

**NORTHERN WATERS PRESBYTERY
TORONTO CONFERENCE**



HANDBOOK

Northern Waters Presbytery Handbook

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Introduction

revised: June 30/09

The Presbytery is the Court of the Church which oversees the business of the Pastoral Charges and Congregations within its boundaries, and assists those Pastoral Charges in carrying out the mission of the United Church of Canada. Northern Waters is one of 4 Presbyteries within Toronto Conference. This handbook is an outline of the specific committees and volunteer positions which help us to do the work of the Presbytery. This handbook should be used alongside the United Church of Canada Manual, commonly called “The Manual”. The Manual gives specific instructions on who is responsible for what work, and how that work is carried out. It is the Presbyters, elected by their congregations or serving as Ministry Personnel within the boundaries of the Presbytery, along with the staff deployed to the Presbytery by Toronto Conference who are responsible for the governance, administration and program related work within the Presbytery.

Definitions

Some Definitions that might be helpful: (see the manual section 001 for more complete definitions)

Commission – a group of members with the power to make decisions on behalf of the presbytery, within the areas of responsibility assigned to that commission per their terms of reference. Decisions made by the Commission shall be reported to Presbytery for recording in the minutes of the Presbytery. Such decisions are not debatable. (Manual sec. 374)

Committees – a group of individual Presbytery members working with a defined Terms of Reference, with the power to make recommendations to the Commission they are accountable to.

Corresponding Member – a person who sits on a Committee with privileges defined by that Committee’s Terms of Reference under Committee Membership. Corresponding members may not move, second or vote on a motion. They are not counted when determining quorum for a meeting.

Ex-officio Membership – means full membership by virtue of office. Privileges for volunteers who are ex-officio are those of full members, unless specified otherwise in the Terms of Reference for the committee, or in their position description. Staff may be Ex-officio Members of Committees/Commissions, in which case they would have voice but no vote, and would attend meetings at the invitation of the Chair. Staff will receive all notices of meetings & minutes for all committees for which they are ex-officio members.

Program Circle – a group of individuals whose work will be focused in a specific program area, offering support to congregations. Circles make decisions pertaining to their own area of work only, and refer any decisions affecting the whole of Presbytery or the budget to the Governance Commission.

Secretary – to sign all documents on behalf of the Presbytery, except where the Chair of PCS or Governance has been designated as Secretary related to Education & Students & Pastoral Relations work.

Staff – Staff refers to paid staff working in the Presbytery Office. Staff is accountable to the Conference, but is deployed to the Presbytery.

Vision

revised: June 14/09

Northern Waters Presbytery will be working over the next few months to discern their vision. Once that work has been done that vision will be printed here, and will guide us as we worship, work and fellowship together as Northern Waters Presbytery, within the Toronto Conference of the United Church of Canada.

Responsibility of Members of Presbytery

All those serving as Presbyters are expected to assist in the work of the Presbytery by serving on a Commission, Committee or a Program Circle. It is up to each member to determine where their gifts and interests lie, and to indicate that to the Open Doors Committee, who serve as the Nominating Committee for the Presbytery.

Each Presbyter is accountable to the Court of Presbytery and to the Congregation they represent. This responsibility includes attendance at Presbytery meetings and meetings of the Commissions, Committees or Program Circles to which they have been assigned. It is the responsibility of every Presbyter to respond when an invitation to a meeting is made, either affirming their attendance or sending their regrets to the meeting. This is important for the planning of the meeting, particularly when a meal is being planned.

All Presbytery Correspondence is to be sent to the Presbytery office, so that it can be logged and distributed to the appropriate person or committee.

Northern Waters Presbytery

P.O. Box 10038

56 Victoria Street East

Alliston, ON L9R 0B7

Contact Information

Revised: June 30/09

****To contact Presbytery offices, call Toronto Conference and enter the extension you wish to contact. Your call will be forwarded automatically.**

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Presbytery Offices

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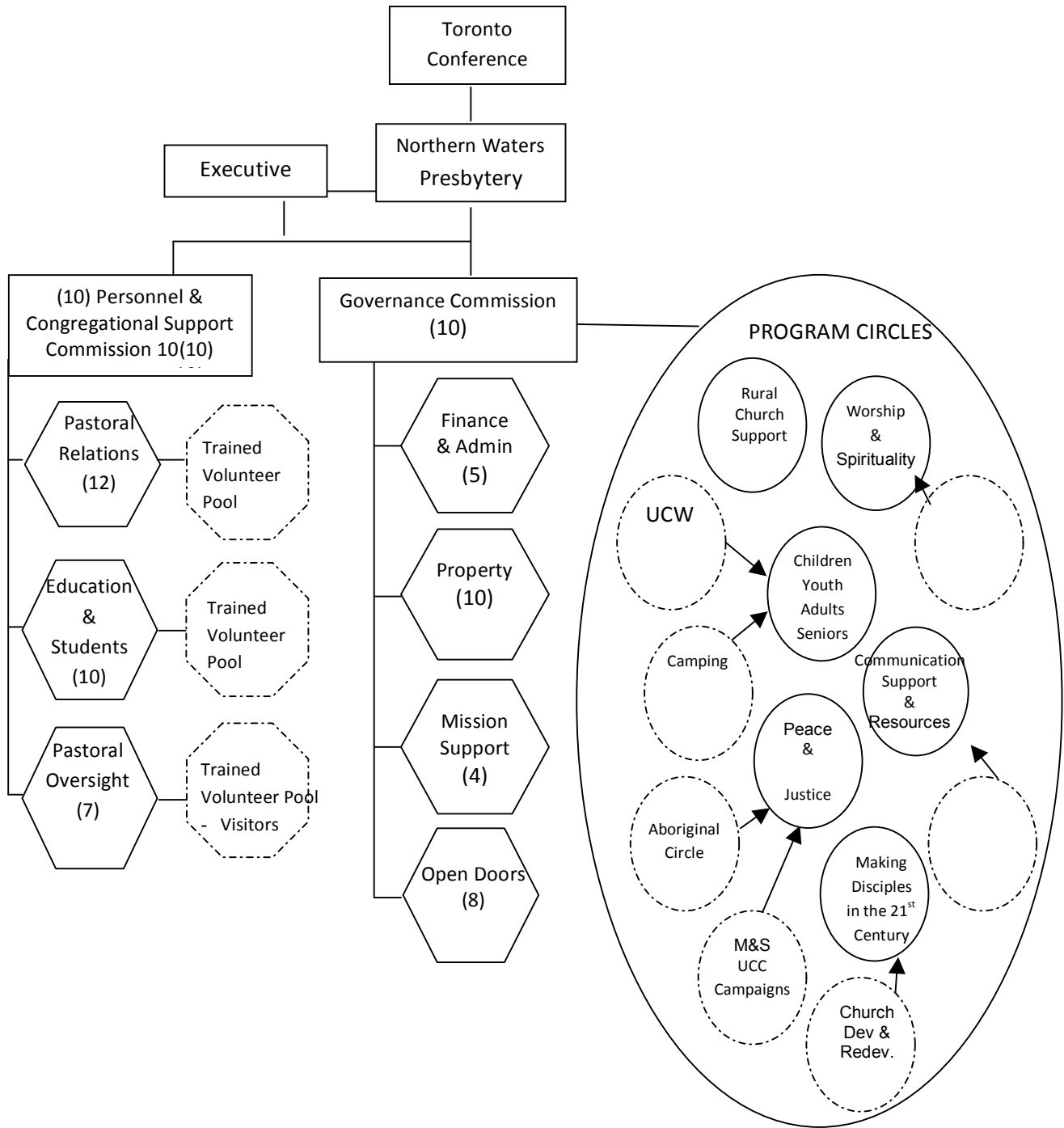
Listing of Pastoral Charges within Northern Waters Presbytery

