

Living Waters Presbytery Handbook



Revised September 17, 2011

Living Waters Presbytery
Handbook

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Introduction

In The United Church of Canada there are four levels or courts – General Council, conference, presbytery and pastoral charge or congregation. Living Waters Presbytery is one of the four (4) presbyteries that comprise Toronto Conference. Presbytery is the court of the church that oversees the business of the pastoral charges and congregations within its boundaries, and assists them in carrying out the mission of the United Church of Canada. This handbook outlines the specific commissions and committees that help do the work of presbytery. It should be used along with The United Church of Canada Manual, commonly referred to as the *Manual*.

The Manual – The *Manual* states the rules to which all conferences, presbyteries, pastoral charges and congregations within The United Church of Canada must adhere. It gives specific instructions on which court is responsible for what work and how that work is carried out. The first section, the Basis of Union, is the basic doctrine approved when The United Church of Canada came into being in 1925. It can only be changed by action of General Council following a vote by all presbyteries. This voting process is called a remit. The numbered sections of the *Manual* (001 – 858) are the by-laws which can be changed, without notice, by General Council. Changes are reflected in the latest printing of the *Manual*. This handbook is based on the 2010 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 presbytery handbook takes precedence.

Most pastoral charges or ministry personnel have copies of the *Manual* or it can be viewed on line – <http://www.united-church.ca/files/manual/2010manual.pdf> – accessed at the presbytery office or purchased through UCRD (United Church Resource Distribution).

Presbyters- The presbyters are lay members elected by their congregations or pastoral charges and ministry personnel, active and retired, within the boundaries of the presbytery. Along with the Toronto Conference staff deployed in the presbyteries, the presbyters are responsible for the governance, administration and program work within the presbytery. All presbyters are expected to use their gifts and experience by serving on a commission or committee and by expressing opinions and voting on issues brought before presbytery. Presbyters also report regularly the decisions and activities of presbytery to their congregation or pastoral charge. Presbyters are automatically members of Toronto Conference and may register to attend the Annual General Meeting of Toronto Conference.

Commissions - Most of the work of Living Waters Presbytery is conducted by the members of five (5) commissions: Community Connections & Right Relations,

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Congregational Life, Personnel, Spiritual Development and Vision and Church Development. Commissions are empowered to pass the motions required to conduct the business of presbytery as outlined in their mandate. They are accountable to presbytery and must report all their actions through publication of minutes and/or in person at plenary or executive meetings. Detailed descriptions of the mandate of each of these commissions are found in this handbook.

Presbytery Year – The **presbytery year** runs from the “rise of conference” (the end of the conference annual meeting when participants rise to go home) to the rise of the next annual meeting of conference. New presbyters are expected to begin their terms at the start of a new presbytery year. However, since many pastoral charges appoint new presbyters at their congregational annual meetings much earlier in the calendar year, there is some flexibility to accommodate presbyters who resign earlier. The **pastoral year** is usually considered to be from July 1st to June 30th of the following year. The **financial year** for the presbytery is the calendar year.

Camping –Four church camps fall within the geographic boundaries of Toronto Conference. Each presbytery has the responsibility of supporting one of them. Living Waters Presbytery supports Camp Big Canoe. The ownership of Camp Big Canoe property and buildings is vested with Toronto United Church Council (TUCC). TUCC acts as the trustee for the United Church of Canada. The ownership of the camp programs and equipment is vested with Camp Big Canoe Corporation. The corporation directors include appointed members of the Spiritual Development Commission of Living Waters Presbytery and members of the Camp Big Canoe Board of Directors. The corporation holds an Annual Meeting in April. A Board of Directors appointed by the corporation is responsible for the operation 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.

Appeals

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, including presbytery. Below are some grounds for appeal according to *The Manual* (section 76).

Grounds for Appeal are:

- i. The failure of 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;

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- 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. See Appeals Policy – Appendix 1, Page 26.

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Living Waters Presbytery

Membership

Living Waters Presbytery is made up of lay representatives from each congregation and pastoral charge and all ministry personnel, including retired ministers, working or residing within the boundaries of the presbytery. Lay representatives are elected annually by their congregation at its annual meeting. The members of Living Waters Presbytery each serve on a commission or committee.

At a meeting of presbytery there are two kinds of members, regular members and corresponding members (usually guests). Regular members have the right to speak, participate, and vote at meetings. Corresponding members may speak, but do not have a vote.

Meetings

The rules of order and debate used by The United Church of Canada are outlined in Appendix III of the *Manual*. For any situation not covered, Bourinot's Rules of Order are followed at all meetings.

Full Court Meetings

Living Waters Presbytery will meet **up to 5 times each year**. Meeting dates will be set by the executive and announced well in advance. They will consist of worship, educational opportunities, commission meetings, and plenary session. Commissions are empowered to meet at other times as they see fit. The quorum for meetings of the presbytery for the pastoral year as defined by *The Manual*, section 001 (b) (ii), shall be one-quarter (1/4) of total membership of whom one-third (1/3) are Order of Ministry or Designated Lay Ministers, and one-third (1/3) are lay members on the roll of presbytery.

Executive Meetings

The Executive will meet **up to 5 times each year** usually in the months that the full court does not meet, **or at the call of the chairperson** when necessary. The quorum for meetings of the Executive will be one-third of the eligible voting membership.

