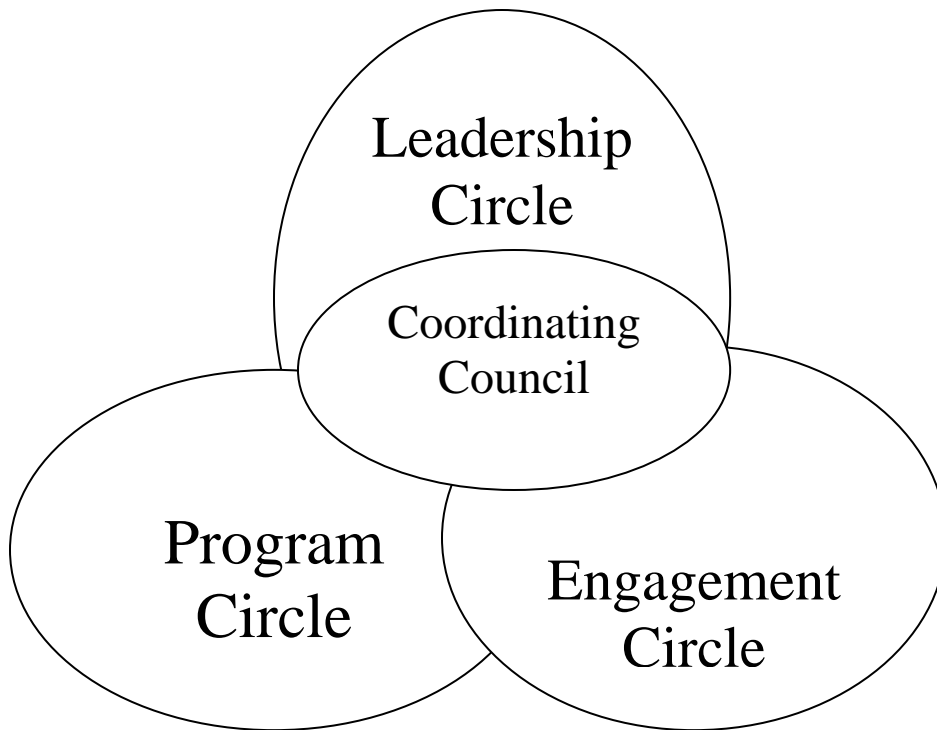




South West Presbytery Commission
Handbook
2009

Updated: June 23, 2009



Coordinating Council (12)

Chairperson
Chair-elect
Secretary
Treasurer
Pastoral Relations
Education and Students
Pastoral Oversight
Property and Environment
Leadership Circle
Program Circle
Engagement Circle
Nominations
Worship/Theme
UCW Representative

Worship
Theme
Group (6)

Leadership Circle

*Pastoral Relations (12)
*Education and Students (11)
*Nominations, Support for
Members and Leadership
Development (9)
*Retirees, Pensions & Retained (5)

*mandated

Program Circle

*Pastoral Oversight (8)
*Faith Formation (10)
Youth and Young Adults (8)
*Mission Support and Finance (8)
*Property and Environment (8)

Sparrow Lake Camp Board (2)
*Community Ministries
Commission (6)
Toronto West Presbytery
Corporation (2)

Engagement Circle

Intercultural and Diverse
Communities in Ministry (10)
Social Justice and World
Affairs (10)
Congregational Renewal and
Community Development (10)

Note: Numbers in brackets refer to sections of *The Manual*

Note: Members of Commissions must be members of the United Church of Canada

Coordinating Council

Membership

The Coordinating Council shall consist of the following members:

Chairperson (duties as outlined in *The Manual*, Section 370)

Chairperson – Elect (to be elected one year prior to becoming Chairperson)

Secretary (duties as outlined in *The Manual*, Section 371)

Chair, or designate, Leadership Circle

Chair, or designate, Engagement Circle

Chair, or designate, Program Circle

Chair, or designate, Pastoral Relations Commission

Chair, or designate, Education & Students Commission

Chair, or designate, Pastoral Oversight Committee

Chair or designate, Property and Environment Commission

Chair, or designate, Finance Committee

Chair, or designate, Nominations & Leadership Development Committee

Chair, Worship/Theme Sub Group

UCW Representative

From among these shall be chosen three (3) representatives to the Executive of Toronto Conference.

