Council within one (1) month; and
- (o) to perform such other secretarial duties as may be assigned by the Conference.

433.2 List. The Executive Secretary of the Conference shall compile the list of its Presbyteries and Pastoral Charges as follows. The Presbyteries, and the Pastoral Charges within the Presbyteries, shall be arranged in alphabetical order. Where two (2) or more Pastoral Charges are in one (1) place they shall be listed under that place name in alphabetical order of the Pastoral Charges. A grant-receiving Pastoral Charge, or a Pastoral Charge the name of which is not one of the preaching appointments of that Pastoral Charge, should be clearly indicated by an asterisk or other sign. The names of Ministry Personnel shall immediately follow the name of each Pastoral Charge. The names of all members of the Order of Ministry not in pastoral work shall be listed at the end of the roll of the Presbytery to which they are attached by action of the Conference. The names and addresses of Candidates for the Order of Ministry should be inserted at the end of the Presbytery roll to which they are attached.

434 Program Staff. It shall be the duty of the Conference: after consultation with the appropriate General Council working unit, to appoint Conference program staff persons, who shall be accountable to the Conference; and to arrange a service of covenant, with the involvement of the appropriate Presbytery, Pastoral Charge, or Congregation.

How it could be done in the future

At the 2009 annual meeting, there will be a service of thanksgiving and celebration with staff who are leaving, and at a different time in the annual meeting there will be a service of covenanting with all new staff.

How it has been done

This has been done in a hit-and-miss way, including consultation with the General Council. Covenanting has been done a) individually with the Conference Executive, b) as a group at the Conference annual meeting, c) as a group at a special worship service, d) with

administrative staff present and covenanted, e) with administrative staff not present or covenanted.

There will be no changes in the manner Toronto Conference deals with the following sections:

435 Treasurer. The Conference may elect a Treasurer to receive and to disburse any monies under its control, subject to its instructions.

436 Executive. It is recommended that the Executive of the Conference, appointed pursuant to section 426, include at least one (1) of the two (2) representatives from the Conference to the Executive of the General Council.

How it could be done in the future

*The Commission has decided not to implement this recommendation.
The Executive will receive reports from the General Council representatives and the GC representatives will meet with the presbyteries from time to time.*

436.1 Sub-Executive. Unless the Conference otherwise determines, the Executive may appoint a Sub-Executive with such of its duties and powers, exercisable between meetings of the Executive, as the Executive shall determine. The actions of the Sub-Executive shall be reported through the Executive to the Conference for information and for record in the minutes.

The decision to appoint a Sub-Executive will be at the discretion of the new Conference Executive.

437 Commission. The Conference or its Executive may act by Commission. The Commission shall report its Decision to the appointing body in keeping with its terms of reference for record in the minutes. Such Decision is not debatable. The powers of such Commission do not extend to such items as are expressly excluded in subsections 423(a) and 430(a).

How it could be done in the future

No change, see below.

How it has been done

Commissions have been established on an as-needed basis to complete particular tasks which have been decided in essence by a parent body. Commissions have been appointed in cases of Section 363 reviews where summer holidays might cause a body to lack quorum.

438 Boards. The Conference, after being authorized and empowered by resolution of the General Council, may establish boards, Committees, or other unincorporated bodies, including City Mission

Boards and Church Extension Boards, for any of the purposes of the United Church within its jurisdiction, and may define the membership, organization, duties, powers, and rights thereof.

How it could be done in the future

No change, see below.

How it has been done

Toronto Conference has never used this section of *The Manual*. As examples of what it could have done – Conference could have established a body similar to the Toronto United Church Council for financial or mission purposes, or it could have set up a board to manage the Beverley Hills property on a permanent basis.

439 Standing Committees. The Conference shall appoint such standing Committees as are deemed necessary, and in particular such Committees as may relate to the working units and standing Committees of the General Council.

(a) It is recommended that the Chairpersons of these Committees be continued in office for at least two (2) or three (3) years.

(b) The Standing Committee on Nominations shall consist of a member or Corresponding Member from each Presbytery to provide liaison, and such other members as the Conference may deem advisable.

How it could be done in the future

No standing committees will be appointed. Communications from General Council to Conference will be through staff (the Executive Secretary and his/her staff and/or the Conference staff deployed in the presbyteries).

The Executive Commission will propose a policy regarding communication between the courts of the church. The Staff Commission will include communications responsibilities within position descriptions.

How it has been done

Standing committees are appointed from time to time by the Executive upon request. In the more distant past, the General Council was structured into five Divisions. These were sometimes mirrored in the Conference by standing committees with similar names and/or responsibilities. More recently, the General Council abandoned Divisions in favour of Units. No attempts have been made by either church Court to mirror the Units in the Conference.

Manual Section: Settlement Committee

There will be no changes in the manner Toronto Conference deals with the following sections:

Section 064

064 It shall be the duty of the Conference, through its Settlement Committee:

(a) **to see that, as far as reasonably possible, every Pastoral Charge shall have a pastorate without interruption, and that, as far as reasonably possible, every effective member of the Order of Ministry shall have a Pastoral Charge;** (Basis 7.6.4)

(b) to consider recommendations from Presbyteries with respect to each call extended to a member of the Order of Ministry by a Pastoral Charge, together with such representations as may have been made concerning it, and to make a decision with respect to the settlement of the member of the Order of Ministry on that Pastoral Charge; and (2007)

(c) to be guided by the following provisions of the Basis of Union:

i. **A member of the Order of Ministry shall have the right to appear before the Settlement Committee to present his or her case in regard to his or her request for settlement. A Pastoral Charge, or Official Board or Church Board or Church Council when authorized by the Pastoral Charge, may appoint no more than two (2) persons, who are members in good standing of that Pastoral Charge, to represent it before the Settlement Committee regarding a request for settlement. Such representatives shall be authorized at a meeting properly called to consider the pastoral relationship and such authorization shall be in writing. Any other Presbytery Accountable Ministry or Presbytery Recognized Ministry may appoint in writing no more than two (2) persons to represent it before the Settlement Committee regarding a request for settlement.** (Basis 9.6)

ii. **A Pastoral Charge, where a Vacancy has been declared by the Presbytery, may extend a call to a member of the Order of Ministry who is eligible for call, but the right of settlement shall rest with the Settlement Committee, which shall, in each case, make a Decision and report to the Conference for information only.** (Basis 9.6.1)

iii. **While the right of settlement shall rest with the Settlement Committee, it shall comply as far as possible with the expressed wishes of members of the Order of Ministry and of Pastoral Charges, other Presbytery Accountable Ministries, and other Presbytery Recognized Ministries.** (Basis 9.6.2)

iv. **When a member of the Order of Ministry chosen by a Pastoral Charge, other Presbytery Accountable Ministry, or other Presbytery Recognized Ministry cannot be settled, the Pastoral Charge, or its Official Board or Church Board or Church Council if so authorized by the Pastoral Charge, Presbytery Accountable Ministry, or Presbytery Recognized Ministry may place another name before the Settlement Committee.** (Basis 9.7.2)

v. **While settlements shall ordinarily be made at the annual meeting, the Settlement Committee shall have authority, through its Executive, to effect settlements during the Pastoral Year.** (Basis 9.4.3)

440 Meetings. **The Settlement Committee shall meet at least annually.** (Basis 9.4.1)

441 Membership.

(a) The Settlement Committee shall consist of the Chairperson, the Secretary, and wherever possible one (1) Diaconal Minister, all of whom shall be elected by the Conference, and **one (1) member of the Order of Ministry and one (1) lay member appointed by each Presbytery.** (Basis 9.4) The President of the Conference and an appropriate Conference staff person shall be ex officio members of the Settlement Committee.

(b) Each Presbytery, at a regular meeting previous to the annual meeting of Conference, shall appoint its two (2) representatives.

(c) When any member of the Settlement Committee appointed by a Presbytery dies, resigns from the Committee, moves outside the jurisdiction of the Presbytery, or ceases to be a member of the Presbytery, or being a member of the Order of Ministry engages in secular work, there shall be a vacancy on the Committee. A member of the Order of Ministry applying for a transfer out of the Conference shall cease to be a member of the Committee when the transfer becomes effective. When such a vacancy occurs, the Presbytery shall elect a person to fill the vacancy.

442 The Settlement Committee shall receive information from the Convenor of each Presbytery Pastoral Relations Committee concerning any Vacancy in a Pastoral Charge within its jurisdiction, and it shall immediately communicate the same to the Secretary of the Transfer Committee.

443 A Candidate for the Order of Ministry recommended for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, who has been placed in the Conference by the Transfer Committee shall not be available for call, but shall be under the authority of the Settlement Committee for their first placement to a full- or part-time ministry. Such authority shall not apply to: (2007)

(a) Diaconal Ministers who having served five (5) years in full-time ministry are recommended for ordination; or

(b) Ordained Ministers who having served five (5) years in full-time ministry are recommended for commissioning to the diaconal ministry of education, service, and pastoral care. (2007)

Such persons are free to accept a call.

444 The Settlement Committee shall receive from the Executive Secretary of the Conference the names of all the Pastoral Charges together with the names of all the members of the Order of Ministry on the rolls of the Presbyteries that constitute the Conference. There shall be indicated on the list of names received from the Executive Secretary of the Conference such Pastoral Charges as are in arrears to the pension fund. The Settlement Committee shall not be required to settle a member of the Order of Ministry on a Pastoral Charge that either has failed to pay its assessment to the pension fund or has not guaranteed the payment of the pension assessment in extending a call.

445 It shall be the duty of the Settlement Committee to consider all applications for settlement from members of the Order of Ministry or from Pastoral Charges, Presbytery Accountable Ministries, or Presbytery Recognized Ministries within the jurisdiction of the Conference which are transmitted by Presbyteries. (Basis 9.4.1)

446 It shall be the duty of the Settlement Committee to act on each recommendation transmitted by a Presbytery regarding a call issued to a member of the Order of Ministry.

447 The Settlement Committee shall have authority to initiate communications with members of the Order of Ministry and with Pastoral Charges, other Presbytery Accountable Ministries, and other Presbytery Recognized Ministries, in order to effect settlements. (Basis 9.7.1)

448 When a Pastoral Charge, with a vacancy declared by the Presbytery, fails to extend a call by the end of the Pastoral Year (June 30th), the Settlement Committee may make the settlement. (Basis 9.7) Where the Pastoral Charge desires further time in which to issue a call, such extension shall be at the discretion of the Settlement Committee.

449 The Settlement Committee shall be consulted by a Presbytery Pastoral Relations Committee before that Committee recommends to the Presbytery that an appointment be made to a specific ministry, where a Vacancy has been declared for longer than one (1) Pastoral Year.

450 When considering a call issued to a member of the Order of Ministry to an Outreach Ministry or a Pastoral Charge that receives a Mission Support grant, the Settlement Committee shall not approve a settlement that will require a larger grant, without the consent of the Conference.

451 A member of the Order of Ministry called to a Pastoral Charge in another Conference must be transferred to that Conference before the call can be finalized and the Warrant to Covenant issued. (2007)

452 The Settlement Committee shall report to the annual meeting of the Conference:

- (a) a complete list of its Decisions regarding settlement;
- (b) the names of all members of the Order of Ministry transferred into or out of the Conference;
- (c) the name of each person whose name has been placed on the Discontinued Service List (Disciplinary) or the Discontinued Service List (Voluntary) by Decision of the Conference; and
- (d) the recommendation of the Committee as to which Presbytery within the Conference a member of the Order of Ministry who is left without settlement or Presbytery Appointment shall be designated.

453 **While settlements shall ordinarily be made at the annual meeting, the Settlement Committee shall have authority, through its Executive, to effect settlements during the Pastoral Year.** (Basis 9.4.3) (2007)

454 Executive. The Executive of the Settlement Committee shall consist of the Chairperson, the Secretary, the President of the Conference, the appropriate Conference staff person, and the Chairpersons of the Presbytery Pastoral Relations Committees concerned.

Manual Section: Interview Board

455 Appointment. The Conference or its Education and Students Committee shall appoint an Interview Board.

456 Membership. Where resources permit and other matters make it feasible, the membership of the Interview Board shall include:

- (a) at least one (1) of each of a Diaconal Minister in the active pastorate, an Ordained Minister in the active pastorate, a Designated Lay Minister, and a Congregational Designated Minister; (2007)
- (b) a person qualified in supervision;
- (c) an appropriate Conference staff person as a non-voting staff resource;
- (d) a professional counsellor or equivalent;
- (e) at least four (4) lay persons who have had a significant experience of life and work in the church;
- (f) such additional specifically qualified persons as the Chairperson, in consultation, may seek to call on from time to time;
- (g) a representative from the Presbytery of the interviewee as a Corresponding Member at the point of final assessment; and
- (h) a Chairperson and a Secretary appointed by the Conference or its Education and Students Committee.

457 Purpose. The purpose of the Interview Board shall be:

- (a) to assist Inquirers and others referred to it in assessing their vocational goals and/or general suitability for membership in the Order of Ministry; and
- (b) to assist Presbyteries or other referring bodies in determining the suitability of those referred to it to function as Ministry Personnel in the United Church.

458 Responsibilities. The responsibilities of the Interview Board shall be:

- (a) to set up a standard procedure for assessment and supportive measures if required for those referred to it, who shall include:
 - i. Inquirers who have made application to be received as a Candidate, and potential Shorter Course applicants. Shorter Course applicants should be seen before admission to theological school;
 - ii. those seeking admission or re-admission to the Order of Ministry;
 - iii. lay persons applying for recognition as a Designated Lay Minister or a Congregational Designated Minister; and (2007)
 - iv. persons recognized as eligible for initial appointment as Diaconal Supply or Ordained Supply;
- (b) to gather in advance of the interview the packet of information used, including personal information form and two (2) reference letters;
- (c) to interview each person referred, either by a team of no fewer than three (3) persons or, at the option of the Board, by the Board itself. Where the interviewee is an Inquirer or Candidate for the diaconal ministry of education, service, and pastoral care, every effort should be made to include a Diaconal Minister on the interview team. In each case where an interview team is used rather than the Board, the team shall make a recommendation with respect to the interviewee to the Board, and the Board shall determine the report to be made to the referring Committee or Court with respect to the interviewee; (2007)
- (d) to be consistent in its use of assessment instruments, namely, if used with any interviewee, then with all;
- (e) to report confidentially to the referring Committee or Court and to the interviewee at the same time, in person with the interviewee whenever possible, with one of the following: recommended, recommended with suggestions, recommended with conditions, or not recommended. Where specific suggestions or conditions are indicated, a second interview in a year's time is advised; and
- (f) to ensure that the costs of the interviewee's travel and assessment are paid with funds from the Presbytery, the Conference, and the appropriate General Council working unit on a pre-arranged basis.