Pastoral Charge	Ministry Personnel	Preaching Points
Acton: Trinity	1	1
Alliston: St. John's	1	1
Alton-Caledon	1	2
Angus	1	1
Annan-Woodford	1	1
Beeton: Trinity	1	1
Bolton	1	1
Bond Head-Newton Robinson	1	2
Caledon East	1	1
Camilla-Laurel- Mono Centre	1	3
Chatsworth-Massie	1	2
Cheltenham	1	1
Christian Island (NM)	1	1
Collingwood: Trinity	2	1
Cookstown- Thornton	1	2
Creemore-New Lowell-Avening	1	3
Dundalk-Hopeville	1	2
Durham (Knox)	1	1
Elmvale: St. John's	1	1
Erin	1	1
Flesherton-Eugenia	1	2
Georgetown, Ballinafad	1	1
Grand Valley (SM)	1	1
Grenfel	1	1
Holland Centre	1	1
Honeywood- Horning's Mills	1	1
Inglewood	1	1
Keldon-Monticello	1	1
Kemble, Sarawak, Zion-Keppel	1	3

Pastoral Charge	Ministry Personnel	Preaching Points
Kilsyth-Keady-North Derby	1	3
Kleinburg-Nobleton	1	2
Markdale (Annesley)	1	1
Marsville and Mimosa	1	2
Maxwell-Badjeros	1	2
Meaford	1	1
Midland: St. Paul's	1	1
Mono Mills	1	3
Nottawa-Rob Roy	1	2
Orangeville, Westminster	1	1
Owen Sound, Central	1	1
Owen Sound, Division Street	2	1
Owen Sound, First	2	1
Owen Sound, Knox	1	1
Palgrave	1	1
Rosemont: Trinity Centennial	1	1
Salem-Sandhill	1	2
Schomberg-Dunkerron	1	2
Shallow Lake	1	1
Shelburne	1	2
Stayner: Centennial	1	1
Thornbury (Grace)	2	1
Tottenham-Rich Hill	1	2
Walter's Falls-Temple Hill	1	2
Wasaga Beach	1	1
Woodbridge	1	1
Wyevale-Waverley	1	2
Camp Simpresca		

Total – 56 Pastoral Charges with 82 Preaching Points

Organizational Chart



**Terms of Reference
Northern Waters Presbytery**

Type: Commission

Presbytery Executive

Effective Date: July 1, 2009

Revision Date: April 14, 2009

Overview of Work to be done: The Executive Committee is the appeal committee of the Presbytery. The Executive will receive any appeals against the decisions made by the Presbytery Commissions.

They will deal with any reviews under Sections 333 or 363 of the Manual, official complaints where the Presbytery is the appropriate court of accountability, as well as any Formal Hearings (Manual Section 072, 073, 075) initiated within the Presbytery.

Accountable to: Court of Presbytery

Membership: Chair of Presbytery, Vice Chair of Presbytery, Secretary of Presbytery, 2 Members at Large (*may not be members of Governance Commission, Personnel & Congregational Support Commission, Pastoral Relations Committee or Pastoral Oversight Committee*)

Selection of Members: Chair, Vice Chair & Secretary are selected by virtue of their office. Members at large nominated by Open Doors Committee and elected by the Court of Presbytery

Frequency of Meetings: at the call of the chair, in person, by conference call or other technology as it develops.

Decision Making Authority:

The executive will have decision making authority on matters referred to them.

Reporting: All decisions made by the Executive will be reported to the Presbytery through Minutes of the Executive, circulated to all Presbyters. Minutes will be received at the next meeting of the Presbytery through a Governance Motion, and will be appended to the minutes of the Presbytery meeting.

Description of Responsibilities:

- To receive any requests for 333 or 363 reviews and to act upon them
- To appoint members to serve on a committee to conduct a Formal Hearing
- To receive any appeals concerning decisions of the Personnel & Congregational Support or Governance Commissions and to determine whether a decision will be revisited by the Commission or taken to the Court of Presbytery for decision.
- To refer any matters related to the work of the Presbytery to the appropriate Commission, Committee or Circle.
- To consult with the Conference Office, General Council or legal Council as required to make informed decisions

**Terms of Reference
Northern Waters Presbytery**

Type: Commission

Personnel & Congregational Support Commission (PCS)

Effective Date: July 1, 2009

Revision Date: June 30, 2009

Accountable to: Presbytery

Overview of Work to be Done: Provide leadership and direction to Pastoral Relations, Education & Students & Pastoral Oversight Committees, and a forum for discussion of concerns common to the training, recruitment and employment of ministry personnel.