Functions

1. To be a primary form to facilitate Presbytery involvement in the development of a vision, mission strategy and planning.
2. To be a main location for coordination of the Presbytery's life and business
3. To be a decision making body on behalf of the whole Presbytery when necessary.
4. To give support and direction to the conference staff assigned to the Presbytery.

To free up the work of the Coordinating Council so that it could be engaged in facilitating a process for the Presbytery to do visioning, strategic planning and setting policy, Pastoral Relations, E & S, Property and Environment have been established as commissions. Commissions have the power and authority to make decisions on behalf of the Presbytery but if desired could consult the coordinating council, legal experts, and/or the presbytery. It is recommended that any significant legal, financial or disciplinary actions require appropriate wider consultation with the coordinating council, legal experts or presbytery. The Presbytery or Coordinating Council can request or direct that a Commission reconsider a decision, but the Commission would have the final authority in matters assigned to it. The full Court may change the terms of reference for the Commission at any time upon motion duly passed by the full Court.

Meetings

The Coordinating Council shall meet at least once between each of the scheduled Full Presbytery meetings, and more frequently if necessary. At least once a year the chair of each committee in a circle will be invited to the coordinating council.

Worship and Theme Group (6 members)

In consultation with the coordinating council, the worship and theme group will plan the themes and worship for presbytery meetings and events and initiate presbytery wide choir and worship events or workshops.

Leadership Circle: “To Equip the Saints”

Pastoral Relations Commission: (12 members)

It shall have oversight of the Pastoral Relationship of all pastoral charges and community ministries, chaplaincies (348-354, 356 - 369) including ethnic ministries. Oversight is understood as a healthy balance between discipline and support and ensures active involvement in life of presbytery.

- Declare vacancies, establish joint needs assessment and search committees and approve calls
- Providing support and training for assessment and search processes.
- Appoint interim ministers (340), pastoral charge supervisors (341), Diaconal or Ordained Supply ministers (342), Designated Lay Ministers (343), admitands from other denominations (031)
- Approve job descriptions from pastoral charges for Congregational Designated Ministers (345)
- Recommend to conference the appointment of sacraments elders (347) and readmission of members on the DSL (032)
- Recommend for designation, appoint and supervise interim ministers. (465.1)
- Arrange for covenanting services.
- This committee has responsibility for dealing with issues of sexual harassment and abuse and anti-racism training.
- In matters of discipline of ministry personnel (363) the Pastoral Relations Commission shall consult with coordinating council, as well as Education and Students and Pastoral Oversight where appropriate, in establishing an appropriate process to deal with the matter.
- Prior to calls or appointments the details about the call or appointment shall be circulated by email and presbyters be invited to express any concerns to the commission.

Education and Students Commission: (11 members) (382)

In consultation with Pastoral Relations Commission and Pastoral Oversight Committee, oversee the vocational decisions and the ministry formation of and make decisions about

- Candidates (346 and 20-26)
- Designated Lay Ministers (343)
- Admitands from other denominations (031)
- Licensed Lay Preachers (344)
- Approval of and recognition of congregational designated ministers (345)
- Approve and supervise internship sites (466)

- Prior to decisions about the above matters the details of the decision shall be circulated by email and presbyters be invited to express any concerns to the commission.

Nominations, Support and Leadership Development (9 members) (375)

Be responsible for the identifying, developing and supporting the people needed to do the work of Presbytery.