Expenses related to interviews of applicants for admission to the Order of Ministry and of prospective appointees as Diaconal Supply or Ordained Supply are the responsibility of the interviewee.

(next section: 460)

How it could be done in the future

All responsibilities moved into the Conference Interview Committee – see draft mandate.

Manual Section: Suggested Conference Standing Committees

How it could be done in the future

Sections 460 – 470 are Suggested Conference Standing Committees – See Committee Tasks from Committee Mandates.

Conference Committees will not exist in the new structure. All of the tasks in sections 460 - 470 have been reviewed by the Executive Commission. The Executive Commission has made suggestions regarding how this work could be done in the future and these have been sent to the committees and to the transitions team. The committee tasks could carry on if the presbyteries deem them to be priorities.

460 Archives Committee.

(a) Meetings. The Conference Archives Committee shall meet at least once a year at the call of the Chairperson.

(b) Membership. Each Conference shall appoint annually an Archives Committee consisting of a Chairperson, who may be the Archivist, the Archives Convenors of the Presbyteries within the Conference, the Archives Convenor for the Conference United Church Women, the Executive Secretary of the Conference, and three (3) other members.

(c) Duties. It shall be the duty of the Committee:

i. to have oversight of the Conference archives in co-operation with the General Council Committee on Archives and History, and to arrange for the preservation of the historically significant records of the Conference in appropriate places such as theological colleges, church-affiliated universities or schools, the Central Archives, or provincial archives;

ii. to present annually to the appropriate body of Conference a budget for work of the Committee. The budget presented shall make adequate provision for the proper care and maintenance of the Conference archives collections, including any necessary salaries for employees;

iii. to appoint, in conjunction with the General Council Committee on Archives and History, an Archivist, who shall be ex officio a member of the Conference Committee, and who shall have responsibility, under the direction of the Committee and in accordance with professional archival standards and procedures, for sorting and cataloguing the material in the Conference archives, and for making accessible to official United Church bodies and to individuals information necessary for the preparation of historical studies relating to the United Church;

iv. to arrange for the gathering of archival material into the Conference archives, both directly from church bodies and individuals and through the Presbytery Archives Committees within the Conference;

v. to co-operate with the General Council Committee on Archives and History in the development and use of consistent professional standards and procedures by Conference archivists across the United Church, and on all other matters of common concern;

vi. to work with the General Council Committee on Archives and History in the development of criteria and guidelines for the designation of United Church historic sites, and to seek appropriate designation of particular sites within the jurisdiction of the Conference. Each Conference shall designate at least one (1) church building within the Conference as a Conference historic site where special services may be held annually;

vii. to stimulate interest in the history of churches within the Conference, and in the history of the United Church, and to encourage and assist in historical research; and

viii. to encourage ecumenical studies in Canadian church history, and the archival resources that will support these studies.

461 Communication Committee.

(a) **Membership.** The Committee shall include in its membership the Convenors of the Presbytery Communication Committees, and a suitable number of other members chosen for their special competencies related to the needs of the Conference.

(b) **Duties.** The duties of the Committee shall be to encourage and to aid Presbytery Committees in fulfilling their opportunities and to serve the Conference in its communication needs, both during the sessions of the Conference and at appropriate times throughout the year.

462 Education and Students Committee.

(a) **Duties.** It shall be the duty of the Committee:

i. to receive annually from the Presbyteries reports on all Inquirers and Candidates, and to report their names to the appropriate General Council working unit;

ii. to receive the Presbytery reports on each Candidate recommended for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination; (2007)

iii. to examine separately each Candidate recommended for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, either by a team of no fewer than three (3) persons or, at the option of the Committee, by the Committee itself. Where the person being interviewed is a Candidate for the diaconal ministry of education, service, and pastoral care, every effort should be made to include a Diaconal Minister on the interview team. In each case where an interview team is used rather than the Committee, the team shall make a recommendation with respect to the person interviewed to the Committee, and the Committee shall determine the report to be made to the Conference Executive and the Conference as provided in paragraph iv. below; (2007)

iv. to report, to the Conference Executive for information and to the Conference for action, its recommendation concerning each Candidate for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination; (2007)

v. to receive and to consider a recommendation from a Presbytery to recognize a Designated Lay Minister, to conduct an interview of the Designated Lay Minister, and to make a recommendation to the Conference; and (2007)

vi. to review the Presbytery reports on a diaconal minister or equivalent or an ordained minister from another denomination recommended for admission to the Order of Ministry of the United Church by a Presbytery of the Conference, to conduct a final interview of the applicant, and, if satisfied, to recommend that they be admitted by the Conference.

463 Extra Appeals Committee.

(a) **Membership.** The Committee shall include in its membership the Chairpersons of the Presbytery Extra Appeals Committees. It is recommended that the Chairpersons of the Finance Committee and the Stewardship Committee of the Conference also be included.

(b) **Duties.** It shall be the duty of the Committee to investigate thoroughly and to make recommendations to the Conference concerning any proposal to solicit funds from the Pastoral Charges of more than one (1) Presbytery within the Conference for any purpose other than the Mission and Service Fund. The Committee shall acquaint itself with the financial demands already authorized within the Conference and within the Presbyteries concerned. It shall also consult the lead staff of the appropriate General Council working unit, before advising the Conference as to the necessity and relative worth of the proposal. If the Committee's recommendation is for authorization of the appeal, it shall also recommend the time for beginning and completing it, and as to the possibility of combining it with other appeals currently authorized or to be recommended. It may also advise as to the organization required to conduct the appeal successfully.

464 Finance Committee.

(a) **Conference Fund.** There shall be established by the Conferences of the United Church a unified plan of finance for meeting the needs of the Conference and of those agencies and departments of the United

Church that can claim to serve the Conference as a whole. These needs shall be met through a central fund to be known as the Conference Fund.

(b) Participants. The participants in the Conference Fund shall be the following:

- i. the Conference, for operating expenses;
- ii. such standing Committees as the Conference shall from time to time determine;
- iii. special Committees appointed by the Conference; and
- iv. such other agencies and institutions as may be decided by the Conference on the recommendation of the Finance Committee.

(c) Administration. The Conference Fund shall be administered by a Finance Committee to be named by the Conference, which Committee shall be responsible to, and under the direction of, the Conference or its Executive.

(d) Membership. The Finance Committee shall consist of:

- i. the Chairperson and at least four (4) other members to be elected by the Conference;
- ii. the Treasurer of the Conference;
- iii. the Chairperson of the Conference Stewardship Committee;
- iv. the Executive Secretary of the Conference; and
- v. one (1) member to be appointed by each Presbytery, preferably the Convenor of the Presbytery Finance Committee or the Treasurer of the Presbytery.

(e) Officers. The Committee shall elect its own Secretary.

(f) Executive. There shall be an Executive composed of the Chairperson of the Committee, the Secretary of the Committee, the Treasurer of the Conference, and at least four (4) other members. The Executive shall have power to act for the Committee between meetings of the Committee.

(g) Budget Submissions. Each participant in the Conference Fund shall prepare annually a budget setting forth its estimated requirements for the ensuing calendar year, together with a financial statement for the previous year for which an Audit has been performed, for submission to the Finance Committee not later than April 15th of each year. The Finance Committee shall have authority to request from participants in the Conference Fund such information as it may require. (2007)

(h) Annual Meeting. The annual meeting of the Finance Committee shall be held before the annual meeting of the Conference. The Executive of the Committee shall present to this meeting the Conference budget with recommendations.

(i) Report and Budget. The Finance Committee shall prepare a report of its work annually for the approval of the Conference. Its report and its budget, when adopted, shall constitute the financial report and budget of the Conference.

(j) Presbytery Allocations. The Finance Committee shall be authorized to allocate annually the amount required for the next ensuing year to the Presbyteries and/or Pastoral Charges, assigning each a specified allocation.

(k) Receipts and Disbursements. The Treasurer shall receive contributions to the Conference Fund, and shall make disbursements in accordance with the appropriations approved by the Conference and otherwise at the direction of the Conference Executive.

(l) Donations. Participants in the Conference Fund may, with the permission of the Finance Committee, receive donations from individuals, churches, or church groups, or grants from General Council working units, but such receipts shall be reported to the Finance Committee.

(m) Priority Claims. Operating expenses of the Conference and its Committees shall have first claim on the Conference Fund, and the Finance Committee shall have authority to recommend other priority claims upon the Conference Fund for the approval of the Conference.

465 Committee on Inter-Church and Inter-Faith Relations.

(a) Membership. The Committee shall consist of a Chairperson, the Convenors or representatives of the Presbytery Committees on Inter-Church and Inter-Faith Relations where possible, and an adequate number of laity, including youth, representatives of the Women's Ministries Network, and representatives of other lay organizations that are represented on the Conference.

(b) Duties. The duties of the Committee shall include:

- i. promotion within the Conference of a knowledge of and concern for ecumenical affairs, and assistance to the Presbyteries and ecumenical movements in the area;
- ii. promotion of the use of ecumenical materials, both literature and audio-visuals, throughout the Conference;
- iii. promotion and support, where feasible and desirable, of the formation of regional or local councils of churches and inter-faith organizations;
- iv. encouragement of inter-church activities, including the sharing of common worship;
- v. establishing co-operative relationships with churches and groups not members of the Canadian Council of Churches, such as the Roman Catholic Church, evangelical groups, and the Jewish communities within the Conference;
- vi. holding ecumenical consultations and workshops;
- vii. using communications media for ecumenical outreach;
- viii. assisting the Presbyteries in understanding the functions, work, and studies of the World Council of Churches and the Canadian Council of Churches;
- ix. presentation of ecumenical concerns to the annual or biennial Conference meetings;
- x. co-ordination of its work as far as possible with the appropriate General Council Committee; and
- xi. reporting regularly to the Conference concerning ecumenical concerns and activities within the Conference.

465.1 Interim Ministry Committee.

(a) Membership. The Committee shall include Ministry Personnel with experience serving as Interim Ministers and lay persons with experience of Interim Ministry.

(b) Procedures for Designation.

- i. A member of the Order of Ministry or a Designated Lay Minister wishing to be available for appointment as an Interim Minister must be recommended by the Presbytery of which they are a member. An application seeking designation as an Interim Minister shall be submitted, in writing, to the Presbytery. The Presbytery shall forward the applications of those applicants that it recommends, to the Committee. (2007)
- ii. The Committee shall interview the applicant seeking designation as an Interim Minister, determine their suitability for Interim Ministry, and determine appropriate Interim Ministry training and education.
- iii. The Committee shall make a recommendation to the Conference Executive, for or against the designation of the applicant as an Interim Minister. The Conference Executive shall make a Decision and shall notify the applicant, in writing, of the Decision.
- iv. Following the first period of Interim Ministry, the Committee shall interview the Interim Minister, evaluate the effectiveness of the Interim Minister, and make a recommendation to the Conference Executive, for or against the continued designation of the person as an Interim Minister, with or without conditions. The Conference Executive shall make a Decision and shall notify the person, in writing, of the Decision. (2007)
- v. Following each subsequent period of Interim Ministry, the Committee shall interview the Interim Minister and evaluate the effectiveness of the Interim Minister. (2007)
- vi. Designation as an Interim Minister shall be valid for the earlier of five (5) years or the removal of designation by Decision of the Conference Executive acting on the recommendation of the Committee. (2007)
- vii. If an Interim Minister wishes to renew their designation as an Interim Minister for a further five (5) years, the Committee shall interview the Interim Minister, evaluate the effectiveness of the Interim Minister, and make a recommendation to the Conference Executive, for or against the continued designation of the person as an Interim Minister, with or without conditions. The Conference Executive shall make a Decision and shall notify the person, in writing, of the Decision. (2007)

viii. If designation as an Interim Minister either has lapsed or has been removed, then the applicant seeking re-designation as an Interim Minister must proceed in accordance with paragraphs i., ii., and iii. (2007)

ix. The Committee shall provide annually to the appropriate General Council working unit a list of those persons designated as Interim Ministers.

(c) Other Duties. It shall be the duty of the Committee:

i. to provide for consultation about and co-ordination of Interim Ministry policies and procedures for the Presbyteries within its jurisdiction; and

ii. to liaise with other Conference Interim Ministry Committees and the appropriate General Council working unit on policy matters.

466 Internship Committee.

(a) Appointment. The Conference or its Education and Students Committee shall appoint an Internship Committee, to oversee the internship program within that Conference and to ensure that each internship provides an effective learning experience in the educational process for ordination.

(b) Responsibilities. The responsibilities of the Committee shall be:

i. to recruit and to encourage internship sites within Pastoral Charges and institutions;

ii. to encourage supervisors to take appropriate training recognized by the appropriate General Council working unit, and to offer additional training for supervisors;

iii. to assess applications from Pastoral Charges and institutions that have been approved by the Presbytery, and to transmit those that are approved by the Committee to the appropriate General Council working unit;

iv. to assign Candidates seeking an internship to one of the internship sites within the Conference that has been approved by the appropriate General Council working unit;

v. to organize and to hold orientation events for supervisors, interns, and lay supervision teams;

vi. to oversee the internship experiences of Pastoral Charges, supervisors, and interns. This will include a review of the internship evaluations, on-site visits, and consultations;

vii. to consider applications from Candidates for internship equivalency, such as Intern Supply, Student Supply, and self-designed internships; to approve the learning setting and the supervisor; and to make recommendations to the appropriate General Council working unit regarding the learning setting and the supervisor;

viii. to make decisions, in consultation with the appropriate General Council working unit, regarding the termination of an internship, unresolved conflicts, and the accountability of the supervisor and the lay committee; and

ix. to work in consultation with the Presbytery Education and Students Committee in each Presbytery within the jurisdiction of the Conference and with the appropriate General Council working unit.

467 Mission in Canada Committee.

(a) Committees Related. Conferences are free to determine the number, membership, and names given to Committees related to mission in Canada. Such Committees should be clearly identified.

(b) Membership. Membership of such Committees should be composed at least one-half (1/2) of lay persons, and should include representatives from lay organizations such as the Women's Ministries Network, the United Church Men, couples clubs, and youth groups.

