

Living Waters Presbytery Handbook



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LIVING WATERS PRESBYTERY HANDBOOK CONTENTS

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WELCOME!

If you are new to Presbytery (or even just this Presbytery) then the information found in this Handbook may be new to you. If you are an old hand, then an occasional perusal never hurts (and we may have added some reflections and humour to keep you reading!).

Presbytery is part of the governing structures of The United Church of Canada. It has responsibilities, for overseeing, equipping, and encouraging pastoral charges in fulfilling their missions. It can be a wonderful place to network with other people, learn from each other, and enter into a special community of people working to support the church. It does include some meetings, but then, meetings aren't all bad. Ron Rolheiser, a Roman Catholic priest and well-known spiritual writer, once wrote a wonderful meditation about meetings. He reminds us that being with others at a meeting is foundational in our faith. Ron Rolheiser writes, *"Our search for God should take us not just into private places of quiet and contemplation but, equally, into meeting rooms."*

The full column is available online at,
http://www.ronrolheiser.com/columnarchive/search_detail.php?rec_id=237

Once again, "Welcome to Presbytery" and "See you at the meeting!"

THE PURPOSE OF THIS HANDBOOK is to help each Presbyter understand the nature, structure, responsibilities and membership of Living Waters Presbytery.¹

The Handbook is organised into 3 sections.

Section 1 (LIVING WATERS PRESBYTERY DESCRIPTION)

This includes general information about the definition of Presbytery, the structure of the organisation, and the responsibilities of Presbyters. These things are based on national church policy and local traditions. This section sets out some of the distinctive things about who we are, how we do things and who's who in our Presbytery. This Handbook reflects *The Manual (2007) of The United Church of Canada* and local practices of Living Waters Presbytery. There is some additional information located in the Appendices.²

Section 2 (LIVING WATERS PRESBYTERY ORGANIZATION)

This section includes types of membership, composition of the Executive, details of Executive positions, and structure of Presbytery meetings. Knowing these things will assist you in "finding your way about" and fulfilling your responsibilities as a member. It is important to note that most regular members of Presbytery are encouraged to serve in some specific role in Presbytery, either as an officer of the Court or as a member on a Commission.

Section 3 (LIVING WATERS PRESBYTERY COMMISSIONS)

Annually appointed Commissions do most of the "work" of Presbytery. Each Commission has a specific area of responsibility. This section includes descriptions of the Commissions and their tasks.



*For I will pour water on the thirsty land,
and streams on the dry ground;
I will pour out my Spirit on your offspring,
and my blessing on your descendants.*

Isaiah 44:3

¹ A full description of Presbytery, its meetings and membership, duties and powers, is found in The Manual of The United Church, Sections 300 and following.

² Located at the end of this Handbook are Appendices including: I - Rules of Debate and Order, II - Pastoral Relations Guidelines, and III - General Information on Toronto United Church Council.

LIVING WATERS PRESBYTERY DESCRIPTION



*You care for the land
and water it;
you enrich it abundantly.
The streams of God
are filled with water*

Psalm 65:9-10

FAQ's & Fun Facts

What is a Presbytery?

United Church polity (the way we are organised) divides responsibility for running the United Church among four "**Courts of the Church.**" These are:

- The Session of the Pastoral Charge (or local counterpart e.g., Unified Board, Official Board, Church Council, etc.)
- The Presbytery (We are in the Living Waters Presbytery)
- The Conference (the Living Waters Presbytery is in Toronto Conference)
- The General Council (This is the national level)

The purpose of Presbytery is to work together to support and oversee the Ministry of the United Churches within its boundaries. To accomplish this Living Waters Presbytery organises into Commissions. These Commissions are listed and described later in this Handbook.

Are there any good reading materials? Do I need a Handbook?

Okay, so if you're reading this you probably have one, but if you are just borrowing this copy, you should know that each presbyter should have the following important materials: a **Presbytery Handbook** (revised 2009), a current **Presbytery Directory**, and access to the current **Manual**. The Presbytery Handbook and Presbytery Directory are available from the Presbytery Secretary or at the Presbytery office. *The Manual* is usually available in hard copy from the local Pastoral Charge or Minister, or our Presbytery office. It is also available online at

http://www.united-church.ca/files/manual/2007_manual.pdf

What is "*The Manual*?"

The Manual of The United Church of Canada provides the means by which the Church may do its work; and also safeguards the members. These are the rules of the road to which we all must adhere. The first section of *The Manual* is the **Basis of Union**; this is our basic doctrine and law. It may only be changed by action of the General Council and the Presbyteries - the latter dealing with a remit. Remits are proposals that have been sent to Presbyteries to consider and vote on. The numbered sections of *The Manual* (001 - 858) are the **by-laws**, which can be changed, without notice, by the General Council. Changes are reflected in the latest printing of *The Manual*. This Handbook refers to the 2007 edition. In the case of a substantive discrepancy between this Handbook and *The Manual*, *The Manual* takes precedence. If there is a discrepancy pertaining to an issue about which *The Manual* is not definitive, this Handbook takes precedence.

What is a Commission?

Commissions are bodies that are empowered to perform specific tasks; they are described later in Section III of this Handbook. Since Commissions are empowered by Presbytery, they may make and pass motions on their own. However, they are accountable to Presbytery and must report all of their activities to the Presbytery.

In order to do their work, members of Commissions may visit, interview, research, or organise activities, related to their responsibilities. Commission membership is listed in each year's Directory. You will be asked in advance for your preference of Commission. You are encouraged to return to the same Commission for three years in order to provide some continuity of knowledge, expertise and personnel.

Presbytery sounds interesting to me. How do I become a member?

People who are in the Order of Ministry (Ordained Ministers, Diaconal Ministers, and Designated Lay Ministers) are automatically members of Presbytery. Each Pastoral Charge elects Lay Presbyters from among its members. They begin their term on Presbytery at the beginning of the pastoral year (July 1st). The formula for Presbytery membership is outlined in *The Manual* (this information is also in one of the appendices of this Handbook). The names of those on the roll of Living Waters Presbytery are published yearly in The Directory.

When does the Presbytery year begin?

The **Presbytery year** runs from the rise of Conference (the end of the Conference Annual Meeting when people "rise" to go home) to the rise of the next Annual Conference Meeting. New Presbyters are expected to begin their terms at the start of a new Presbytery year. However, many Pastoral Charges appoint new Presbyters at their Congregational Annual General Meetings (AGMs) in January or February. Those who are newly elected begin their duties with the beginning of the new **Presbytery Year**, but there is flexibility on this point to accommodate the needs of Presbyters who have to resign earlier. You should also know that the **Pastoral Year** runs from July 1 to June 30. This is usually the year used when appointing, settling, or installing new Ministry personnel. The **Presbytery's financial year** is the calendar year. The **school year** is from September to June; officially this doesn't affect us, but many churches (and even Presbytery) function within its rhythms.

Who gets to talk and when at meetings?