Membership of Committee: Chair, 3 members each from Education & Students, Pastoral Relations & Pastoral Oversight.

Corresponding Members: Chair or Vice Chair of Presbytery

Presbytery Minister for Personnel Support (attends meetings at the request of the chair)

Selection of Members: Chair nominated by Open Doors Committee and elected by the Court of Presbytery annually.

3 Members each nominated by Pastoral Relations, Pastoral Oversight & Education & Students Committee and elected by the Presbytery.

Frequency of Meetings: Monthly or at the call of the chair – in person, by conference call or other technology as it develops.

Decision Making Authority: Based on recommendations from Pastoral Relations, Pastoral Oversight & Education & Students Committees, the PCS Commission has the authority to make decisions on behalf of the Presbytery.

Reporting: All decisions made by the PCS Commission will be reported to the Presbytery through Minutes of the Commission, circulated to all Presbyters. Minutes will be received at the next meeting of the Presbytery through a Governance Motion, and will be appended to the minutes of the Presbytery meeting.

Description of Responsibilities

- Approval of all Pastoral Relations forms and communication of these approvals to Presbytery
- Approval of all forms related to Candidates & Inquirers and communication of these approvals to Presbytery
- Facilitate communications between Pastoral Oversight and Pastoral Relations on matters of relevance to both committees
- Appoint representatives from the Court to the Conference Interview Board & Transfer & Settlement Committee.
- Oversee the work of the Pastoral Relations, Pastoral Oversight and the Education and Students committees to ensure the work they are doing is appropriate and complete.

Limitations: Only motions & decisions related to the work of the Education & Students Committee, the Pastoral Relations Committee or the Pastoral Oversight Committee may be approved by the PCS Commission.

**Terms of Reference
Northern Waters Presbytery**

Type: Committee

Education & Students Committee

Effective Date: July 1, 2009

Revision Date: April 3, 2009

Accountable to: PCS Commission

Overview of Work to be Done: to assist in the recruitment of, and oversee the training of suitable candidates for Ministry.

Membership of Committee: a minimum of 10 members including the Chair

Selection of Members: Members will self nominate, and will be appointed by the PCS Commission. The Commission may also approach members to serve on the Education & Students Committee based on their skills and gifts.

Frequency of Meetings: Monthly or at the call of the chair – in person, by conference call or other technology as it develops.

Decision Making Authority: the committee will make recommendations to the PCS commission for approval.

Reporting: All decisions made by the Education & Students Committee will be reported to the PCS Commission through Minutes of the Committee. Motions to be approved by the Commission will be accompanied by the appropriate paperwork.

Description of Responsibilities:

- Fulfil the responsibilities of the Education & Students Committee as described in the Manual (section 382)
- Process paperwork for Candidates, Inquirers, Lay Worship Leaders and related reports in a timely manner.
- Maintain files for all Inquirers & Candidates for Ministry.
- Conduct annual reviews for all Candidates for Ministry, including Candidates for Designated Lay Ministry.
- Provide for regular reviews and re-licensing of Lay Worship Leaders
- Provide training for members to serve on Discernment Committees
- Provide training and licensing for Sacrament Elders
- Work with the Pastoral Relations Committee to ensure suitable supervision for Pastoral Charges where Candidates, Designated Lay Ministers in Training and Student Supply ministers are appointed.
- Communicate to the appropriate bodies the names of ministers seeking readmission to the United Church of Canada or admission from other denominations.
- Receive applications for licenses to perform sacraments and weddings and recommend action to PCS Commission
- Recommend sites suitable for Internship and oversee the effectiveness of those sites

**Terms of Reference
Northern Waters Presbytery**

Type: Committee

Pastoral Oversight Committee

Effective Date: July 1, 2009

Revision Date: March 28, 2009

Accountable to: PCS Commission

Overview of Work to be Done: To offer support, encouragement and counsel to Pastoral Charges and Ministers by meeting with Members of the Order of Ministry, Personnel Committees and representatives of Official Boards at least once every three years.

Membership of Committee: a minimum of 7 Members including Chair

Selection of Members: Members will self nominate, and will be appointed by the PCS Commission. The Commission may also approach members to serve on the Pastoral Relations Committee based on their skills and gifts.

Frequency of Meetings: Monthly or at the call of the chair – in person, by conference call or other technology as it develops.

Decision Making Authority: the committee will make recommendations to the PCS Commission for approval.

Reporting: All decisions made by the Pastoral Oversight Committee will be reported to the PCS Commission through Minutes of the Committee.

Description of Responsibilities:

- Fulfil the responsibilities of Pastoral Oversight as described in the Manual (section 332)
- Receive and review a copy of the annual report for each Pastoral Charge in the Presbytery
- Conduct tri-annual reviews of each Pastoral Charge within the Presbytery and provide a written report to the Pastoral Charge in a timely manner.
- Provide training for Pastoral Oversight Visitors
- Work with the Pastoral Relations Committee to assist Pastoral Charges who may need or request the assistance of Presbytery

**Terms of Reference
Northern Waters Presbytery**

Type: Committee

Pastoral Relations Committee

Effective Date: July 1, 2009

Revision Date: March 28, 2009

Accountable to: PCS Commission

Overview of Work to be Done: To support the Ministry Personnel & Congregations of the Presbytery, to ensure healthy ministries. To make recommendations to the PCS Commission related to the Pastoral Relationships within the Presbytery and to process the appropriate paperwork.

Membership of Committee: a minimum of 12 members including the Chair.

Selection of Members: Members will self nominate, and will be appointed by the PCS Commission. The Commission may also approach members to serve on the Pastoral Relations Committee based on their skills and gifts.

Frequency of Meetings: monthly or at the call of the chair. Meetings may take place in person, by conference call or other technology as it develops.

Decision Making Authority: the committee will make recommendations to the PCS Commission for approval.

Reporting: All decisions made by the Pastoral Relations Committee will be reported to the PCS Commission through Minutes of the Committee. Motions for action by the PCS Commission will be made with accompanying paperwork.