(c) Duties. Duties of such Committees should include the following:

i. promoting the work of worship, evangelism, education, and leadership training;

ii. assisting Presbyteries in the development of over-all policies and strategies for the United Church within their jurisdiction, and making recommendations to the Conference and the appropriate General Council working units;

iii. receiving statements on the policy and work of the relevant General Council working units, and forwarding reports and recommendations to the appropriate General Council working units;

iv. providing for the exchange of information about and the support of programs, plans, and purposes for organizations, Pastoral Charges, special ministries, institutions, and Presbyteries within the Conference;

- v. co-operating with the Conference Staff Committee in the provision of support and advice for Conference staff related to the work of the relevant General Council working units;
- vi. reviewing requests from Presbyteries for financial assistance toward budgets of Pastoral Charges, special ministries, and institutions within their jurisdiction, and making decisions within nationally established guidelines regarding the distribution of resources made available by General Council working units;
- vii. making recommendations to the appropriate General Council working unit regarding the expenditure of funds for the purchase and maintenance of Real Property for which the unit has responsibility; and
- viii. making recommendations to the appropriate General Council working unit regarding loan and grant requests from the Capital Assistance Fund of the appropriate General Council working unit.

468 Pension and Group Insurance Committee.

(a) Membership. The Committee shall consist of a Chairperson, the Convenors of the Presbytery Pensions and Group Insurance Committees, and such other members as are deemed by the Conference to be necessary, of whom there shall be at least one-half (1/2) who shall be members in good standing with the pension and group insurance plans.

(b) Duties. It shall be the duty of the Committee:

- i. to promote the interests of the pension and group insurance plans in the Conference;
- ii. to report with respect to the work of the relevant General Council working unit;
- iii. to promote in the Presbyteries within the jurisdiction of the Conference an active interest in the welfare of the members of the plans and the recipients of pensions living within the jurisdiction of those Presbyteries, particularly in situations of need or emergency warranting application for compassionate assistance;
- iv. to organize and to promote an annual visitation of pensioners living within the jurisdiction of the Presbyteries of the Conference;
- v. to work with those Presbyteries where any members of the plans, Pastoral Charges, or other employers are six (6) months or more in arrears with respect to payments to the plans;
- vi. to receive and to report to the Conference the actions of the Presbyteries concerning disability and retirement applications and postponed retirements; and
- vii. to discharge such duties as the Conference may assign to it.

469 Stewardship Committee.

(a) Membership. The size of the Committee shall be as determined by the Conference, but it shall include the Convenors of the Stewardship Committees of the Presbyteries, the Conference staff related to the relevant General Council working unit, three (3) representatives from the Women's Ministries Network, one (1) representative from each of the Communication Committee, the Extra Appeals Committee where it exists, and the World Outreach Committee, and two (2) representatives from the Mission in Canada Committee.

(b) Chairperson. The Chairperson of the Committee shall also be a member of the Conference Executive, a member of the Conference Finance Committee, and a member of the Conference Extra Appeals Committee.

(c) Duties. There shall be in each Conference a Stewardship Committee, which shall have the following duties:

- i. to give leadership to the Conference, with the co-operation of the Conference Committees relating to the General Council working units, in initiating and developing plans for raising the Mission and Service Fund by cultivating approved methods of church finance, and promoting knowledge of the work of the United Church and its General Council working units through all the media at its disposal;
- ii. to ensure that the proportions of money spent locally and regionally in relation to the amount provided for the wider work of the United Church through the Mission and Service Fund are kept in perspective and under review within the Presbyteries, and to consult periodically with the Convenors of Stewardship Committees of the Presbyteries to this end;

- iii. to ensure that the principles and practice of Christian stewardship are promoted in the Presbyteries and their Pastoral Charges. This shall be done in consultation with the Conference Committee on Education for Mission;
- iv. to consult with the Convenors of the Stewardship Committees in the Presbyteries concerning the dissemination of information and the stimulation of the use of study materials available through the relevant General Council working units; and
- v. to present to the Conference the plans and policies of the relevant General Council working units, for information.

470 World Outreach Committee.

(a) Membership. The membership of the Committee should include a Chairperson, the Presbytery World Outreach Committee Convenors or interpreters, and representatives of the Conference United Church Women and of other adult and young adult organizations.

(b) Responsibility. The responsibility of the Committee is to interpret world outreach, and more specifically:

- i. to stimulate concern for the world-wide mission of the church;
 - ii. to interpret the policies and programs of the relevant General Council working unit;
 - iii. to bring to the Conference timely and up-to-date information on world outreach plans and developments;
 - iv. to inform the Conference as to the opportunities and need for Overseas Personnel, including lay persons; and
 - v. to co-operate with the Mission in Canada Committee and the Committee on Education for Mission in securing an adequate presentation to the Conference of the total mission of the United Church.
- (next section: 500)

Committee Tasks from Committee Mandates

Aboriginal Solidarity Sharing Circle

How it could be done in the future

This is a Conference committee that was established and its tasks would be carried on within the new Presbyteries if the Presbytery names those tasks as priorities. There are no tasks in this committee's mandate that are required by The Manual.

This mandate will be forwarded to the four new Presbyteries through the facilitators hosting the meetings of the new Presbyteries May 31 and October 18.

Those within the new Presbyteries will be able to indicate their concern or interest around this mandate.

Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

Mandate

The Toronto Conference Aboriginal Solidarity Sharing Circle shall:

1. assist the Conference, its Presbyteries and Pastoral Charges
 - a) to understand the history of colonization by European settlers in the land Aboriginals know as Turtle Island;
 - b) to acknowledge and redress the legacy of Indian Residential Schools in both church and society;
 - c) to address the issue of racism against Aboriginal peoples in both church and society;
2. support efforts toward dialogue and face to face encounters between Aboriginal and non-aboriginal peoples in various settings within the bounds of Conference;
3. develop and help maintain networks of people committed to the task of on-going dialogue with and justice for Aboriginal peoples;
4. promote dialogue with and support of native congregations and ministries within the bounds of Conference;
5. foster and encourage the use of worship, education and advocacy resources which further justice, reconciliation, dialogue and understanding;
6. hold regular sharing circles;
7. connect to ecumenical, national and Conference bodies and initiatives with relation to this mandate;
8. undertake other initiatives as seems appropriate in keeping with this mandate.

Participants:

Co-circle facilitators (Aboriginal and non-aboriginal)

5 participants, of whom at least two shall be Aboriginal persons

1 representative from each of the Aboriginal congregations within Conference
(Georgina and Christian Island)

1 representative from each of the Presbyteries which support the above congregations
(Simcoe and York)

1 representative or liaison from the Toronto Urban Native Ministry

* the circle shall have discretion to enlarge the circle if desired, subject to the agreement of
Conference Executive for consistent additional participants

Staff Support:

One day per week program staff support - Conference Aboriginal Relations Vision Keeper

Approved by Toronto Conference Sub-Executive April 30, 2003

Advisory Committee on Corporations

How it could be done in the future

The mandate of the Committee has been superseded by the changes to Section 429 of The Manual – See Conference Responsibilities for more details.

Conference will implement the guidelines approved by the General Council. A major issue still to be resolved by the General Council relates to oversight of the Incorporated Ministries. There is some suggestion that supervision will be done by the Conference with oversight being the responsibility of the Presbytery.

Mandate

Authorization

In accordance with *The Manual* of The United Church of Canada, Presbyteries (Sec. 336) and Conferences (Sec. 429) have responsibility for overseeing the operation of United Church corporations which function within their bounds. The corporations advisory committee, established by action of the Executive of Toronto Conference in February, 1997, acts on behalf of the Conference to carry out this task and, as a result of agreements with all Presbyteries in the Conference, offers advice to Presbyteries on corporation matters.

Membership of the Committee

There will be three (3) members of the committee. Members require some or all of the following skills:

- knowledge of incorporation matters, of by-laws and of the United Church *Manual* requirements;
- the ability to understand balance sheets and audited statements, and have the skill to identify potential problems; and
- experience and knowledge in the insurance industry.

Primary Functions of the committee

1. Regarding corporations supervised by Conference

The advisory committee on corporations shall:

- a) receive and consider requests for incorporation from any body, the operations of which will extend beyond the bounds of one Presbytery and the objectives of which are in accord with the United Church as per Sec. 429.
- b) ensure consistency with Appendix IV, advise the applying body of necessary changes and, in due course, make recommendation(s) to the executive secretary or the Executive of Toronto Conference. Such recommendation(s) will be made only after administrative approval has been received from the General Council office.
- c) review the reports, audited statements and lists of directors submitted annually by corporations in compliance with Appendix IV; and advise the executive secretary that

the documents have been reviewed, are satisfactory, and that copies should be forwarded to the General Council office.

- d) recommend any necessary revision of by-laws of these corporations in order to maintain their effectiveness within the policies and procedures of The United Church of Canada.
- e) receive and consider requests for approval of applications for supplementary letters patent, and/or amendments to existing by-laws, ensuring that the proposed changes are consistent with Appendix IV, and advising the executive secretary regarding the seeking of administrative approval for such requests from the General Council office and regarding the granting of administrative approval on behalf of Toronto Conference.
- f) maintain a continuing liaison with United Church corporations for which Toronto Conference is the supervising court.

2. Regarding corporations supervised by Presbyteries

The advisory committee on corporations shall:

- a) receive and consider recommendations from Presbyteries regarding applications for incorporation from any bodies which will operate solely within the bounds of a single Presbytery and for which the Presbytery will be the supervising court.
- b) advise the executive secretary regarding the seeking of administrative approval for such applications from the General Council office, provided they comply with Appendix IV, and regarding the granting of administrative approval on behalf of Toronto Conference.
- c) review the reports, audited statements and lists of directors submitted annually by corporations in compliance with Appendix IV. The advisory committee will solicit these documents, review and forward them to the Presbyteries with advice for specific Presbytery action.
- d) recommend any necessary revision of by-laws of these corporations in order to maintain their effectiveness within the policies and procedures of The United Church of Canada.
- e) receive and consider requests for approval of applications for supplementary letters patent, and/or amendments to existing by-laws, ensure that the proposed changes are consistent with Appendix IV, and advise the executive secretary regarding the seeking of administrative approval for such requests from the General Council office and regarding the granting of administrative approval on behalf of Toronto Conference.

3. General

The advisory committee on corporations shall:

- a) report to the Conference or its Executive as required; the committee chair or representative shall be a corresponding member of the Executive.

- b) provide advice with respect to corporation property.
- c) ensure that the Supervising Court and the next higher Court provide prior written consent for any sale, transfer, leasing for a term of or exceeding five (5) years (including all rights of renewal), mortgaging, or acquisition of any real property or personal property.
- d) provide guidelines and advice regarding dissolution of corporations.

The executive secretary shall be the staff person to this committee.

Approved by Toronto Conference Executive May 16, 1997

Revised by Toronto Conference Executive October 13, 1999

Advisory Committee on Property

How it could be done in the future

The Conference will follow the current Conference policies, reviewing them on a regular basis to ensure their continued relevance.

From time to time the Conference will require expertise on various property concerns e.g. architecture, renovations, historical designation, sale of property. We will gain, gather, hire the expertise on an as needed basis. An alternative would be to have a real estate agent, architectural consultant, and legal expertise on retainer which could be available to both Conference and Presbyteries.

The Executive Secretary will determine how to deal with the situations as they arise and where appropriate Conference will cooperate with Toronto United Church Council and will abide by the policies set.

Mandate

The mandate of this Committee has not been written.

428 Application of Property.

(a) Where there has been an amalgamation and the Presbytery has declared property to be surplus, such surplus property shall be applied, either before or after the completion of the amalgamation, for such purpose for the benefit of the United Church as the Conference may determine.

(b) Where a Congregation has ceased to exist as of a specified date, either by the Presbytery approving a resolution passed by the Congregation to disband as of the specified date or by the Presbytery making a Decision to disband the Congregation as of the specified date, all of its Property, Real and Personal, shall after that date be applied for such purpose for the benefit of the United Church as the Conference may determine after having consulted with the Presbytery. (2007)

How it has been done

The Conference must make Decisions about property which is "surplus" or where a Congregation has ceased to exist.

The Conference adopted policies on property in November, 2005 and January, 2006 after considerable consultation with the nine Presbyteries.

Policies and actions adopted by the Conference Executive November 9, 2005 and January 11, 2006

Background: In 2004 the Toronto Conference Executive established a task group to review all policies of the Conference which related to property. Following consultation with Presbyteries and Conference committees, the task group presented its report at the September, 2005 Executive meeting. Decision-making followed on November 9, 2005 and January 11, 2006. The Conference's property policies follow:

Jurisdiction

Toronto Conference affirms that:

- e. In property matters, congregations primarily focus on local mission, ensuring financial viability, the safety of the property and its use in supporting mission.
- f. In property matters, Presbyteries primarily focus on regional mission, ensuring that property and assets are directed in appropriate ways.
- g. In property matters, the Conference focuses on mission of the church within the bounds of the *entire* Conference, ensuring that property assets and other assets are invested in priority areas of mission that might not have adequate sources of funding.
- h. All property is God's and all property within our jurisdiction is held in trust for The United Church of Canada to be directed appropriately to the vision of the church.

Dialogue and consultation

1) Toronto Conference affirms that disposition of any property is a process of dialogue, consultation and decision-making based in *The Manual* and policies adopted by Presbyteries and/or Conference. When property is to be redistributed, it is strongly encouraged that representatives of all three courts be involved in that process to discern the most faithful use of that property or the proceeds of its sale.

2) Toronto Conference affirms that decision-making regarding properties may include in various stages:

- a) The congregations, who take responsibility for initiating conversations with their presbytery,
- b) Presbyteries, who initiate discussions as part of their oversight function. Presbytery, after consultation with a congregation, takes responsibility for continuing the discussions and bringing them to a conclusion.
- c) Conference, when the disposition of any property is being considered.
- d) Conference and/or the Toronto United Church Council and/or the Dufferin and Peel Extension Council may initiate discussion with congregations and its Presbytery when Conference, TUCC, the Dufferin and Peel Extension Council or the wider church has a financial investment in the congregational property.

Resources

Toronto Conference will develop a guidebook for all partners, governing procedures to be followed when congregations, Presbyteries and Conference are involved in: declaring property to be surplus, amalgamation, closure, and selling of church property. A precise check list for all parties would be included.

