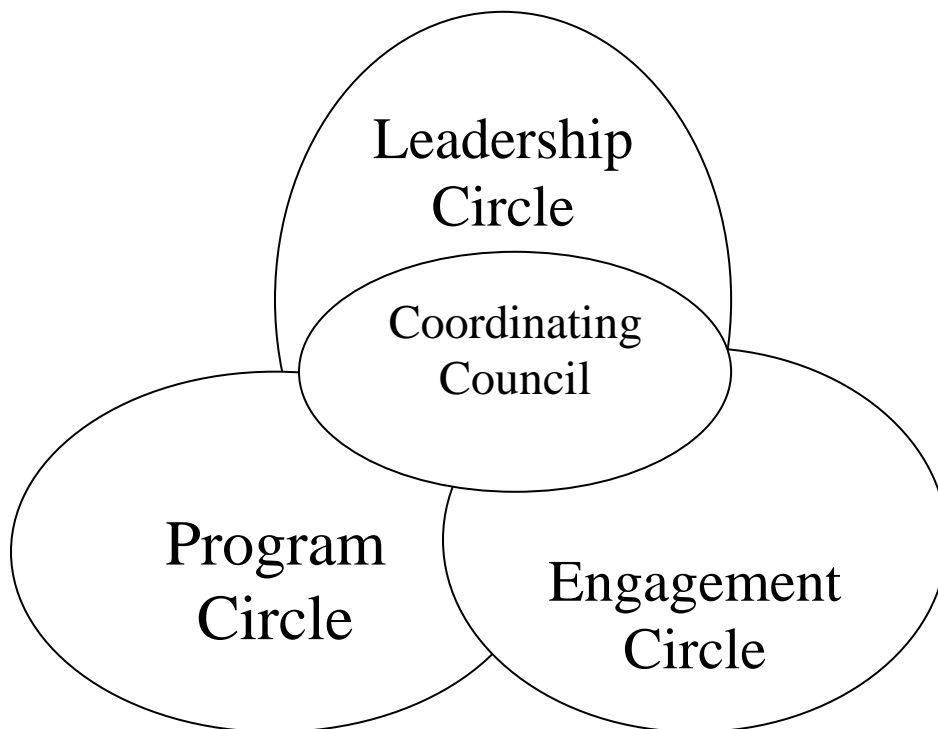




South West Presbytery Handbook 2011



Updated: June 23, 2009
Updated: August 25, 2010
Updated: October 31, 2011



Coordinating Council (15)

Chairperson
Chair-elect
Past Chair
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)
Presbyteries of Toronto
Conference Corporation (5)

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)

Past 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, Mission Support and Finance Committee

Chair, or designate, Nominations & Leadership Development Committee

Chair, Worship/Theme Sub Group

UCW Representative

South West Presbytery is required to name representatives to the Toronto Conference Executive. The Circle Chairs will be appointed as the representatives to the Toronto Conference Executive. The Toronto Conference Executive terms shall be for three years and the three persons' terms shall be in series. The three representatives shall consist of at least one lay member and one ordered member. Should it be necessary to appoint one other person for proper balance of the Toronto Conference representatives, that person shall become a member of the Coordinating Council.

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, Education & Students, Property and Environment and Community Ministries 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.

Terms

The terms for members of the South West Presbytery Coordinating Council, and Commission and Committee chairs shall be two years, renewable for one more two-year term and at that point, the person must step down for at least one year. The treasurer may serve more than two terms.

The term of Chairperson shall be for one year with the possibility of a one year renewal.

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 commission 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.

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)
- Admission from Other Denominations (031)
- Licensed Lay Worship Leaders (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(s) to the Conference Mission Support Consultation.
- Have a liaison with the Presbyteries of Toronto Conference Corporation or its successor.
- Review financial statements of annual reports from pastoral charges and community ministries.

Faith Formation (10 members)

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

- Coordinate the offering of Presbytery-wide programs such as Vacation Bible Camp, Sunday school 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 ministries 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.