The rules of order and debate used by the United Church are outlined in Appendix III of *The Manual* and are included as an Appendix of this Handbook as well. For any point not covered, the Parliamentary Rules accepted in Canada (Bourinot) are followed.

What if a situation arises between Presbytery meetings that requires the action of Presbytery?

Between meetings of the Court, the Executive is granted, by motion, the power to act for Presbytery. Its actions are reported to Presbytery for information, usually at the following meeting of the Court. Executive members are listed in the Directory. The Duties of the Executive and of the Officers of Presbytery are listed in The Handbook.

I am considering serving, or have agreed to serve, in a specific position at Presbytery. How long do the positions last?

The Chairperson of Presbytery is elected biennially. They serve one year as Chairperson Elect, two years as Chairperson, and then one year as Past Chair. The Treasurer and Secretary have an indeterminate term. The Commission Chairpersons are elected for a three-year term with an optional second term. Presbytery records this by a number system, e.g., 2.1 means the first year of a second term.

What does a Presbyter do?

As a Presbyter you have responsibilities both to the Presbytery and to your Pastoral Charge.

Your duties to Presbytery include:

- Regular attendance and participation in both Full Court and being a part of one of the Committees or Commissions of Presbytery
- Attendance at special meetings such as Covenanting Services for new ministers
- Expressing opinions and voting on issues brought before the Presbytery

Your duties to your Pastoral Charge include:

- Regularly reporting back to the Charge the decisions, concerns, and activities of Presbytery at Official Board meetings, in your local newsletter or at a Sunday service.

Note: Be sure to record your attendance at Presbytery meetings and have your regrets conveyed if you must be absent.

Does being a member of Presbytery make me a member of other Courts in the church?

All Presbyters (as well as some other church members) are eligible to be named as Members of Conference. All Members of the Order of Ministry (ordained and commissioned) on the roll of Presbytery, lay people appointed to serve Pastoral Charge or other Presbytery Recognized Ministries are automatically Conference members. The Presbytery also names lay members of Conference. A list is circulated at the January and February meetings for Lay Members; those signing are then named by motion. They may register to attend the Conference Annual Meeting. For dates see The Directory.³

The General Council meets every three years. Commissioners are elected by Conference from nominations, including those submitted by Presbytery, requested in February of the year preceding the meeting.⁴

What do all the initials and abbreviations stand for?

Presbytery and Presbyters sometimes use abbreviations assuming everyone is familiar with the meaning (e.g., M&S is the Mission and Service Fund). Many of these are listed in Appendix IV. Please ask for clarification when you don't recognise an abbreviation or jargon. Your Commission chairperson may be a good resource for this.

Does the Presbytery own or operate a church camp?

The ownership of Camp Big Canoe property and buildings is vested with Toronto United Church Council (TUCC). TUCC acts as a trustee for The United Church of Canada. The ownership of the camp programs and equipment are vested with the Camp Corporation. The Corporation Directors includes appointed members of the Spiritual Development Commission of the Living Waters Presbytery and members of the Camp Big Canoe Board of Directors. The Corporation meets annually in April at its annual meeting. A Board of Directors appointed by the Corporation is responsible for the operation of the camp as well as the maintenance and development of the buildings. A Board of Trustees manages the business of the Corporation pertaining to acquisition, sale, mortgage or lease of the real property. In consultation with The Board of Directors, the Board of Trustees is responsible for long-range planning regarding the property, including financial needs. See The Constitution and Government of Camp Big Canoe, Revised November 2000.

³ The duties of Conference are listed in *The Manual*, Sections 400 ff. and Basis of Union 7.6 to 7.6.9.

⁴ See the Basis of Union 7.7.8 and 8.0 to 8.6.10.

LIVING WATERS PRESBYTERY ORGANIZATION



*Can you raise your voice to the clouds and cover yourself
with a flood of water?*

*Do you send the lightning bolts on their way?
Do they report to you, 'Here we are'?*

*Who endowed the heart with wisdom or gave
understanding to the mind?*

Who has the wisdom to count the clouds?

*Who can tip over the water jars of the heavens when the
dust becomes hard and the clods of earth stick together?*

Job 38:34-38

Membership

Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good.

1 Corinthians 12:4-7

There are two kinds of members, regular members and corresponding members. The main difference is that corresponding members have a right to speak at meetings and participate in meetings but they do not have a right to vote. Regular members have the right to speak, participate, and vote at meetings. The members are determined according to *The Manual*.⁵



*The best is he who calls men to the best.
And those who heed the call are likewise blessed.
But worthless who call not, heed not, but rest.
- Hesiod (Greece approx. 8th Century BCE)*

Meetings

All who believed were together and had all things in common; they would sell their possessions and goods and distribute the proceeds to all, as any had need. Day by day, as they spent much time together in the temple, they broke bread from house to house and ate their food with glad and sincere hearts, praising God and having the goodwill of all the people. And day by day the Lord added to their number those who were being saved.

Acts 2:43-47

Full Court Meetings

Living Waters Presbytery will meet **up to 5 times each year** (September, November, February, April, and June). The meetings will be held on **Saturdays**. They will consist of worship, educational opportunities, Commission meetings, and plenary session. Commissions are empowered to meet at other times as they see fit.

Executive Meetings

The Executive will meet **up to 5 times each year** (October, December, January, March, and May), **or at the call of the Chairperson** when necessary.

⁵ Membership is defined in The Manual in sections 310 and 311.

Staff

Therefore, friends, select from among yourselves seven men of good standing, full of the Spirit and of wisdom, whom we may appoint to this task, while we, for our part, will devote ourselves to prayer and to serving the word.

Acts 6:3-4



STAFF MEETING

Conference Staff are available to help you throughout the week at the Presbytery office located at the former Guthrie United Church just off Highway 11. The staff that are located in the Living Waters Presbytery are listed below.

Personnel Minister (Half Time)

(Note: This is a Full Time Position which is shared equally with Northern Waters Presbytery)

This person is a resource to the Personnel Commission and works carefully with Ministry Personnel to ensure a vital and well functioning ministry within the Presbytery. The personnel minister is the designated Presbytery contact for restorative care.

Program Minister (Full Time)

The Program Minister is an educator/facilitator who offers assistance to Presbytery members as they work out their particular ministry. The Program Minister is a resource person who works in close relationship with Commissions to develop and implement plans.

Administrative Assistant (Full Time)

This person assists Presbyters, the staff in the Presbytery office and officers of Presbytery with communication and administrative functions.

