TORONTO SOUTHEAST PRESBYTERY
TORONTO CONFERENCE
OF THE UNITED CHURCH OF CANADA

GOVERNANCE HANDBOOK (2009)

JUNE 30, 2009

August 2010:
Policies added

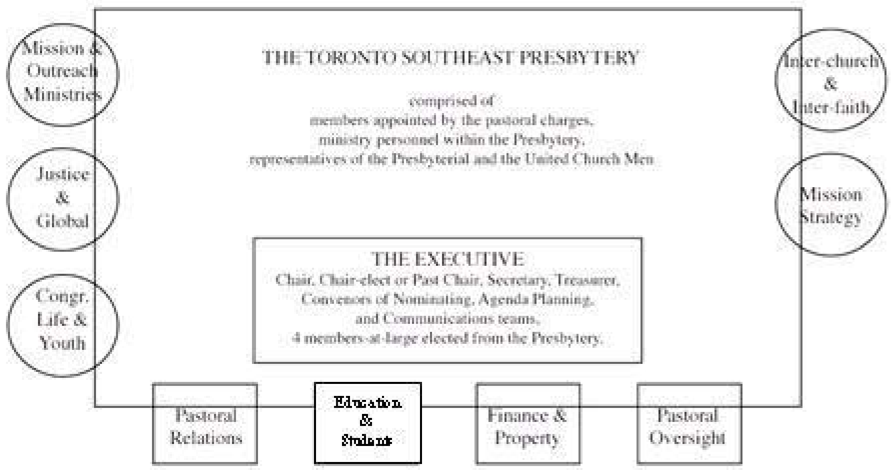
November 2010:
Admissions to E&S Name Change

WELCOME TO THE TORONTO SOUTHEAST PRESBYTERY!

Welcome to the Toronto Southeast Presbytery! Formed in 2009 by action of the Toronto Conference, the TSP is committed to enabling and supporting good, faithful and healthy communities of faith within our member Pastoral Charges. This commitment is based upon our shared faith that God seeks to engage us in relationships that are mutual and respectful and in communities that are just and generous. Jesus challenges us to order ourselves in the same ways as we work and serve co-operatively and trustingly.

Committed to enabling and supporting good, faithful and healthy communities of faith.

Our organization, outlined in detail in this governance document, is comprised of several components as depicted here. The Plenary is made up of all of the representatives of our member Pastoral Charges and Mission Units, as well as the Ministry Personnel called, settled or appointed to these missions and Ministry Personnel retained on the role of the Presbytery.



The Executive provides overview and co-ordination of our activities, while the Administrative Team Commissions (the squares at the bottom of the chart) undertake the broad range of administrative functions assigned to the Presbytery in our United Church polity. The Public Witness and Program Teams (the circles on the sides) engage ministries that can best be undertaken collectively, either supporting Congregations in these ministries or providing a forum for individuals with shared interests and calls to work together.

God seeks to engage us in relationships that are mutual and respectful and in communities that are just and generous.

We have three staff people who support and facilitate our work. The first, half-time, is responsible for pastoral relations and ministry personnel support. The second, full-time, works in program, property and public witness support, while the third, also full-time, offers administrative support and co-ordination. Our offices are located at Wilmar Heights Church, 967 Pharmacy Avenue, north of Eglinton.

Jesus challenges us to order ourselves in mutual and respectful, just and generous ways as we work and serve co-operatively and trustingly.

Welcome, as we work and worship together in the name of the One who shows us ways to live in the fullness of life.

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THE TORONTO SOUTHEAST PRESBYTERY OF THE TORONTO CONFERENCE
PASTORAL CHARGES

Alpha Korean (EM)
Bathurst Street
Beach
Bedford Park
Birchcliff Bluffs
Bloor Street
Centennial-Rouge
Church of the Master
College Street
Cosburn
Deer Park
Dentonia Park
Deutsche Evangeliums Kirche (EM)
Dewi Sant Welsh (EM)
Don Mills-Thorncliffe Park
Eastminster
Ebenezer
Eglinton St. George's
Fairlawn Avenue
Finnish (EM)
Glebe Road
Glen Ayr
Glen Rhodes
Hope
Iondale Heights
Jubilee
Kimbourne Park
Kingston Road
Knob Hill
Knox, Agincourt
Lawrence Park Community
Leaside
Malvern-Emmanuel
Manor Road
Metropolitan
Northlea
Oriole-York Mills
Parkwoods
Presteign-Woodbine
Regent Park
Riverdale
Rosedale
Saint Luke's
Scarborough Bluffs
St. Andrew's
St. John's, Scarborough
St. Mark's
St. Matthew's
St. Paul's, Scarborough
The Donway Covenant
Timothy Eaton Memorial
Toronto Chinese (EM)
Trinity-St. Paul's
Victoria Park
Wanstead
West Ellesmere
West Hill
Wexford Heights

MISSION UNITS
Toronto Christian Resource Centre
Malvern Community Ministry

DESCRIPTION OF BOUNDARIES
Toronto Southeast Presbytery is bounded

- on the south by Lake Ontario;
- on the east by the Metropolitan Toronto eastern boundary with Pickering, from Lake Ontario to rail corridor north of Steeles;
- on the north by the rail corridor just north of Steeles westward to 404;
- on the west by 404 southward to 401 and thence westward along 401to Avenue Road, southward on Avenue Road to Lawrence Ave West, then diagonally to Bathurst and Eglinton Ave West and south-westerly to St. Clair Ave West at the midpoint between Bathurst and Dufferin, then directly south from St. Clair Ave West along the line of Ossington Ave. to the lakefront.

A-1. INTRODUCTION – VISION AND PRINCIPLES

With the official constitution of the Toronto Southeast Presbytery in July 2009, portions of three previously separate presbyteries – Toronto Don Valley, Toronto Scarborough and Toronto South – were amalgamated. The primary objectives of this reorganization were to bring the resources within the Conference closer to the Congregations and Mission Units, and to make the best use of the financial and human resources available.

Part of what challenged previous structures was a seeming shortage of human resources to undertake the broad range of administrative responsibilities that a presbytery holds, while still allowing sufficient time, energy and faithful discernment for mission and vision, and for nurturing strong, vital communities of faith. Times had changed. Leadership had changed. Expectations had changed. And so the organization of the Conference and presbyteries changed to respond to a new day and to new opportunities.