- Make nominations for all committees, commissions and positions of presbytery.
- Provide pastoral care, educational opportunities and supportive gatherings for all members of presbytery so that they are enabled to fulfill their tasks and responsibilities. Work with all committees, circles and council to identify needs for educational and supportive gatherings.
- Initiate communication with other presbyteries to determine opportunities for joint events.
- Maintain a current manual for presbytery that outlines the structure and responsibilities of members.
- Make nominations as required to Conference.
- In conjunction with other circles and staff, oversee development of communication tools to keep presbyters, congregations and community ministries informed of and engaged in the work of presbytery.
- Orientation of new members
- Be responsible for celebrating and grieving with members who experience significant personal events (birth, death, marriage, etc).

Retirees, Pensions and Retained Members (5 members) (390) (468)

Provide support (administrative and pastoral) for those persons who are retired or retained on the roll of presbytery without appointment. (355) (365.1)

Program Circle: “For the Work of Ministry”

Pastoral Oversight: (8 members)

Provide oversight (332) of pastoral charges and community ministries including review of records and triennial visits. Where appropriate work closely with the Congregational Renewal and Community Development Committee

- Recommend that visits be conducted using clusters of three churches visiting each other.
- Initiate where necessary the discipline of a pastoral charge (333)
- Recommend new pastoral charges (330)
- Recommend the acceptance of a congregation into the presbytery. (331)
- Recommend the amalgamation, realignment, reconstitution, relocation or disbanding of a pastoral charge, congregation or mission. (334)
- Encourage participation in presbytery by lay and ordered people

Property and Environment Commission (8 members)

Have oversight of real property, (335) and make decisions on property matters that are brought to presbytery consulting with the finance committee where appropriate.

- Investigate and make decisions about pastoral charges and community ministries who wish to purchase, lease, erect, enlarge, rebuild, acquire, or sell property or air space. (391 b)
- Educate and animate the pastoral charges and community ministries on property matters including upkeep, presbytery approvals, insurance, and environmental stewardship and energy efficiency. (e.g. workshops)
- Study presbytery statistics on valuation and insurance of properties and to assist pastoral charges to secure proper valuation and to place adequate insurance.

- Keep a current record of the real property within the bounds of presbytery, its state of repair and needs.
- Provide for communication and cooperation between pastoral charges and community ministries around property concerns. (e.g. shared tenders, awareness of available grants, recommended contractors)
- Be aware of municipal and provincial regulations that affect the property of pastoral charges and community ministries.
- Prior to major property decisions, the details about matter shall be circulated by email and presbyters be invited to express any concerns to the commission.

Finance and Mission Support (8 members including treasurer) (384)

Promote, animate, encourage and have oversight over the stewardship and financial health of the presbytery and its pastoral charges and community ministries.

- Promote and animate stewardship growth in pastoral charges.
- Support pastoral charges and community ministries on financial and administrative matters upon request or through treasurers' workshops.
- Present a budget for the presbytery which shall include the operating expenses of the presbytery and its committees, the conference and presbytery assessment and annual support for other agencies and institutions undertaken by the presbytery. (387)
- Make recommendations for mission support and send a representative to conference mission support group.
- Have a liaison with the Toronto West Presbytery Corporation or its successor.
- Review financial statements of annual reports from pastoral charges and community ministries.

Faith Formation (10 members)

Assist and inspire pastoral charges in all matters of faith formation including children's programs and adult faith formation.

- Coordinate the offering of presbytery-wide programs such as VBC, SS teacher's workshops, presbytery retreats.
- Provide for communication and cooperation between pastoral charges and community ministries around faith formation programs.
- Support pastoral charges in their fulfillment of section 242 of the Manual.

Youth and Young Adults (8 members)

Assist and inspire pastoral charges in all matters of youth and young adult ministry.

- Coordinate the offering of presbytery-wide programs such as youth leader workshops and presbytery retreats.
- Encourage and coordinate the participation of youth and young adults in the courts of the church (church boards, presbytery, conference, and General council including the approval of applications).
- Provide for communication and cooperation between pastoral charges and community ministries around youth and young adult ministry.