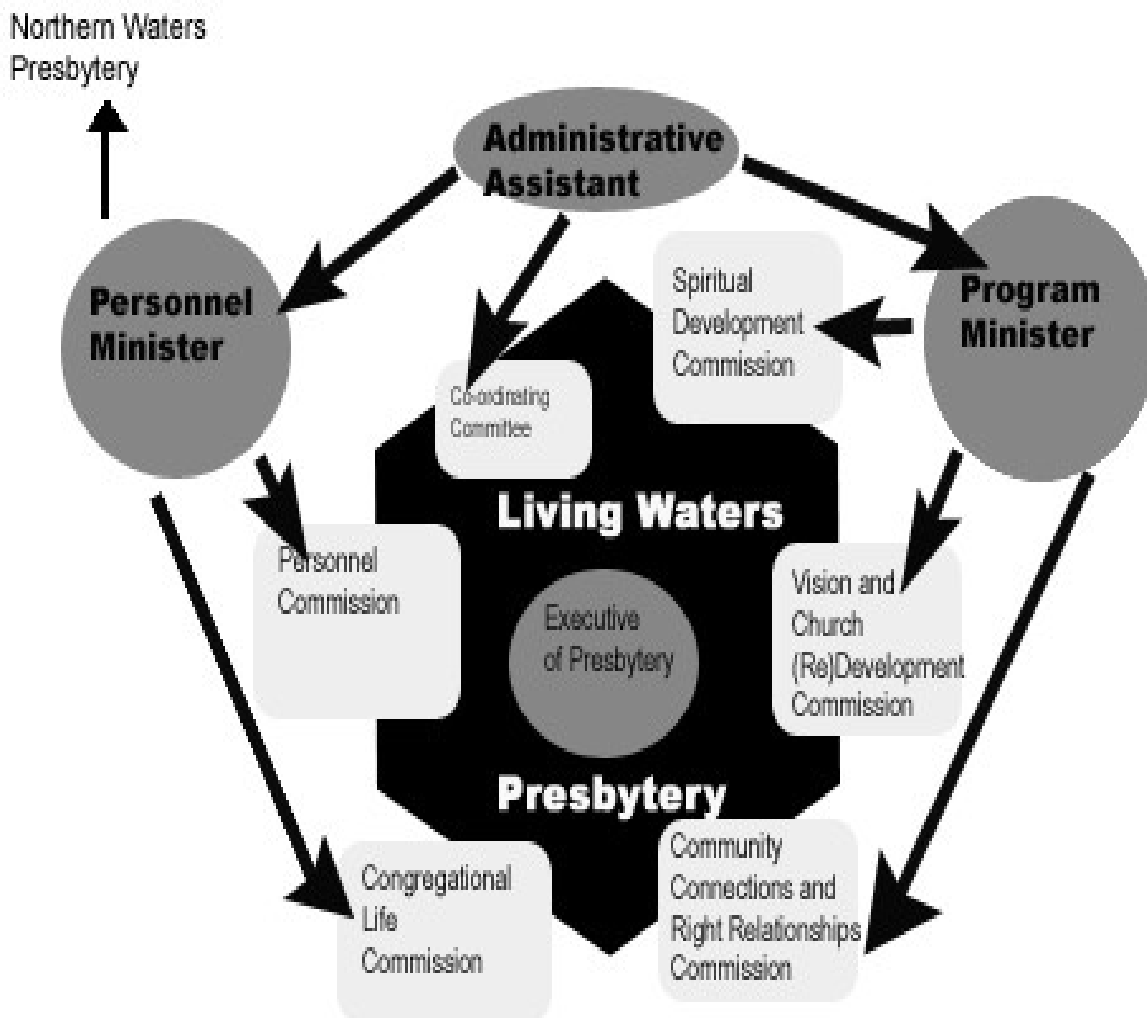
THE OTHER MINISTRY

*The Ministry of Words and Sacraments we know
And Ministry of Music can support our worship flow
But there's another Ministry we're likely to ignore
And that's the one conducted behind the office door!*

Nina Fulford

Presbytery Organisation

The diagram below shows the basic structure of Living Waters Presbytery. It also includes the primary relationships/responsibilities of each of the staff members.



The Executive of Presbytery

The Executive consists of:

- Chairperson
- Past Chairperson or Chairperson Elect
- Chairperson of Co-ordinating Committee (if not the Past Chair or Chair Elect)
- Treasurer
- Secretary
- Chairpersons of Standing Commissions (Congregational Life, Vision and Church (Re)Development, Personnel, Community Connections and Right Relationship, and Spiritual Development)⁶
- The following church constituencies may appoint a representative to Executive: United Church Women Presbyterial, Presbytery United Church Men, Presbytery Youth (13 to 18 yrs), and Presbytery Young Adults (18 to 30 yrs) (or their equivalent).
- Members at Large appointed as needed

The Executive will meet up to 5 times (usually October, December, January, March, and May) or at the call of the Chairperson when necessary.

The Executive is given power to act for the Presbytery between Presbytery meetings. This authority is given through the governance motion at each Presbytery meeting. Actions of the Executive are reported to the Presbytery for information at each subsequent meeting.

Quorum of the Executive will be (of those entitled to vote) the lesser of twenty (20) persons or one third (1/3). ⁷

⁶ Commissions with co-chairs have one vote between the two co-chairs. Both may attend meetings and both have the right to speak.

⁷ Manual – Basis 001 Quorum (d). pg. 40)

The Officers of Presbytery

The Chairperson⁸ (Term (2) Years)

The Presbytery elects biennially a Chairperson from among its members. The Chairperson presides at Presbytery and Executive meetings, conducts covenanting services, consults with Ministers and Pastoral Charges, and generally directs the business of the Court. The Chairperson sets the agenda for meetings in consultation with the Secretary and the Program Convenor. The Chairperson is the keeper of the Presbytery stole, gavel, and banner. It is important to know that many matters arise which take her/his attention and time in addition to those listed here.

The Secretary⁹

The Secretary serves as the chief recording and communications officer of Presbytery. The Secretary keeps the minutes, receives correspondence, and communicates the business of Presbytery to all members and Commissions. The Secretary also transmits pertinent Presbytery information and decisions to other Courts and Divisions of the Church as directed by the Presbytery.

The Treasurer¹⁰

The treasurer prepares budgets and authorizes Presbytery expenses as necessary. The Treasurer is also available to answer basic financial questions from the Commissions and ministry projects, when requested.

The Chairperson Elect (Term (1) Year)

The Chairperson Elect will be elected for the second year of the Chairperson's term to observe the duties and responsibilities of the Chairperson. The Chairperson elect will act as the Chairperson in the absence of the Chairperson.

The Past Chairperson (Term (1) Year)

The Past Chairperson will be there to assist the Chairperson in their 1st year as Chair. The Past Chairperson will act as the Chairperson in the absence of the Chair.

⁸ Manual 370

⁹ Manual 371

¹⁰ Manual 372, 324, 325, 326

Co-ordinating Committee

So let us not grow weary in doing what is right, for we will reap at harvest time, if we do not give up. So then, whenever we have an opportunity, let us work for the good of all, and especially for those of the family of faith.

Galatians 6:9-10

This committee consists of:

- Committee Chairperson or Co-Chairpersons (Usually the Chair Elect or Past Chair)
- Communications Officer(s) (This position creates newsletters and assists in managing the Living Waters Web Page)
- Plus other members of the Court with well developed skills in communication, finance, and organisation.