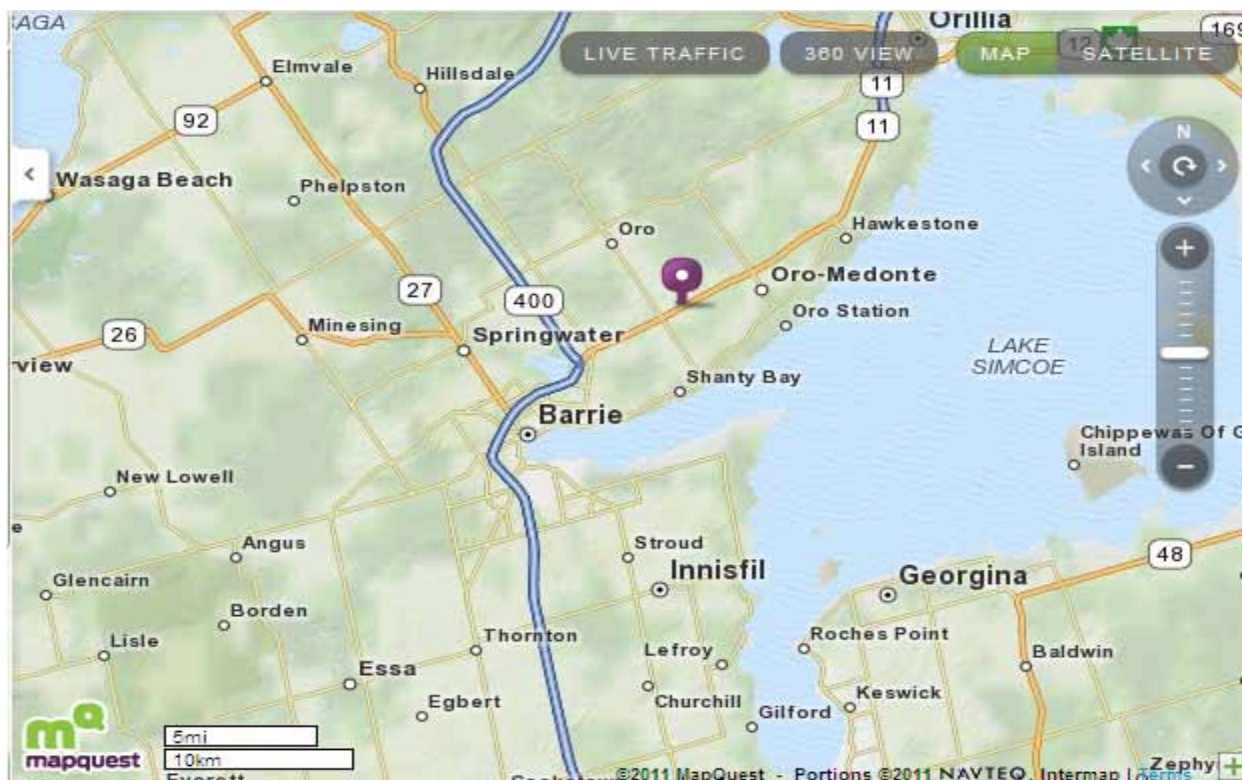
Committee and Commission Meetings

The committees and commissions of Living Waters Presbytery will meet frequently enough to conduct their business. Time will be allotted at most meetings of the presbytery for committees and commissions to meet, and other meetings will be necessary as well. The quorum for committees and commissions of Living Waters Presbytery will be one-third of their membership.

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Presbytery Office

Conference Staff are available at the presbytery office located at
59 Line 4 North, R.R. #1 Shanty Bay, ON L0L 2L0
Conference Minister for Personnel Support: 1-800-446-4729 ext 235
Minister for Programs: 1-800-446-4729 ext 233
Administrative Assistant: 1-800-446-4729 ex 230



Directions to Living Waters Presbytery Office

From the South: Take Hwy 400 north through Barrie. Keep in the left lane and continue onto Hwy 11 North (Hwy 400 turns off to the right). Continue on Hwy 11 through "Gasoline Alley" and go up the hill and under the bridge at Oro Line 3. You will see the church on your left, beside the Oro-Medonte Arena. Keep going north to the next exit which is Oro Line 5. Exit to the right at the Homestead Gifts sign. Take the next left and go over the bridge, and get back onto Hwy 11 heading Southward. Go past the church again (yes really) and exit at Oro Line 4. Take the first right which will lead you to the parking lot.

From the North: Take Hwy 11 South and exit at Oro-Medonte Line 4. To get back onto Hwy 11 Northbound, you can either go south on Hwy 11 and turn around at the bridge at Oro Line 3, or you can turn right onto Line 4 and take the 15/16 Sideroad north to Line 5, turn right onto Line 5 and then turn left just before the highway to get onto the bridge. Cross over and head back to the highway. Or...you can stay on the Sideroad which ends at Hwy 11 just south of Orillia.

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Staff

Personnel Minister (Half Time)

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

The Conference Minister for Personnel Support (CPM) is a resource to the Personnel Commission and works carefully with ministry personnel to ensure vital and well functioning ministries within the presbytery.

Program Minister (Full Time)

The Program Minister is a resource who offers assistance to presbytery members by working in close relationship with the executive, commissions and commission chairs.

Administrative Assistant (Full Time)

Administrative support to the presbytery is provided by the administrative assistant, who also functions as conference staff in some areas. The administrative assistant supports the work of the Chair and Secretary of Presbytery as well as the Personnel Minister and the Program Minister.