Presbyteries of Toronto Conference Corporation (2 Board Directors and 3 members)

Represent the Presbytery on the Board of the Presbyteries of Toronto Conference 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 United Church of Canada 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 wanting to find ways to welcome new people, 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

SOUTH WEST PRESBYTERY
COMMUNICATIONS STRATEGY

MARCH 9, 2010

Draft revised March 17, 2010

DRAFT

WEBSITE

Posting Items

Presbytery Committees / Commissions can submit (pdf) documents to be uploaded onto the presbytery website on the 1st and 15th of each month to the Administrative Assistant.

Ministries in South West Presbytery are invited to submit a Website Advertising Form with basic information as well as a link to their own website to advertise events etc. These forms would be due on the 1st and 15th of each month to the Administrative Assistant.

Decisions and highlights from South West Presbytery and Coordinating Council meetings already held will be supplied to the Administrative Secretary by the Volunteer Presbytery Secretary to be posted.

Meeting schedule on homepage will include date, time and place of meeting as well as 1 or 2 agenda items listed.

Any photos of individuals posted on the website will need to have the permission of the individual prior to posting

Updates

Material for the South West Presbytery website will be sent to the Toronto Conference webmaster on the 2nd and 16th of each to be uploaded.

Deletion Date

Materials will be deleted from the website once the date named in the material has been reached.

Any undated material will be deleted 90 days after being posted unless determined otherwise.

This does not necessarily refer to resource material. Resource material posted on the website will be looked at periodically to make sure that it is still relevant.

HANDOUTS

Ministries, commissions and committees are welcome to bring sufficient copies of flyers to be distributed at a presbytery meeting.

There will be no pastoral charge announcements made from the floor of a presbytery meeting.

Committees / Commissions may take time to promote events during their agenda time only.

EMAIL

Time sensitive information will be circulated via email.

Meeting announcements and mailings will be circulated via email

CANADA POST

For those that do not have email, meeting announcements and mailings will be sent via regular post.

Essential information from presbytery to those that do not have email will be distributed under the discretion of the Chair or Secretary.

PHONE

For those that do not have email, a message will be left on the South West Presbytery phone line that would announce a meeting cancellation. For example – it is decided by the Chair to cancel a scheduled presbytery meeting the day before the meeting. An email announcement will go out as well a message would be set up on the phone line. If in doubt of a cancellation call the office and listen to the recorded message 416-241-2677 Ext. 260.

A contact phone list will be made up for those that do not have email. Your “phone a friend” who has received an email message will call you to relay the email message to you.

SOCIAL NETWORKS

No content at this time (currently looking at ways in which Commissions and Committees can communicate directly with those interested in their areas of work within the presbytery)



The United Church of Canada Position Description

for submission to the JEC

Signature: _____
(GCM/CES/EM/EO)

Position Title: Conference Minister for Personnel and Congregational Support, South West Presbytery	Job Code: TOR11
Reports To Position: Conference Executive Secretary	Job Code: TOR01
Unit/Section: Toronto Conference Office	Date Prepared: Nov. 2008 Up-dated: May, 2011

Purpose:

The Conference Minister for Personnel and Congregational Support, South West Presbytery will be an educator/facilitator who will offer assistance to the Presbytery to fulfill its functioning as a Presbytery within The United Church of Canada. The focus is on enabling elected members to make decisions and plans, rather than doing the work of the Presbytery. This is a full-time position within the Toronto Conference staff complement.

Context:

The Conference offices, as part of the wider church, are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation. The General Council offices support the ministry and mission of the Congregations, Presbyteries, Mission Units and Conferences and are the national expression of The United Church of Canada, working ecumenically and in global partnership, faithfully, collaboratively, and effectively.

Toronto Conference supports Congregations, Pastoral Charges, Mission Units and Presbyteries in partnership with Toronto United Church Council and General Council. As part of the wider church, we are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation.

The vision of restructuring sees Toronto Conference as an instrument for the empowerment and animation of our various ministries, seeking to focus on Christ's mission. In light of this, the work of most Conference staff will be carried out within the Presbyteries of Toronto Conference and their Pastoral Charges and Mission Units. A central office will support the Conference's administrative functions.

Toronto Conference is characterized by significant diversity ranging from urban to rural, and influenced by multicultural and intercultural realities. Experience within the membership of the congregations in the Conference varies widely, and theological perspectives are sophisticated and diverse. Tension exists between areas of high growth and opportunity and areas inclined toward amalgamations and church closings. There is much opportunity for vital and creative ministry within the Conference.