Surplus property

1) Toronto Conference adopts the definition of surplus as expressed in the opinion of the general secretary of General Council, dated October 4, 1996 (and essentially reiterated in her opinion of September 18, 1997):

"In my opinion, 'surplus' means 'surplus' to the needs of the newly amalgamated Congregation. Section 268 (b) i. indicates that the Presbytery must determine which property of the amalgamating Congregations or Pastoral Charges is "no longer to be needed." The property would no longer be needed by the amalgamating Congregations or Pastoral Charges because there may be duplications of property between them as a result of the amalgamation. The needs and assets of the newly-amalgamated Congregation are being considered in Section 268, not those of the Presbytery."

2) Toronto Conference will consult with the nine Presbytery Executives regarding the definition of "surplus" as per *The Manual* with the objective of developing a common understanding of the term, and that a committee be established to develop a protocol regarding declaration of surplus property which when adopted by Toronto Conference and the nine Presbyteries would become the accepted practice.

Property management

- 4) management of property be added to the responsibilities of the executive secretary.
- 5) the document (draft) " Procedures Regarding the Management and Sale of Property" be the guide for property management in Toronto Conference.
- 6) Conference name a property advisory committee with responsibility for overseeing the operation of Conference property and making recommendations regarding its disposition. That the property advisory committee act on behalf of the Conference in property matters making policy recommendations to Toronto Conference Executive from time to time as need arises.

Ethnic congregations

When property is declared surplus, ethnic congregations will be given the right of first refusal according to Conference criteria.

The following protocol will be followed with regard to ethnic congregations:

- 11) That the executive secretary write first to all United Church ethnic ministry congregations within Toronto Conference informing them of the availability of the property.
- 12) That an ethnic congregation applying for the trusteeship of the property shall provide the following information:
 - a. a congregational profile and a statement of vision regarding the congregation's use of the property;
 - b. membership statements and audited or independently reviewed financial statements for each of the three previous years;
 - c. an approved budget for the current year;
 - d. budget projections for the following three years;
 - e. a motion passed by the Presbytery of which the congregation is a member, stating that the Presbytery supports the congregation in its application.
- 13) That depending on the information reported, an applicant may be required to enter into a nonperforming mortgage agreement, (e.g. if the amount paid for a property transferred to an ethnic congregation is less than the market value).

14) That applications for the property be sent to the executive secretary by a set date, not less than 90 days nor more than 120 days after the date of the executive secretary's correspondence to all ethnic ministry congregations informing them of the availability of the property, and that all complete applications be forwarded to a committee to be nominated by the president and the executive secretary with the membership being approved by the Executive.

15) That the committee

- iv) review all applications received and make a short list of congregations which, in their opinion, have the ability and vision to maintain the property and ministry of the congregation;
- v) consult with the Presbytery where the property is located to ensure that short-listed congregations fit within the Presbytery's mission strategy;
- vi) determine a final applicant.

16) That the Presbytery pass a motion accepting the final applicant.

17) That the committee make a recommendation to the Conference Executive or sub-Executive for Decision, and that the Decision be communicated to all parties.

18) That the Decision be marked in a public celebration of worship to be conducted by the Conference and involving all parties who shared in the process.

19) That the Toronto United Church Council be encouraged to make special effort to communicate with ethnic congregations regarding funds available for emerging needs of ethnic congregations and how these funds can be accessed; and, that these efforts include attention to language differences and follow-up when response is limited.

20) That Toronto Conference ensure that all congregations in property sharing circumstances have received and Church Boards discussed the United Church's document (1999) regarding Sharing Property.

Priorities for funding

1) Subject to review by December, 2008, when funds which are generated from the disposition of property are received by Conference through amalgamation, congregation disbanding and congregation ceasing to exist, priority be designated as follows:

- c) that all costs including but not limited to property management, legal fees, realtor costs, etc. incurred while property is held by Toronto Conference be recouped;
- d) of the remaining funds:

70% to the church development fund or its successor for...

- ministries in new areas of growth
- transitional ministries
- ministry in designated high needs areas
- leadership development

15% to be held for Conference for support for social ministry;

10% to be held by Conference for experimental ministries, e.g. youth, camping, rural;

5% to be held by Conference for archives and other Conference use.

2) Funds generated from the disposition of property will not be used to decrease assessments.

3) When funds generated from the disposition of property are used to create or expand a ministry (other than church archives), a time limit of 10 years be imposed on funding of that ministry.

Previous property policies

The policies adopted by the Executive on November 9, 2005 and January 11, 2006 arising from the property policies task group report supersede all previous property policies of Toronto Conference.

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Agenda Planning Committee

How it could be done in the future

The mandate of this Committee falls under Section 400 – See Conference Responsibilities for more details.

400 Regular Meetings. It shall be the duty of the Conference to meet at least every third year, or more frequently, as determined by the Conference, provided that the Conference shall meet in the same calendar year as, but prior to, a meeting of the General Council. (Basis 7.6.1(1)) (2007)

A 2 - 3 day conference general meeting would be held in the year that General Council meets before the meeting of GC. The meeting might rotate again within the four presbyteries. The conference executive could name a task group to take on the job of planning for this meeting. In non General Council years, Conference would meet in one of our larger churches for an afternoon session to include only business required for that meeting. That same evening the celebration of ministries service would be held.

The Executive Commission will prepare a proposal for the 2009 Annual meeting.

Mandate

The task of the agenda planning committee is to plan the annual meeting of Conference.

The agenda planning committee plans and facilitates the presentation and format at the annual meeting in liaison with the local arrangements (when applicable), business and worship and liturgy committees and the children, young teens and youth programmes. The committee works on meeting space, meals, accommodation and other details.

Membership: chair or co-chairs

4 members

1 representative from UCW

president - ex officio

president-elect - ex officio

liaison with: children at Conference program

young teens at Conference program

youth at Conference program

worship and liturgy sub-committee

local arrangements (when applicable)

Staff support: executive assistant and executive secretary

Approved by Toronto Conference Executive - May 13, 1998

Approval of extra member (from 3 to 4) by Conference Executive – April 10 2002

Executive minutes, ROP, p. 221 (178) – Executive digest of actions

Revised Executive minutes, November 14, 2001, p. 01/02 - 126

Archives and History Committee

How it could be done in the future

This is a Conference committee that was established and its tasks would be carried on within the new Presbyteries if the Presbytery names those tasks as priorities. There are no tasks in this committee's mandate that are required by The Manual.

This mandate will be forwarded to the four new Presbyteries through the facilitators hosting the meetings of the new Presbyteries, May 31 and October 18.

Those within the new Presbyteries will be able to indicate their concern or interest around this mandate.

Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

From the Current Mandate

- (a) and (b) not applicable in the new structure*
- (c)(i) - The Executive will appoint a Conference Representative to the General Council Committee upon request.*
 - The Conference will continue to be a member of the Central Conferences Archives with Bay of Quinte, Hamilton, London and Manitou Conferences.*
- (c)(ii) - The Central Conferences Archives will prepare an annual invoice for each Conference.*
- (c)(iii)- The Central Conferences Archivist will be appointed by the Central Conferences Archives.*
- (c)(iv)- The Central Conferences Archives will prepare promotional material to encourage the gathering of archival material.*
- (c)(v)- Cooperation with the General Council will be done by the Central Conferences Archives*
- (c)(vi)- The Central Conferences Archives will work with the General Council Committee on criteria and guidelines. The executive secretary would write the four Presbyteries on a triennial basis asking whether the Presbytery wished to make a recommendation to the Conference Executive regarding a historic site to be designated. A budget would be included on a triennial basis. The Executive would give approval and the president would represent the Conference at the dedication.*
- (c)(vii)The Central Conferences Archives will make the Central Conferences Archivist available on an occasional basis as part of his/her duties.*
- (c)(viii)This work will be done through the Central Conferences Archives.*
- (c)(ix)The executive secretary will recommend to the Executive the names of the records committee. The Executive will receive their report.*

Mandate

Excerpt from *The Manual (2001) Section 460:*

(a) Meetings. The Conference archives committee shall meet at least once a year at the call of the chairperson.

(b) Membership. Each Conference shall appoint annually an archives committee consisting of a chair or co-chairs, who may be the archivist, the archives conveners of the Presbyteries

within the Conference, the archives convener for the Conference United Church Women, the executive secretary of the Conference and three (3) other members

(c) Duties. It shall be the duty of the committee:

(i) to have oversight of the Conference archives in co-operation with the General Council committee on archives and history, and to arrange for the preservation of the historically significant records of the Conference in appropriate places such as theological colleges, church-affiliated universities or schools, the central archives, or provincial archives;

(ii) to present annually to the appropriate body of Conference a budget for work of the committee. The budget presented shall make adequate provision for the proper care and maintenance of the Conference archives collections, including any necessary salaries for employees;

(iii) to appoint, in conjunction with the General Council committee on archives and history, an archivist, who shall be, ex officio, a member of the Conference committee, and who shall have responsibility, under the direction of the committee and in accordance with professional archival standards and procedures, for sorting and cataloguing the material in the Conference archives, and for making accessible to official United Church bodies and to individuals, information necessary for the preparation of historical studies relating to the United Church;

(iv) to arrange for gathering of archival material into the Conference archives, both directly from church bodies and individuals and through the Presbytery archives committees within the Conference;

(v) to cooperate with the General Council committee on archives and history in the development and use of consistent professional standards and procedures by Conference archivists across the United Church, and on all other matters of common concern;

(vi) to work with the General Council committee on archives and history in the development of criteria and guidelines for the designation of United Church historic sites, and to seek appropriate designation of particular sites within the bounds of the Conference. Each Conference shall designate at least one (1) church building within the Conference as a Conference historic site where special services may be held annually;

(vii) to stimulate interest in the history of churches within the Conference, and in the history of the United Church, and to encourage and assist in historical research;

(viii) to encourage ecumenical studies in Canadian church history, and the archival resources that will support these studies; and

(ix) to find Presbytery records readers for the Conference annual meeting.

Membership: chair or co-chairs

5 members (including vice chair and secretary)

1 UCW representative

Staff support: executive secretary

Approved ROP 97

Revised Conference Executive November 8, 2000 page 00/01 – 41

Revised Conference Executive November 14, 2001, page 01/02 - 126

Camping Committee

How it could be done in the future

This is a Conference committee that was established and its tasks would be carried on within the new Presbyteries if the Presbytery names those tasks as priorities. There are no tasks in this committee's mandate that are required by The Manual.

This mandate will be forwarded to the four new Presbyteries through the facilitators hosting the meetings of the new Presbyteries May 31 and October 18.

Those within the new Presbyteries will be able to indicate their concern or interest around this mandate.

Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

Each of the camps has been assigned by the Boundaries Commission. Each of the Presbyteries will relate to one of the camps, thus ensuring a higher visibility in every Presbytery within the Conference.

The Camps would engage the Presbyteries to which they are assigned in matters affecting camp life.

The Presbyteries have oversight responsibility for the camps under Section 332(d) of The Manual.

On a rotational basis each camp will host a Camping Community Gathering for the purpose of strengthening relationships between camps.

On a rotational basis each camp will host a Camping Community Gathering for the purpose of providing a forum for policy development.

On a rotational basis each camp will host a Camping Community Gathering for the purpose of sharing their wisdom and to seek God's guidance in their work together.

Youth ministry will be a responsibility of the new Presbyteries if they choose to have it as a priority.

Mandate

The Conference camping committee's duties include the following:

- strengthen ties throughout the Conference camping community
- providing a forum for policy development
- engaging the Conference in matters affecting camp life

- helping those in the camping ministry to share their wisdom and to seek God's guidance in our work together.

Membership: chair or co-chairs

two members appointed by the Conference

two members appointed by each camp within the bounds of the Conference

one representative from Toronto United Church Council

Staff support: Conference minister to support camping

Approved by Conference Executive January 10, 2001

Cedar Glen Fund

How it could be done in the future

The Assets and Funding Task Group may develop recommendations about the future of the Cedar Glen Assets.

Mandate

The Toronto Conference Cedar Glen Fund committee shall:

1. provide grants to individuals within Toronto Conference to provide opportunities for study and contemplation;
2. provide grants to groups and organizations affiliated with The United Church of Canada to provide opportunities for study, contemplation, training and recreation;
3. provide grants to develop and support Christian education networks within Toronto Conference;
4. provide grants to support centres of education within The United Church of Canada;
5. raise awareness of the Cedar Glen Fund;
6. prepare application forms, guidelines, and evaluation procedures.

Membership: chair or co-chairs
6 members

Staff support: initial support from executive secretary

Approved by Conference Executive: March 12, 2003

Christian Formation and Congregational Development Committee

How it could be done in the future

This is a committee that has been set up and its tasks would be carried on within the Presbyteries if the Presbytery names those tasks as priorities. There are no tasks in this committee's mandate that are required by The Manual.

This mandate will be forwarded to the four new Presbyteries through the Presbytery Facilitators.

Those within the new Presbyteries will be able to indicate their concern or interest around this mandate.

Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

Mandate

The Christian formation and congregational development committee of Conference was formed based on the final report of the listening for the Spirit/Conference-wide needs assessment process conducted in 1999/2000. The committee replaces the former Christian development, communication and stewardship committees.

The committee's primary areas of involvement are:

- Communication with a particular emphasis on congregations
- Evangelism: helping our people to share their faith in ways which will connect with the needs of spiritual seekers in the areas around our congregations
- Helping congregations to do more of their work in task groups with well defined timelines, rather than committees to which members are expected to make long-term commitments
- Ministry with children, young teens and youth
- Training people in spiritual discernment, theological reflection and prayer
- Stewardship with a particular emphasis on congregations
- Training lay people in areas such as small group ministry, pastoral care visitation, extending a welcome to new people in their community

The committee will set priorities for activities within these areas of responsibility and will determine how the work will be accomplished.

Membership: a chair or co-chairs
8 members at large
1 representative from UCW
1 representative from AOTS
1 representative from each Presbytery
chairs of any sub-committees and/or working groups established by the committee

Staff support: Conference minister to support Christian formation and congregational development

Approved by Conference Executive January 10, 2001

Approval of extra members (from 5 to 8) by Conference Executive – April 10, 2002

Church in Society Committee

How it could be done in the future

This is a committee that has been set up and its tasks would be carried on within the Presbyteries if the Presbytery names those tasks as priorities. There are no tasks in this committee's mandate that are required by The Manual.

This mandate will be forwarded to the four new Presbyteries through the Presbytery Facilitators.

Those within the new Presbyteries will be able to indicate their concern or interest around this mandate.

Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

The Presbyteries will seek out local social issue and social justice groups and enter partnerships with them as appropriate.

In accordance with Section 422(b), the Conference will ask for an annual report from each presbytery. Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness. Conference will conduct an oversight visit of each Presbytery in the second year of each triennium.