The following are ex-officio members of the Committee

- Presbytery Chairperson
- Presbytery Secretary
- Presbytery Past Chairperson or Presbytery Chairperson Elect
- Treasurer

Purpose

This committee has many varied, and vital, responsibilities. With the geographical size and the semi-autonomous Commission structure of Presbytery, there needs to be a great deal of attention paid to the critical tasks of co-ordinating information, activities, and financial data. These things are outside of the scope of any one Commission or member. The Co-ordinating Committee is the response to that need. Like all committees, some of the work is ongoing and some is limited to particular points in time. The particular work of this committee is outlined below and is roughly grouped into **Activities, Nominations, Finance and Communications** of the Presbytery. These things should be done with the following goals in mind: promoting wider participation in the life of the Church by presbyters and promoting the sharing of information about and among the Courts of the church.

Activities of Presbytery

The goal of these tasks is to ensure that the work of Presbytery proceeds smoothly and in good order. The committee:

1. Receives and considers requests for agenda time from Commission Chairpersons, members of Presbytery, guest speakers etc.
2. Co-ordinates Presbytery meeting times, programs, and locations. It is the Presbytery liaison with officials and caterers at proposed meeting places.
3. Co-ordinates the scheduling and assists in the planning of special Presbytery events.
4. Arranges covenanting, installation, and introduction or welcoming services.

Nominations

The practice of nominating people to positions of leadership is a critical discernment process. When contemplating the tasks listed below, those who nominate should bear in mind the Christian and United Church values of justice and theological perspective. It is hoped that the nominations process will include a deliberate engagement with the goal of working towards creating an intercultural environment that seeks to include a diversity of backgrounds, ages, and world views among Presbytery officers, committee chairs and members, and Commission chairs and members. As they do this work the Committee should:

1. Ensure that Presbytery and its Commissions have adequate human resources to do their tasks
2. Attempt to match human resources to tasks with the concurrence of Presbytery
3. Review the nominations procedure annually
4. Present a complete slate of officers and Commission chairpersons at the March meeting of Presbytery
5. Nominate the membership of Presbytery Commissions at the May Executive meeting
6. Receive resignations during the year and submit nominations to fill vacancies to Presbytery for approval
7. Submit to Conference the names of those people who have been elected to represent Living Waters Presbytery on Conference Committees (after the March meeting) and/or fill vacancies as needed
8. Consult and work with the Camp Big Canoe Board to present nominations of Directors (up to five as per the camp By-Laws) for the Camp Big Canoe Corporation at the Annual meeting of the Corporation and to the Presbytery
9. Run the procedure for the nomination of Commissioners to General Council when required
10. Present names of lay members to Conference. The majority of these people shall previously have been elected to represent a Pastoral Charge or other United Church ministry to Presbytery. Those elected shall be in full church membership and shall be chosen at a regular meeting before the meeting of Conference by such method as the Presbytery shall determine.¹¹

¹¹ For further details see The Manual - Basis 6.4.13 and section 323

Communications

The goal of this committee is to develop and/or implement communication methods that will enable the Presbytery, the Commissions, and Pastoral Charges to fulfil their missions. Specific tasks include some of the following.

1. Foster and encourage the use of mass media/new media to provide information about the United Church.
2. Educate Presbyters about media and communications policy.
3. Assist Presbyters in the development of methods of communicating the work and concerns of Presbytery to the Congregations and Pastoral Charges from which they come.
4. Issue a Presbytery newsletter in print and/or electronic form 4 times per year.
5. Prepare and issue news releases to the mass media upon request of the Court or the Executive.
6. Act as a liaison between Presbytery and any other United Church publications to which the Presbytery should be submitting information about its work.
7. Co-ordinate a Presbytery Website and maintain it.

Finance¹²

The goal of this body of work is to encourage thoughtful, prayerful, and appropriate use of financial resources. Like nominations, this work needs to be done in a manner of thoughtful group discernment. The Treasurer should be especially involved in this work but not solely responsible for doing it all. The financial responsibilities include:

1. Supervising and assisting in the work of the Treasurer.
2. Managing the financial resources and responsibilities of Presbytery.
3. Recommending to Presbytery an annual budget for the work of the Presbytery and its Commissions including an accurate depiction of funds available and their source.
4. Acting as a consultant to congregations and Presbytery Commissions on financial matters as requested and appropriate.
5. Presenting a year end financial statement to the Presbytery (preferably during the February meeting).

¹² Manual 383, 384 and 328

Proposals and Appeals¹³

Many decisions are made in the course of doing the business of the United Church. There is a process for appealing some of the decisions made by the different courts of the church. Presbytery has a role in this as well. The Co-ordinating Committee is responsible for bringing these Appeals before the appropriate body within Living Waters Presbytery whether that is the full Court, or the Executive. To give you a sense of what this means below are some grounds for appeal according to The Manual (section 76).

Grounds for Appeal

Grounds for Appeal are:

- i. The Court that made the Decision against which the Appeal is being made to consider the matter as completely as practicable;
- ii. The Decision was not in accordance with the rules of natural justice;
- iii. The Decision could not reasonably be reached on the evidence;
- iv. The Decision was not in accordance with the Polity of the United Church; or
- v. The availability of evidence that could not reasonably have been adduced and that might be relevant.

It is important to note that not every Decision is subject to Appeal. Section 77 of The Manual outlines a series of items that are not subject to Appeal. When considering Appeals, Sections 76 and 77 of The Manual should be carefully consulted. Once again, it is not the duty of the Co-ordinating Committee to hear Appeals; they are simply tasked with bringing Appeals to the appropriate body of Presbytery. Below is a basic outline of the duties of Presbytery in the Appeals process.

1. To receive and dispose of Proposals and Appeals from the lower Courts.
2. To transmit Proposals and Appeals to the higher Courts.
3. To deal with matters sent down by the higher Courts.
4. To consult with anyone wishing to prepare a Proposal or Appeals for transmission.

¹³ Manual 6.4.2, 6.4.3, and 320, 321, 331

LIVING WATERS

PRESBYTERY

COMMISSIONS



As the deer pants for streams of water, so my soul pants for you, O God.

My soul thirsts for God, for the living God.

When can I go and meet with God?

My tears have been my food day and night, while men say to me all day long, "Where is your God?"

These things I remember I pour out my soul: how I used to go with the multitude, leading the procession to the house of God, with shouts of joy and thanksgiving among the festive throng.

Why are you downcast, O my soul?

Why so disturbed within me?

Put your hope in God, for I will yet praise him, my Saviour and my God.

Psalm 42:1-6

Congregational Life Commission

This is the covenant that I will make with the house of Israel after those days, says the Lord: I will put my laws in their minds, and write them on their hearts, and I will be their God, and they shall be my people. And they shall not teach one another or say to each other, "Know the Lord," for they shall all know me, from the least of them to the greatest.