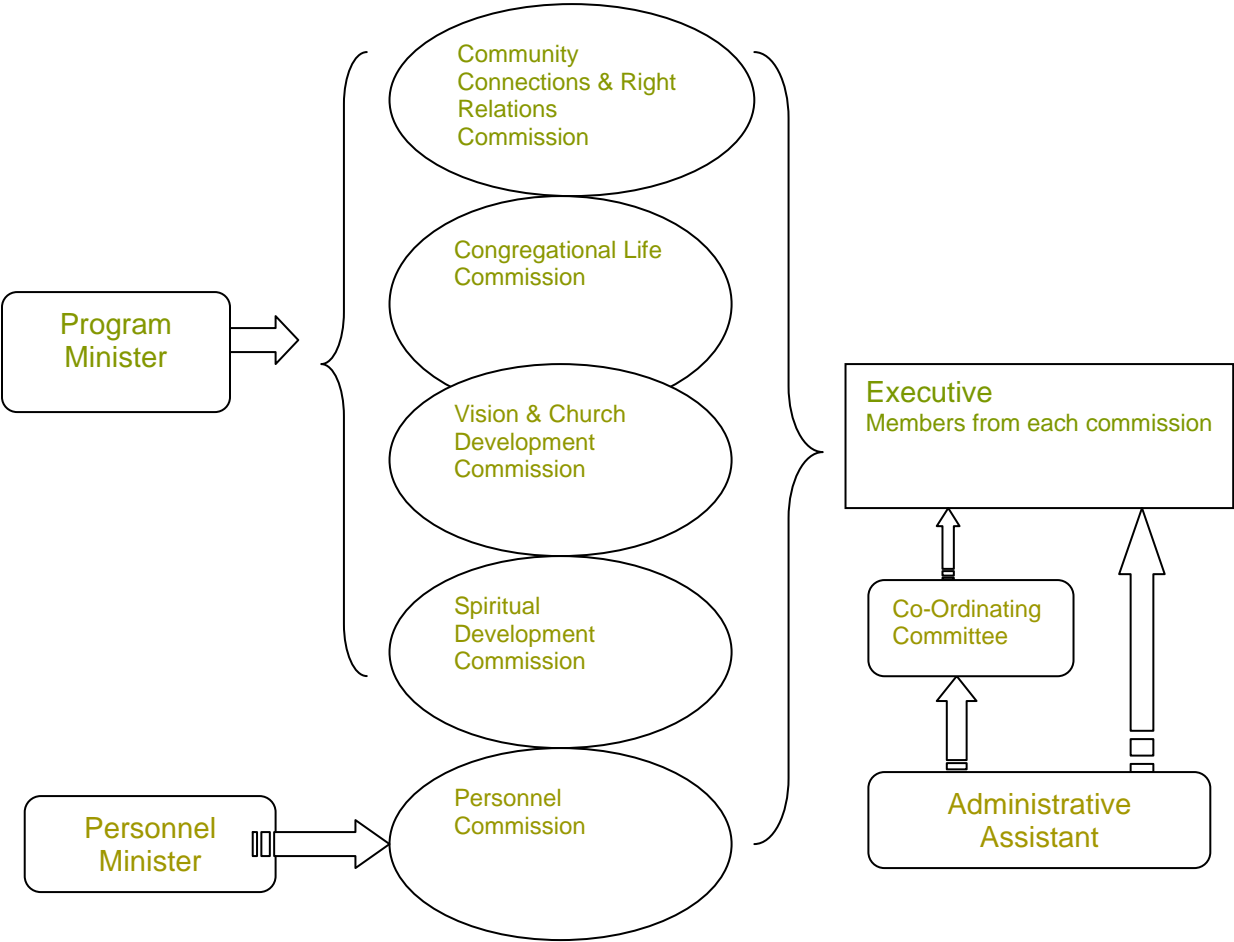
Position descriptions for these conference staff members working in the presbytery office are available at

<http://www.torontoconference.ca/conference/conference-staff/position-descriptions>

or by contacting the presbytery office and requesting a copy.

Presbytery Organization

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 (Term: 2 years – unless special circumstances warrant a second term)
- Past Chairperson or Chairperson Elect (Term: 1 year as Chair-elect and 1 year as Past Chair)
- Chairperson of Co-ordinating Committee (if not Past Chair or Chair-Elect)
- Treasurer (Term: unspecified)
- Secretary (Term: unspecified)
- Chairpersons of Standing Commissions (Community Connections & Right Relations, Congregational Life, Personnel, Spiritual Development and Vision and Church Development)¹ (Term: 3 years)
- 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 is given power to act for the presbytery between presbytery meetings. This authority is given through the governance motion at the beginning of each pastoral year (July 1st to June 30th). Actions of the executive are reported to the full court presbytery for information at each subsequent meeting.

Responsibilities of Executive

1. To coordinate and conduct the work of presbytery, particularly but not exclusively, in matters which may arise and are not specifically delegated to any commission.
2. To act for the presbytery between regular meetings or when requested by a commission in time sensitive issues with the full authority of the presbytery provided that the executive in making its decision shall have received advice and/or recommendations from the appropriate commissions and/or other parties involved.
3. To hear concerns about the functioning of presbytery regarding the perceived breach of presbytery processes or policy. After due consultation the executive will decide whether to initiate a review of the relevant policies and processes and then recommend any changes resulting from said review to the full court for its consideration and approval.

¹ Commissions with co-chairs have one vote between the two co-chairs. Both may attend meetings and both have the right to speak.

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4. To report to the presbytery through the receiving for information the minutes of the executive, brief reports and other communication tools as may be developed.
5. To provide an Annual Report to Toronto Conference. (*Manual 2010: Section 324*)
6. To submit the presbytery and executive minutes and any other required documents for review of conference. (*Manual 2010: Section 325*)
7. Staff Positions: To forward to the Executive Secretary of Toronto Conference any concern re: staff job description or performance should such arise.
8. To review existing policies every two years and bring to the presbytery for its consideration recommendations for new policies, amendments to existing policies or discontinuance of policies no longer required. Where policies are initiated by commissions, the executive will review such policies for consistency with other policies and the polity of The United Church of Canada. Such review shall not preclude a commission bringing forward its recommendations to the presbytery.

The Officers of Presbytery

The Chairperson

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 conference staff deployed in the presbytery. 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 Secretary

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, and consults with the chair and others in preparation of the agenda for plenary sessions. The secretary also transmits pertinent presbytery information and decisions to other courts and divisions of the church as directed by the presbytery.