Presbyteries can issue statements. When they do so, they should inform the other Presbyteries and the Conference. After July 1, 2009, if a Presbytery wants to issue the statement on behalf of the entire Conference, then all four Presbyteries must be consulted and must agree with it (Presbytery Executives to approve).

Presbytery Committees may issue a statement if it is consistent with already established policy within the Church. If there is no policy then the Conference must contact all four Presbyteries and obtain agreement for the statement to be made on behalf of the Conference.

Proposals that are passed at the Annual Meeting can also become statements on behalf of the Conference.

The Presbyteries would determine priorities and whatever committee structure they implement will provide the information and research.

Mandate

Purpose of the Committee:

To be in partnership with and to provide support for social issue and social justice groups in Toronto Conference.

To monitor the involvement of Toronto Conference in areas of social justice.

To ensure faithful response to issues as they emerge.

To help the Conference determine priorities among emerging social justice issues, and to provide accurate information and research data on those issues.

Theological Base:

We are a covenant people who are claimed, empowered, and sustained by the eternal promises of God.

In response, as biblical history reminds us, God's covenant people are called to be just, compassionate, and merciful to one another and to "the stranger within the gates".

In his life, teachings, death and resurrection, Jesus challenged all forms of sin and injustice and stood with the poor, the oppressed, and the powerless.

As Christians, we are called to witness to God's activity and purpose in the world and to identify with victims of injustice by challenging attitudes and structures that contribute to human suffering, and by standing in solidarity with the poor and oppressed in the struggle to transform society.

Throughout the scriptures, we are reminded that we live in God's world - that God created the heavens and the earth and they were good. We are called to be good stewards of the earth - to use its resources wisely so that all people, now and in the future, may share fully in its bounty.

Strategy:

We believe that the most important and effective action for social justice should begin in congregations. It is the responsibility of this committee to work with the nine Presbyteries and Presbyterials to inform, support, and resource congregations in order that they may respond to the justice demands of the gospel.

We are confronted by a multitude of current issues that call for our attention and action. To help ourselves and other groups in the Conference determine some kind of priority, we have developed and tested the following criteria questions:

- i) In what ways is this issue the business/responsibility of the church?
- ii) What is our present understanding of the issue?
Who are involved/affected? (Individuals and/or groups)
Where can we get reliable information?
- iii) What group should be carrying the major responsibility within our society?
within the church structures?
- iv) How urgent is the need for action?
- v) Who is already responding to this issue?
- vi) What course of action will empower the oppressed?
- vii) Are we willing/able to follow through adequately?

viii) What faith statement are we making by our response/non-response?

Membership: Chair or co-chairs

Five Conference-appointed members with three having specific skill sets in the areas of rural justice, refugee justice, and anti-racism ministry

One UCW representative

One representative from each Presbytery

Quorum will constitute one-third of the voting membership.

November, 1992

Reviewed by Toronto Conference Executive, February 11, 1998

Revised Executive minutes, November 14, page 01/02 - 126

Revised Executive minutes, March 9/05 – page 04/05 – 99-100

Committee for Racial Justice

How it could be done in the future

This is a committee that has been set up and its tasks would be carried on within the Presbyteries if the Presbytery names those tasks as priorities. There are no tasks in this committee's mandate that are required by The Manual.

This mandate will be forwarded to the four new Presbyteries through the Presbytery Facilitators.

Those within the new Presbyteries will be able to indicate their concern or interest around this mandate.

Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

Mandate

Faith Base

We believe that

- All persons are created in the image and likeness of God;
- All persons – regardless of religion, race, national origin, colour, creed or gender – are living icons of God, innately worthy of respect and dignity;
- Racism exists in and through unexamined attitudes and inherited perceptions, stories and myths of race, clan or culture that perpetuate ancient injustices, justify stereotypes, and contribute to identity in ways often left untouched by rational judgment;
- Change is possible. We believe in forgiveness, reconciliation and transformation and the potential to learn from stories and experiences.
- We are all called to work against racism and for a society in which the words of the Gospel are realized among us.

We envision

- A society in which these words of the Gospel are realized:

It is through faith that all of you are God's people in union with Christ Jesus. You were baptized into union with Christ, and now you are clothed, so to speak, with the life of Christ. So there is no difference between Jews and Gentiles, between slaves and free persons, between men and women; you are all one in union with Christ Jesus. (Galatians 3:26-28)

We acknowledge that:

- Despite Canada's official policy of multiculturalism, Canada bears a history as a white settler nation of racial violence and racial discrimination that is often not taught in schools or mentioned in the mainstream media. There continue to be inequities in access to employment, land, education and healthcare on the basis of skin colour in Canada, while the predominance of white peoples in positions of social status and

authority of made to seem normal or natural. White peoples often do not see "whiteness" as a racial identity or as a source of systemic social privilege.

The United Church of Canada, our church, as a national institution rooted in Canadian social and cultural values, is a place where racism has been *resisted, but also a place where racism has* been and is today systematically experienced and perpetrated.

- Many congregations and presbyteries now exist in a multi-racial environment among neighbours of differing faiths and cultures. Congregations need resources to help identify steps they could take to embody an anti-racism stance in their worship, fellowship and mission with the neighbourhood, that is beyond mere acts of inclusion.

We understand that

- The work of undoing racism is the work of white peoples and peoples of colour together. It is personal work – for white peoples to recognize and dismantle practices and impacts of superiority, for peoples of colour to recognize and dismantle practices and impacts of internalized racism. At the same time, it is systemic work – requiring policy and organizational changes and new theologies.

Programme Goals:

- To catalyze anti-racism education and action within Toronto Conference;
- To critically examine, monitor, and communicate how racism functions and is practiced in Toronto Conference.

Programme Objectives 2005-2008:

- To facilitate the implementation of the policy on racial harassment and discrimination in Toronto Conference.
- To propose that General Council change the Manual to include a policy and process for addressing racial harassment and discrimination.
- To support Committees and groups in Toronto Conference in their work toward anti-racist ministry through facilitating access to relevant education materials and opportunities, resourcing policy development and anti-racism action planning; and responding to other needs and requests for further anti-racist ministry.
- To facilitate communication forums for the Toronto Conference anti-racism network in their work toward creating an anti-racist church.
- To provide at least one further Conference-wide transformative education opportunity on anti-racism.
- To further develop Toronto Conference's anti-racism library.
- To communicate findings and insights about how racism functions and is practiced in Toronto Conference as part of the journey and work towards racial justice.

Ethnic Ministries Committee

How it could be done in the future

This is a committee that has been set up and its tasks would be carried on within the Presbyteries if the Presbytery names those tasks as priorities. There are no tasks in this committee's mandate that are required by The Manual.

This mandate will be forwarded to the four new Presbyteries through the Presbytery Facilitators.

Those within the new Presbyteries will be able to indicate their concern or interest around this mandate.

Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

Mandate

1. DEFINITIONS

- a. **Ethnic** This term has traditionally referred to persons or groups of people whose racial, cultural and/or linguistic heritage are other than English, French or First Nations. All persons have ethnicity, however, in that they belong to and share a particular racial, cultural, and/or linguistic heritage, and, other than First Nations peoples, have an original homeland or have ancestors which came from another (or other) homeland(s). (General Council Ethnic Ministries 1994)
- b. **Ethnic Ministries** Ministries within the United Church involving what has traditionally been referred to as "ethnic" persons and pastoral charges. (General Council Ethnic Ministries 1994)
- c. **Ethnic Minorities** Persons whose ancestry is not English or Anglo/Saxon, French or First Nations, and whose first language is not English, French or any of the First Nations languages. (General Council Ethnic Ministries 1994)
- d. **Ethno Specific** Pertaining to a single ethnic group. (General Council Ethnic Ministries 1994)
- e. **Mission** means one (1) or more groups of people that are a part of the United Church and that meet for public worship, but not fully constituted as a Pastoral Charge or a Congregation by the Presbytery. (The Manual, 2000)
- f. **Multicultural Ministries** No official General Council definition.

2. RELATIONSHIPS

a. Relationship with committee membership

Due to the diversity of the committee and the sensitivity of some of the issues, it is crucial that the meetings be a safe place for members. The committee will intentionally seek out a variety of means to model living out the mandate of the committee.

b. Relationship with Ethnic Ministries Unit of the General Council

The Ethnic Ministries Unit will designate a program staff person to be a liaison to the Toronto Conference EMC. At committee meetings, the EM liaison will have a voice as advisor and support and will assist to connect the committee's ministry with the ministry of the Ethnic Ministries Unit in the wider church.

The Ethnic Ministries Unit elects two representatives from Toronto Conference.

The mission of the Ethnic Ministries Unit is to nurture and support the ministries of Ethnic Ministries congregations of The United Church of Canada to participate fully and faithfully in the Church's life and mission as a developing, growing, and gifted presence.

The purpose of the Ethnic Ministries Unit is to nurture a growing diversity of ethnic minority congregations and ethnic minorities in the broader understanding of diversity in the ethnic majority church.

c. Relationship with Toronto Conference Executive

The committee will designate a representative to the Toronto Conference Executive as a voting member who will communicate decisions and emerging objectives to the two bodies.

d. Relationship with Toronto Conference nominations committee

The committee will receive a liaison from the Toronto Conference nominations committee as a corresponding member.

e. Relationship with Toronto Don Valley multicultural ministry

The goal of the Toronto Conference EMC is to provide specific support to and advocacy for ethnic congregations. A goal of the mission strategy ministry of Toronto Don Valley Presbytery is to enable the development and support of multicultural ministry within its bounds. Toronto Conference EMC and mission strategy of Toronto Don Valley Presbytery commit to share relevant information and resources; in addition they will be corresponding members of their respective committees.

3. MISSION

The mission of the Toronto Conference Ethnic Ministries committee is to nurture and support the ministries of ethnic ministries congregations and missions to participate fully and faithfully in the Church's life and mission as a developing, growing, and gifted presence.

4. MANDATE

Toronto Conference recognizes that new populations are changing the United Church and also changing the region – demographically and socio-politically. EMC seeks to support the ethnic ministries congregations and missions that exist and that are forming.

We seek to:

a) assist ethnic ministries congregations and missions in the Presbyteries of Toronto Conference in their own empowerment as a ministry within The United Church of Canada and to offer support in their striving: to nurture faith, to foster vigorous mission and service, to share the Gospel, and to serve justice, in their own context;

- b) assist ethnic ministries congregations and missions to faithfully respond to the ministry needs and gifts of their various generations;
- c) be available to each other and Presbyteries, where appropriate and possible, to provide and/or recommend cultural interpretation to assist in addressing conflict in ethnic ministries congregations and missions;
- d) assist Toronto Conference – committees (including the Ethnic Ministries committee), organizations, congregations, missions, mission units, and Presbyteries –in understanding and celebrating the cultural diversity within Toronto Conference;
- e) work with the courts of the church and the Toronto United Church Council on ethnic ministries mission strategy and church development;
- f) in consultation with Presbyteries, help joint search committees of ethnic congregations to recognize when they have become so diversified that they need intentionally to seek leadership which reflects the diversified congregation.

5. STRATEGY

The EMC will regularly review its mandate, evaluate its ministry, develop a workplan, and identify a volunteer network as a means of living out the mandate. EMC, through cross-cultural education, will seek to foster understanding, support, fellowship and leadership.

1. MEMBERSHIP

a. Voting members:

- a chairperson or co-chairs appointed by Conference through the nominations committee report at the Conference annual meeting,
- 4 additional Conference appointed members-at-large,
- two representatives (ministry personnel and lay person) from each service of each ethnic ministries United Church congregation and mission in Toronto Conference,
- ethnic rally coordinator,
- Toronto Conference representatives to the General Council Ethnic Ministries Unit,
- a representative from each Presbytery.

b. Corresponding members:

- General Council Ethnic Ministries staff liaison,
- Nominations committee liaison,
- mission strategist (responsible for multicultural ministry support) of Toronto Don Valley Presbytery,
- those linguistic specific congregations choosing to be corresponding members,
- those ethnic minority ministry personnel serving majority congregations choosing to be corresponding members.

c. Terms:

- i. Terms for chairs or co-chairs: one year term renewable for a maximum of a four year term in office. After serving as chair or co-chair one may not be appointed by the Conference to the committee for one year.
- ii. Terms for persons appointed to the committee by the Conference: three year term renewable once for a maximum of a six year term.
- iii. Terms for persons appointed to the committee by an ethnic ministries congregation: as determined by the congregation.

- iv. Terms for persons representing Toronto Conference at the General Council Ethnic Ministries: three year term as set by the General Council Ethnic Ministries Unit.
- v. Terms for Presbytery representatives: one year renewable term as determined by the Presbytery.

d. Quorum:

Quorum will constitute one quarter of the voting membership.

e. The **positions** of chairperson, members-at-large, and Presbytery representatives will not be restricted to ethnic minority persons.

Approved by EMC September 10, 2003

Approved by Toronto Conference Executive November 12, 2003

Finance and Extra Appeals Committee

How it could be done in the future

Finance Duties

1–4.

The Conference Executive will develop policies regarding budget preparation in accordance with Section 464 of The Manual (2007). Presbyteries will continue to forward their budgets to the Conference in a timely manner.

The Executive Secretary in consultation with the Financial Administrator will draft a budget following budget policies adopted by the Conference Executive and present the draft budget to Conference Executive for approval.

The Executive would be accountable to the annual meeting for the policies it has set.

5. *The Financial Administrator will invoice the Pastoral Charges annually for the Conference and Presbytery assessments and will receive their contributions.*

6. *The Executive Secretary will supervise the work of the Financial Administrator and will report to the Conference Executive on a quarterly basis regarding expenditures in accordance with the budget or otherwise directed by the Conference Executive.*

7. *The Executive Secretary through the Financial Administrator will arrange for an annual audit to be approved by the Conference Executive.*

8. *not applicable*

9. *The Conference Executive will receive and consider requests regarding trust or capital funds as may exist from time to time.*

Extra Appeals Duties

1-4.

The Conference Executive will develop policies regarding extra appeals to be conducted within the Conference for any purpose other than the Mission and Service Fund.

Mandate

The basic duties of the finance and extra appeals committee are found at Section 463 and 464 of *The Manual (2001)*.