Description of Responsibilities:

- Ensure that the responsibilities as set out in the Manual (section 389) are carried out in a timely manner
- Provide support to congregations in the area of Pastoral Relations
- Recommend approval of Pastoral Relations forms to the PCS Commission
- Appoint members to Joint Needs Assessment Committees (JNAC)
- Appoint members to Joint Search Committees (JSC)
- Appoint Members to Interim Ministry Committees (IMC)
- Recommend to the PCS Commissions the appointment of Pastoral Charge Supervisors where needed
- Arrange training events for Presbyters willing to serve on JNAC, JSC & IMC
- Arrange training events for M&P Committees within Congregations
- Conduct a periodic review of Housing Allowances within the Presbytery and work with congregations to ensure equitable allowances are paid to Ministry Personnel.
- Evaluate positions held by Designated Lay Ministers (formerly Staff Associates) to determine category of Ministry personnel. (refer to DLM Manual, 2009)

**Terms of Reference
Northern Waters Presbytery**

Type: Commission

Governance Commission

Effective Date: July 1, 2009

Revision Date: June 30, 2009

Accountable to: Presbytery

Overview of Work to be Done: Provide leadership and direction to the administrative committees of the Presbytery and provide a forum for discussion of issues common to those committees and the congregations within the Presbytery.

Membership of Committee: 2 members from Finance & Admin
2 members from Property
1 member from Mission Support
2 members from Open Doors
2 members from the circles (nominated by the circles)

Corresponding Members: Chair or Vice Chair of Presbytery
Presbytery Minister for Program (attends meetings at the request of the chair)

Selection of Members: members from each of the Governance Committees will be nominated by the committees. Members from the Circles will be nominated by the circles. Election will be done by the Presbytery.

Frequency of Meetings: Monthly or at the call of the chair – in person, by conference call or other technology as it develops.

Decision Making Authority: Based on recommendations from Finance & Admin, Property, Mission Support, Staffing and Open Doors Committees, the Governance Commission has the authority to make decisions on behalf of the Presbytery.

Reporting: All decisions made by the Governance Commission will be reported to the Presbytery through Minutes of the Governance Commission, circulated to all Presbyters. Minutes will be received at the next meeting of the Presbytery through a Governance Motion, and will be appended to the minutes of the Presbytery meeting.

Description of Responsibilities:

- To receive recommendations from the Governance Committees and approve motions as required.
- to receive and review proposals from the Program Circles and approve new initiatives that are not already Conference or Presbytery policy.
- To oversee the work of the Governance Committees and the Program Circles and to provide direction and support when needed.

Limitations: Only motions & decisions related to the work of the Finance & Administration, Property, Mission Support, Open Doors Committees or put forward by the Circles may be approved by the Governance Commission.

**Terms of Reference
Northern Waters Presbytery**

Type: Committee

Finance & Administration Committee

Effective Date: July 1, 2009

Revision Date: June 30, 2009

Accountable to: Governance Commission

Overview of Work to be Done: To oversee the finances of Presbytery and to assist Congregations in matters of Finance and Administration. To present a budget annually to the Governance Commission, including a recommendation on the annual Presbytery assessment.

Membership of Committee: A minimum of 5 members with expertise in Finance, including the Chair.

Selection of Members: Members will self nominate, and will be appointed by the Governance Commission. The Commission may also approach members to serve on the Finance Committee based on their skills and gifts.

Frequency of Meetings: Monthly or at the call of the chair – in person, by conference call or other technology as it develops.

Decision Making Authority: The committee will make recommendations to the Governance commission for approval.

Reporting: All decisions made by the Finance & Administration Committee will be reported to the Governance Commission through the notes of the Finance and Administration Committee, circulated to all members of the Governance Commission.

Description of Responsibilities:

- Prepare an annual budget
- Recommend to the Governance Commission an assessment to meet the budget
- Monitor expenditures of the Presbytery and its Committees
- Make recommendations on requests for expenditures outside the budget
- Provide an annual report to the Presbytery on the budget and finances of the Presbytery
- Make recommendations concerning requests for extra appeals within the Presbytery
- Provide training for Pastoral Charge Treasurers
- Review the Year End Financial reports for Pastoral Charges.
- Provide assistance to Pastoral Charges concerning Financial matters
- Receive and review the Plan of Organization for any new Pastoral Charge or any Pastoral Charge making changes to their Plan of Organization. Recommend approval of these Plans of Organization to the Governance Commission. (Manual Sec 279)
- Develop and monitor a process for approval of invoices and expense forms to be sent to the Conference office for payment.

**Terms of Reference
Northern Waters Presbytery**

Type: Committee

Mission Support Committee

Effective Date: July 1, 2009

Revision Date: June 30, 2009

Accountable to: Governance Commission

Overview of Work to be Done: To review applications for Mission Support Grants and to make recommendations concerning these applications to the Governance Commission. Receive and make recommendations concerning any other types of funding grants through the United Church of Canada.

Membership of Committee: A minimum of 8 members, including the Chair

Selection of Members: Members will self nominate, and will be appointed by the Governance Commission. The Commission may also approach members to serve on the Mission Support Committee based on their skills and gifts.

Frequency of Meetings: Monthly or at the call of the chair – in person, by conference call or other technology as it develops.

Decision Making Authority: The committee will make recommendations to the Governance commission for approval.

Reporting: All decisions made by the Mission Support Committee will be reported to the Governance Commission through the notes of the Mission Support Committee, circulated to all members of the Governance Commission.

Description of Responsibilities:

- Assist congregations in preparing applications for Mission Support Grants
- Receive and review applications for Mission Support grants
- Forward applications for Mission Support Grants, with recommendations to the Governance Commission for decision
- Support the work of the Church Development and Redevelopment Circle
- Receive and forward to the Governance Commission for approval all requests for funding from Technology Grants, Capital Improvement Grants or any other funding grants provided by The United Church of Canada.

**Terms of Reference
Northern Waters Presbytery**

Type: Committee

Open Doors Committee

Effective Date: July 1, 2009

Revision Date: June 30, 2009

Accountable to: Governance Commission

Overview of Work to be Done: To plan agendas, locations, hospitality for Presbytery meetings.

Membership of Committee: Minimum of 8 members, including Chair

Selection of Members: Members will self nominate, and will be appointed by the Governance Commission. The Commission may also approach members to serve on the Open Doors Committee based on their skills and gifts.