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The Treasurer

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

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

The past chairperson will be there to assist the chairperson in the first year as chair. The past chairperson will act as the chairperson in the absence of the chair.

Co-ordinating Committee

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)
- Other members of the court with well developed skills in communication, finance, and organization.

The following are ex-officio members of the Committee

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

Purpose

This committee, unlike the commissions, does not have the power to pass motions or make policies. Its primary role is to act as a "working arm" of the executive, making recommendations to executive regarding **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.

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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. Co-ordinates presbytery meeting times, programs, and locations. It is the presbytery liaison with officials and caterers at proposed meeting places.
2. Is available to assist the chair in the planning of covenanting, installation and welcoming services.
3. Provides orientation for new presbyters.

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 by presenting a complete slate of officers at the spring meeting of presbytery and by encouraging presbyters to serve on commissions that utilize their gifts.
2. Review the nominations procedure annually (See Nominations Procedure: Page 32)
3. Receive resignations during the year and submit nominations to fill the vacancies to presbytery for approval
4. Submit to various courts and other organizations of the church the names of those people who have been elected to represent Living Waters Presbytery (after the spring meeting) and/or fill vacancies as needed
5. Run the procedure for the nomination of commissioners to General Council when required.
6. Present names of lay members to Toronto Conference. The majority of these people shall previously have been elected to represent a pastoral charge or other United Church Ministry at 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.²

Communications

The goal of this committee is to facilitate the flow of information between commissions, presbyters, pastoral charges and courts of the church by promoting the work of presbytery through a variety of mass media and other methods.

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Finance

The goal 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 presbytery commissions on financial matters as requested and appropriate.
 5. Presenting a year-end financial statement to the presbytery.
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Commission Chairs

Qualifications & Skills

- Member in good standing of The United Church of Canada
- Excellent knowledge of the polity and organization of The United Church of Canada eg. *Manual* and presbytery handbook
- Previous experience in a leadership role
- Ability to delegate responsibilities
- Commitment to working as a team member encouraging and enabling all to participate
- Good communication skills – oral and written
- Ability to chair meetings
- Available to attend executive and presbytery meetings on a regular basis
- Sense of humor
- Ability to see the overall picture of any issue or opportunity
- Ability to work effectively, in a congenial manner, with people of diverse backgrounds and opinions
- Ability to be an active listener
- Ability to communicate electronically
- Free to attend to presbytery matters in a timely fashion

Responsibilities

- Ensure that the commission mandate as outlined in the handbook is fulfilled

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- Call and chair as many commission meetings as are necessary to effectively carry out the work of the commission
 - Be a contributing member of the presbytery executive
 - Ensure that a permanent secretary of the commission is appointed and that all proceedings of the commission are recorded and forwarded to the administrative assistant in a timely fashion and ensure that correspondence received by the commission is noted as official presbytery correspondence in the record of proceedings by providing a copy to the presbytery office.
 - Involve all members of the commission in the work
 - Confer with the conference staff employed in the presbytery office if advice or information is needed
 - Attend executive, commission and plenary meetings
 - Adhere to all policies as developed by the presbytery or other levels of The United Church of Canada
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COMMISSIONS

Community Connections and Right Relations Commission

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 organizations through workshops, literature, and communication.
2. Encourages meaningful and reciprocal relationships with First Nations communities and organizations within the bounds of presbytery including the Living Into Right Relations Home Group (Toronto Conference).
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 and Ministry Personnel.

Congregational Life Commission

The commission will consist of:

- Chairperson or co-chairpersons
- Commission Secretary
- 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 organization, proposals, and pastoral oversight. The commission works closely with the Vision and Church Development Commission to promote vital and faithful congregations. The Program Minister supports them in this work. The details of these duties are laid out below.

Property and Finance

The Congregational Life Commission is empowered to oversee the real estate properties within presbytery. It is a resource to pastoral charges in these matters including the items listed below.

1. Receive and make decisions with regard to applications to acquire, sell, mortgage, exchange, lease or otherwise deal with the trust property of pastoral charges except in cases of amalgamating, realigning, reconstituting, relocating or disbanding.

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2. Review financial plans for all buildings projects and make decisions, except in cases of amalgamating, realigning, reconstituting, relocating, or disbanding, which will be the work of Vision and Development Commission.
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 occupancy of the manse occurs and advise the pastoral charge of renovations or repairs that are needed.
7. Receive applications from pastoral charges for building projects or renovations that require building permits or loans and grant permission for such projects.
8. Support the Vision and Church Development Commission when requested in dealing with property matters for pastoral charges involved in amalgamating, realigning, reconstituting, relocating, redeveloping or disbanding.
9. Have a list of available sources of funding to support the goals of congregations in their quest for new initiatives.

Pastoral Charge Records

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, including registers and meeting minutes, on a regular rotating basis.

Archives & History

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.

Plans of Organization

Plans of organization 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:

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1. Review the plans of organization of congregations and/or pastoral charges 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 or congregations and report to presbytery.

Pastoral Oversight

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 to include a member of the Personnel Commission on these visits.
4. Provide training to Pastoral Oversight Teams. 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 in a timely fashion 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. Review the information received in the annual reports and prepare 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 if requested to help pastoral charges prepare for changes in pastoral relations.

New Pastoral Charges and Missions

New pastoral charges and missions are usually overseen directly by the Vision and Church Development Commission. However, there is some overlap. The

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Congregational Life Commission is jointly responsible for good communication about these items.

Personnel Commission

The commission will consist of:

- Chairperson or Co-Chairpersons
- Commission Secretary
- Members of Presbytery
- 3 Pastoral Relations Co-chairs
- Chair of Education and Students Committee
- Chair of Retirees

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

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.