A- 1.1. Vision

After reviewing mission statements, studies and evaluations of the originating presbyteries, and engaging conversations, prayer and discernment, the Toronto Southeast Presbytery affirms that it is called

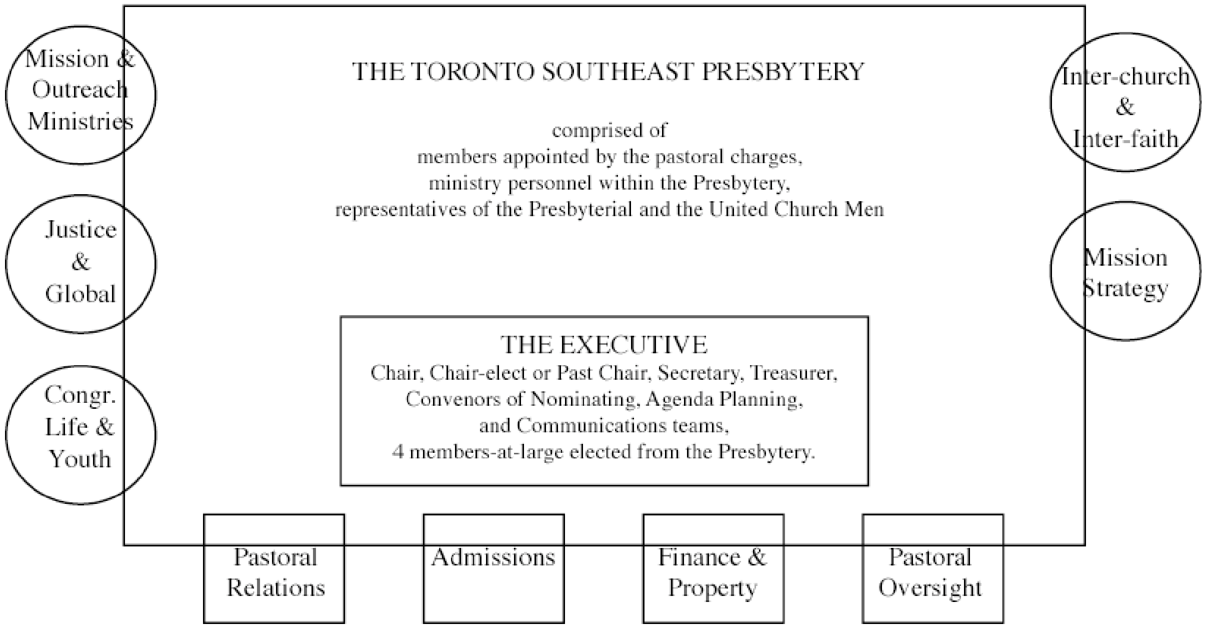
to enable and support good, faithful and healthy communities of faith
within our member Pastoral Charges
and
to provide opportunities for cross-congregational initiatives
where individuals from Congregations with shared calls to specific ministries may work together.

The Presbytery will be a place where mutual support and encouragement are found, collegiality is nurtured, Congregations learn with each other, bonds of shared ministry are forged, and lively, affirming worship is made, while at the same time attending to the administrative responsibilities of personnel and property and engaging in public witness and program activities.

A- 1.2. Governance Design Principles

The purpose of the Presbytery is primarily to enable and support good, faithful and healthy communities of faith within our member Pastoral Charges. To free the Presbytery Plenary (when all the members meet) to focus on program and public witness, the Presbytery entrusts to administrative teams the faithful implementation of established policies and practices for pastoral relations, pastoral oversight, property and finance, admissions discernment (education and students) and personnel. These teams are to work primarily apart from the larger Presbytery, within the bounds of policies and practices established by the General Council, the Toronto Conference and the Presbytery itself. Public Witness and Program Teams engage ministries that can best be undertaken collectively – either to support congregational initiatives or to provide a forum within which individuals from Congregations with shared concerns and calls can work together in a sort of *supra*congregation just beyond their Congregation.

The Presbytery itself, the plenary body, is the place where larger issues of faith are to be engaged, where public witness is practiced, worship is raised up and policy set. It is a policy and program forum rather than an administrative or management body. Its Executive is a co-ordinating team, focusing on agenda planning, co-ordination of all of the ministries, communications and nominations. It works to hold the “big picture”, the “view from the balcony”. It elects core teams of leaders to administer the established polices and practices, trusting them to do so within the parameters of the policies. Routine actions like calls, sales and admissions undertaken within the parameters of existing policy will not come to the Plenary or its Executive. Established as “Commissions”, the Administrative Teams are to be authorized to act as the Presbytery on these matters.



Accountability will be exercised by the Plenary giving attention to good policy. It will only enter into administrative actions if the policy is not adhered to, a situation falls outside of the policy, or the policy proves to be inadequate. Transparency will be accomplished through the timely publication of administrative team actions. Accountability will be to the efficacy of the policy, through the annual election of the core team, the establishment of Commissions, and the regular accountability reports to the Plenary.

The Executive is a leadership team charged primarily with the responsibility of coordinating the many ministry teams of the Presbytery, keeping that big-picture or balcony view. It will establish the agenda for each Plenary meeting, design appropriate processes that will best enable the Plenary to engage the issues before it, co-ordinate a discernment and nominations process that will enable the Plenary to call up members to offices and teams, and ensure regular and effective communication (the reception and distribution of information, actions and activities of the Presbytery) among our members and churches, and oversee the accountability of the teams.

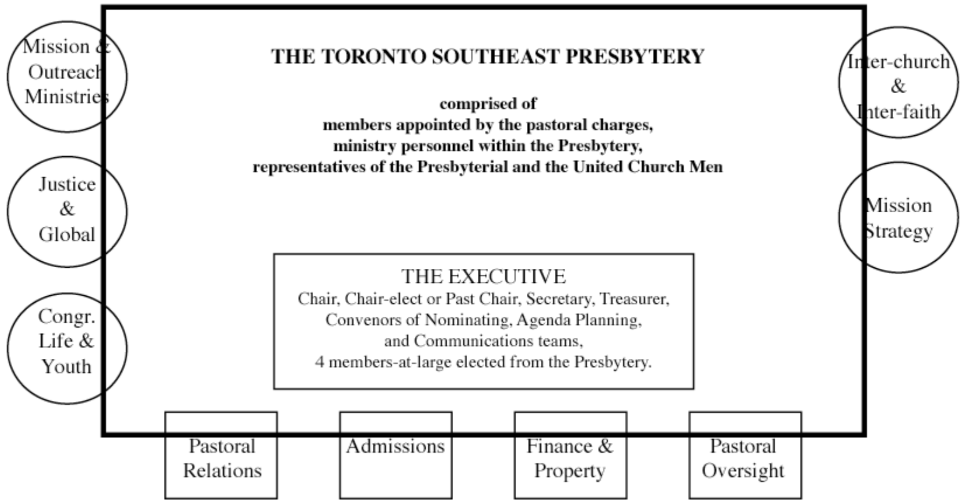
A- 1.3. Review and Amendment

Following a review in the fall of 2009 as called for in the Toronto Conference motion establishing the Toronto Southeast Presbytery Commission. [ROP of the 84th AGM of Toronto Conference Page 07/08 – 170], or any agreed change to the time of that review, the Governance Documents should be reviewed triennially by the Plenary of Presbytery naming a review task group to conduct a review and make recommendations for approval of the Presbytery.