Community Ministries Commission (2 Members of the Presbytery and a rep from each community ministry steering committee, 3 members at large)

To provide governance and support for the Community Ministries within the Presbytery with the following mandate:

- be the governing body for the Community Ministries which would include approving budgets;
- provide support for the Community Ministries which would include Human Resources functions;
- approve work plans for Community Ministry staff;
- explore and implement working relationships between the Community Ministries which may be of mutual benefit to the Ministries;
- report to the Presbytery on a regular basis;
- membership to consist of:
 - ◆ one representative from the steering committee of each Community Ministry;
 - ◆ two Presbyters with Human Resources experience;
 - ◆ one representative from the Presbytery's Social Justice and World Affairs Committee;
 - ◆ three members at large;
 - ◆ note: Community Ministers and/or Toronto Conference Staff assigned to the presbytery would be resources to the Commission upon invitation of the Commission.

Camping (2 members)

Represent the presbytery on the Board of Sparrow Lake Camp.

Toronto West Presbytery Corporation (2 members)

Represent the presbytery on the Board of the Toronto West Presbytery Corporation.

Engagement Circle “To Engage in Mission in the World”

Social Justice and World Affairs (10 members)

Inform, inspire and initiate study and actions related to social justice and world affairs issues where appropriate in Presbytery and congregations.

- In particular reference to Mission and Service, Community Ministries, Aboriginal connections, Holy Land issues, conflict and resolution , ecumenical coalitions , global partners, racism, gender issues, refugees, poverty, homelessness, health, environment, energy, water, nuclear and uranium mining concerns, role of religion/churches in society, Empire, political action, quick response mechanisms,
- Linking with General Council and other Toronto Conference Presbyteries to ensure consistency, avoid overlap and use scarce resources wisely and efficiently
- Network with ecumenical and inter faith coalitions and groups to assist working on Social justice and World affairs issues
- Explore opportunities of dialogue with other faiths and denominations
- Encourage good and responsible use of communications such as e-mail, internet, newsletters, literature, the Observer, Mandate and other UCC publications
- Arrange speakers and organize presentations for Presbytery and congregations
- Catalogue, make available, and keep up to date lists of contact persons and information materials.

Congregational Renewal and Community Development (10 members)

Develop and enhance the health and well being of congregational and community ministries and their engagement within the local communities. This committee will work in collaboration with Pastoral Oversight.

- Provide opportunities for community based and congregational outreach ministries to learn from each other best practices of doing mission in their neighbourhoods and respective communities. Creating a dialogue between congregations as well as community ministries.
- Initiate the exploration of collaborative work as well as assist in the birthing of new missions and pastoral charges in the Presbytery.
- Promote General Council work focused on congregational renewal and community development, e.g.. (More Franchises, Emerging Spirit, Faith in the City)
- Assist pastoral charges to be welcoming and to engage in radical hospitality
- Assist pastoral charges to reaching out into the community

Intercultural and Diverse Communities in Ministry (ICDC) (10 members)

Given that the United Church of Canada, at the 39th General Council made a commitment to becoming an Intercultural Church, and recognizing that our United Church congregations and community ministries are finding themselves in neighbourhoods of changing demographics and are wanting to find ways to welcome new people so this committee will:

- Support and nurture minority ethnic congregations and missions
- Assist and support new minority ethnic groups or other emerging groups who want to establish a worshipping congregation affiliated with the United Church of Canada
- Work with presbytery on minority ethnic ministries mission strategy and church development.
- Support and nurture all congregations who want to become or who already are an intercultural church.
- Foster understanding and conversations between the minority ethnic congregations and the majority ethnic congregations in the presbytery.
- Assist congregations and community ministries in understanding and celebrating the cultural diversity within the Presbytery.
- Linking with and sharing of resources, both human and material, coming from the Intercultural and Diverse Communities in Ministry Unit of the General Council.
- Arranging speakers or workshops
- Linking with other presbyteries in Toronto Conference in this ministry