Organization Structure/Reporting Relationships:

This is one of 14 positions accountable to the Conference through the Conference's Executive Secretary. The 14 positions are:

- Executive Assistant;
- Finance and Property Administrator;
- four full-time Presbytery-deployed program level staff;
- four half-time Presbytery-deployed program level staff;
- four full-time Presbytery-deployed administrative staff.

Specific Outcomes and/or Key Position Functions:

• **Support to South West Presbytery, its Pastoral Charges and Community Ministries (75%)**

- assist and counsel in matters related to education and students, change of pastoral relations, sexual abuse, pastoral oversight, stewardship, mission support and property, continuing education, career development, pensions, group insurance, and preparation for retirement;
- be aware of emergent issues and changing policies which affect personnel, property, oversight and communicate these to the relevant Presbytery committees.
- be a resource to the relevant Presbytery committees dealing with requests for information on personnel policies and procedures and civil laws, and pastoral oversight;
- be a resource to the relevant Presbytery committees working with Pastoral Charges and Community Ministries as they provide information, workshops, and support on personnel policies and procedures, stewardship, mission support and property;
- be a resource to the relevant Presbytery committees supporting the development of new ministries and be a resource for the committees in their work of sustenance and redevelopment of existing ministries;
- be a resource to the relevant Presbytery committees assisting congregations with the process of reaching decisions about their future ministry, cooperative parish, amalgamation or closure.
- Be the lead support to ethnic congregations within the Presbytery.

• **Support to Individuals (at least 10%)**

- assist with applications for personnel emergency funding, disability or survivor benefits;
- initiate pastoral care visits with Ministry Personnel in leadership;
- upon request of the relevant Presbytery committees, initiate group events to nurture and support Ministry Personnel;
- develop strategies for the Presbytery to provide nurture and support of Ministry Personnel.

• **Liaison with General Council and other Conferences (5%)**

- Support for intercultural work

• **Be a member of the Conference staff team (10%)**

- All Conference staff are part of a staff team. This requires regular contact in the form of staff worship, program and full-staff meetings, general staff training, supervision, participation in retreats.

Qualifications/Education/Competencies/Experience:

The requirements listed below are representative of the knowledge, skill, education, experience and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the life and work of The United Church of Canada; experience working within the structure, policies and ethos;
- A minimum of four years post-secondary education or appropriate life experience;
- Wide knowledge of personnel/human resources procedures, both inside and outside the church structure;
- An ability to relate policies and procedures to faith, and to reflect theologically on policy;
- Highly developed verbal and written communication skills;
- Demonstrated skills in administration, time management and situational analysis;
- Recognition of personal and professional boundaries;
- An ability to work in a collegial environment;
- Computer skills and willingness to use technology for communications;
- A willingness and ability to travel within the Presbytery and Toronto Conference.

Working Conditions: (please mark the appropriate box with an x)

Physical Demands and Work Environment:

x Required to stand or sit in one location much of the time in a comfortable indoor location. Occasionally required to stoop or lift light material or equipment.

Required to sit continuously in one location performing steady which provides no opportunity to walk about or the incumbent is standing/walking most of the time and is required to perform some work in an awkward position. Equipment or material of moderate weight has to be used or carried.

Engaged in heavy physical activities of various kinds. The physical effort require for lifting, pulling and similar activities in considerable and the activities are performed some of the time in awkward or confined spaces which adds to the effort.

There is almost a constant demand for strenuous physical activities of various kinds, often at the same time (i.e. climbing with a heavy awkward load). The work usually takes place in difficult position and/or confined space.

Physical Discomfort or Risk of Accident:

- x Environment generally comfortable with exposure to some dust, dirt or other conditions which might produce mild discomfort. Very remote possibility of accident or ill-health.

Sufficient exposure to various conditions which could produce considerable discomfort and/or moderate risk of accident ill-health.

Sufficient exposure to various conditions which could produce extreme discomfort and/or a substantial risk of accident ill-health.

The exposure of hazardous substances, equipment and/or situations is great enough that there is extreme risk of accident ill-health.

Sensory Attention:

Little or no requirement for concentrated use of senses. Generally all that is required is the normal use of seeing and hearing with little or no need to focus particularly on special factors in the environment.