FINANCE DUTIES

1. requesting from participants in the Conference fund such information as may be required in order to develop a budget for the ensuing calendar year for presentation to the annual meeting of Conference;
2. preparing a budget for the ensuing calendar year;

3. receiving, considering and recommending action on any proposed amendment to the Conference budget prior to the adoption of the amendment by the Conference or its Executive;
4. recommending to the Conference a basis of assessment of Presbyteries to meet the budget;
5. allocating annually the assessments to the Presbyteries and receiving their contributions;
6. overseeing the work of the accounts manager in making disbursements in accordance with the budget approved by Conference or otherwise as directed by its Executive;
7. overseeing accounts which shall be audited and presented to the annual meeting of Conference; interim financial statements shall be given as required by Conference or its Executive;
8. recommending for the approval of Conference second and later claims on the Conference fund in light of the mission priorities established from time to time by the Conference; operating expenses of the Conference and its committees shall have first claim on the Conference fund;
9. receiving and considering requests, and recommending allocations from trust or capital funds as may exist from time to time.

EXTRA APPEALS DUTIES

The finance and extra appeals committee is responsible for...

1. investigating thoroughly any proposal to solicit funds from the pastoral charges of more than one Presbytery within the Conference for any purpose other than the Mission and Service Fund;
2. acquainting itself with the financial demands already authorized within the Conference bounds, including within the Presbyteries concerned;
3. consulting the appropriate General Council staff and / or unit concerning an extra appeal proposal before advising the Conference or its Executive as to the necessity and relative worth of the proposal;
4. making recommendation to the Conference or its Executive regarding proposals for extra appeals; if the committee's recommendation is for authorization of the appeal, it shall also recommend:
 - the time for beginning the appeal;
 - the time for completing the appeal;
 - the possibility of combining the appeal with other appeals currently authorized, or to be recommended;
 - the committee may also advise as to the organization required to conduct the appeal successfully.

Membership: chair or co-chairs
3 members

2 representatives from UCW
1 representative from each Presbytery
staff support: executive secretary's appointee

Approved by Toronto Conference Executive - May 14, 1997
Revised by Toronto Conference Executive – May 9, 2001
Revised by Executive minutes, November 14, 2001, p.01/02 - 126

Manual Sections related to Finance and Extra Appeals

463 Extra Appeals Committee.

(a) Membership. The Committee shall include in its membership the Chairpersons of the Presbytery Extra Appeals Committees. It is recommended that the Chairpersons of the Finance Committee and the Stewardship Committee of the Conference also be included.

(b) Duties. It shall be the duty of the Committee to investigate thoroughly and to make recommendations to the Conference concerning any proposal to solicit funds from the Pastoral Charges of more than one (1) Presbytery within the Conference for any purpose other than the Mission and Service Fund. The Committee shall acquaint itself with the financial demands already authorized within the Conference and within the Presbyteries concerned. It shall also consult the lead staff of the appropriate General Council working unit, before advising the Conference as to the necessity and relative worth of the proposal. If the Committee's recommendation is for authorization of the appeal, it shall also recommend the time for beginning and completing it, and as to the possibility of combining it with other appeals currently authorized or to be recommended. It may also advise as to the organization required to conduct the appeal successfully.

464 Finance Committee.

(a) Conference Fund. There shall be established by the Conferences of the United Church a unified plan of finance for meeting the needs of the Conference and of those agencies and departments of the United Church that can claim to serve the Conference as a whole. These needs shall be met through a central fund to be known as the Conference Fund.

(b) Participants. The participants in the Conference Fund shall be the following:

- i. the Conference, for operating expenses;
- ii. such standing Committees as the Conference shall from time to time determine;
- iii. special Committees appointed by the Conference; and
- iv. such other agencies and institutions as may be decided by the Conference on the recommendation of the Finance Committee.

(c) Administration. The Conference Fund shall be administered by a Finance Committee to be named by the Conference, which Committee shall be responsible to, and under the direction of, the Conference or its Executive.

(d) Membership. The Finance Committee shall consist of:

- i. the Chairperson and at least four (4) other members to be elected by the Conference;
- ii. the Treasurer of the Conference;
- iii. the Chairperson of the Conference Stewardship Committee;
- iv. the Executive Secretary of the Conference; and
- v. one (1) member to be appointed by each Presbytery, preferably the Convenor of the Presbytery Finance Committee or the Treasurer of the Presbytery.

(e) Officers. The Committee shall elect its own Secretary.

(f) Executive. There shall be an Executive composed of the Chairperson of the Committee, the Secretary of the Committee, the Treasurer of the Conference, and at least four (4) other

members. The Executive shall have power to act for the Committee between meetings of the Committee.

(g) Budget Submissions. Each participant in the Conference Fund shall prepare annually a budget setting forth its estimated requirements for the ensuing calendar year, together with a financial statement for the previous year for which an Audit has been performed, for submission to the Finance Committee not later than April 15th of each year. The Finance Committee shall have authority to request from participants in the Conference Fund such information as it may require. (2007)

(h) Annual Meeting. The annual meeting of the Finance Committee shall be held before the annual meeting of the Conference. The Executive of the Committee shall present to this meeting the Conference budget with recommendations.

(i) Report and Budget. The Finance Committee shall prepare a report of its work annually for the approval of the Conference. Its report and its budget, when adopted, shall constitute the financial report and budget of the Conference.

(j) Presbytery Allocations. The Finance Committee shall be authorized to allocate annually the amount required for the next ensuing year to the Presbyteries and/or Pastoral Charges, assigning each a specified allocation.

(k) Receipts and Disbursements. The Treasurer shall receive contributions to the Conference Fund, and shall make disbursements in accordance with the appropriations approved by the Conference and otherwise at the direction of the Conference Executive.

(l) Donations. Participants in the Conference Fund may, with the permission of the Finance Committee, receive donations from individuals, churches, or church groups, or grants from General Council working units, but such receipts shall be reported to the Finance Committee.

(m) Priority Claims. Operating expenses of the Conference and its Committees shall have first claim on the Conference Fund, and the Finance Committee shall have authority to recommend other priority claims upon the Conference Fund for the approval of the Conference.

Inter-Church Inter-Faith Relations Committee

How it could be done in the future

This is a committee that has been set up and its tasks would be carried on within the Presbyteries if the Presbytery names those tasks as priorities. There are no tasks in this committee's mandate that are required by The Manual.

This mandate will be forwarded to the four new Presbyteries through the Presbytery Facilitators.

Those within the new Presbyteries will be able to indicate their concern or interest around this mandate.

Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

Mandate

The committee shall:

- a) initiate and respond to overtures to establish dialogue with other Christian churches and faith groups;
- b) be aware of and initiate responses to situations calling for joint action with other Christian churches and faith groups;
- c) exercise oversight of our relationship with Christian-Jewish Dialogue of Toronto;
- d) be a resource to those ministries which have a formal relationship with other Christian churches;
- e) be in liaison with the General Council's inter-church/inter-faith relations committee;
- f) be in liaison with appropriate units of those Presbyteries which serve within the bounds of Toronto Conference.

Membership: chair or co-chair
secretary
6 members
Toronto Conference representative to the General Council ICIF committee
1 representative from United Church Women

staff support: Conference minister for social justice and ethnic ministries

Approved: May 30, 1987

Reaffirmed as amended by Toronto Conference Executive - March 11, 1998

Changed at March 28 meeting of ICIF – approved April 12, 2000

Revised by Executive minutes, November 14, 2001, page 01/02, page 126

Mission Support Committee

How it could be done in the future

The Assets and Funding Task Group may develop recommendations about the future of the Mission Support funding.

Mandate

1. **Membership and responsibilities of members**

The committee shall consist of:

- a) a chair or co-chairs and five or four members elected at the annual meeting of Conference, normally from a slate of nominations prepared by the Conference nominating committee; the chair is a member of the Conference Executive;
- b) one representative from each Presbytery appointed or elected by that Presbytery, to act as a liaison between the Presbytery and Conference committees;
- c) one representative from the Toronto United Church Council (TUCC), to act as a liaison between TUCC and the Conference committee;
- d) the Conference executive secretary;
- e) one person to act as a theological reflector for the committee.

2. **Meetings**

The committee shall meet at the call of the chair, but not less than twice per year, one of which shall be the annual autumn funding consultation.

3. **Responsibilities of the Committee**

The committee shall be responsible for...

- a) applying the current policies and procedures of the General Council relating to the Conference mission support grants
- b) developing and proposing mission support priorities to the Conference annual meeting or the Conference Executive for adoption;
- c) making recommendations to the Conference Executive on levels of support for pastoral charges, outreach ministries and chaplaincies* applying for mission support funding;
- d) making recommendations to TUCC on levels of support for pastoral charges or outreach ministries applying for funding through TUCC's Treble and Davenport trust funds;
- e) making recommendations to the Conference Executive of persons to represent the Conference at the General Council mission support consultation;

f) co-operating with the General Council when requested regarding Ventures in Mission (VIM) funding, and being available for advice on VIM matters;

g) co-operating with the General Council when requested regarding capital assistance funding (e.g. technology grants, camp and education centre grants, congregational capital assistance, manse modernisation), and being available for advice on capital assistance matters;

h) dealing with any other matters referred to it by the Conference Executive or the Conference annual meeting, or brought to it by the Conference executive secretary including issues such as real property, emergency supply assistance, and moving expenses.

* The Conference's chaplaincy committee makes recommendations on funding levels for chaplaincies based currently on 20 percent of the total mission support money available to the Conference.

Reviewed by the Toronto Conference mission support committee - May 5, 1998.

Approved by Toronto Conference Executive - May 13, 1998.

Amended by mission support committee - October 14, 1998

Nominations Committee

How it could be done in the future

1. *Presbyteries will be responsible for the recruitment, training and care of volunteers serving within the Presbyteries.*
2. *Presbyteries will be requested to suggest or offer the names of individuals to serve at Conference.*
3. *The Conference Executive will appoint the appropriate number of Conference representatives to the Settlement and Interview Committees according to the mandates of those committees.*
4. *The Conference Executive will advise General Council on nominations to General Council bodies, when requested.*
5. *The Conference Executive will facilitate the process of nominating and voting for:
Presidents-elect of Conference;
Commissioners to General Council;
Representatives to General Council Executive; and
Members of Conference standing committees;
Conference representatives to other bodies.*

Mandate

The Toronto Conference nominations committee shall:

1. assist the Conference in the recruitment, training and care of volunteers serving within Toronto Conference;
2. maintain an overview of the size, representational nature and turnover of the membership of Conference committees, and make recommendations to the Conference Executive and/or the Conference annual meeting as necessary;
3. advise General Council on nominations to General Council bodies, when requested
4. facilitate the process of nominating and voting for:
presidents-elect of Conference;
commissioners to General Council;
representatives to General Council Executive; and
members of Conference standing committees;
Conference representatives to other bodies.

Membership: chair or co-chairs
vice-chair
6 members
1 representative from United Church Women

Staff support: executive secretary

Approved by Toronto Conference Executive, January 14, 1998

Staff Committee

How it could be done in the future

The Conference and the Executive Secretary will follow General Council Human Resources Policies.

The Executive Secretary will implement Human Resources Policies as directed by the General Council and policies adopted by the Conference Executive from time to time.

Mandate

Policies, regulations and guidelines for the staffing of Conferences are established by the General Council of The United Church of Canada. Flowing from the Conference's vision, the Toronto Conference staff committee functions within these policies, regulations and guidelines as it fulfills its duties.

In light of the Conference vision, the staff committee resolves to provide a creative space for nurturing ministry.

In consultation, as required, with Executive, Presbyteries, Conference committees, mission units, and other knowledgeable persons, the staff committee is responsible to...

- 1) propose, review and revise **position descriptions** for Conference program staff for adoption by the Conference or its Executive, and recommend to Conference the number of staff positions needed to assist the Conference, its Presbyteries and mission units in their mission;
- 2) participate in the **search for persons** to be appointed to Conference program positions;
- 3) advise the executive secretary on guidelines and priorities for the **assignment of responsibilities** for Conference staff;
- 4) participate in a **ministry reflection** process with staff to assist with discerning ministry needs and directions;
- 5) participate in **performance reviews** of Conference program staff only.
 - a) one member of the committee will be selected by the Conference program staff person to sit in on the review with the Conference minister and the executive secretary. The full report of the review will be signed by this member of the committee confirming that the review was conducted according to policy;
 - b) the staff person and the executive secretary will prepare a summary of the review outlining the issues raised, goals to be achieved, and anything else they wish to share with the staff committee; the staff committee representative who sat in on the review will read the summary to make sure crucial issues have not been missed; the summary will be shared with the staff committee;
 - c) the staff committee will participate in a review of the position description;
- 6) **evaluate staff positions** vis-à-vis the Conference context, emerging needs

and vision;

- 7) prepare **budget allocations** for staff development and for the Conference staff committee and propose those allocations to the Conference finance and extra appeals committee;
- 8) **welcome** all new staff persons and, with the executive secretary, ensure that an **orientation** program is offered. An orientation program for new staff committee members will also be offered.
- 9) provide **support** to the Conference staff. The staff committee will initiate a process for identifying the support needs of individuals on staff as well as for the team as a whole, and will develop with the staff, appropriate means for meeting these needs;
- 10) encourage and assist in planning **staff development programs** for all staff persons (this may include a process of ministry reflection);
- 11) present a **report** to each Conference annual meeting for accountability and make regular reports, as necessary, to the Conference Executive;
- 12) undertake **other responsibilities** as assigned by the Conference or its Executive.

Membership: chair or co-chairs
vice-chair
8 members

Staff support: executive secretary

Approved by Conference Executive – March 13, 2002

Toronto Conference Youth Community

How it could be done in the future

This is a committee that has been set up and its tasks would be carried on within the Presbyteries if the Presbytery names those tasks as priorities. There are no tasks in this committee's mandate that are required by The Manual.

This mandate will be forwarded to the four new Presbyteries through the Presbytery Facilitators.

Those within the new Presbyteries will be able to indicate their concern or interest around this mandate.

Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

Mandate

Proposal: that the Christian Formation & Congregational Development Committee of Toronto Conference form a sub-committee called the Toronto Conference Youth Community.

Mandate

1. to build a strong, vibrant youth and young adult community within Toronto Conference;
2. to coordinate the Youth at Conference programming;
3. to coordinate one or more retreats for the youth of Toronto Conference throughout the year;
4. to oversee and administer the Toronto Conference website;
5. we will seek out members of TCYC being attentive to gender balance, as well as geographic, cultural and age diversity.