Given, however, that this document will remain a work-in-progress as we live into the new Presbytery and may require amendment, adjustment and the odd tweak, for the first 12 months changes to the governance practice may be brought to the Executive and, upon its recommendation, to the Plenary for consideration.

Changes to the Governance Document shall be brought to the Presbytery as a notice of motion which includes the wording of the changes proposed at a meeting prior to the meeting at which the motions are to be decided or by communication to the membership at least thirty (30) days prior to such meeting.

A-2. THE PRESBYTERY



The purpose of Presbytery as exercised through the Court or Plenary is to enable good, faithful and effective ministry within its Pastoral Charges. In order to support life-giving ministry, the Presbytery must also be a prayerful, worshipping body, rooted in shared faith in God, who has created and is creating. In its plenary form it will do this by fostering fellowship among member churches and ministry personnel, encouraging inter-relations between our Congregations, providing forums for raising awareness of programs, policies and practices of The United Church of Canada, practicing public witness to matters of faith and justice, and sharing meaningful worship. The Presbytery Plenary also establishes policies and practices for administration and public witness that are not already defined by the General Council, its Executive and Permanent Committees, or the Toronto Conference.

A- 2.1. Membership

i. The membership of the Presbytery consists of members of the Order of Ministry and Lay Members of the United Church as set out in Manual 2007 310 including without limitation
   a. Members of the Order of Ministry
      - who have been settled in or appointed to Pastoral Charges, Missions or Outreach Ministries within the jurisdiction of the Presbytery;
      - who have been appointed to special ministries or other United Church appointments by General Council, or by a Conference, a Presbytery, or an institution of the United Church;
      - who are retired;
      - who at time of commissioning or ordination have been granted leave for post-graduate studies, until subsequent action by the Transfer Committee;
      - of another denomination whose credentials have been approved and who have been appointed by the Presbytery to a Pastoral Charge, Mission or Outreach Ministry within its jurisdiction;
      - who have been retained on the rolls of Presbytery and Conference by decision of the Conference.

   b. Lay Members of the United Church
      - appointed by the Presbytery as Designated Lay Ministers to serve a Pastoral Charge or other Presbytery Recognized Ministry within the jurisdiction of the Presbytery;
      - who are Candidates appointed by the Presbytery to serve a Pastoral Charge, Mission, or Outreach Ministry within the jurisdiction of the Presbytery;
      - receiving long-term disability benefits as a result of a disability that occurred at the time they were serving as a Designated Lay Minister within the jurisdiction of Presbytery;
      - appointed to administrative or program staff positions by a Court of the United Church;
      - appointed by Pastoral Charges and Missions of the United Church as per the formula provided in Manual 2007 310 (b) v. ;
      - appointed, on the same basis as Manual 310 (b) v., by an inter-denominational Congregation or Mission, including Canadian Forces Bases, in which the United

Church is one of the participating denominations and which is recognized by the Presbytery;
- representing each of the following: the Presbyterial United Church Women, the Presbytery United Church Men, or those organizations that are their successors, one from each;
- representing youth and young adults, selected as follows: at least one (1) youth representative (age 13 to 18 years) and at least one (1) young adult representative (age 18 to 30 years), in accordance with ii. following;
- one (1) representative appointed from each Outreach Ministry within the jurisdiction of the Presbytery;
- who are Past Moderators who reside within the jurisdiction of the Presbytery
- up to ten (10) Lay Members-at-Large appointed by the Presbytery, in accordance with section iv. Following.

ii. In respect to Manual 2007 (b) viii – Lay Youth and Young Adult Representatives:
  a. Toronto Southeast Presbytery youth will be asked to name a youth representative or where this cannot or has not been undertaken Pastoral Charges will be asked to appoint a Youth Lay Presbyter as one of their number allotted under Manual 2007 310(b) v.
  b. Where there is no young adult representation among the Lay Presbyters, the Nominations Committee will seek out a suitable representative from among the Pastoral Charges of the Presbytery.

iii. In the interests of a full and participating membership:
  a. Pastoral Charges will be encouraged to appoint the full complement of Lay Presbyters called for under Manual 2007 310(b).
  b. Pastoral Charges will facilitate and enable the participation of their Ministry Personnel, and position descriptions developed through the Joint Needs Assessment process will include a Presbytery component.

iv. As per As per Manual 2007 (b) xi Lay Members-at-Large (up to ten [10]) may be appointed from time to time by the decision of the Presbytery on the recommendation of the Nominations Committee. They will be persons who desire and may be expected to contribute to the life and work of the Presbytery and who intend to participate in its meetings. Appointment of Lay Members-at-Large will be reviewed annually as part of the nominations process and included in recommendations brought forth at that time.

A- 2.2. Meeting Frequency and Schedule

The Manual 2007 section 300 to section 304 sets out requirements for Presbytery meetings. Consistent with those requirements:

i. the Presbytery will meet on a regular basis five (5) times per year, on the third Tuesday in September, November, January, March and May from 6 pm to 9:30 pm with a 7:00 pm Call to Order, except as the March meeting may be changed from year to year to avoid Holy Week or the public-school March Break,

ii. the Executive of Presbytery will confirm and publish annually a list of meeting dates for at least the following eighteen (18) months,

iii. if it is not possible to hold a meeting at the time fixed, the Chairperson and the Secretary shall appoint another date and give at least ten (10) days notice of such meeting. [Manual 2007 300],

iv. meetings may be cancelled in the event of an emergency such as weather, health, disaster etc in accordance with a Presbytery policy which sets out the criteria, means of decision and communication protocols. (Note for transition to new Presbytery: As a matter of priority Executive will develop and recommend such a policy for the approval of Toronto Southeast Presbytery.)

v. special meetings may be called in accordance with Manual 2007 section 30.

A- 2.3. Responsibilities of Presbytery

The duties and responsibilities of the Presbytery are set out in the Manual and many of those specific responsibilities are assigned to the Executive and teams by virtue of this Governance Document. It is understood that there will be circumstances of timeliness where some approvals under these responsibilities may be exercised by the Executive [Manual 2007 322]. Those other specific responsibilities and duties of the Presbytery as exercised in the plenary session include, but are not limited to, the following:

i. to provide for the welcoming, orientation, spiritual nurture, and education and fellowship of its members that they may be a visible contributing part of the body of Christ;

ii. to receive, consider and celebrate reports from Presbytery teams concerning the life, work and mission of the United Church and its pastoral charges, missions and ministries;

iii. to receive, consider and act on recommendations from the Presbytery teams and Executive;

iv. to receive and consider periodic accountability reports from its Administrative teams, and Program and Public Witness Teams;

v. to approve an annual budget and financial statements;

vi. to approve recommendations for mission support grants from Presbytery funding sources and from Toronto Conference Mission Support Grants;