There is a moderate need for sensory attention. There are some events or factors in the environment which require concentrated use of at least two or more senses periodically, but the demand in not excessive.

- x Considerable sensory attention is required. There is a noticeable demand for concentrated application of at least two senses and probably a need to co-ordinate the use of various senses.

There is an extreme demand for concentrated application of two or more senses. In all probability the senses require a high level of coordination. There is a strong need to focus simultaneously on several events or changing factors, co-ordinate the 'messages' and react.

Mental Stress:

Very little exposure to any factor likely to produce mental stress for most people, few is any deadlines of other pressures. Work may be somewhat repetitious. There could be some mildly unpleasant social contacts and or/concern about possible unpleasant situations.

Moderate mental stress would be experienced by most people because of one or more conditions which are present in the job. The stress felt would not be noticeably disruptive to the work nor would the unpleasant reaction be too strong or persistent. Work might be very repetitious. Noticeable pressure from deadlines, quotas, accuracy. Unpleasant social contacts or concern about unpleasant situations are probable.

- x Considerable mental stress can be experienced either by disturbing situations, noticeable pressure from simultaneous priorities or the legitimate concern about the probability of such events occurring. Some disruption of family/social life if regular. Concern about dangerous situations occurring is common. Positive results and a sense of accomplishment may be irregular.

Extreme mental stress is a noticeable part of the job. There may be disturbing emotional situations, possible exposure to public criticism, confrontation, concern about danger to self or others, conflicting demands or priorities and a legitimate concern about the probability of stressful situations which could have a serious outcome.

Working Conditions Additional Comments:

This is a full-time position that functions in a normal office environment from the Toronto Conference Office, (Jane/Wilson) in Downsview. Some travel to other Presbytery offices within the Conference will be required. Attendance at evening and weekend meetings may be required.

SIGNATURE BLOCK:

_____ Immediate Supervisor/Manager	_____ Date
_____ Unit/Conference Leader (GCM/CES/EM/EO)	_____ Date
_____ Human Resources	_____ Date



The United Church of Canada Position Description

for submission to the JEC

Signature: _____

(GCM/CES/EM/EO)

Position Title: Conference Minister Program/Public Witness (.50) South West Presbytery	Job Code: TOR12
Reports To Position: Conference Executive Secretary	Job Code: TOR01
Unit/Section: Toronto Conference Office	Date Prepared: Nov. 2008 Up-dated: May, 2011

Purpose:

The Conference Minister for Program and Public Witness, South West Presbytery will be an educator/facilitator who will offer assistance to the Presbytery to fulfill its functioning as a Presbytery within The United Church of Canada. The focus is on enabling elected members to make Decisions and plans, rather than doing the work of the Presbytery. This is a half-time position within the Toronto Conference staff complement.

Context:

The Conference offices, as part of the wider church, are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation. The General Council offices support the ministry and mission of the Congregations, Presbyteries, Mission Units and Conferences and are the national expression of The United Church of Canada, working ecumenically and in global partnership, faithfully, collaboratively, and effectively.

Toronto Conference supports Congregations, Pastoral Charges, Mission Units and Presbyteries in partnership with Toronto United Church Council and General Council. As part of the wider church, we are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation.

The vision of restructuring sees Toronto Conference as an instrument for the empowerment and animation of our various ministries, seeking to focus on Christ's mission. In light of this, the work of most Conference staff will be carried out within the Presbyteries of Toronto Conference and their Pastoral Charges and Mission Units. A central office will support the Conference's administrative functions.

Toronto Conference is characterized by significant diversity ranging from urban to rural, and influenced by multicultural and intercultural realities. Experience within the membership of the congregations in the Conference varies widely, and theological perspectives are sophisticated and diverse. Tension exists between areas of high growth and opportunity and areas inclined toward amalgamations and church closings. There is much opportunity for vital and creative ministry within the Conference.