Frequency of Meetings: Monthly or at the call of the chair – in person, by conference call or other technology as it develops.

Decision Making Authority: The committee will make recommendations to the Governance Commission for approval.

Reporting: All decisions made by the Open Doors Committee will be reported to the Governance Commission through the notes of the Open Doors Committee, circulated to all members of the Governance Commission.

Nominations will be presented to the Court of Presbytery for approval.

Description of Responsibilities:

- Plan the agenda for each Presbytery meeting in consultation with the Chair of Presbytery
- Ensure that the Presbytery meeting is run according to the planned agenda
- Provide a member to act as Parliamentarian at the Presbytery meeting
- Ensure adequate facilities, and all required equipment is arranged for each Presbytery meeting
- Provide advance notification and registration procedures for attendees to Presbytery meetings
- Arrange for hospitality at Presbytery meetings
- Prepare nominations for Chair, Vice Chair, Secretary, Members at Large, Chair of PCS, Chair of Governance, Representatives to Toronto Conference Executive, General Council Commissioners.
- Assist Committee Chairs in populating Committees
- Provide training for new Presbyters
- Receive requests from Circles for agenda time at Presbytery meetings

**Terms of Reference
Northern Waters Presbytery**

Type: Committee

Property Committee

Effective Date: July 1, 2009

Revision Date: March 30, 2009

Accountable to: Governance Commission

Overview of Work to be Done: To assist Pastoral Charges in matters of Property and Property Management. To perform the functions of the Manse Committee as described in the Manual (sec 386).

Membership of Committee: A minimum of 10 members with expertise in one of the areas of Property, Property Management, Real Estate, building codes, or regulatory issues.

Selection of Members: Members will self nominate, and will be appointed by the Governance Commission. The Commission may also approach members to serve on the Property Committee based on their skills and gifts.

Frequency of Meetings: Monthly or at the call of the chair – in person, by conference call or other technology as it develops.

Decision Making Authority: The committee will make recommendations to the Governance Commission for approval.

Reporting: All decisions made by the Property Committee will be reported to the Presbytery through Minutes of the Property Committee, circulated to all Presbyters.

Description of Responsibilities:

- Investigate and make recommendations to the Governance Commission concerning proposals by congregations to purchase or lease property, or to undertake a building project on existing property.
- Review Presbytery statistics on valuation and insurance of congregational properties and assist congregations where needed to secure proper valuations and place adequate insurance on the property.
- Provide training for Trustees of Congregations
- Assist congregations in matters related to property
- Be knowledgeable about government regulatory issues around such things as water, accessibility, cemeteries, etc
- Fulfil the responsibilities of a Manse Committee as defined by the Manual (sec 386), including inspections of Manses when a change of Pastoral Relations occurs.
- Be a resource to the Camping Committee in supporting Camp Simpresca on property matters
- Become thoroughly familiar with sections 250-262, 265-272 and 335 of the Manual, and Appendix II of the Manual.

**Terms of Reference
Northern Waters Presbytery**

Type: Committee

Staffing Support

Effective Date: July 1, 2009

Revision Date: June 30, 2009

Accountable to: Governance Commission

Overview of Work to be Done: To provide assistance to Presbytery Staff. To address concerns about isolation and to be companions to each staff member.

Membership of Committee: 1 member for each Staff member deployed to Northern Waters Presbytery.

Selection of Members: Members will be appointed by the Governance Commission, in consultation with the staff member, and assigned to that person for support. The Commission may approach members to serve as Staff Support based on their skills and gifts.

Frequency of Meetings: No meetings of the Committee. Each member will meet with their staff member as needed to provide support and encouragement.

Decision Making Authority: Members have no decision making authority.

Reporting: Members of this committee have no reporting requirements, other than to provide a summary report to the chair of Presbytery indicating a relationship with the staff member.

Description of Responsibilities:

- Each member will provide accompaniment to a staff member and act as a liaison between the Presbytery and the staff member.
- Members have no supervisory role and will not participate in any performance appraisal process.

**Terms of Reference
Northern Waters Presbytery**

Type: Committee

Program Circles

Effective Date: July 1, 2009

Revision Date: June 22, 2009

Accountable to: Governance Commission

Overview of Work to be Done: Each Circle will differ in their mandate and in their work. The Circles will focus on various program areas of the church, which impact and support the congregations within the Presbytery.

Membership of Circle: Circles may include Lay and Ordered members of the Presbytery, as well as interested members and adherents of the congregations within the Presbytery.

Selection of Members: Members will self identify, and will chose which circle they wish to serve on. Each Circle will select their own chair and secretary. Members of Presbytery may chose to be involved in more than one Circle, or in a Circle and a Commission or Committee.

Frequency of Meetings: To be determined by the Circle Members.

Decision Making Authority: Circle members will make decisions only on their area of work, within the vision and mandate set for their Circle. Any decisions involving the wider Presbytery or the budget must be taken to the Governance Commission for approval.

Reporting: Circles will report to the Governance Commission and from time to time to the Court of Presbytery, as initiatives and programs are developed.

Description of Responsibilities:

Each circle will develop their Mandate, for approval by the Governance Commission. The mandate will lay out the Goal or Vision of the Circle, their target audience and their intended way of work. Budget requirements for the work of the circles will be submitted to the Finance & Administration Committee for inclusion in the annual budget.

New Circles may be formed to meet the ever changing needs of the Congregations within Northern Waters Presbytery. These will be formed when a minimum of 3-5 members express an interest and a willingness to take up the work.

When a Circle feels they have completed their work, the Circle will be discontinued and members will move on to other work.

A number of Circles have been identified as necessary at this time to meet the priorities as identified by the Members of Northern Waters Presbytery. These are identified on the Organizational Chart.

Circles may have sub-circles which will carry out a specific area of work within the broader circle. i.e. under “Children, Youth, Adults & Seniors” will be UCW & Camping.

**Position Description
Northern Waters Presbytery**

Type: Chairperson

Chair of Presbytery

Effective Date: July 1, 2009

Revision Date: June 30, 2009

Accountable to: Court of Presbytery

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve a consecutive 2 year term and then must take at least one year off.