Hebrews 8:10-11



The commission will consist of:

- Chairperson or Co-Chairpersons
- Commission Secretary
- United Church Women Presbyterian Representative
- Members of Presbytery

Purpose:

This Commission keeps records of all the Pastoral Charges, makes regular visits to Pastoral Charges, and works with ministry personnel. It is empowered to do the administration of Presbytery business including those things related to "real property", Pastoral Charge records, Archives, plans of organisation, Proposals, and pastoral oversight.¹⁴ The Commission works closely with the Vision and Church (Re)Development Commission to promote vital and faithful congregations. The Program Minister and the Personnel Minister support them in this work. The details of these duties are laid out below.

¹⁴ Manual Basis 6.4.1

Property¹⁵

The Congregational Life Commission is empowered to oversee the real estate properties within Presbytery. The Commission is a sounding board, a body of sober second thought, and a resource to Pastoral Charges in these matters including the items listed below.

1. Receive (and make recommendations to Presbytery on) all applications to mortgage, buy, build or modify buildings and property.
2. Review financial plans for all buildings projects and make appropriate recommendations to Presbytery.
3. Communicate to congregations concerns about insurance of properties including liability issues and directors insurance.
4. Review the use of all church properties including rental agreements of Manses.
5. Maintain records on all manses and their furnishings according to *The Manual*, review and report manse conditions annually on a rotating basis, and insure that each Pastoral Charge has a manse or its equivalent.
6. Inspect church manses when a change in Pastoral Relations involves occupancy of the manse and advise the Pastoral Charge of renovations or repairs that are needed.
7. Communicate with Congregations, Pastoral Charges, or Missions considering or involved in amalgamations, realignment, reconstitution, relocation, or disbanding and submit recommendations flowing from those meetings to Presbytery.

Pastoral Charge Records¹⁶

Churches are a repository of important information including marriage, death and baptism registers. They are also required to keep track of their activities so that they may be accountable to Presbytery. Therefore the Commission is responsible for inspecting and certifying all records of Pastoral Charges on a regular rotating basis, including registers and meeting minutes.

Archives & History¹⁷

This Commission is tasked with overseeing the disposition of archives and records of Presbytery and Pastoral Charges. They do this by:

1. Identifying and recommending buildings that should be historic sites of The United Church of Canada to the appropriate body within The United Church of Canada.
2. Encouraging interest, and sharing expertise, in preparing and maintaining accurate histories and records of congregations.
3. Promoting celebrations of significant historical events in the Church's history including events at Pastoral Charges, Presbytery, Conference, and United Church of Canada celebrations.

¹⁵ Manual 386, 391, 334, 335, 250 to 262, 265 to 272 and Manual Appendix II (Trusts of Model Deed)

¹⁶ Manual 7.6.2

¹⁷ Manual 380, 328, 384

Plans Of Organisation¹⁸

Plans of organisation are critical to the good order of Pastoral Charges. This Commission is tasked with ensuring that Pastoral Charges have taken the appropriate action. The Commission should:

1. Review the plans of organisation of Congregations within its jurisdiction to ensure that they are in essential agreement with *The Manual*.
2. Examine and review new and revised constitutions received from Pastoral Charges and report to Presbytery.

Pastoral Oversight¹⁹

Pastoral oversight means to maintain oversight of Pastoral Charges within the jurisdiction of Presbytery including reviewing their records and ensuring that Pastoral Charges comply with the policies and Polity of the United Church. Because Living Waters Presbytery is very large, the reporting and communication work of this Commission is critical. Every effort should be made to complete all of the important tasks below. The Commission should:

1. Offer support, encouragement, and counsel to Pastoral Charges and ministers by meeting with members of the Order of Ministry, and representatives of Official Boards at least once every three years.
2. Present to Presbytery (early in the year) a schedule of Pastoral Charges to be visited.
3. Visit Pastoral Charges preferably in groups of three including at least one member of the Order of Ministry. It may also be appropriate to try and include a member of the Personnel Commission on these visits.
4. Provide training to Presbytery visitors to Pastoral Charges. This training should include information on how to be active listeners, what questions to ask to ensure that a Pastoral Charge is in compliance with United Church policy, how to write reports, and what to do with the reports once they are written.
5. Submit written reports (to Pastoral Charges visited and to Presbytery) and recommend appropriate action when necessary.
6. Submit relevant data from triennial visits to the Secretary of Presbytery for inclusion in the annual report to the Executive Secretary of Conference.
7. Receive 3 copies of the Annual Report from each Pastoral Charge each year.
8. Reviews the information received in the annual reports and prepares a report to Presbytery celebrating significant events and progress, reviewing key issues, and recommending action where this is deemed appropriate and necessary. The Presbytery, in turn, will convey its findings to the Executive Secretary of Conference by May of each year before the Annual Meeting of Conference.
9. Forward to the Personnel Commission any concerns about pastoral relationships between Pastoral Charges/Congregations and Presbytery Accountable Ministry Personnel.
10. Co-operate with the Personnel Commission to help Pastoral Charges prepare for changes in pastoral relations by visiting a charge together when a change has been requested.

¹⁸ Manual 332

¹⁹ Manual 6.4.1, 6.4.11 and 065-077 and 332, 333, 363

New Pastoral Charges and Missions

New Pastoral Charges and Missions are usually overseen directly by the Vision and Church (Re)Development Commission. However, there is some overlap. The Congregational Life Commission is jointly responsible for good communication about these items.

*I am of the opinion that my life
belongs to the community, and as
long as I live it is my privilege to
do for it whatever I can.*

George Bernhard Shaw

*Come out of the circle of time
And into the circle of love.*

Rumi

Vision and Church (Re) Development Commission



He put before them another parable: "The kingdom of heaven is like a mustard seed that someone took and sowed in his field; it is the smallest of all the seeds, but when it has grown it is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches."

Matthew 13:31-32

The Commission will consist of:

- Chairperson or Co-Chairpersons
- Commission Secretary
- Members of Presbytery
- One representative each from any Mission or Pastoral Charge undergoing significant development or redevelopment as determined by the commission.

Purpose:

The Commission has been formed to advise and equip the emerging ministries within our Presbytery and the denomination of The United Church of Canada (UCC). This Commission is also tasked with the vital role of equipping and engaging congregations who are in the midst of considering how to redevelop or revitalise their ministry. Our context is changing. The Vision and Church (Re)Development Commission will help us to understand and respond to those changes.