vii. at the time of consideration of an accountability report and in the case where a team exercises the powers of a commission as set forth in this document, to confirm or modify and reconstitute that commission by a motion and decision of the Plenary. For clarity, this process of modifying and/or confirming the authority to act as a commission by the Presbytery teams may not be delegated to the Executive;

viii. to consider and to approve policies for the direction of the work of the Presbytery, its Executive and teams;

ix. to set priorities for the Presbytery and for the life and work of the United Church within the jurisdiction of the Southeast Presbytery;

x. to assign matters before it to the Executive or specific teams where the responsibilities set out in this Governance Document are unclear or lacking;

xi. to elect and appoint presbyters to the Executive, committees and teams and the conveners, co-conveners. chairs and/or co-chairs thereof, and other officers as may be required by the Presbytery governance;

xii. to name three (3) presbyters to serve on the Toronto Conference Executive in accordance with the terms of the composition of the Conference Executive;

xiii. to appoint Officers of the Court from among its members from time to time and as may be required;

xiv. to covenant with those named to positions of responsibility and service to the Presbytery, including staff serving the Presbytery;

xv. to covenant at a suitable service of worship with those called and appointed to paid accountable Ministry in Pastoral Charges and Mission Units and those approved and received as Candidates;

xvi. to nominate General Council Commissioners for election at the Toronto Conference Annual Meeting;

xvii. to elect members to Toronto Conference as per Manual 2007 323;

xviii. to receive and dispose of proposals and appeals from Pastoral Charges and Missions [Manual 2007 320];

xix. to deal with matters sent down from the higher Courts [Manual 2007 321] except as Executive may first refer such matters to itself or an appropriate team having responsibility for these matters. In that event, Presbytery will receive a report of the matter sent down and its disposition;

xx. to approve the formation of new Pastoral Charges, Congregations or Missions [Manual 2007 330], subject to the discernment and recommendation of the Executive and Pastoral Oversight Team;

xxi. to receive and dispose of petitions to enter the United Church from Congregations connected with other churches [Manual 2007 331], subject to Executive oversight and facilitation of processes set out in the Manual;

xxii. to review and amend, as may be determined, the Presbytery Governance at least triennially following the mandated review in the fall of 2009 by means of the appointment of a Review Task Group to conduct such a review and make recommendations for consideration of the Presbytery.

A- 2.4. Responsibilities of a Presbyter

The primary duty of a Presbyter is to support the life and work of the Presbytery and its working units to whatever extent and in whatever direction the talents of the individual so indicate. Recognizing the above, members of Presbytery, as with members of any group, have a duty:

i. to become informed about Presbytery;

ii. to provide assistance and support towards the success of Presbytery in the fulfillment of all its functions;

iii. to initiate consideration of new concerns and the development of new ministries;

iv. to attend meetings of the court of Presbytery on a regular basis;

v. to participate faithfully as a member of at least one committee or team of the Presbytery through discernment of gifts, skills and abilities and as arranged by the Nominations Committee of Presbytery, and/or to support the work of the Presbytery by participating from time to time as a Presbytery representative on Joint Needs Assessment Committees, Joint Search Committees, Pastoral Oversight Visits, Discernment Committees and other bodies or tasks (Pastoral Charge Supervisors etc) through which Presbytery exercises its responsibilities;

vi. to participate in as many covenanting services as possible;

vii. to serve as a liaison between Presbytery and the constituency by:

- reporting regularly to the main Executive body of the local church or mission unit on Presbytery activities and resolutions, and generally encouraging a positive view of Presbytery work and relations with Congregations and missions;
- advising where Presbytery may need to be involved or may assist the Congregation or Mission;

  - publicizing and/or promoting Presbytery activities and events within the Congregation or Mission.

viii. to encourage collaboration and liaison with other Congregations with similar interests and activities as those of their own Congregation;

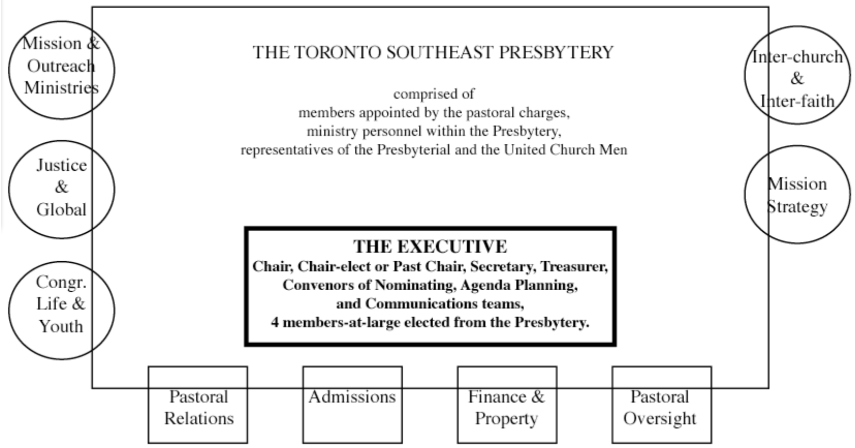
ix. to report periodically to the Congregation during a church service on Presbytery activities (possibly as a "Minute for Presbytery");

x. to submit a written report to the church or Mission Unit to be included in the Annual Report of the Congregation (Lay Presbyters);

xi. to introduce and train the alternate member(s) to Presbytery (Lay Presbyters).

A-3. THE EXECUTIVE OF THE PRESBYTERY

The purpose of the Executive is to provide leadership to enable the Presbytery to properly exercise its duties as set out in the polity of The United Church of Canada, to meet regularly and effectively, to develop policies to facilitate its work, to identify and empower presbyters to undertake that work, and to ensure that the decisions of Presbytery are carried out.



A- 3.1. Duties and Responsibilities

i. Executive will be responsible for the general co-ordination and conduct of the work of the Presbytery, particularly but not exclusively in matters which may arise and which may not be explicitly delegated to an Administrative, Public Witness or Program Team.

ii. The Executive acts for the Presbytery between regular meetings with the full authority of the Presbytery except as the Presbytery may otherwise determine in this Governance Document or policies from time to time adopted by the Presbytery, provided that the Executive in making its decision shall have received advice and/or recommendations from the appropriate Administrative, Public Witness or Program Team(s).

iii. The Executive will exercise oversight of the work plans and position descriptions of staff working in the Presbytery and Presbytery-originating matters related to staff, subject to any direction from Toronto Conference regarding procedures and process for dealing with staffing matters.

iv. The Executive will hear concerns about the functioning of Presbytery teams regarding the perceived breach of Presbytery policy or process. 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 Presbytery for its consideration and approval.

v. <u>Communications:</u> The actions of the Executive will be reported to the Presbytery through the receiving for information of the Minutes of the Executive, brief reports and other communications tools as may be developed.

vi. The Executive will provide for an Annual Report to Conference [Manual 2007 324].

vii. The Executive will provide for the submission of Presbytery and Executive minutes and any other required documents for review of Conference [Manual 2007 326].