Organization Structure/Reporting Relationships:

This is one of 14 positions accountable to the Conference through the Conference's Executive Secretary. The 14 positions are:

- Executive Assistant
- Finance and property Administrator
- four full-time Presbytery-deployed program level staff
- four half-time Presbytery-deployed program level staff
- four full-time Presbytery-deployed administrative staff

Specific Outcomes and/or Key Position Functions:

• **Support to South West Presbytery, its Pastoral Charges and Community Ministries (85%)**

- assist the relevant Presbytery committees and possible project teams to design, plan and host two program and two public witness events or projects per year
- assist the relevant Presbytery committees to connect with other community groups engaged in similar or related issues;
- be aware of emergent issues and changing policies which affect program and public witness, and communicate these to the relevant Presbytery committees;
- provide information and opportunities for networking among Pastoral Charges and Community Ministries in relation to program and public witness, and to be a resource to the relevant Presbytery committees offering support to Pastoral Charges and community ministries
- provide support to the Coordinating Council and/or the Presbytery in plenary session, upon request.

• **Be a member of the Conference staff team (10%)**

- all Conference staff are part of a staff team. This requires regular contact in the form of staff worship, program and full-staff meetings, general staff training, supervision, participation in retreats.

Qualifications/Education/Competencies/Experience:

The requirements listed below are representative of the knowledge, skill, education, experience and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the life and work of The United Church of Canada; experience working within the structure, policies and ethos;
- A minimum of four years post-secondary education or appropriate life experience;
- Wide knowledge of personnel/human resources procedures, both inside and outside the church structure;
- An ability to relate policies and procedures to faith, and to reflect theologically on policy;
- Highly developed verbal and written communication skills;
- Demonstrated skills in administration, time management and situational analysis;
- Recognition of personal and professional boundaries;
- An ability to work in a collegial environment;
- Computer skills and willingness to use technology for communications;
- A willingness and ability to travel within the Presbytery and Toronto Conference.

Working Conditions: (please mark the appropriate box with an x)

Physical Demands and Work Environment:

- x Required to stand or sit in one location much of the time in a comfortable indoor location. Occasionally required to stoop or lift light material or equipment.

Required to sit continuously in one location performing steady which provides no opportunity to walk about or the incumbent is standing/walking most of the time and is required to perform some work in an awkward position. Equipment or material of moderate weight has to be used or carried.

Engaged in heavy physical activities of various kinds. The physical effort require for lifting, pulling and similar activities in considerable and the activities are performed some of the time in awkward or confined spaces which adds to the effort.

There is almost a constant demand for strenuous physical activities of various kinds, often at the same time (i.e. climbing with a heavy awkward load). The work usually takes place in difficult position and/or confined space.

Physical Discomfort or Risk of Accident:

- x Environment generally comfortable with exposure to some dust, dirt or other conditions which might produce mild discomfort. Very remote possibility of accident or ill-health.

Sufficient exposure to various conditions which could produce considerable discomfort and/or moderate risk of accident ill-health.

Sufficient exposure to various conditions which could produce extreme discomfort and/or a substantial risk of accident ill-health.

The exposure of hazardous substances, equipment and/or situations is great enough that there is extreme risk of accident ill-health.

Sensory Attention:

Little or no requirement for concentrated use of senses. Generally all that is required is the normal use of seeing and hearing with little or no need to focus particularly on special factors in the environment.

There is a moderate need for sensory attention. There are some events or factors in the environment which require concentrated use of at least two or more senses periodically, but the demand is not excessive.

x Considerable sensory attention is required. There is a noticeable demand for concentrated application of at least two senses and probably a need to co-ordinate the use of various senses.

There is an extreme demand for concentrated application of two or more senses. In all probability the senses require a high level of coordination. There is a strong need to focus simultaneously on several events or changing factors, co-ordinate the 'messages' and react.

Mental Stress:

Very little exposure to any factor likely to produce mental stress for most people, few is any deadlines of other pressures. Work may be somewhat repetitious. There could be some mildly unpleasant social contacts and or/concern about possible unpleasant situations.

Moderate mental stress would be experienced by most people because of one or more conditions which are present in the job. The stress felt would not be noticeably disruptive to the work nor would the unpleasant reaction be too strong or persistent. Work might be very repetitious. Noticeable pressure from deadlines, quotas, accuracy. Unpleasant social contacts or concern about unpleasant situations are probable.

x Considerable mental stress can be experienced either by disturbing situations, noticeable pressure from simultaneous priorities or the legitimate concern about the probability of such events occurring. Some disruption of family/social life if regular. Concern about dangerous situations occurring is common. Positive results and a sense of accomplishment may be irregular.