Selection: Nomination by Open Doors Committee and election by Court of Presbytery.

Committee Membership: Member of Executive.

Ex-officio member of: Governance Commission, PCS Commission, all committees.

Key Attributes

- Excellent organizational skills
- Good communicator
- Problem solver
- Experience in and knowledge of the various courts of the United Church of Canada
- Ability to chair meetings
- Familiarity with the Manual
- Ability to delegate

Key Responsibilities

- Chair all meetings of Presbytery & Presbytery Executive
- Liase with the chair of Open Doors Committee in setting meeting agendas
- Provide leadership and direction to Commissions & Committees as needed
- Provide support and direction within the Presbytery
- Work with the Co/Vice Chair to ensure covenanting services take place and appropriate leadership is provided at these services.
- Delegate work to appropriate Commissions, Committees as needed.

**Terms of Reference
Northern Waters Presbytery**

Type: Secretary

Secretary of Presbytery

Effective Date: July 1, 2009

Revision Date: June 30, 2009

Accountable to: Court of Presbytery

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve two consecutive terms and then must take 1 year off.

Selection: Nomination and election by Court of Presbytery.

Committee Membership: Presbytery Executive

Key Attributes

- Excellent organizational skills
- Good communicator
- Problem solver
- Ability to delegate

Key Responsibilities

- Attend all meetings of the Executive & the Presbytery
- Fulfil the role of secretary as defined in the Manual sec 371
- Record the proceedings of all meetings of the Presbytery and the Executive
- Work closely with the Administrative Staff member to ensure timely and accurate minutes are sent following all meetings of the Presbytery
- To ensure that all paperwork related to Pastoral Relationships is duly signed and forwarded to the Conference.

Specific Tasks to be covered

- Attend meetings of the Presbytery and the Presbytery Executive
- Either record the minutes of these meetings.
- Sign all paperwork when indicated that it is to be signed by the secretary of the Presbytery, except that which has been signed by the chair of PCS or Governance.
- A detailed list of tasks can be found in the Manual Section 371.
- Work with the Administrative Staff member to ensure that an accurate contact listing of all members of the Presbytery is available.

**Terms of Reference
Northern Waters Presbytery**

Type: Chaplain

Volunteer Chaplain

Effective Date: July 1, 2009

Revision Date: June 30, 2009

Accountable to: Court of Presbytery

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve two consecutive terms and then must take 1 year off.

Selection: Nomination by Open Doors Committee and appointed by Court of Presbytery.
Two to be appointed, preferably one Male, one Female.

Committee Membership: Does not serve on a committee.

Key Attributes

- Excellent organizational skills
- Good communicator
- Good listener
- Compassionate
- Able to keep a confidence

Key Responsibilities

- Provide emotional & spiritual support to Ministry Personnel, Congregations, and Presbyters during times of transition, upheaval, personal challenges or conflict.

Specific Tasks to be covered

- Attend meetings of the Presbytery and provide emotional & spiritual support to members as needed.
- Provide one on one support to Ministry Personnel at the request of the Pastoral Relations Committee, or at the request of the Ministry Personnel themselves.
- Provide support to congregations or specific members dealing with the Presbytery, at the request of Pastoral Relations or Pastoral Oversight Committees. This would be requested only if the incumbent Minister is unable to provide the appropriate support.

**Terms of Reference
Northern Waters Presbytery**

Type: Chairperson

Chair of Personnel & Congregational Support Commission (PCS)

Effective Date: July 1, 2009

Revision Date: June 30/09

Accountable to: Court of Presbytery, PCS Commission

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve two consecutive terms and then must take 1 year off.

Selection: Nomination by Open Doors Committee and election by Court of Presbytery.

Committee Membership: PCS Commission

Corresponding Member of: Pastoral Relations, Education & Students, Pastoral Oversight.

Key Attributes

- Excellent organizational skills
- Good communicator
- Problem solver
- Experience in and knowledge of the various courts of the United Church of Canada
- Human Resource knowledge or experience
- Ability to chair meetings
- Ability to delegate

Key Responsibilities

- Chair all meetings of the PCS Commission
- Provide leadership and direction to Pastoral Relations, Education & Students & Pastoral Oversight Committee Chairs, by being familiar with sections of the Manual related to these areas of work, as well as the policies and handbooks on the United Church of Canada Website related to these same areas of work.
- Work closely with the Presbytery Minister for Personnel Support
- Delegate work to appropriate PCS Committees as needed
- Liase with the Executive, the Governance Commission and the Circles as needed to ensure information is passed along and decisions are made as needed.
- Sign all paperwork related to Education & Students or Pastoral Relations, which requires the signature of the Secretary of Presbytery.

Specific Tasks to be covered

- Chair meetings of the PCS Commission to facilitate the following:
 - o Approval of all Pastoral Relations forms and communication of these approvals to Presbytery
 - o Approval of all forms related to Candidates & Inquirers and communication of these approvals to Presbytery
 - o Communications between Pastoral Oversight and Pastoral Relations on matters of relevance to both committees
- Ensure we have representation on the Conference Interview Board & Transfer & Settlement Committee.
- Oversee the work of the Pastoral Relations, Pastoral Oversight and the Education and Students committees to ensure the work they are doing is appropriate and completed in a timely manner.

Terms of Reference
Northern Waters Presbytery

Type: Chairperson

Chair of Education & Students

Effective Date: July 1, 2009

Revision Date: March 27, 2009

Accountable to: Education & Students Committee, PCS Commission

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve two consecutive terms and then must take 1 year off.

Selection: Nomination by PCS Commission and election by Court of Presbytery

Committee Membership: Education & Students Committee, PCS Commission

Key Attributes

- Excellent organizational skills
- Good communicator
- Problem solver
- Ability to delegate
- Ability to chair meetings

Key Responsibilities

- Chair all meetings of Education & Students Committee
- Attend PCS Committee meetings
- Establish a solid working relationship with the Presbytery Minister for Personnel Support, and the Administrative Support Person in the Presbytery Office.
- Be familiar with policies related to Education & Students, Candidacy, and Lay Ministry including pertinent sections of the Manual (including but not limited to section 382) and policies and handbooks on the United Church of Canada Web Site related to Education & Vocations.
- Ensure paperwork for Candidates, Inquirers, Lay Worship Leaders and related Reports are processed in a timely manner.