viii. <u>Manual 2007 333: Oversight of Pastoral Charges:</u> *The Executive will act for the Presbytery in the taking of any necessary decisions in matters raised under section 333* of the Manual provided that in making any such decisions it solicits the advice and counsel of the Pastoral Oversight and Pastoral Relations Teams whose representatives may be corresponding members to any meetings where such matters are discussed and decisions made. Executive will make timely reports to Presbytery in these matters.

ix. <u>Manual 2007 363: Oversight of Ministry Personnel:</u> *The Executive will act for the Presbytery in the taking of any necessary decisions in matters raised under section 363* of the Manual provided that in making any decisions it solicits the advice and counsel of the Pastoral Oversight and Pastoral Relations Teams whose representatives may be corresponding members to any meetings where such matters are discussed and decisions made. Executive will make timely reports to Presbytery in these matters.

x. Manual 2007 367 Discontinued Service List (Disciplinary), Manual 367.1 Discontinued List (Voluntary) and Manual 2007 368 Discontinued List Lay Ministry Appointment List: The Executive will act for the Presbytery in the taking of any necessary decisions raised under sections 367, 367.1 and 368 of the Manual provided that it shall first receive a recommendation from the Pastoral Relations Team whose representatives may be corresponding members to any meetings where such matters are discussed and decisions made. Executive will make timely reports to Presbytery in these matters.

xi. Manual 2007 032 Re- Admission: The Executive will act for the Presbytery in the taking of any necessary decisions under section 032 of the Manual 2007 regarding a recommendation to Toronto Conference for re-admission provided that it shall have first received a recommendation from the Education & Students Team and representatives of the Education & Students Team and Pastoral Relations Team may be corresponding members to any meetings where such matters are discussed and decisions made. The Executive will ensure all steps under Manual 032 (f) are undertaken.

xii. Manual 2007 334 Amalgamate, Disband, Closure of Pastoral Charges, Congregations or Missions: The Executive will act for the Presbytery in arranging the required meetings and other consultations and exercising its responsibilities [Manual 2007 334]. It will co-ordinate the work of Pastoral Oversight, Pastoral Relations, and Finance and Property who may make recommendations in their areas of responsibility pertaining to amalgamations, closures, sales of property and surplus property. *The Executive will act for the Presbytery in making decisions under section 334 including but not limited to decisions to amalgamate, realign, reconstitute or disband Pastoral Charges, Congregations or Missions and in declaring any surplus property.* In making such decisions, Executive will ensure the participation of the Convenor or a representative of Pastoral Oversight, Finance and Property, and Pastoral Relations as corresponding members of the Executive. Executive will make timely reports to Presbytery in these matters.

xiii. Policy Development and Review: The Executive shall 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 Teams or Committees, the Executive will review such policies for consistency with other policies and the polity of The United Church of Canada. Such a review shall not preclude a team bringing forward its recommendations to the Presbytery.

A- 3.2. Meetings

In order to exercise its responsibilities the Executive will meet regularly and additionally as may be required, at such a time and place to ensure that its members can participate, and in a fashion that makes good use of the time and gifts of its members. In that spirit,

i. the Executive will meet monthly at a regular time and place to be agreed by the Executive which may from time to time be rescheduled or relocated as the Executive may decide;

ii. the Executive may decide that a regular monthly meeting be cancelled for reasons of holidays, lack of urgent business, emergencies or other reason by decision of the Chair and Secretary;

iii. special meetings of the Executive may be called by the Chair and Secretary provided that reasonable notice is given all members of the Executive and such notice includes the business required to be conducted at said special meeting;

iv. in the event of death or disability of either the Chair or the Secretary, the duty of calling meetings of the Executive shall devolve upon the surviving or available officer.

v. Notice: Notice and draft agenda will be given for all Executive meetings in a timely fashion.

vi. Quorum: Quorum for a meeting of the Executive is as set out in Manual 2007 001 Definitions: "of those entitled to vote, the lesser of twenty (20) persons and one third (1/3)".

A- 3.3. Membership

The Executive will be made up of eleven (11) Presbyters, at least 20% of whom shall be Lay persons other than a Designated Lay Minister and at least 20% of whom shall be members of the Order of Ministry or a Designated Lay Minister in order to maintain consistency with Manual 2007 Section 322. The Executive will be comprised of

i. Four (4) of the following Officers of the Court:
   - Chair
   - Chair Elect, or Past Chair serving for one year following his/her term as Chair
   - Secretary
   - Treasurer

ii. Convenor of each of Nominations, Agenda Planning and Communications Committee In the event of co-convenors one will be designated on nomination to serve on the Executive

iii. Four (4) Executive members-large

iv. Corresponding members as follows:
   - Presbytery Program Staff
   - Convenors of Administrative, Public Witness and Program Teams
   - Representatives to Toronto Conference Executive

v. Corresponding Members shall be entitled to
   - receive notice of meetings of the Executive
   - attend meetings of the Executive at the invitation of the Chair or Secretary to provide information and assistance to the Executive on specific agenda items
   - take part in deliberations on those items requiring his/her attendance
   - receive minutes of all meetings

A- 3.4. Terms of Members of the Executive

i. Chair shall be elected by the Presbytery from among its members [Manual 2007 370 (a)] for a two-year term and may not serve a second consecutive term. The duties of the Chairperson are set out in Manual 2007 370 (b) and will also include being the official public spokesperson for the Presbytery except as he/she may designate in writing another for a specific matter and subject to any communication policies that the Presbytery may adopt.

ii. Chair Elect will be elected by the Presbytery from among its members in the second year of the Chair's tenure to serve for one year except that in the first Conference Year of the new Presbytery, in the absence of an immediate Past Chair Person, a Chair Elect will be elected by the Presbytery for a two-year term.

iii. Past Chair will serve on the Executive for one year following his/her term as Chair but should there be no Chair-Elect or Past-Chair available in the following year this term may be extended for a further year, subject to Presbytery approval through the nominations process.

iv. Secretary shall be a member of the United Church elected by the Presbytery from among its members or named a member-at-large to exercise or cause to be exercised those duties set out in [Manual 2007 371] and to serve at the pleasure of the Court, subject to review and confirmation at two- year intervals as part of the nominations process.

v. Treasurer shall be elected by the Presbytery from among its members to serve at the pleasure of the Presbytery but subject to review and confirmation at two-year intervals as part of the nominations process.

vi. Executive Members-at-Large shall be elected by the Presbytery from among its members for a two-year term except that in the first year of this Executive structure, two such members will be elected for an initial one year to ensure some continuity in the Executive. In the event that one or more of such members cannot complete their term, the Nominations Committee will recruit and name a presbyter to complete the term. Executive Members-at-Large are eligible to serve two consecutive terms of one or two years. Members-at-Large will be selected to provide the Executive in its total make-up, as circumstances of recruitment may allow, some measure of balance in gender and age, Lay and Ordered Ministry and inter-cultural representation.

vii. Convenor of the Nominations Committee will be elected by the Presbytery from among its members for a minimum two-year term and shall be eligible for no more than two subsequent consecutive two-year terms.

viii. Convenor of the Agenda Planning Committee will be elected annually by the Presbytery from among its members for a minimum two-year term and shall be eligible for no more than two subsequent consecutive two year terms. The Convenor may not serve on the Executive in another capacity.

ix. Convenor of the Communications Committee will be elected by the Presbytery from among its members for a minimum two-year term and shall be eligible for no more than two subsequent consecutive two-year terms.

x. Chairs of Administrative, Public Witness and Program Teams will be elected by the Presbytery from among its members for a minimum two-year term and shall be eligible for no more than two subsequent consecutive two-year terms.