Crossroads

*Bushes burn; waters part; clouds lead.
God calls in many ways.
We get comfortable and settled
and God surprises us.
God's nudges cannot be ignored.
And though they interrupt our ordered lives
we have to trust... and follow.
And sometimes it feels like a journey
even when we stay in the same place.
Everything begins and ends in God.
And so we give thanks.
For the past we shared and the future to come.*

Nina Fulford

Vision

Vision is about discerning God's will and communicating that understanding in order to keep the Presbytery oriented to God's will for the church. This relates not only to new congregations (or redeveloping ones) but also to the work of the Presbytery as a whole. This work includes:

1. Recommending to Presbytery by presentation any recommendations for a new vision (mission) within the bounds of Presbytery.
2. Consulting with Pastoral Charges, Living Waters Presbytery, other Presbyteries of the United Church, civil authorities (e.g., Statistics Canada), and any other appropriate bodies as to the emerging patterns of community growth within Living Waters Presbytery. This should be done periodically. From such studies, this Commission should bring forth recommendations for appropriate action dealing with development, redevelopment/revitalisation (including amalgamations), or closure.
3. Working collegially with all Congregations and Commissions of Presbytery who request support for new ministries.
4. Co-ordinating opportunities for church development in new and existing congregations.
5. Being active partners with others TUCC, other Presbyteries, Conference, and General Council.
6. Developing a mission strategy for the Presbytery and reviewing this annually in light of the above goals.

New Church Development

There are several new Missions and relatively new Pastoral Charges within the bounds of Living Waters Presbytery. Each one has unique needs. However, they all require support and accountability as they move forward developing their ministry. This Commission has direct oversight of these projects. This work includes:

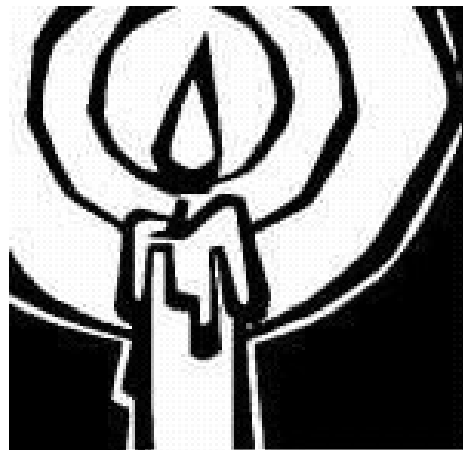
1. Present opportunities to Presbytery to form new Pastoral Charges, Congregations, or Missions, subject to motions passed and the regulations the General Council may put in place. Before forming a Pastoral Charge, Congregation, or a Mission, or before approving the change of site of a church, edifice, or manse, the New Church Vision and (Re) Development Commission shall be required to hear and consider the representation of any Pastoral Charge or Congregation that may be affected by the proposed action.
2. To have a list of available sources of funding to support the goals of the Congregations in their quest for new initiatives.
3. To co-ordinate opportunities for church development in new and existing Congregations.
4. To work with the appropriate church bodies to buy/sell church sites and recommend needed congregational facilities.
5. To lead in the establishment of new Congregations or division of existing multi-point Pastoral Charges.
6. To dispose of petitions to enter the United Church from congregations connected with other churches. When such a petition is received, accompanied by a

certified roll of church membership, the Commission shall appoint a committee to meet with the petitioners to inquire into the freedom of the Congregation to seek admission, the regularity of its procedure in the premises, and its approval of the distinctive principles, government, and ethos of the United Church. If the Vision and Church (Re)Development Commission is satisfied with the report of the Committee on these matters and approves the petition, then they will bring it to the whole of Presbytery for their approval of the petition. If approved Presbytery then declares the Congregation to be a Congregation of the United Church, subject to the approval of the General Council.

(Re)Development

Redevelopment or revitalisation is a multi-faceted ministry. It includes visioning, grief work, discernment, and listening; Pastoral Charges require a non-anxious pastoral presence to make difficult decisions. These things may require the co-ordination of work from other Commissions including the Congregational Life Commission and Personnel Commission. However, it is the responsibility of the Vision and Church (Re) Development Commission to act as the main point of contact in these matters. This work includes the following.

1. Listening deeply to the concerns and needs of struggling congregations.
2. Celebrating the successes of redevelopment or revitalisation.
3. Acting as a resource for congregations (e.g., having a list of available sources of funding to support the goals of the Congregations in their quest for new initiatives).
4. Working with the appropriate Church bodies to buy/sell church sites and recommend needed congregational facilities.
5. Working with existing Pastoral Charges who wish to revitalise their ministry.



Community Connections and Right Relationships Commission



He said, "In a certain city there was a judge who neither feared God nor had respect for people. In that city there was a widow who kept coming to him and saying, Grant me justice against my opponent. For a while he refused; but later he said to himself, Though I have no fear of God and no respect for anyone, yet because this widow keeps bothering me, I will grant her justice, so that she may not wear me out by continually coming. And the Lord said, "Listen to what the unjust judge says. And will not God grant justice to his chosen ones who cry to him day and night? Will he delay long in helping them? I tell you, he will quickly grant justice to them. And yet, when the Son of Man comes, will he find faith on earth?"

Luke 18:1-8

The commission will consist of:

- Chairperson or Co-Chairpersons
- Commission Secretary
- Mission Support Convenor
- Members of Presbytery

Purpose

The purpose of this Commission is to respond to social issues and provide support for social justice and public witness efforts in Living Waters Presbytery, Toronto Conference, Canada, and the world. The Commission will encourage the faithful response of Living Waters Presbytery in areas of social justice. This Commission will also oversee ecumenical connections and working with community groups in order to encourage and foster right relationships. The Community Connections and Right Relationships Commission lives out the challenge to be a part of God's mission in the world especially in mending broken relationships.

Social Justice

Social justice has long been a focus and a source of identity for the United Church. Social justice includes (but is in no way limited to) concern for poverty, environmental issues, peace, and exploitation of the human condition. To do this, the Commission:

1. Helps Living Waters Presbytery determine priorities among emerging social justice concerns.
2. Provides accurate information and research data on emerging social justice concerns.
3. Provides action plans for Presbytery to consider.

Mission and Service (M&S)

The Mission and Service fund is the main vehicle for funding the work of the United Church. Some of the funds go to church administration and support, some go to funding specific Congregations, and some go to supporting programs that address social or humanitarian needs. The M&S fund is the main vehicle by which we are enabled to act on our concerns for social justice, ecumenism, and right relationships. Therefore, it is the task of this Commission to support, promote, and consider requests to the Mission and Service fund. This includes:

1. Promoting education and support of the Mission and Service Fund.
2. Supporting and assisting the mission support convenor by:
 - a) reviewing requests for financial assistance and making recommendations to the Presbytery about budgets of Pastoral Charges, special ministries, and institutions within the bounds of Presbytery.
 - b) reviewing requests and making recommendations about loans and grants from the Capital Assistance Fund.
 - c) reviewing requests and making recommendations re expenditures on real property.
3. Ensure that Pastoral Charge M&S Objective forms are prepared and distributed at the November meeting of Presbytery (or otherwise forwarded to the Pastoral Charge).
4. Report Congregational, Presbytery, Conference and National Mission and Service totals.
5. Create and maintain a prayer cycle for the work being funded by M&S and distribute it to congregations so that the work of the church is grounded in prayer.
6. Plan at least one learning event per year related to M&S.
7. Create and maintain a "speaker's roster" on topics related to M&S.
8. Create and maintain a list or network of M&S enthusiasts who can share ideas with each other or pass them along to share with the wider church.
9. Pass along good ideas for M&S promotion through the Presbytery.