Specific Tasks to be covered

- Chair meetings of the Education & Students Committee to facilitate the following:
 - o Appointment of Presbytery members to Discernment Committees
 - o Receipt of reports and recommendations of Discernment Committees
 - o Annual interviews for Students and Candidates for Ordained, Diaconal and Lay Ministry.
 - o Training of Lay Worship Leaders
 - o Training of Members to serve on Discernment Committees
 - o Recommendations to the PCS Commission concerning Candidates
 - o Recommendations to the PCS Commission concerning Lay Worship Leaders
 - o Receipt of applications for licensing to perform Sacraments and recommendation of action to the PCS Commission
 - o Receipt of applications for Sacraments Elders and recommendation of action to the PCS Commission

- To work with the chair of Pastoral Relations to ensure supervision and support for Candidates, Student Supply and Designated Lay Ministers in Training, working in a Pastoral Charge.

**Terms of Reference
Northern Waters Presbytery**

Type: Chairperson

Chair of Pastoral Oversight

Effective Date: July 1, 2009

Revision Date: March 27, 2009

Accountable to: Pastoral Oversight Committee, PCS Commission

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve two consecutive terms and then must take 1 year off.

Selection: Nomination and election by Court of Presbytery.

Committee Membership: Pastoral Oversight Committee, PCS Commission

Key Attributes

- Excellent organizational skills
- Good communicator
- Problem solver
- Ability to delegate
- Ability to chair meetings

Key Responsibilities

- Chair all meetings of Pastoral Oversight Committee
- To be familiar with the Manual sections related to the oversight of Congregations, particularly (but not limited to) section 332 & 333.
- Attend PCS Committee meetings
- Establish a solid working relationship with the Presbytery Minister for Personnel Support, and the Administrative Support Person in the Presbytery Office.
- Be familiar with policies related to Pastoral Oversight including pertinent sections of the Manual (including but not limited to sections 332 & 333) and policies and handbooks on the United Church of Canada Web Site related to Pastoral Oversight.
- Ensure Pastoral Oversight reports are returned to congregations in a timely manner

Specific Tasks to be covered

- Chair meetings of the Pastoral Oversight Committee to facilitate the following:
 - o Scheduling of triennial Pastoral Oversight Visits within the Presbytery
 - o Review Police Record Checks & housing allowances as part of tri-annual visits
 - o Training events for Presbyters willing to serve conduct Pastoral Oversight Visits
 - o Review of Pastoral Oversight Reports and making of recommendations to Presbytery as required concerning these reports.

**Terms of Reference
Northern Waters Presbytery**

Type: Chairperson

Chair of Pastoral Relations

Effective Date: July 1, 2009

Revision Date: March 27, 2009

Accountable to: Pastoral Relations Committee, PCS Commission

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve two consecutive terms and then must take 1 year off.

Selection: Nomination by PCS Commission and election by Court of Presbytery

Committee Membership: Pastoral Relations Committee, PCS Commission

Key Attributes

- Excellent organizational skills
- Good communicator
- Problem solver
- Ability to delegate
- Ability to chair meetings

Key Responsibilities

- Chair all meetings of Pastoral Relations Committee
- Attend PCS Committee meetings
- Establish a solid working relationship with the Presbytery Minister for Personnel Support, and the Administrative Support Person in the Presbytery Office.
- Be familiar with policies related to Pastoral Relationships including pertinent sections of the Manual and policies and handbooks on the United Church of Canada Web Site related to Pastoral Relations.
- Ensure paperwork for Calls, Settlement, Appointments, Police Records Checks, Retained on the Roll, Change in Pastoral Relations, Joint Needs Assessment Reports and any other Pastoral Relations forms are processed in a timely manner.
- Preside at a meeting of a Pastoral Charge duly called to consider the pastoral relationship, or send an appointee. (manual sect. 389 iii)

Specific Tasks to be covered

- Chair meetings of the Pastoral Relations Committee to facilitate the following:
 - o Recommend approval of Pastoral Relations forms to the PCS Commission
 - o Appointment of members to Joint Needs Assessment Committees (JNAC)
 - o Appointment of members to Joint Search Committees (JSC)
 - o Appointment of Members to Interim Ministry Committees (IMC)
 - o Appointment of Pastoral Charge Supervisors
 - o Training events for Presbyters willing to serve on JNAC, JSC & IMC
 - o Training events for M&P Committees within Congregations

- Provide support to Congregations in the area of Pastoral Relations. i.e. attendance, or appointment of a Presbytery Representative to attend Congregational or Board meetings when requested.

- To be available for advice and consultation with members of Pastoral Charges and with Ministry Personnel

- To work with the chair of Pastoral Oversight to ensure healthy ministries within the Presbytery.

- To work with the chair of Education and Students to ensure supervision and support for Candidates, Student Supply and Designated Lay Ministers in Training, working in a Pastoral Charge.

- To support ministry personnel and congregations in whatever role is appropriate concerning short and long term restorative care.

**Terms of Reference
Northern Waters Presbytery**

Type: Chairperson

Chair of Governance Commission

Effective Date: July 1, 2009

Revision Date: September 4, 2009

Accountable to: Court of Presbytery, Governance Commission

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve two consecutive terms and then must take 1 year off.

Selection: Nomination by Open Doors Committee and election by Court of Presbytery

Committee Membership: Governance Commission
Corresponding Member of: Finance & Administration, Mission Support, Property and Open Doors Committees.

Key Attributes

- Excellent organizational skills
- Good communicator
- Problem solver
- Experience in and knowledge of the various courts of the United Church of Canada
- Experience in Administration and Governance within the United Church of Canada
- Ability to chair meetings
- Ability to delegate

Key Responsibilities

- Chair all meetings of the Governance Commission
- Provide leadership and direction to Finance & Administration, Mission Support, Property and Open Doors Chairs, by being familiar with sections of the Manual related to these areas of work, as well as the policies and handbooks on the United Church of Canada Website related to these same areas of work.
- Work closely with the Presbytery deployed staff to facilitate the work of the Presbytery
- Delegate work to appropriate Governance Committees as needed
- Liase with the Executive, the PCS Commission and the Circles as needed to ensure information is passed along and decisions are made as needed.