Mission Statement

(as developed at our inaugural meeting October 18-20, 2002)

We, the Toronto Conference Youth Community, a sub-committee of the Christian Formation & Congregational Development Committee of Toronto Conference, believe that Youth and Young Adult Ministry is an essential part of the Church. We believe that there are many and varied gifts that the Youth bring to the Church and wider community. We believe that in order to build and preserve a vital and continuous youth presence we must:

- work in partnership with the whole people of God;
- maintain a vibrant Youth community through meetings (online and off), events and retreats as well as a definite public presence within the church;
- seek out passionate and dynamic leadership for our Youth Community and encourage the cultivation of same in our Youth;
- be an accepting community in mind, body and spirit, expanding the limitations we perceive in the Church and welcoming and accepting all aspects of the Youth;
- keep the youth community aware of and active in the socio-political efforts of the United Church of Canada.

We, the Toronto Conference Youth Community, believe that to nurture the future growth of our church we need to provide youth with a safe environment, conducive to faith formation and spiritual development.

Working Group on Peace and Justice Committee

How it could be done in the future

This is a committee that has been set up and its tasks would be carried on within the Presbyteries if the Presbytery names those tasks as priorities. There are no tasks in this committee's mandate that are required by The Manual.

This mandate will be forwarded to the four new Presbyteries through the Presbytery Facilitators.

Those within the new Presbyteries will be able to indicate their concern or interest around this mandate.

Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

Mandate

- 1) to act as a resource to Conference World Affairs committee concerning peace and justice issues;
- 2) to provide a support and information-sharing group for United Church members and adherents in Toronto Conference;
- 3) to educate and inform Presbyteries and local churches concerning peace and justice concerns;
- 4) to consult with other units of Conference concerning peace and justice issues;
- 5) to act as a channel through which the United Church constituency can present concerns or issues to the Conference;
- 6) to interpret United Church policies to community and other peace groups;
- 7) to encourage world affairs committee and Toronto Conference to support individuals and other groups doing valuable work in peace and justice issues;
- 8) to participate in and facilitate periodic events for education, worship and mutual support for people in Toronto Conference;
- 9) to provide worship and Sunday school materials for peace services;
- 10) to maintain ecumenical and interfaith contacts.

Membership: chair or co-chairs
secretary

1 representative from each Presbytery

Staff support: Conference minister for social justice and ethnic ministries
undated

World Affairs Committee

How it could be done in the future

This is a committee that has been set up and its tasks would be carried on within the Presbyteries if the Presbytery names those tasks as priorities. There are no tasks in this committee's mandate that are required by The Manual.

This mandate will be forwarded to the four new Presbyteries through the Presbytery Facilitators.

Those within the new Presbyteries will be able to indicate their concern or interest around this mandate.

Especially in the early years of the restructuring, the Presbyteries will be asked to identify how they have been active in the areas of personnel, program, property and public witness.

Mandate

AIMS

The aim of the World Affairs Committee is to connect the missiology (the theology of mission), and the life and work of The United Church of Canada and its global partners with Toronto Conference, its Presbyteries, Presbyterials, Mission Units, and Pastoral Charges. The World Affairs Committee works with the Justice, Global and Ecumenical Relations Unit in the integration into its life and work of an analysis of economic justice, care for the integrity of God's creation, gender justice through the lens of the Gender Justice & Partnership Guidelines of the former D.W.O., systemic justice, racial justice, people to people exchanges, and a partnership model for mission.

Following the lead of the Toronto Conference Executive which has organized its work around the themes: nurturing spiritual life, developing healthy ministries, striving for justice, the World Affairs Committee has agreed to reflect in its mandate how our work reflects those themes. Primarily, the focus of the ministry of World Affairs is in striving for justice. The way in which it undertakes this ministry is meant to also nurture the spiritual life of people in the Conference, in part by expanding our experiences and understandings of God. Through the practice of partnership models of ministry, the World Affairs Committee assists the Conference in developing healthy ministries.

NURTURING SPIRITUAL LIFE

- Storytelling within Toronto Conference about global partnerships.
- Mission Education: Educational events including the Mission Study. Other areas might include education around other W.C.C. themes (Decade to Overcome Violence: Churches Seeking Reconciliation and Peace) or themes such as the Ecological Sabbath.
- Partnership Building: Education, support and facilitation of mutuality in mission, twinning, partner in residence, face to face, faith to faith, and other partnership opportunities.

DEVELOPING HEALTHY MINISTRIES

- Enabling communication on World Affairs issues to and from: pastoral charges, presbyteries, presbyterials, mission units, Justice, Global and Ecumenical Relations Unit, and ecumenical and interfaith networks, coalitions and partners.

- Liaise with the following Conference committees: Church in Society, Inter-Church/Inter-Faith, Ethnic Ministries
- Support the presbyteries in the following ways:
 - consultation with presbytery representatives for the purpose of coordinating activities and developing support strategies
 - communicating and interpreting to the presbyteries the actions of General Council and its units and the actions of conference
 - communicate concerns and stories from pastoral charges and presbyteries to General Council and conference

Support the Conference U.C.W. in the following ways

- consultation with the U.C.W. representative to World Affairs for the purpose of coordinating activities and developing support strategies
- communicating and interpreting to the U.C.W. representative to World Affairs the actions of General Council and its units and the actions of conference
- communicate concerns and stories from Conference U.C.W. and its presbyteries to General Council and conference
- Mission Interpretation Coordination: Communicate with and support overseas personnel from Toronto Conference, distribution of letters from overseas personnel, provide a resource pool of speakers who may be returned overseas personnel, representatives from partner churches and agencies, or conference members with related experience
- Mission Personnel Facilitation: Discern with those seeking overseas ministry opportunities

STRIVING FOR JUSTICE

- Help our constituency understand the Global World & Church today.
- Research and Educate on Global Justice Issues: Promotion of resources to aid this e.g. Kairos (national ecumenical coalition formed July 2001), the Mission Study (Mandate Magazine), the Observer, the Globalization resource "To Seek Justice and Resist Evil"
- Prophetic Witnessing to governments, corporations and agencies, public
- Research and Action: raise awareness and act in solidarity
- Peace and Justice Working Group: Study and action group on peace and disarmament issues -Urgent Action Network: responding to crisis through letter writing, e-mails and faxes

MEMBERSHIP

As voting members

Chairperson - appointed by Conference

Five (5) Members at Large - appointed by Conference

Mission Personnel Facilitator

Mission Interpretation Coordinator

Urgent Action Network Coordinator

Liaison with Peace and Justice Working Group

Nine (9) Presbytery Representatives

Returned Overseas Personnel, as per policy

One (1) Conference U.C.W. Representative

Corresponding member: the Justice, Global and Ecumenical Relations Unit staff liaison.

A recorder will be appointed from within the committee.

Quorum will constitute one third of the voting membership

Approved by Toronto Conference Executive – April 10, 2002

Committee Tasks From the Ministry, Personnel and Education Division

There will not be a Ministry, Personnel and Education Division at Conference. There will be two (2) committees – Settlement Committee and Conference Interview Committee.

Settlement and Pastoral Relations Committee

How it could be done in the future

There will be a Settlement Committee in the new structure. The mandate is outlined in the Manual, Sections 426.1 and 440 to 454.

The Conference Executive will be responsible to find names of people to serve on the Settlement Committee.

The Executive Secretary will have responsibility for the Settlement Committee

426.1 Settlement Committee. It shall be the duty of the Conference:

- (a) to elect from among the members of the Conference the Chairperson of the Settlement Committee, who shall be eligible for re-election from time to time;
- (b) to elect from among the members of the Conference the Secretary of the Settlement Committee, who shall be eligible for re-election from time to time. The Secretary shall be a voting member of the Committee;
- (c) to elect one (1) Diaconal Minister as a member at large of the Settlement Committee, wherever possible; and
- (d) to receive from the Settlement Committee:
 - i. a complete list of its Decisions regarding settlement;
 - ii. the names of all members of the Order of Ministry transferred into or out of the Conference;
 - iii. the name of each person whose name has been placed on the Discontinued Service List (Disciplinary) or the Discontinued Service List (Voluntary) by Decision of the Conference. The Executive Secretary shall see that the names are reported to the appropriate General Council working unit; and
 - iv. the recommendation of the Committee as to which Presbytery within the Conference a member of the Order of Ministry who is left without settlement or Presbytery Appointment shall be designated.

440 Meetings. The Settlement **Committee shall meet at least annually.** (Basis 9.4.1)

441 Membership.

- (a) The Settlement Committee shall consist of the Chairperson, the Secretary, and wherever possible one (1) Diaconal Minister, all of whom shall be elected by the Conference, and **one (1) member of the Order of Ministry and one (1) lay member appointed by each Presbytery.** (Basis 9.4) The President of the Conference and an appropriate Conference staff person shall be ex officio members of the Settlement Committee.
- (b) Each Presbytery, at a regular meeting previous to the annual meeting of Conference, shall appoint its two (2) representatives.
- (c) When any member of the Settlement Committee appointed by a Presbytery dies, resigns from the Committee, moves outside the jurisdiction of the Presbytery, or ceases to be a member of the Presbytery, or being a member of the Order of Ministry engages in secular work, there shall be a vacancy on the Committee. A member of the Order of Ministry applying for a transfer out of the Conference shall cease

to be a member of the Committee when the transfer becomes effective. When such a vacancy occurs, the Presbytery shall elect a person to fill the vacancy.

442 The Settlement Committee shall receive information from the Convenor of each Presbytery Pastoral Relations Committee concerning any Vacancy in a Pastoral Charge within its jurisdiction, and it shall immediately communicate the same to the Secretary of the Transfer Committee.

443 A Candidate for the Order of Ministry recommended for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, who has been placed in the Conference by the Transfer Committee shall not be available for call, but shall be under the authority of the Settlement Committee for their first placement to a full- or part-time ministry. Such authority shall not apply to: (2007)

(a) Diaconal Ministers who having served five (5) years in full-time ministry are recommended for ordination; or

(b) Ordained Ministers who having served five (5) years in full-time ministry are recommended for commissioning to the diaconal ministry of education, service, and pastoral care. (2007)

Such persons are free to accept a call.

444 The Settlement Committee shall receive from the Executive Secretary of the Conference the names of all the Pastoral Charges together with the names of all the members of the Order of Ministry on the rolls of the Presbyteries that constitute the Conference. There shall be indicated on the list of names received from the Executive Secretary of the Conference such Pastoral Charges as are in arrears to the pension fund. The Settlement Committee shall not be required to settle a member of the Order of Ministry on a Pastoral Charge that either has failed to pay its assessment to the pension fund or has not guaranteed the payment of the pension assessment in extending a call.

445 **It shall be the duty of the Settlement Committee to consider all applications for settlement from members of the Order of Ministry or from Pastoral Charges, Presbytery Accountable Ministries, or Presbytery Recognized Ministries within the jurisdiction of the Conference which are transmitted by Presbyteries.** (Basis 9.4.1)

446 It shall be the duty of the Settlement Committee to act on each recommendation transmitted by a Presbytery regarding a call issued to a member of the Order of Ministry.

447 **The Settlement Committee shall have authority to initiate communications with members of the Order of Ministry and with Pastoral Charges, other Presbytery Accountable Ministries, and other Presbytery Recognized Ministries, in order to effect settlements.** (Basis 9.7.1)

448 **When a Pastoral Charge, with a vacancy declared by the Presbytery, fails to extend a call by the end of the Pastoral Year (June 30th), the Settlement Committee may make the settlement.** (Basis 9.7) Where the Pastoral Charge desires further time in which to issue a call, such extension shall be at the discretion of the Settlement Committee.

449 The Settlement Committee shall be consulted by a Presbytery Pastoral Relations Committee before that Committee recommends to the Presbytery that an appointment be made to a specific ministry, where a Vacancy has been declared for longer than one (1) Pastoral Year.

450 When considering a call issued to a member of the Order of Ministry to an Outreach Ministry or a Pastoral Charge that receives a Mission Support grant, the Settlement Committee shall not approve a settlement that will require a larger grant, without the consent of the Conference.

451 A member of the Order of Ministry called to a Pastoral Charge in another Conference must be transferred to that Conference before the call can be finalized and the Warrant to Covenant issued. (2007)

452 The Settlement Committee shall report to the annual meeting of the Conference:

(a) a complete list of its Decisions regarding settlement;

(b) the names of all members of the Order of Ministry transferred into or out of the Conference;

- (c) the name of each person whose name has been placed on the Discontinued Service List (Disciplinary) or the Discontinued Service List (Voluntary) by Decision of the Conference; and
- (d) the recommendation of the Committee as to which Presbytery within the Conference a member of the Order of Ministry who is left without settlement or Presbytery Appointment shall be designated.

453 While settlements shall ordinarily be made at the annual meeting, the Settlement Committee shall have authority, through its Executive, to effect settlements during the Pastoral Year. (Basis 9.4.3) (2007)

454 Executive. The Executive of the Settlement Committee shall consist of the Chairperson, the Secretary, the President of the Conference, the appropriate Conference staff person, and the Chairpersons of the Presbytery Pastoral Relations Committees concerned.

Conference Interview Committee - Draft

GENERAL PURPOSE

The Conference Interview Committee conducts all interviews required by The Manual and makes recommendations to the Conference Executive.

The executive secretary will have responsibility for the Conference Interview Committee.

Membership

Appointed by Conference: Chair, Secretary, other specifically qualified persons as the Chairperson may call on from time to time.

Appointed by the Presbyteries: 10 members from each Presbytery (to include, if possible, at least one diaconal minister in the active pastorate; an ordained minister in the active pastorate; a designated lay minister; a congregational designated minister; a person qualified in Supervision; a professional counsellor or equivalent; at least four lay persons who have had a significant experience of life and work in the church; ministry personnel with experience serving as interim ministers and lay persons with experience of interim ministry)

A representative from the Presbytery will accompany all Interviewees at the point of final assessment with the exception of Interim Ministers who may be accompanied by a support person.

Interviewees will be considered by committee members from Presbyteries other than their own.

Interviews for specialized ministries. e.g. Interim Ministry or particular forms of Designated Lay Ministers will include interviewers with expertise in the particular specialty.

Responsibilities

*The Conference Interview Committee will fulfill the responsibilities as outlined in the following Manual sections: **Education and Students Interviews 424(b), 462, and Interview Board, 455 to 458***

Ministry, Personnel and Education Division

How it could be done in the future

There will not be a Conference Division of MPE in the new structure.

The Commission is exploring how the Conference staff in the Presbyteries can have responsibility for the Toronto Conference link with General Council working units. The staff person could be responsible to attend any necessary meetings for a three year period, to report back and share with the other staff and to be available for specific questions.