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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. Appointing a member of the presbytery as Pastoral Charge Supervisor to any pastoral charge that is without a settled or appointed member of the Order of Ministry or an appointed Designated Lay Minister who has been recognized by the conference, or in any other situation where the presbytery deems it appropriate.
8. Providing an appointee of this commission to preside over any meeting of a pastoral charge duly called to consider the pastoral relationship.
9. Implementing the pastoral relations guidelines when any request for a significant change in conditions of employment or change in Pastoral Relations is received.
10. Listening to and interviewing ministers completing their appointments.
11. Reviewing salary benefits, pension requirements and housing allowances of Ministry Personnel.
12. Appointing representatives to Joint Needs Assessment Committee (JNAC) and Joint Search Committees (JSC). Those representatives do not need to be members of the commission.
13. Receiving applications for licenses to perform sacraments and weddings and recommend action to presbytery.
14. Ensuring that items such as marriage licenses and police records checks are kept up to date.
15. Communicating to the appropriate bodies the names of ministers seeking readmission to The United Church of Canada or admission from other denominations
16. Maintaining a list of those Retained on the Roll without call or appointment.
17. Manual 2010 333: Oversight of Pastoral Charges: *Acting for the presbytery in the taking of any necessary decisions in the matters raised under Section 333 of the Manual* providing that in making any decisions it solicits the advice and counsel of the Congregational Life Commission when applicable.
18. Manual 2010 363: Oversight of Ministry Personnel: *Acting for the presbytery in the taking of any necessary decisions in matters raised under Section 363 of the Manual* providing that in making any decisions it solicits the advice and counsel of the Congregational Life Commission when applicable.
19. Manual 2010 367: Discontinued Service List (Disciplinary), Manual 367.1: Discontinued Service List (Voluntary) and Manual 2010 368: Discontinued Lay Ministry Appointment List: *Acting for the presbytery in the taking of any necessary decisions raised under Sections 367. 367.1 and 368 of the Manual.*

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20. Manual 2010 032 Re-Admission: *Acting for the presbytery in the taking of any necessary decisions under Section 032 of the Manual* regarding a recommendation to Toronto Conference for re-admission ensuring that all steps under Manual Section 032 (f) are undertaken.

Education and Students

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 life-long. 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

Spiritual Development Commission

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The Commission will consist of:

- Chairperson or Co-Chairpersons
- Commission Secretary
- One representative from Camp Big Canoe 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.

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 Toronto Conference AGM 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. Provides oversight as detailed in the Manual Section 332 (d).

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2. Appoints two presbytery representatives, preferably, but not necessarily, from the Spiritual Development Commission, one ordered personnel and one lay person.
3. Ensures that Living Waters Presbytery includes in its annual budget adequate financial support for programming.
4. Ensures that Living Waters Presbytery retains a copy each year of the minutes of the Camp Big Canoe Annual Meeting, the Annual Report and Budget and the Triennial Accreditation Report.
5. Reports regularly to presbytery regarding the programming at Camp Big Canoe.
6. Actively promotes Camp Big Canoe in the congregations/pastoral charges within the presbytery.

Vision and Church Development Commission

The Commission will consist of:

- Chairperson or Co-Chairpersons
- Commission Secretary
- Members of Presbytery
- One representative each from each mission and/or new church development.

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 Development Commission will help us to understand and respond to those changes. The Program Minister supports them in this work.

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. Presenting and recommending to presbytery any 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

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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. Approve proposals 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 Vision and Church 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 co-ordinate opportunities for church development in new and existing congregations.
3. To work with the appropriate church bodies, including the Congregational Life Commission, to buy/sell church sites and recommend needed congregational facilities.
4. To lead in the establishment of new congregations or the division of existing multi-point pastoral charges.
5. To receive and dispose of petitions to enter The United Church of Canada from congregations connected with other denominations. 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 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 approval of the petition. If approved, presbytery then declares the congregation to be a

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congregation of the United Church of Canada, subject to the approval of General Council.

6. Select a point person to work with each mission or congregation/pastoral charge receiving Church Development Grants or Mission Support Grants to see that a 3-year budget is presented to the Vision and Church Development Commission a month before Church Development application is due. Goals that the Vision and Church Development Commission and Toronto United Church Council set and the goals that the said mission or congregation/pastoral charge set must be included with the application. The point person shall receive quarterly financial statements and progress reports by December 31st of each new grant year to determine whether the goals mentioned above are being met.

Existing Church 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 Development Commission to act as the main point of contact in these matters. This work includes the following:

1. Working with pastoral charges designated by the presbytery for redevelopment, including those whose activities include amalgamating, realigning, reconstituting, relocating, or disbanding pastoral charges, congregations or missions
2. Reviewing financial plans for all buildings projects and making appropriate recommendations to presbytery in cases of amalgamating, realigning, reconstituting, relocating, or disbanding pastoral charges or missions.
3. Listening deeply to the concerns and needs of struggling congregations.
4. Celebrating the successes of redevelopment or revitalisation.
5. Acting as a resource for congregations, ie. having a list of available sources of funding to support the goals of the congregations in their quest for new initiatives.
6. Working with the appropriate Church bodies, including the Congregational Life Commission, to buy/sell church sites and recommend needed congregational facilities.
7. Working with existing pastoral charges who wish to revitalise their ministry.
8. On the occasion of an amalgamation, disbanding or closure, or for any other purpose, a representative of the Vision and Church Development Commission will meet with the church board or council to establish the necessary motions. After a meeting with the Living Waters Personnel Minister to check the legality of the motions, a congregational meeting will then be called.

Policies

Appendix 1

Appeals Policy

Policy Name: Appeals Policy	Date approved:
	Review Date
Purpose of this policy: To address concerns about the functioning of presbytery executive and commissions regarding the breach of presbytery policy or process.	