Right Relationship

The crux of all of the work of this Commission comes down to how we are with each other. Phrases like "holy manners," "striving for justice," and "intercultural ministry," or words like respect, love, understanding, openness, and dialogue are

the beginnings of and the gradual working out of right relationships. This Commission:

1. Promotes knowledge and concern for ecumenical, interfaith, and intercultural affairs with Pastoral Charges. They may also work with other organisations through workshops, literature, and communication.
2. Encourages meaningful and reciprocal relationships with First Nations Councils within the bounds of Presbytery including the "Pinawa Group."
3. Supports and promotes ethnic ministries and specialised ministries. The United Church of Canada offers support to these explicitly contextual ministries in their striving to nurture faith, to foster vigorous mission and service, to share the Gospel, and to serve justice. This may include assisting ethnic ministry Congregations and Missions to faithfully respond to the ministry needs and gifts of their various generations. It may also include the mutuality of reciprocal relations with ethnic ministries within the bounds of Living Waters Presbytery by promoting God's mission as an intercultural church.
4. Encourage a yearly pulpit exchange between interested congregations na Ministry Personnel.

Peace is not the absence of war; it is a virtue; a state of mind; a disposition for benevolence; confidence; and justice.

Spinoza



Personnel Commission²⁰

The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.

Ephesians 4:11-13

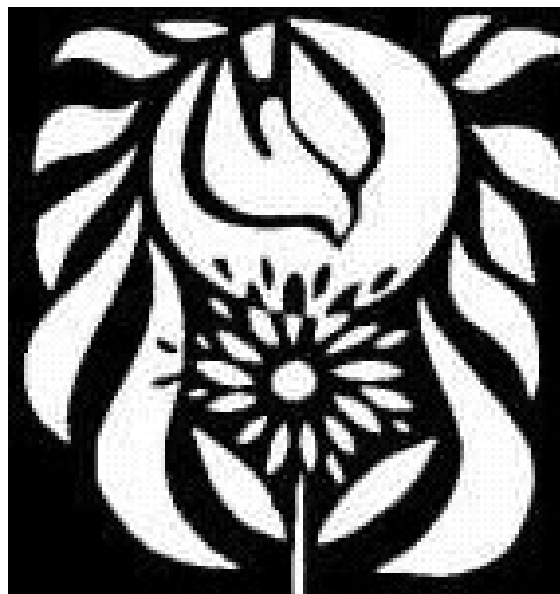
The commission will consist of:

- Chairperson or Co-Chairpersons
- Commission Secretary
- Members of Presbytery

Purpose

This Commission works very closely with the Personnel Minister who provides training and support. The purpose of the Personnel Commission is to provide caring and facilitating systems for the support of Students, Candidates, Inquirers and Ministry Personnel by faithfully overseeing the areas of:

- Pastoral Relations (to facilitate the continuous provision of healthy ministry to all Congregations within Living Waters Presbytery)
- Personnel policy and procedures
- Education of candidates for the Order of Ministry (including discernment of call and internships)
- Discernment for those approaching retirement
- Pensions



²⁰ Manual References for the work of this Commission may be found in the Appendix: The Manual References for Personnel

Pastoral Relations

The first step in pastoral relations is the establishment of respectful and healthy relationships between Presbytery, Pastoral Charges, and their Ministerial Staff. Some of the tasks that are part of this are:

1. Promoting a culture of collegiality (including encouraging mentoring of new ministerial personnel).
2. Providing consultation for Congregations in matters of personnel or candidacy for ministry.
3. Supporting and nurturing congregational Ministry and Personnel Committees (often called M&P) through training and consultation.
4. Being available for advice and consultation with members of Pastoral Charges and with Ministry Personnel.
5. Appointing to the Conference Settlement Committee 1 member of the Order of Ministry and 1 Lay member from this Commission to represent Presbytery on the Conference Settlement Committee that meets 3 or 4 times per year.
6. Ensuring that, as far as reasonably possible, every Pastoral Charge shall have a pastorate without interruption by making, where appropriate, an appointment to a Pastoral Charge, Mission, or Outreach Ministry of one of the following: a Designated Lay Minister; a Candidate Supply, Intern Supply, or Student Supply; a Diaconal Supply or Ordained Supply; or a United Supply (including retired Supply and Interim Ministers).
7. Providing an appointee of this Commission to preside over any meeting of a Pastoral Charge duly called to consider the pastoral relationship.
8. Implementing the pastoral relations guidelines when any request for a significant change in conditions of employment or change in Pastoral Relations is received.
9. Listening to and interviewing ministers completing their appointments.
10. Reviewing salary benefits, pension requirements and housing allowances of Ministry Personnel.
11. Appointing representatives to Joint Needs Assessment Committee (JNAC) and Joint Search Committees (JSC). Those representatives do not need to be members of the Commission.
12. Receiving applications for licenses to perform sacraments and weddings and recommend action to Presbytery.
13. Ensuring that items such as marriage licenses and police records checks are kept up to date.
14. Communicating to the appropriate bodies the names of ministers seeking readmission to The United Church of Canada or admission from other denominations.

Education

Ministry is a lifelong process of education. However, there are specific requirements for different kinds of ministry within the United Church. This Commission undertakes to support all those considering their call to ministry or those who are life long learners in ministry with their educational objectives and needs. To do this the Commission:

1. Promotes the Order of Ministry as a vocational choice.
2. Provides consultation for Congregations in matters of personnel or candidacy for ministry.
3. Oversees the training and supervision of licensed Lay Worship Leaders.
4. Receives and processes applications from persons wishing to become a Candidate for the Order of Ministry or Designated Lay Ministry.
5. Provides helpful, caring liaison for candidates in training.
6. Arranges annual interviews with the Commission and with the Conference Interview Committee when required.
7. Evaluates all candidates annually and makes recommendations to Presbytery regarding their status.
8. Seeks out and approves internship sites within the Presbytery and appoints trained supervisors to work with interns.
9. Supports internship networks in order to ensure that students are well supported in their journey.
10. In co-ordination with the Spiritual Development Commission, promotes a culture of continuing education and life long learning.
11. Provides information re grants for life-long education for lay persons and Ministry Personnel.

Retired Personnel, Retained on the Roll, and Pensions

The vocation of ministry is considered to be lifelong. This includes ministry to those who have offered their service and gifts to the church. This Commission is in communication with all United Church pensioners and retiree networks in order to provide support and honour their past contributions. This is done through:

1. Annual recognition services
2. Retiree luncheons
3. Discernment with those approaching retirement
4. Promoting events for retiring or retired Ministry Personnel

*Go to the people. Learn from them.
Live with them. Start with what they know.
Build with what they have.
The best of leaders when the job is done,
when the task is accomplished,
the people will say we have done it ourselves.*

Lao Tzu

Spiritual Development Commission

I appeal to you therefore, brothers and sisters, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewing of your minds, so that you may discern what is the will of God--what is good and acceptable and perfect will of God.