Training events will be coordinated by the Conference staff deployed in the presbyteries in consultation with the appropriate Presbytery MPE structure.

Mandate of Ministry, Personnel & Education Division

GENERAL PURPOSE

The Division of Ministry Personnel and Education shall take responsibility for the communication, integration and networking of policies, programs and activities related to the following responsibilities of Toronto Conference:

1. that the Division will communicate, integrate and assist in implementing policy changes initiated at the General Council offices or by Toronto Conference.
2. that the Division understands that the management of policy relating to Ministry Personnel and Ministry Vocations happens primarily at the presbytery level.
3. that the Division will communicate concerns that arise in the presbyteries or within the committees of MP&E concerning ministry personnel policy or ministry vocations policy to the appropriate unit within the General Council office.
4. that the Division will perform such other duties as the Conference or its Executive may assign to it from time to time; including those actions which are judged to be necessary by the Conference.
5. to report to the Conference Executive as appropriate.
6. to meet twice during a conference year, and more frequently as necessary.
7. to support and exercise oversight of all MP&E education and training events made available to Presbyteries, pastoral charges, and other mission units, including the training of such committees as ministry & personnel committees, pastoral relations committees, education & students committees, and others which relate to MP&E work.

Chaplaincy Committee

How it could be done in the future

There will not be a Conference Chaplaincy Committee in the new structure.

If a Chaplaincy Coordinator is maintained from Mission Support Grant funding, the coordinator would take care of these functions.

If there is not a Chaplaincy Coordinator these tasks would devolve to the Presbyteries.

Mandate of Chaplaincy Committee

The responsibilities of this committee shall be:

- i. to recommend policies to the Conference Division of Ministry Personnel and Education related to chaplaincies, and to project future needs and issues affecting the ministry of chaplains within the Conference;
- ii. to advocate for the ministry of chaplains both within the various courts of the church and within the institutions where chaplains are or have been ministering;
- iii. to build awareness of the ministry of chaplains among United Church congregations and members in the Conference;
- iv. to provide opportunities for mutual support of chaplains;
- v. to make recommendations to the Mission Support Committee regarding allocations for individual chaplaincies from the proportion
- vi. of funds allocated from the annual Conference mission support grant.
- vii. to provide pastoral oversight to chaplaincies, developing criteria for evaluation (similar to pastoral oversight provided by presbyteries to pastoral charges); and
- viii. to recommend to the appropriate Presbytery the covenant related to each United Church chaplain.

Membership: chair or co-chairs
8 members
a representative of the chaplains

**The Coordinating Committee on Sexual Abuse (Sexual Harassment, Sexual Exploitation,
Pastoral Sexual Misconduct, and Sexual Assault)**

How it could be done in the future

There will not be a Conference Coordinating Committee on Sexual Abuse.

This will be a responsibility of the presbyteries.

The Commission is exploring how the Conference staff in the Presbyteries can have responsibility for the Toronto Conference link with General Council working units. The staff person could be responsible to attend any necessary meetings for a three year period, to report back and share with the other staff and to be available for specific questions.

Mandate of the Coordinating Committee on Sexual Abuse

The mandate is outlined in the "Sexual Abuse Policy and Procedures" (2007) document. This can be found at <http://www.united-church.ca/files/handbooks/sexualabuse.pdf>

Education and Students

How it could be done in the future

There will not be a Conference Education and Students Committee. There will continue to be an Education and Students Committee in each presbytery.

All required interviews will be conducted by the Conference Interview Committee. The Interview Committee will make recommendations to the Annual Meeting of Conference or to the Conference Executive if there were not an Annual Meeting.

The Executive will appoint a time and appoint a group to plan the Celebration of Ministries Service.

424 Ordination and Commissioning, and Admission. It shall be the duty of the Conference:

- (a) **to commission to the diaconal ministry of education, service, and pastoral care, or ordain, each Candidate for the Order of Ministry as examined and approved who has fulfilled the prescribed requirements and has been recommended by a Presbytery;** (Basis 7.6.5) (2007)
- (b) through its Education and Students Committee, to satisfy itself regarding readiness for ministry by examining the genuine call to ministry, personal character, motives, academic record, doctrinal beliefs, and general fitness for ministry of each Candidate. The Conference shall be assured that each Candidate is in essential agreement with the statement of doctrine, will agree to be subject to transfer and settlement in the United Church, and will abide by the Polity of the United Church;
- (c) to appoint a time when all the Candidates who are accepted shall be commissioned to the diaconal ministry of education, service, and pastoral care, or ordained. When any Candidate through illness or other emergency is unable to be present, the Conference, after approving of such Candidate, may appoint a Commission with power to commission the Candidate to the diaconal ministry of education, service, and pastoral care, or ordain the Candidate, at such time and place as it may determine; and (2007)
- (d) **to admit to the Order of Ministry of the United Church a diaconal minister or the equivalent or an ordained minister from another denomination, subject to the regulations of the General Council.** (Basis 7.6.6)

462 Education and Students Committee.

(a) Duties. It shall be the duty of the Committee:

- i. to receive annually from the Presbyteries reports on all Inquirers and Candidates, and to report their names to the appropriate General Council working unit;
- ii. to receive the Presbytery reports on each Candidate recommended for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination; (2007)
- iii. to examine separately each Candidate recommended for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, either by a team of no fewer than three (3) persons or, at the option of the Committee, by the Committee itself. Where the person being interviewed is a Candidate for the diaconal ministry of education, service, and pastoral care, every effort should be made to include a Diaconal Minister on the interview team. In each case where an interview team is used rather than the Committee, the team shall make a recommendation with respect to the person interviewed to the Committee, and the Committee shall determine the report to be made to the Conference Executive and the Conference as provided in paragraph iv. below; (2007)
- iv. to report, to the Conference Executive for information and to the Conference for action, its recommendation concerning each Candidate for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination; (2007)

- v. to receive and to consider a recommendation from a Presbytery to recognize a Designated Lay Minister, to conduct an interview of the Conference; and (2007) Designated Lay Minister, and to make a recommendation to the Conference; and (2007)
- vi. to review the Presbytery reports on a diaconal minister or equivalent or an ordained minister from another denomination recommended for admission to the Order of Ministry of the United Church by a Presbytery of the Conference, to conduct a final interview of the applicant, and, if satisfied, to recommend that they be admitted by the Conference.

Interim Ministry Committee

How it could be done in the future

There will not be a Conference Interim Ministry Committee.

Interviews of Interim Ministers will be conducted by the Interview Committee.

465.1 Interim Ministry Committee.

(a) Membership. The Committee shall include Ministry Personnel with experience serving as Interim Ministers and lay persons with experience of Interim Ministry.

(b) Procedures for Designation.

i. A member of the Order of Ministry or a Designated Lay Minister wishing to be available for appointment as an Interim Minister must be recommended by the Presbytery of which they are a member. An application seeking designation as an Interim Minister shall be submitted, in writing, to the Presbytery. The Presbytery shall forward the applications of those applicants that it recommends, to the Committee. (2007)

ii. The Committee shall interview the applicant seeking designation as an Interim Minister, determine their suitability for Interim Ministry, and determine appropriate Interim Ministry training and education.

iii. The Committee shall make a recommendation to the Conference Executive, for or against the designation of the applicant as an Interim Minister. The Conference Executive shall make a Decision and shall notify the applicant, in writing, of the Decision.

iv. Following the first period of Interim Ministry, the Committee shall interview the Interim Minister, evaluate the effectiveness of the Interim Minister, and make a recommendation to the Conference Executive, for or against the continued designation of the person as an Interim Minister, with or without conditions. The Conference Executive shall make a Decision and shall notify the person, in writing, of the Decision. (2007)

v. Following each subsequent period of Interim Ministry, the Committee shall interview the Interim Minister and evaluate the effectiveness of the Interim Minister. (2007)

vi. Designation as an Interim Minister shall be valid for the earlier of five (5) years or the removal of designation by Decision of the Conference Executive acting on the recommendation of the Committee. (2007)

vii. If an Interim Minister wishes to renew their designation as an Interim Minister for a further five (5) years, the Committee shall interview the Interim Minister, evaluate the effectiveness of the Interim Minister, and make a recommendation to the Conference Executive, for or against the continued designation of the person as an Interim Minister, with or without conditions. The Conference Executive shall make a Decision and shall notify the person, in writing, of the Decision. (2007)

viii. If designation as an Interim Minister either has lapsed or has been removed, then the applicant seeking re-designation as an Interim Minister must proceed in accordance with paragraphs i., ii., and iii. (2007)

ix. The Committee shall provide annually to the appropriate General Council working unit a list of those persons designated as Interim Ministers.

(c) Other Duties. It shall be the duty of the Committee:

i. to provide for consultation about and co-ordination of Interim Ministry policies and procedures for the Presbyteries within its jurisdiction; and

ii. to liaise with other Conference Interim Ministry Committees and the appropriate General Council working unit on policy matters.

Internship Committee

How it could be done in the future

There will not be a Conference Internship Committee. The presbyteries will take on the responsibilities outlined in the Manual.

General Council is planning changes in the area of Internship.

The Commission is exploring how the Conference staff in the Presbyteries can have responsibility for the Toronto Conference link with General Council working units. The staff person could be responsible to attend any necessary meetings for a three year period, to report back and share with the other staff and to be available for specific questions.

The Presbytery will continue to assess the applications and transmit to the Conference Executive which shall approve and forward them to the appropriate General Council working unit.

Presbyteries will use General Council approved guidelines to do this task and make recommendations to the appropriate General Council working unit through the Conference Executive.

The Conference office will provide the names of eligible candidates to the Presbyteries which have approved internship sites. The Presbyteries will coordinate interviews involving the candidates and the sites for assignment and make a recommendation to the Conference Executive regarding the assignment.

466 Internship Committee.

(a) Appointment. The Conference or its Education and Students Committee shall appoint an Internship Committee, to oversee the internship program within that Conference and to ensure that each internship provides an effective learning experience in the educational process for ordination.

(b) Responsibilities. The responsibilities of the Committee shall be:

- i. to recruit and to encourage internship sites within Pastoral Charges and institutions;
- ii. to encourage supervisors to take appropriate training recognized by the appropriate General Council working unit, and to offer additional training for supervisors;
- iii. to assess applications from Pastoral Charges and institutions that have been approved by the Presbytery, and to transmit those that are approved by the Committee to the appropriate General Council working unit;
- iv. to assign Candidates seeking an internship to one of the internship sites within the Conference that has been approved by the appropriate General Council working unit;
- v. to organize and to hold orientation events for supervisors, interns, and lay supervision teams;
- vi. to oversee the internship experiences of Pastoral Charges, supervisors, and interns. This will include a review of the internship evaluations, on-site visits, and consultations;
- vii. to consider applications from Candidates for internship equivalency, such as Intern Supply, Student Supply, and self-designed internships; to approve the learning setting and the supervisor; and to make recommendations to the appropriate General Council working unit regarding the learning setting and the supervisor;

- viii. to make decisions, in consultation with the appropriate General Council working unit, regarding the termination of an internship, unresolved conflicts, and the accountability of the supervisor and the lay committee; and
- ix. to work in consultation with the Presbytery Education and Students Committee in each Presbytery within the jurisdiction of the Conference and with the appropriate General Council working unit.

Lay Ministry Committee

How it could be done in the future

There will not be a Conference Lay Ministry Committee.

This work will be done in the Presbyteries.

Mandate of the Lay Ministry Committee

The mandate of the committee shall be to:

- i. raise the profile of lay ministry in the presbyteries and pastoral charges of Toronto Conference;
- ii. consult with the Division of MPE regarding policy changes or development;
- iii. review and promote consistency in the appointment of lay personnel, including requirements for the Conference Interview Board, and other training as may be required by *The Manual*;
- iv. encourage presbyteries to seek information about preparation for Lay Worship Leaders from others already offering a course for Lay Worship Leaders as well as the Lay Certificate in Theology at Emmanuel College. Encourage presbyteries to develop criteria for naming suitable Lay Worship Leaders for those Presbyteries in Toronto Conference offering a Lay Worship Leader' course (*The Manual*, Sec. 344a, Sec. 734);
- v. encourage continuing education for all lay ministry personnel.

Membership: chair or co-chairs
secretary
1 LPM or LPMiT
1 staff associate
2 members at large

Pension and Group Insurance Committee

How it could be done in the future

There will not be a Conference Pension and Group Insurance Committee. This will be the responsibility of the presbyteries.

The Conference Executive will assign a person or group to coordinate the honouring of the retirees at the Conference Annual Meeting.

On a rotational basis, Presbyteries will offer workshops that could be available throughout the Conference.

468 Pension and Group Insurance Committee.

(a) Membership. The Committee shall consist of a Chairperson, the Convenors of the Presbytery Pensions and Group Insurance Committees, and such other members as are deemed by the Conference to be necessary, of whom there shall be at least one-half (1/2) who shall be members in good standing with the pension and group insurance plans.

(b) Duties. It shall be the duty of the Committee:

- i. to promote the interests of the pension and group insurance plans in the Conference;
- ii. to report with respect to the work of the relevant General Council working unit;
- iii. to promote in the Presbyteries within the jurisdiction of the Conference an active interest in the welfare of the members of the plans and the recipients of pensions living within the jurisdiction of those Presbyteries, particularly in situations of need or emergency warranting application for compassionate assistance;
- iv. to organize and to promote an annual visitation of pensioners living within the jurisdiction of the Presbyteries of the Conference;
- v. to work with those Presbyteries where any members of the plans, Pastoral Charges, or other employers are six (6) months or more in arrears with respect to payments to the plans;
- vi. to receive and to report to the Conference the actions of the Presbyteries concerning disability and retirement applications and postponed retirements; and
- vii. to discharge such duties as the Conference may assign to it.

Other Responsibilities

Ministry Personnel Emergency Fund

How it could be done in the future

Each Presbytery will designate someone who will make the decisions on a confidential basis regarding the use of the fund. Cheques will be issued by the Conference office. Clear and common criteria will be developed and be available for all Presbyteries.

Mandate

Oversee the budget and criteria for this fund, which is administered on a confidential basis and available to ministry personnel in emergency situations and/or in need of counseling support beyond that offered by EAP.

Duty of Care

Duty of Care responsibilities for the Conference include a) sexual abuse b) camping c) congregational vulnerable sector issues d) seniors housing e) community ministries f) Conference annual meeting g) youth events h) retreats.

The Commission will continue to consider all of the Duty of Care issues and how those might be handled in the new structure.

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