Specific Tasks to be covered

- Chair meetings of the Governance Commission to facilitate the following:
 - o Approval of all motions of the various Governance Committees and communication of these approvals to Presbytery
 - o Approval of the budget for the Presbytery
 - o Communications between Governance Committees on matters of relevance to multiple committees
 - o Introduction of programs and initiatives from the program circles
 - o Approval of Mission Support Grants and transmission of same to Conference
- Oversee the work of the Finance & Administration, Property, Mission Support and Open Doors committees to ensure the work they are doing is appropriate and completed in a timely manner.

**Terms of Reference
Northern Waters Presbytery**

Type: Chairperson

Chair of Administration & Finance

Effective Date: July 1, 2009

Revision Date: June 18, 2009

Accountable to: Administration & Finance Committee, Governance Commission

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve two consecutive terms and then must take 1 year off.

Selection: Nomination and election by Court of Presbytery

Committee Membership: Finance & Administration Committee, Governance Commission

Key Attributes

- Excellent organizational skills
- Good communicator
- Problem solver
- Ability to delegate
- Ability to chair meetings

Key Responsibilities

- Chair all meetings of the Finance & Administration Committee
- To be familiar with the Manual sections related to the Finance
- Attend Governance Committee meetings
- Establish a solid working relationship with the Presbytery Minister for Program, and the Administrative Support Person in the Presbytery Office.
- Be familiar with policies related to finance & administration and the pertinent sections of the Manual
- Be familiar with the Financial Handbook for Congregations, and any supplements

Specific Tasks to be covered

- Chair meetings of the Finance & Administration Committee to facilitate the following:
 - o Preparation and approval of an annual budget for the Presbytery
 - o Monitoring of the annual budget
 - o Provide training for pastoral charge treasurers
 - o Review year end financial reports for pastoral charges
 - o Be a resource to program circles and congregations in the area of finance & administration

**Terms of Reference
Northern Waters Presbytery**

Chair of Property

Effective Date: July 1, 2009

Revision Date: June 30, 2009

Accountable to: Administration & Finance Committee, Governance Commission

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve two consecutive terms and then must take 1 year off.

Selection: Nomination and election by Court of Presbytery

Committee Membership: Property Committee, Governance Commission

Key Attributes

- Excellent organizational skills
- Good communicator
- Problem solver
- Ability to delegate
- Ability to chair meetings

Key Responsibilities

- Chair all meetings of the Property Committee
- To be familiar with the Manual sections related to the acquisition or sale of property
- Attend Governance Committee meetings
- Be familiar with policies related to Property and the pertinent sections of the Manual, particularly the Trusts of Deed Model and section 266-272 of the Manual.
- Be familiar with the responsibilities of a Manse Committee as defined by the Manual (sec 386)
- Liase with the Camping Circle and with Camp Simpresca on Property matters
- Be familiar with the role of Trustees in a congregation and be a resource as needed to Trustee committees.

Specific Tasks to be covered

- Chair meetings of the Property Committee to facilitate the following:
 - o Reviewing proposals from pastoral charges concerning purchase or lease of property or the undertaking of any building projects on existing properties
 - o Reviewing from time to time the insurance coverage of all properties within the boundary of the Presbytery.
 - o Providing information about government regulatory issues around such things as water, accessibility, cemeteries, etc.
 - o Review year end financial reports for pastoral charges
 - o Ensure Manual responsibilities concern all Manses are covered.
 - o Communicate with the chairs of Pastoral Relations and Pastoral Oversight on issues concerning Manses.

**Terms of Reference
Northern Waters Presbytery**

Type: Chairperson

Chair of Mission Support

Effective Date: July 1, 2009

Revision Date: June 30, 2009

Accountable to: Mission Support Committee, Governance Commission

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve two consecutive terms and then must take 1 year off.

Selection: Nomination and election by Court of Presbytery

Committee Membership: Mission Support, Governance Commission

Key Attributes

- Excellent organizational skills
- Good communicator
- Problem solver
- Ability to delegate
- Ability to chair meetings

Key Responsibilities

- Chair all meetings of the Mission Support Committee
- To be aware of the funding available from all United Church and other sources, to be used for mission support or other purposes.
- Attend Governance Committee meetings
- Be in communication with all pastoral charges that are or may be applying for mission support grants.

Specific Tasks to be covered

- Chair meetings of the Mission Support Committee to facilitate the following:
 - o Review and make recommendations on annual mission support applications
 - o Assist Pastoral charges in financial difficulty in accessing available funding
 - o Work with the Church Development & Redevelopment circle to provide support, direction and advice around funding
 - o Review and make recommendations concerning funding grants from all United Church or other sources.

**Terms of Reference
Northern Waters Presbytery**

Type: Chairperson

Chair of Open Doors

Effective Date: July 1, 2009

Revision Date: June 18, 2009

Accountable to: Open Doors Committee, Governance Commission

Terms of Office: July 1/09 – June 30/10 (appointed by Northern Waters Presbytery Commission for 1 year)
Following June 30/10 – Term of office will be for 2 years. Members may serve two consecutive terms and then must take 1 year off.

Selection: Nomination and election by Court of Presbytery

Committee Membership: Open Doors, Governance Commission

Key Attributes

- Excellent organizational skills
- Good communicator
- Problem solver
- Ability to delegate
- Ability to chair meetings

Key Responsibilities

- Chair all meetings of the Open Doors Committee
- Work with the Chair of Presbytery to plan for meetings of the Presbytery.
- Ensure that a slate of nominees is presented for all positions elected by the Presbytery
- Work closely with the Administrative staff person to ensure clear and timely communication related to meetings of the Presbytery
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Specific Tasks to be covered

- Chair meetings of the Open Doors Committee to facilitate the following:
 - o In consultation with the chair of Presbytery, plan Presbytery meeting agendas, locations and logistics
 - o Provide a slate of nominees for all vacancies to be filled through election by the Presbytery
 - o Provide annual training for new Presbyters and refresher training as needed for others
 - o Receive and review requests from the Program Circles for agenda time at Presbytery meetings