Rationale: In making decisions set out in their mandate, commissions or executive are acting as the presbytery and consequently those decisions are decisions of the presbytery. Any such decision is not debatable by the presbytery. (Manual 2010: 374, 322)

A decision of a commission or executive is appealable, under the same terms as a decision of presbytery, to Toronto Conference (Manual 2010: 076 (b) ii) in accordance with the rights and requirements set out in the Manual 2010:076.

Prior to initiating an appeal to Toronto Conference the following steps must have occurred at the presbytery level:

1. Concerns are to be addressed to the secretary of presbytery in writing. This written appeal must be signed and contain a rationale detailing how the decision under appeal breaches presbytery policy or process. Appeals must be made within fourteen (14) days of a decision being published in the minutes.
2. Executive will select three (3) members for an appeal panel from an established roster of presbytery members. Members selected will not be members of a pastoral charge, executive or commission involved.
3. Panel will hear from all parties concerned.
4. Panel will make recommendations to the executive or commission where the decision under appeal originated.
5. Although neither the executive nor commission is required to change the decision, recommendations must be given due consideration. If this appeal process does not resolve the concern, then an appeal may be undertaken according to Section 076 of the Manual.

Appendix 2

Communications Policy

Policy Name: Communications Policy	Date approved:
	Review Date
Purpose of this policy: To create an effective flow of information between presbytery, pastoral charges and other courts of the church.	

1. Requests for distribution of fliers at Presbytery Meetings.
All requests to distribute fliers at presbytery meetings shall go to the chair of the Co-Ordinating Committee. Only flyers that have been reviewed by the chair will be placed on the registration table for pick up by presbytery members.

2. Newsletter
All requests for advertising congregational functions (suppers, concerts, events) shall go into the newsletter rather than be distributed via the Presbytery email list.

3. Requests for distribution via email list
Any requests for use of the presbytery email list to distribute information shall first be approved by the chair of the Co-Ordinating Committee, except in the case where the request comes from the chair of a commission and is related to the work of that commission, or such communication is received from the Conference or General Council designated for distribution to presbyteries through the Presbytery Secretary

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Appendix 3

Finance Policies

Authorization of Expenses Policy

Policy Name: Authorization of Expenses Policy	Date approved:
	Review Date
Purpose of this policy: To appropriately reimburse presbyters for out-of-pocket expenses incurred while conducting the work of presbytery.	

1. Presbyters may claim reimbursement for out-of-pocket expenses incurred while conducting the work of presbytery, which include but are not limited to mileage, postage and copying charges.
2. Claims for expenses will be submitted on the appropriate form, with receipts attached, for approval, to the chair of the commission for which the expense was incurred.
3. Claims for expenses incurred by commission chairs are submitted on the appropriate form, with receipts attached, for approval by one of the following:
 - a. The chair of presbytery
 - b. The treasurer of presbytery
 - c. Or other party designated by the Co-Ordinating Committee

Budget Development Policy

Policy Name: Budget Development Policy	Date approved:
	Review Date
Purpose of this policy: To provide a framework for the development of the presbytery annual operating budget	

Background and Context: The Coordinating Committee is charged with the responsibility “to frame and present a budget annually to the presbytery”.

Policy:

1. The Living Waters Presbytery annual operating budget will be developed in a manner that
 - a) is transparent and known to the executive, commissions and

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- presbyters.
 - b) ensures and enables consultation with the executive and commissions.
 - c) in the allocation of financial resources is guided by the mission and vision of presbytery.
 - d) results in a timely budget approval recommendation to the presbytery plenary.
2. The presentation of the operating budget will include sufficient narrative and/or explanation so that those reviewing and approving the budget document understand how the funds are to be used and the presbytery program they support.

Contingency Fund Policy

Policy Name: Contingency Fund Policy	Date approved:
	Review Date
Purpose of this policy: To provide a source of funds to cover incidental and unforeseen expenses incurred by presbytery, pastoral charges or individuals.	

Policy: Funds may be requested

1. By pastoral charges to cover operating expenses for up to two months.
Conditions of eligibility:
 - a) agreement of the pastoral charge to engage
In discussion of viability and future financial planning with the Vision and Church Development Commission and/or the Congregational Life Commission.
 - b) terms of repayment will be negotiated based on circumstances of the pastoral charge.
2. To assist in supporting a pastoral relationship and/or resolving a potential difficulty in a pastoral relationship including, but not limited to, the costs of salary and benefit support during the first six months of disability or following the death of Ministry Personnel or additional Ministry Personnel costs required but beyond the resources of the pastoral charge.
Conditions of eligibility:
 - a) provide current financial statement.
 - b) engage in conversation to ensure that all financial options have been considered
3. By presbytery to cover the costs in the exercise of a 333 or 363 process.
4. To cover damages awarded by a court or as terms of a settlement where such is not covered by other United Church of Canada resources.
5. By individuals where the attendance of a presbyter at the meeting and/or work of the executive, commission or committee is hindered or limited by

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the additional costs of day care, baby sitting or elder care required, the presbyter so affected may claim to be reimbursed up to \$50 per instance. These claims are to be dealt with in confidentiality by the treasurer.

Procedure:

All claims are to be submitted in writing to the Treasurer of Living Waters Presbytery who will present them to the Executive for decision-making. (Except as noted in #5 above)

Disposition of Property Policy

Policy Name: Disposition of Property Policy	Date approved:
	Review Date
Purpose of this policy: This policy provides guidance for approving a proposal regarding the disposition of property when a congregation disbands.	

Disposition of Property – Section 269 of *The Manual*

According to section 269 (b) of *The Manual*, when a congregation decides to disband, they must submit to the presbytery a proposal regarding the disposition of its property, both real and personal. Proposals will be received for consideration by the Vision and Church Development Commission, which may consult with the Congregational Life Commission if needed.