A- 3.5. NOMINATIONS COMMITTEE

A- 3.5.1. Duties and Responsibilities

i. Prepare annually, and as may be required should vacancies occur, for the approval of the Presbytery at a meeting immediately prior to the Annual Meeting of Conference or other time as determined by Presbytery Policy:
   a. the names of those Presbyters recommended to the positions of Officers, Convenors and members of the Executive in accordance with the terms of office set out above;
   b. the names of those Presbyters recommended as members of administrative teams in accordance with the membership criteria set out in this document;
   c. the names of those Presbyters recommended as members of the core Public Witness and Program Teams in accordance with the membership criteria set out in this document;
   d. the names of those Presbyters recommended as members of the Nominations, Agenda Planning, and Communications Committees in accordance with the membership criteria set out in this document.
   e. Toronto Conference Executive: The names of three (3) Presbyters to be elected as Presbytery representatives to Toronto Conference Executive.
   f. Toronto United Church Council: The name(s) of Presbytery nominee(s) to the TUCC Board if such are required.
   g. Inter-Presbytery Governing Bodies: The names of those Presbyters representing the Southeast Presbytery on any inter-presbytery committee or governing body as may be determined through Toronto Conference governing structures.

ii. General Council Commissioners: In accordance with the request and direction of Toronto Conference in any General Council meeting year, the names of nominees to stand for election at Toronto Conference Annual General Meeting to serve as General Council Commissioners.

iii. In the identification of nominees for positions of leadership and membership on the various governing bodies of Presbytery, Conference and General Council, the Nominations Committee will consider the need for a good balance and representation in matters of age, gender, Lay and Ordered Ministry, culture and ethnicity.

iv. develop and utilize appropriate and effective methods of discernment for the nominations processes;

v. develop appropriate and effective methods of orienting Presbyters to their responsibilities, of recruiting members to serve on committees and teams, and to assist new Presbyters to understand the culture and functioning of Presbytery, and furthermore to organize events and/or opportunities to implement these methods on a regular and continuing basis.

vi. provide for the recognition of, and thanking those who are giving and have given service to the Presbytery;

vii. recommend to the Presbytery any necessary policies and practices related to these responsibilities.

A- 3.5.2. Membership

The Nominations Committee will consist of a Convenor and from two (2) to four (4) members of Presbytery at least one of whom shall be Lay, other than Designated Lay Minister, and at least one of whom shall be Order of Ministry or Designated Lay Minister.

A- 3.6. AGENDA PLANNING COMMITTEE

A- 3.6.1. Duties and Responsibilities:

i. identify the themes and non-administrative content of the regular meetings of Presbytery on an annual and continuing basis in consultation with the members of Presbytery at least annually;

ii. plan and implement such themes and content;

iii. provide for appropriate and meaningful worship as part of the Presbytery meeting;

iv. provide for an appropriate time of refreshment and social interaction as part of the Presbytery meeting;

v. identify and arrange for suitable venues for meetings of Presbytery;

vi. consult with Secretary and Chair regarding the integration of any necessary business, the provision of necessary time for business and issuing of notice of meeting and the agenda;

vii. report regularly to the Executive through the Convenor, including providing draft agendas for discussion and approval;

viii. recommend to the Presbytery any necessary policies and/or practices related to these responsibilities.

A- 3.6.2. Membership

i. The Agenda Planning Committee will consist of a Convenor and from two (2) to four (4) members of Presbytery at least one of whom shall be Lay, other than Designated Lay Minister, and at least one of whom shall be Order of Ministry or Designated Lay Minister.

ii. Members should not be members of any other committees or Administrative, Public Witness or Program Teams.

A- 3.7. COMMUNICATIONS COMMITTEE

A- 3.7.1. Duties and Responsibilities

i. develop and recommend for the consideration of the Presbytery a communications policy (strategy) that deals with information needs of Presbyters and Congregations, the tools that would be used, and the means of implementation;

ii. provide for the implementation of the communications strategy by recruiting appropriate people to the necessary roles and tasks and providing necessary direction and oversight;

iii. regularly assess and review the effectiveness of the communications tools of Presbytery, making modifications that are consistent with the current policy and recommending changes to the policy (strategy) as appropriate.

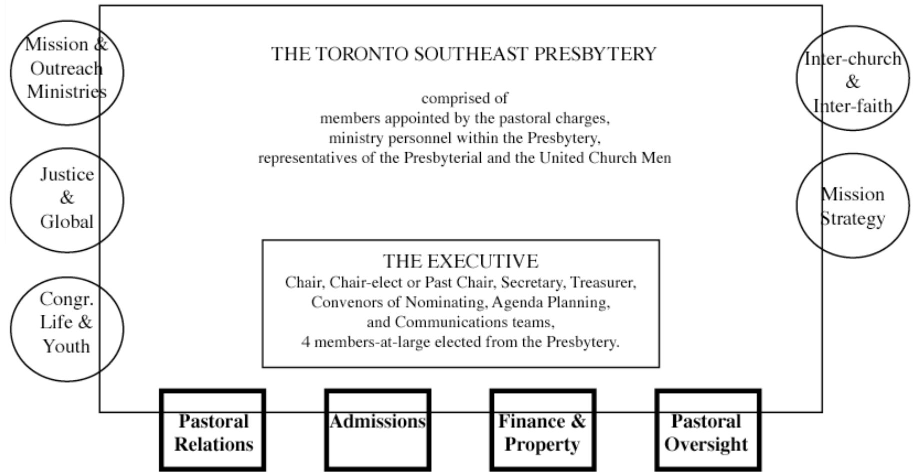
A- 3.7.2. Membership

i. The Communications Committee will consist of a Convenor, who shall be a member of Presbytery and from two (2) to four (4) people with interest and skills appropriate to the duties and responsibilities who may or may not be members of Presbytery.

ii. The Communications Committee may add additional members to serve specific rolls and tasks.