Extreme mental stress is a noticeable part of the job. There may be disturbing emotional situations, possible exposure to public criticism, confrontation, concern about danger to self or others, conflicting demands or priorities and a legitimate concern about the probability of stressful situations which could have a serious outcome.

Working Conditions Additional Comments:

This is a half-time (.50) position that functions in a normal office environment from the Toronto Conference Office, (Jane/Wilson) in Downsview. Some travel to other Presbytery offices within the Conference will be required. Attendance at evening and weekend meetings may be required.

SIGNATURE BLOCK:

_____	_____
Immediate Supervisor/Manager	Date
_____	_____
Unit/Conference Leader (GCM/CES/EM/EO)	Date
_____	_____
Human Resources	Date



The United Church of Canada Position Description

for submission to the JEC

Signature: _____
(GCM/CES/EM/EO)

Position Title: Administrative Assistant - South West Presbytery Office	Job Code: TOR24
Reports To Position: Finance and Property Administrator	Job Code: TOR20
Unit/Section: Toronto Conference	Date Prepared: March 2009 Up-dated: May, 2011

Purpose:

Toronto Conference relates to the General Council and its Units, four Presbyteries including more than 250 Pastoral Charges, over 600 Ministry Personnel, and several hundred volunteers.

In supporting South West Presbytery in Toronto Conference, the Administrative Assistant for the Presbytery has a wide diversity of tasks. As a member of the Toronto Conference staff group s/he will provide support to assist the functioning of the Presbytery and provide support to the Conference Ministers deployed to the Presbytery. S/he will work closely with the volunteer Presbytery Secretary who is a signing officer of the Presbytery.

Context

The Conference offices, as part of the wider church, are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation. The General Council offices support the ministry and mission of the congregations, presbyteries, mission units and Conferences and are the national expression of The United Church of Canada, working ecumenically and in global partnership, faithfully, collaboratively, and effectively.

Toronto Conference supports Congregations, Pastoral Charges, Outreach Ministries and Presbyteries in partnership with Toronto United Church Council and General Council. As part of the wider church, we are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation.

The vision of restructuring sees Toronto Conference as an instrument for the empowerment and animation of our various ministries, seeking to focus on Christ's mission. In light of this, the work of most Conference staff will be carried out within the Presbyteries of Toronto Conference and their Pastoral Charges and Outreach Ministries. A central office will support the Conference's administrative functions.

Toronto Conference is characterized by significant diversity ranging from urban to rural, and influenced by multicultural and intercultural realities. Experience within the membership of the congregations in the Conference varies widely, and theological perspectives are sophisticated and diverse. Tension exists between areas of high growth and opportunity and areas inclined toward amalgamations and church closings. There is much opportunity for vital and creative ministry within the Conference.

Reporting Relationships:

This is one of 14 positions accountable to the Conference through the Conference's Executive Secretary.

- Executive Assistant
- Finance and Property Administrator
- Up to eight Presbytery-deployed Conference ministers
- Four Presbytery-deployed administrative staff

Specific Outcomes or Key Functions:

- Be the first contact with Presbytery, Pastoral Charges and public;
- Communicate effectively with volunteers and Ministry Personnel;
- Attend all plenary meetings of the Presbytery;
- Assist the functioning of the Presbytery (60% of position):
 - In the area of Presbytery meetings, the assistant will provide the following support functions:
 - Preparation and distribution of notice of Presbytery meetings, draft minutes, correspondence lists, send agendas, send items to Presbytery chair and secretary, and any other items needed for Decision-making by regular mail or e-mail.
 - Communicate with host church advising the congregation of its hosting responsibilities.
 - Update the attendance lists and organize the nametags in alphabetical order. Record regrets received by telephone and/or e-mail before the meeting.
 - Prepare a template for the minutes, using the agenda as a reference. Commissions may have drafts of the motions to be presented before the meeting.
 - Prepare new nametags and Presbytery handbooks for new presbyters, address and other information changes etc. as required.
 - Consult Presbytery Coordinating Council and committee/Commission chairs to determine meeting locations and frequency and business to be conducted
 - Book space for meetings
 - Coordinate communication notifying ministries, individuals and the other Courts of the church of actions completed at the meeting.
 - Follow up on outstanding statistical forms in conjunction with the Pastoral Oversight Commission
 - Support Presbytery Committees/Commissions upon request
 - Review cheque requisition forms for approval by Presbytery treasurer.
 - Prepare the Presbytery's *Record of Proceedings*.
 - Update the website
 - In the area of Ministry Employment Unit (MEU) forms:
 - Receive, copy, distribute and file signed forms;
 - Prepare motions for the Pastoral Relations Commission
 - Ensure Admissions/readmissions list is confirmed by Presbytery;
 - Inform Conference of Retirees.
 - Conference Annual Meeting – Assist volunteer Presbytery Secretary with Conference annual meeting tasks which may include but are not limited to:
 - Children, Young Teens and Youth Programs;
 - Retirees and Obituaries;
 - Scrutineers;
 - Registration;
 - Confirm Lay members at Annual Meeting and provide a list of those elected to the Conference office;
 - Minutes Book to Conference for review;
 - Be available to attend annual meeting if required;
 - See general secretarial duties below.