Our intent is that congregations receive equal treatment, that funds are dispersed in a fair and consistent manner and that we honour our commitment to the presbyteries in Toronto Conference through the Presbyteries of Toronto Conference Corporation (PTCC). For these reasons, proposals received from congregations will be expected to follow these criteria in order to receive approval:

1. Repayment of any expenses related to the holding and disposition of the property.
2. After holding and disposition expenses have been deducted, a tithe of 10% to the Mission & Service Fund.
3. After holding and disposition expenses have been deducted, a tithe of 10% to the Toronto United Church Council’s Sustainable Energy Loan Fund.
4. After holding and disposition expenses have been deducted, the congregation may designate 10% of funds to be distributed to work that has been significant in the mission of the congregation.

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5. All remaining funds will be distributed equally among the four presbyteries through PTCC.

Offering from Covenanting Services Policy

Policy Name: Offering from Covenanting Services Policy	Date approved: November 21, 2009
	Review Date
Purpose of this policy: To determine the use of funds collected as offering at presbytery covenanting services.	

The offering from Presbytery Covenanting Services will go to the Presbytery Education & Students Committee to be used to support students on training and for paid accountable ministry. These funds are to be distributed under the oversight of the Personnel Commission.

Unused Funds Policy

Policy Name: Unused Funds Policy	Date approved:
	Review Date
Purpose of this policy: .This policy establishes how any operating funds at the end of each fiscal year will be held and utilized.	

Background and Context: The Living Waters Presbytery operating budget is funded by an annual grant from Toronto Conference and a presbytery assessment should one be approved. Toronto Conference has decided to adopt a policy "that unspent presbytery grants in any year be retained for future presbytery use" (Minutes, Toronto Conference Executive – Nov 11/09 page 09/10-17).

Presbytery operating funds are held by Toronto Conference and expended and accounted for by the Toronto Conference Financial Administrator and in accordance with the financial practices and standards of Toronto Conference. Consequently this policy provides guidance to Toronto Conference as to the intent of Living Waters Presbytery regarding the unused funds.

Policy:

The intent of this policy is

- a) to ensure that financial resources are available to support the

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mission and work of Living Waters Presbytery.

- b) that these resources are managed and utilized appropriately
- c) that unused funds are used in a way that enables the annual operating budget to be applied to the ongoing work of the presbytery in a responsible manner.

To those ends, it shall be the policy of Living Waters Presbytery that

- 1. the balance of operating funds, including those allocated to commissions, as of December 31st closing of accounts of any year be retained in the operating fund except the following designated funds: Contingency, Education & Students or others approved in the future.

Procedures

1. Cheque disbursement of general operating funds.

- 1.1. Motion is approved by a commission or executive for the disbursement of presbytery funds.
- 1.2. The administrative assistant assigned to the presbytery is requested by the originator of the motion to prepare a cheque requisition for the funds
- 1.3. The cheque requisition is approved in accordance with the policy on authorization of expenses (see page)
- 1.4. The cheque requisition is processed by Toronto Conference and a cheque is forwarded.

2. Expense Claim Forms

- 2.1. Presbyter completes expense claim forms and has it approved by the chair of the commission for which the expense was incurred
- 2.2. presbyter or commission chair provides approved claim form to administrative assistant assigned to presbytery who has it approved in accordance with the policy on authorization of expenses (see page...)
- 2.3. administrative assistant sends approved form to Toronto Conference for processing.
- 2.4. cheque is mailed from Toronto Conference.

3. Nominations

- 3.1. Nominations for positions within Living Waters Presbytery and other levels of The United Church of Canada are the mandate of the Coordinating Committee.
- 3.2. The Chair of the Coordinating Committee or designate and three (3) other members comprise the committee although others may be asked to assist.
- 3.3. Nominating procedure as follows:
 - 3.3.1. All positions are to be considered vacant.
 - 3.3.2. All incumbents whose terms are not completed or who are eligible for re-election are contacted to determine whether they wish to continue in the position.
 - 3.3.3. A list of vacancies and incumbents is drawn up and posted.
 - 3.3.4. All presbytery members in good standing with the proper qualifications are encouraged to apply in writing to the Nominations Chair.
 - 3.3.5. If possible, a full slate is presented at the spring meeting.
 - 3.3.6. Nominations from the floor are invited.

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3.3.7. In the event there is more than one nominee for a position, an election will be held.

3.3.8. Those elected will be covenanted at the June meeting or presbytery.

NOTE: Commission vacancies that occur within a term of office may be filled by executive on the recommendation of the commission. Other vacancies become the responsibility of the Coordinating Committee.

The following positions within Toronto Conference require presbytery nominations. Unless otherwise noted all appointments are for the duration of the Pastoral Year as defined in the *Manual*: July 1 – June 30. However an attempt should be made to provide continuity by re-appointing some experienced members when possible:

Conference Executive – three (3) members for a three-year term with a possibility of serving a second term, a mix of ministry personnel and lay members

Interview Committee – ten (10) members, for a three-year term, a mix of ministry personnel and lay members.

Settlement and Pastoral Relations – two (2) members, for a three year term, one ministry personnel, one lay member – usually members of the Personnel Commission

Mission Support Consultation - two (2) members for a term of one year

Five Oaks – one (1) member for a term of one year

Sexual Abuse Policy Representatives – one (1) officer of the court and two (2) co-chairs, one male and one female for a one-year term

Presbyteries of Toronto Conference Corporation (PTCC)– five (5) members to be appointed, 2 directors and 3 board members – mix of presbyters and non-presbyters. Terms are in accordance with the presbytery's agreement with PTCC (*See Record of Proceedings, 2010-2011, September 18, 2010 Minutes of Presbytery, Page 77*).