A-4. ADMINISTRATIVE TEAMS

A- 4.0. Preamble and General Requirements



The Presbytery is charged with the implementation of a wide range of policies and practices that are intended to ensure the good, effective and healthy administration of pastoral charges. Pastoral Relations policies ensure faithful, equitable and just relationships between pastoral charges and ministry personnel. Pastoral Oversight offers a venue of support and encouragement for sound congregational-based practices and faithful ministry. Admissions discernment offers a practice of discernment for those experiencing a call to paid accountable ministry within The United Church of Canada. Property and Finance assists us in being responsible, faithful stewards of the many resources, financial and physical, entrusted to us. We will have Toronto Conference staff deployed in the Presbytery who will assist us as we in turn support them. The General Council, its Executive and Permanent Committees have established policies and practices that ensure a common application across the Church. The Toronto Conference does this for practices that require a more regional character, as does the Presbytery for those matters that are more local.

The Toronto Southeast Presbytery delegates the implementation of these established administrative policies and practices to Commissions. The Manual (2007) defines a Commission as *"a member or members of the United Church appointed by a Court or its Executive and given power to do a specific task and to make a Decision or Decisions."* The Presbytery will constitute each of the Administrative Teams as a "Commission" authorized to make decisions within existing policy on behalf of the Presbytery and within the bounds of the responsibilities described for each Team.

Every two years on a schedule determined through the agenda-planning process the Presbytery will review the mandate and function of each administrative team through an Accountability Report. An outcome of this review will reconstitute the team as a Commission.

A- 4.0.1. Membership

i. Each Team will normally be made up of five (5) to fifteen (15) members of the Presbytery. Exceptions, if any, will be referenced in the team mandate. Each Team will have the authority to add additional active members and adherents of The United Church of Canada within the boundaries of the Toronto Southeast Presbytery to augment the exercise of specific portions of its mandate (ex. admissions interviews, JNACs etc). From among its Presbytery-elected membership the Presbytery will name a secretary to each Team.

ii. Quorum shall consist of the larger of four (4) or 60% of the Presbyters elected to the Team. Each decision will require the assent of at least larger of four (4) or 60% of the Presbytery appointees.

iii. The Chair will provide leadership to the Team to ensure that it properly and effectively exercises its duties and responsibilities. This leadership includes but is not limited to:
   - calling of meetings
   - developing agendas for meetings
   - ensuring members are familiar with the duties and responsibilities of the team
   - defining tasks and monitoring progress

- engaging members in the work of the Team, delegating tasks to individuals and groups
- attending Executive meetings as necessary

iii. Where there are Co-chairs they will agree on a division of duties which is consistent and transparent to the Team

iv. The Secretary will be responsible for :
- taking minutes of meetings
- maintaining a proper file of these minutes
- distributing minutes to members and the Presbytery Office, and otherwise as may be set out in any Presbytery communication policies
- receiving and responding to correspondence as directed by the Team
- ensuring that necessary forms are completed and forwarded except as that may be assigned to staff or others in the Team

A- 4.0.2. Policy

i. Each Team will compile a policy and practices manual and keep it up to date. Changes and additions to its manual will be communicated to the Presbytery Secretary and staff for inclusion in Presbytery documents. Where there is no policy, or policy is deemed to be inadequate, the Team may recommend policy to the Presbytery. It may not establish policy itself. When it encounters a matter requiring a decision for which there is no existing policy, recommendation shall be taken to the Executive of the Presbytery which will determine whether it (the Executive) shall make the decision or it shall go to the Presbytery for decision.

ii. For clarity, policies are recommended by Teams or the Executive for approval of the Presbytery; practices set out how the work of the team is conducted and/or how the policy is to be implemented.

A- 4.0.3. Accountability

i. In exercising its authority as a Commission, each Team will report decisions and recommendations in writing to the Presbytery and Presbytery Executive at the meeting of these bodies immediately following and such report will be received and included in the minutes of that meeting.

ii. Teams will be further accountable to the Presbytery through annual reports of their activities and a digest of decisions. The Executive of the Presbytery will exercise due diligence throughout the year to ensure that each Team is fulfilling its mandate and executing its duties and responsibilities within the boundaries of existing policy.

iii. Each team will provide an accountability report to Presbytery once every two years, according to a schedule to be established by the Executive. This report will include an oral presentation along with a written summary to be appended to the minutes of Presbytery. The presentation should introduce the team members, explain the team's mandate, major tasks and mode of operation. It will also highlight current issues with which the team is dealing. There will be time during the Plenary for questions and feedback.

A- 4.0.4. Disputes

i. In making decisions set out in their mandate, Commissions are acting as the Presbytery and consequently those decisions are decisions of the Presbytery. Any such decision is not debatable by the Presbytery. [Manual 2007 374]

ii. A decision of a Commission is appealable, under the same terms as a decision of the Presbytery, to Toronto Conference [Manual 2007 076 (b) ii.] in accordance with the rights and requirements set out in Manual 2007 076.

iii. Decisions not subject to appeal are set out in Manual 2007 077 and include the following matters in which Toronto Southeast Presbytery is acting by commission:
- decisions about an individual with respect to the inquiry or candidacy process
- decisions about an individual with respect to the recognition process for Congregational Designated Ministers or Designated Lay Ministers
- decisions about an individual with respect to the admission or re-admission process;
- initiation of calls, settlements and appointments
- the disposition by a Presbytery of a request from a member of the Order of Ministry for a change of pastoral relationship

iv. Manual 077 final paragraph states: "*Although a Decision about an individual with respect to the inquiry or candidacy process, the recognition process for Congregational Designated Ministers or Designated Lay Ministers, or the admission or re-admission process, may not be appealed, the individual may request that the appropriateness of the procedures used to arrive at the Decision be addressed through the General Council's approved policies and procedures for conflict resolution, other than a Formal Hearing. The individual may appeal the appropriateness of the procedures used to arrive at the Decision, but only if the matter is not resolved through the policies and procedures for conflict resolution.* "

v. Presbyters, other than individuals about whom a decision has been or is being made, may have concerns about the functioning of Presbytery Teams in respect to a perceived breach of Presbytery policy, or not following proper process. Such concerns, which would normally be of a sufficiently urgent nature as to require attention before any regular review, shall be brought to the attention of the Executive in writing within fourteen (14) days of their becoming apparent in reports from a Team. The Executive will consult with representatives of the Team involved and those initiating the concern and may at its discretion initiate a review of the policies and processes involved. Any recommended changes to policy will be brought to the Presbytery for its consideration and approval.

A- 4.0.5. Transition Period

i. During the first year of the Presbytery, Administrative Teams will bring to the Presbytery recommendations for harmonizing the policies and practices of the originating Presbyteries. Until such time as policies are harmonized, the policy of the originating Presbytery within which the pastoral charge, mission unit or pastoral relationship exists shall apply (ex. housing-allowance policy).

ii. When policies are harmonized, pastoral charges, mission units and pastoral relationships established under a lower standard shall have twelve (12) months to bring their standard to the new level. Where existing standards are higher than the established policy, they shall be grand parented for the duration of the pastoral relationship or until such time as otherwise legislated by the General Council, Conference or Presbytery.