Romans 12:1-2

The Commission will consist of:

- Chairperson or Co-Chairpersons
- Commission Secretary
- One representative to Living Waters Presbytery Camp Board of Directors
- Members of Presbytery

Purpose

This Commission is tasked to encourage and facilitate faith development and spiritual growth in order for persons of all ages to live out the Gospel in their lives and the lives of their communities. The Commission will place an emphasis on Presbytery identified areas of need such as youth ministry and intercultural ministry.



Wilderness Path

I thought that making Christ my guiding star
would fill my life with simple choices.
I thought that being a disciple would
eliminate conflicting voices.

Instead, I struggle each and every day.
Inside I stretch and pull apart
at every seam, not always strong,
but need my Christ within my heart.
Christ calls, but do I go, right now,
or wait until all the other pieces
of my life fit well together?

There is a sword that cuts my heart
and severs me sometimes from all I love.

And yet it is about deep love in which we live.
It is about trusting that love.
And not worrying about rejection
by those we thought were friends
or wilderness.

For there is no wilderness without a path
... a path into God's presence.

Nina Fulford, 08 06 11

Christian Education

As noted in the work of the Personnel Commission, there is an expectation that spiritual development is part of a lifelong learning process. This includes all church members and adherents, ordered ministers, lay leaders, staff, and volunteers.

Education and learning take place at all stages of life. This Commission works to:

1. Promote a culture of lifelong spiritual development and education for all.
2. Inform Congregations and Presbytery of events, programs, and resources available.
3. Encourage Congregations to use publications and resources that originate from The United Church of Canada or reflect our particular theological emphasis (e.g. The United Church Observer, AVEL).
4. Develop and promote adult, youth, and child-focused resources and opportunities.

Youth Ministry

Youth ministry is identified as a particular concern in Living Waters Presbytery. The Spiritual Development Commission is tasked to respond to this by:

1. Establishing and nurturing a youth network throughout the Presbytery.
2. Facilitating workshops, at least once a year, in areas of worship, evangelism, stewardship, Sunday School education, and/or leadership training.
3. Receiving applications as required (to select and present for approval by Presbytery, youth delegates) for Conference and General Council and encouraging attendance at these events.

Camping Ministry

Camping gives everyone, but especially children and teens, a chance to learn life skills, build relationships, and connect with God's creation in a unique and life changing way. Support for this ministry is an important part of Presbytery's work. The Spiritual Development Commission:

1. Acts as liaison between Presbytery and the Camp Big Canoe Board of Directors as per the By-Laws of the camp Corporation
2. Meets with the Camp Big Canoe Board of Directors as "the Corporation of Camp Big Canoe" for the purposes of electing the Board of Directors; receiving the annual report and budget. See the Constitution & Government of Living Waters Presbytery Camp for full listing of responsibilities

APPENDIX I
Presbytery Membership

Manual 310 (2007)

Membership. The Presbytery shall consist of:

(a) Members of the Order of Ministry:

- i. who have been settled in Pastoral Charges, Missions, or Outreach Ministries within the jurisdiction of Presbytery; (Basis 6.1.1)
- ii. who have been appointed to special ministries of other United Church appointments by General Council, or by a Conference, a Presbytery, or an institution of the United Church; (Basis 6.1.2)
- iii. who have been appointed by the Presbytery to serve a Pastoral Charge, Mission, or Outreach Ministry within the jurisdiction of the Presbytery; (Basis 6.1.3)
- iv. who are retired; (Basis 6.1.4)
- v. who, at the time of commissioning to the Diaconal ministry of education, service, and pastoral care, or ordination, have been granted leave for post-graduate studies, until subsequent action by the Transfer Commission; (Basis 6.1.5)
- vi. of another denomination whose credentials have been approved in accordance with the procedures established by General Council and who have been appointed by the Presbytery to a Pastoral Charge, Mission, or Outreach Ministry within its jurisdiction; (Basis 6.1.6) or
- vii. who have been retained on the rolls of Presbytery and Conference by Decision of the Conference; (Basis 6.1.7) and

(b) lay members of the United Church

- i. appointed by Presbytery as Designated Lay Ministers to serve a Pastoral Charge or other Presbytery Recognised Ministry with the jurisdiction of the Presbytery; (Basis 6.2.1)
- ii. who are Candidates appointed by Presbytery to serve a Pastoral Charge, Mission, or Outreach Ministry within the jurisdiction of Presbytery; (Basis 6.2.2)
- iii. receiving long-term disability benefits as a result of a disability that occurred at the time they were serving as Designated Lay Ministers within the jurisdiction of Presbytery; (Basis 6.2.3)
- iv. appointed to administrative or program staff positions by a Court if the United Church; (Basis 6.2.4)
- v. appointed by Pastoral Charges and missions of the United Church, whether or not the Pastoral Charge or Mission is served by a member of the Order of Ministry. Such representatives are to be appointed on the following basis for each Pastoral Charge or Mission:
 - (1) one (1) representative from each Congregation with 100 or fewer resident members;

- (2) two (2) representative from each Congregation with between 101 and 200 resident members;
- (3) three (3) representative from each Congregation with between 201 and 300 resident members;
- (4) four (4) representative from each Congregation with 301 or more resident members; (Basis 6.2.5)
- vi. appointed, on the same basis as those in paragraph 310(b)v., by an inter-denominational congregation or mission, including Canadian Forces Bases, in which the United Church is one of the participating denominations and which is recognised by Presbytery; (Basis 6.2.6)
- vii. representing each of the following: the Presbyterian United Church Women, the Presbytery United Church Men, or those organisations that are their successors, one (1) from each; (Basis 6.2.7)
- viii. representing youth and young adults, selected as follows; at least one (1) youth representative (age 13 to 18 years) and at least one (1) young adult representative (age 18 to 30 years); (Basis 6.2.9)
- ix. one (1) representative from each Outreach Ministry within the jurisdiction of the Presbytery; (Basis 6.2.9) or
- x. who are Past Moderators who reside within the jurisdiction of the Presbytery; (Basis 6.2.10) and
- xi. up to ten (10) lay members at large appointed by the Presbytery (Basis 6.2.11)

Manual 311 (2007)

Corresponding Members. The Presbytery shall include as Corresponding Members:

- (a) lay Overseas Personnel for whom it is their home Presbytery; (Basis 6.3.1)
- (b) Candidates for the Order of Ministry sponsored by the Presbytery who are not appointed to a Pastoral Charge, mission, or Outreach Ministry; (Basis 6.3.2) and
- (c) one (1) representative from the Board, or equivalent administrative body, for each camp or outdoor ministry programme within its jurisdiction that is owned or operated by the United Church. (Basis 6.3.3)

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