Toronto United Church Council (TUCC) – two (2) members to be appointed to attend annual meeting

4. Standard Operating Procedure for Engaging with Pastoral Charges

NOTE: To be used when procedures are not covered by other policies

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- 4.1. Contact is made by a pastoral charge concerning an issue that needs presbytery involvement. (This contact may be to a commission chair, a staff person or any member of executive.)
- 4.2. The person initially contacted will immediately agree to help review the issue and if appropriate, promise to send a listening team within 30 days whenever possible. The initial contact will identify the commission that needs to take the primary role according to the commission mandates in the presbytery handbook and verify that no other commission is currently involved. If there is already presbytery involvement, this will be communicated to the caller.
- 4.3. That commission may identify other commissions, if any, that likely need to be involved and together will set up the listening team, optimal three (3), but not less than two (2) members of presbytery.
- 4.4. Once the listening team is established, the primary commission will inform the executive and the conference staff assigned to the presbytery (by cc on e-mail) of the establishment of the listening team and which commission(s) are involved. At this point minimal information regarding the issue is shared.
- 4.5. The listening team meets with the pastoral charge group which may include the presbytery representative. At this point no advice or recommendations are given. The goal is to listen and hopefully identify a pastoral charge point person to simplify the flow of information. Following the visit a report is written that summarizes the issues and identifies what the next logical steps might be.
- 4.6. The primary commission involved will present the report to the executive and Personnel and Program Ministers as appropriate. This step provides an opportunity for the rest of executive to be informed, share their expertise and allow for the involvement of other commissions if deemed appropriate.
- 4.7. An agreed action plan will be developed using the skills and expertise of the conference staff assigned to the presbytery if needed. These staff members may also seek advice from other levels of the UCC and communicate same to the whole listening team.
- 4.8. The primary commission proceeds with the action plan created by the listening team, coordinating with other commissions and consulting with conference staff assigned to the presbytery as the plan unfolds.

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5. Procedure on Church or Mission Closing

Developed by the Vision and Church Development Commission

When a Church or Mission approaches the Vision and Church Development Commission, directly, or through notifying Presbytery, it becomes the responsibility of the Commission representatives to contact the Minister or the Chairperson of the Board of the congregation in distress to arrange a meeting to consider their options.

This could involve looking at the possibility with help from Presbytery they could remain open.

There are three options open to a Congregation that elects to close:

1. Amalgamation---this is covered under item 268 in the United Church Manual
2. Disbanding-----this is covered under item 269 in the United Church Manual
3. Congregation Ceasing to Exist ---this is covered under item 270 in the United Church Manual

The following are procedures set out by this Commission to be followed by Representative(s) who will work with the Congregation in distress.

1. Vision and Church Development Commission initiates the process, and during this time invites the participation of other commissions. This commission is the last to leave the process, whether it be amalgamation, disbanding, or congregation ceasing to exist.
2. practice compassion and support through their sadness
3. make the congregation through the church board aware of the options available to them
4. attend all board and congregational meetings
5. keep communications open with Conference Minister for Program for Living Waters Presbytery as to what is happening
6. have a discussion with the Minister of the congregation as to their wishes i.e (does the minister wish to see the congregation through to closing, or do they wish to submit their 90 days notice) if the latter contact Personnel Commission Chairperson
7. chair any congregational meeting called and discuss in advance the legality of motion (s) to be presented to the congregation with the Conference Minister for Program for Living Waters Presbytery.
8. establish date of closing, when this has been established, bring in the representative of Congregational Life Commission to advise the Board and congregants of their options in regards to the sale of the building and their wishes in regards to transfer of or disposal chattels.
9. if the wishes of the congregation are to amalgamate or in some circumstances disband, establish a transition team between the two congregations to establish rapport and a smooth transition

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10. have a meeting between the representative of this commission and Congregational Life to establish their wishes as to dispersal of sale proceeds, e.g. (what is directed to charities, what their wishes are in regards to amount of funds to be directed to congregation they are amalgamating with,) all must be approved by Presbytery
11. establish date of closing service so Chairperson of Presbytery can be there to terminate the covenant between the minister and congregation, and chairperson of the commission can decommission the Church
12. advise commission, presbytery executive and the court as to what has been done
13. should the church close without the building being sold, establish along with Congregational Life Commission a committee from the closing church to oversee the care of the building, including paying utilities, keeping insurance in effect, care of the grounds etc. (suggested committee—2)
14. Representatives from Vision and Church Development and Congregational Life Commissions, board chairperson, treasurer, presbytery representative and trustees will oversee the sale of the property and dispersal of funds as approved by presbytery
15. When all processes are completed submit a final report through the commission to presbytery.

6. Missions and Churches Receiving Church Development Grants

It is the purpose of this commission to offer not only our support but the support of all in Living Waters Presbytery to assist each pastoral charge, or mission receiving Church Development Grants in attaining their goals, whether it be in meeting their benchmarks or financial goals. As such we as a commission offer a point person (s) to work with each pastoral charge or mission. This person (s) will meet with each in a timely fashion to:

- 6.1. receive a yearly business plan, namely a 3 year budget updated to end of grant period along with yearly benchmarks set by the congregation and those set by VCD Commission.
- 6.2. receive quarterly reports on budget and also on benchmarks
- 6.3. build competence by the practice of intrusive nurturing
- 6.4. offer support of presbytery (we are here to help)
- 6.5. seek help from a professional resource e.g. (TUCC Toronto United Church Council) should a problem arise that requires assistance
- 6.6. ensure 3 year budget and benchmarks are updated, ready to be presented to the commission at a meeting to be called the last week of August or first week of September each year so documents can be reviewed and the grants can be approved for the next year.

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