Specific Outcomes or Key Functions cont'd:

- Assistant to Conference ministers: (30% of position)
 - See general secretarial duties below.
- Member of the Staff group (10% of position)
 - Be a member of the Toronto Conference staff group:
 - attend staff meetings;
 - deal with emergent issues in a cooperative manner with other staff members as the need arises;
 - accept other tasks as assigned from time to time.
- General secretarial duties for all functions:
 - prepare draft minutes and/or distribute completed minutes;
 - communicate effectively and follow up with volunteers and Ministry Personnel as required;
 - maintain committee files; assisting in purging and shredding as appropriate;
 - schedule meeting rooms and arrange for set up and tear-down;
 - update database continually;
 - answer the telephone, screen calls, respond to general inquiries in a pleasant and friendly manner;
 - answer more detailed questions with information and referrals, and channel calls to appropriate person;
 - general correspondence and mailings;
 - draft, edit, and format documents;
 - assist with preparation and follow-up of workshops and events, e.g. develop posters and flyers, communicate with resource persons, organize mailings, prepare handouts, prepare name tags, tabulate evaluation and feedback, request participants lists and provide regrets lists;
 - as appropriate, creating reports from the database related to the areas of responsibility;
 - mail resources or provide ordering information (forms, handbooks, brochures, etc.) as appropriate;
 - monitor and maintain supply of resource materials;
 - distribute documents by most appropriate means (mail, fax, e-mail);
 - inform the finance and property administrator of any repairs required for the building
 - arrange for refreshments, including meals, as required.

Qualifications/Education/Competencies/Experience:

The requirements listed below are representative of the knowledge, skill, education, experience and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 3-5 years experience in an administrative role;
- Highly developed verbal and written communication skills together with excellent diplomatic skills, and be able to communicate effectively in both verbal and written form;
- Strong planning and organizational skills, priority setting and effective use and management of time are required together with an openness to change (in both personnel and work) and new challenges;
- An ability to work under periodic pressure, meet deadlines and complete multiple tasks/assignments on time with minimal supervision is required;
- Flexibility to switch easily from one task to another as needed due to the wide variety of tasks/duties involved;
- High level of competence with Microsoft Office products (Outlook, Word, Excel, PowerPoint) and internet applications together with a keen eye for detail are required;
- A great deal of the information can be confidential, and confidentiality must be maintained;

Qualifications/Education/Competencies/Experience cont'd:

- S/he must have a pleasant personality, and be able to relate well with those on the staff, with volunteers who come to the office, and with members of the public who may call or drop into the office;
- The relationships of the Conference and its Presbyteries and the portfolios being served are policy-oriented and highly complex; good judgment is required;
- There is an expectation that all individuals be treated with respect;
- Ability to take minutes at meetings would be considered an asset;
- A working knowledge of The United Church of Canada, its structures and ethos is a major asset to this position.

Working Conditions:

This position functions from one of the Toronto Conference Presbytery offices under normal office working conditions. Attendance at evening and weekend meetings is occasional, with some driving expected.

SIGNATURE BLOCK

_____	_____
Immediate Supervisor/Manager	Date
_____	_____
Unit/Conference Leader (GCM/CES/EM/EO)	Date
_____	_____
Human Resources	Date