A- 4.1. PASTORAL RELATIONS TEAM

The purpose of the Pastoral Relations Team is to provide leadership, support and encouragement to Pastoral Charges and Ministry Personnel within the jurisdiction of Presbytery to forge strong, healthy and faithful pastoral relationships.

A- 4.1.1. Duties and Responsibilities

i. to be responsible for the Presbytery oversight of all pastoral relationships within the Presbytery in accordance with the requirements set out in Manual 2007 042 through 060;

ii. to exercise the duties set out for the Presbytery in regards to the membership of ministry personnel set out The Manual 2007, Sections
   - 314 Membership of a Member of the Order of Ministry on the Roll of Presbytery
   - Presbytery Consultation prior to appointments
   - 316 Transfer of Membership of ministry personnel;

iii. to provide guidance and/or recommendation to the Presbytery on any action under Section
   - 318 Discontinued Service List;

iv. to exercise the duties set out for the Presbytery <u>with regard to appointments</u> to a Pastoral Charge of Ministry Personnel set out in Manual 2007 sections following and the related General Council Handbooks and Guides:
   - 340 <u>Interim Ministers</u>
   - 341 <u>Pastoral Charge Supervisors</u>
   - 342 <u>Diaconal Supply or Ordained Supply</u> in conjunction with the Education & Students Team : responsibilities for the admission process as may be applicable
   - 343 <u>Designated Lay Ministers</u> in respect to reviewing the position description to categorize it as per the guide provided by General Council, determining if further needs assessment is required if it is a Presbytery-accountable position and acting in conjunction with the Education & Students Team , responsibilities for the admission process as may be applicable
   - 345 <u>Congregational Designated Ministers</u> in respect to reviewing position descriptions and determining in which category of Designated Ministry the position belongs and acting in conjunction with the Education & Students Team responsibilities for the recognition process;

v. to provide Presbytery direction to Licensed Lay Worship Leaders [Manual 2007 344 (b)];

vi. to exercise the duties set out for the Presbytery in regards to the oversight of the Pastoral Relationship set out The Manual 2007, Sections:
   - 350 Pastoral Relationship Without Interruption
   - 351 Multiple Staff
   - 352 Act of Covenant
   - 353 License to Administer Sacraments
   - 354 Oversight of the Pastoral Relationship
   - 355 Pension Fund Regulations
   - 356 Death or Disability
   - 357 Request for a change of pastoral relationship and declaration of a vacancy

vii. to exercise the duties set out for the Presbytery in regards to the oversight of the Ministry Personnel set out The Manual 2007, Sections:
   - 360 Admitting from Other Denominations in respect to initial appointments and in conjunction with the Education & Students Team responsibilities and the requirements of [Manual 2007 031]
   - 361 Re-Admission with respect to a probationary appointment [Manual 2007 032 (e)] and in conjunction with the Admission Team responsibilities and the requirements generally of Manual 2007 032]

- 362 Continuing Education
- 365 Exercise of Functions of Ministry
- 365.1 Retirees
- 366 Resignations
- 369 Letters of Good Standing

viii. to provide guidance and/or recommendations to the Executive of Presbytery with regard to the oversight of the Ministry Personnel set out on Manual 2007 sections:
- 367 On to Discontinued Service List (Disciplinary) and 367 (Voluntary)
- 368 Discontinued Lay Ministry Appointment List

ix. to administer disciplinary processes and provide advice to the Executive of the Presbytery on the disposition of actions under Sections (The Manual 2007):
- 363 Oversight of Ministry Personnel
- 364 Charged with a Criminal Offence

x. to exercise the duties set out in The Manual 2007, Sections and make any necessary decisions on behalf of the Presbytery:
- 389 Presbytery Pastoral Relations Committee
- 390 Pension and Group Insurance Committee

xi. Licenses to Marry and Administer Sacraments:
- to act for Presbytery in recommending to Conference the issuance of a license to marry
- to act for Presbytery in requesting or recommending to Conference the issuance of a license to administer sacraments {Manual 2007 347] provided that the Education & Students Team should on behalf of Presbytery assess the suitability of any person recommended for licensing as required by Manual 2007 347 (c);

xii. Voluntary Associate Minister:
- to act for the Presbytery as required by the Toronto Conference Policy for Voluntary Associate Ministers and providing all necessary Presbytery discernment and approvals

xiii. General:
- to ensure that all necessary forms and notices for which it is responsible are completed and transmitted in a timely fashion
- to develop and recommend appropriate policies to the Presbytery for its approval
- to establish and communicate to Presbytery and Pastoral Charges procedures and practices for the exercise of these duties and responsibilities
- to undertake other tasks as directed by the Presbytery or Presbytery Executive

A- 4.1.2. Decision-Making Mandate

i. The Pastoral Relations Team will act with the authority of a Presbytery Commission in the exercise of its duties and responsibility for all matters falling under ii., iv., v., vi, vii., viii., xi., xii., and xiii. above

ii. All such decisions will be taken by and recorded as formal motions.

iii. <u>Communication and Reporting:</u> In exercising its authority as a commission, the Pastoral Relations Team will report any decisions and recommendations in writing to the Presbytery and Presbytery Executive at the meeting of these bodies immediately following and such report will be received and included in the minutes of that meeting.

A- 4.1.3. Membership

See section A-4.0.1.1 for general membership requirements

A-4.2 EDUCATION & STUDENTS TEAM

The purpose of the Education & Students Team is to provide support, direction to and assessment of people discerning a call to paid accountable ministry positions and admission to Order of Ministry of The United Church of Canada. Such support and direction is also provided to the Pastoral Charges within which the call of potential candidates arises.

A-4.2.1 Duties and Responsibilities

To exercise the duties set out for the Presbytery in regards to the Education and Students Committee as set out in The Manual 2007, Section 382 (b), and to act in accordance with the requirements of The Manual 2007, Sections 342, 343, 344, 345, 346, 347, 360, 361 and 362, as well as guidelines set out in the relevant Handbooks of the United Church. Specifically and without limiting the responsibilities and requirements in the foregoing, the Education & Students Team responsibilities and duties will include:

A-4.2.1.1 Candidates for Ordination or Commissioning

i. on the request of a congregation about an Inquirer for Ministry, establishing and overseeing the work a Discernment Committee, appointing Presbytery representatives to that committee, calling its initial meeting, reporting to Presbytery the recognizing of an Inquirer, and receiving regular reports about the work of the Discernment Committee;

ii. on the recommendation of the Board or Session or equivalent court of the Pastoral Charge, interviewing the potential candidate and deciding as appropriate whether to arrange for the Inquirer to meet with the Conference Interview Board;

iii. on receiving a recommendation from the Conference Interview Board and considering the report from the Discernment Committee, the Session, Church Board or Church Council, approving on behalf of Presbytery that the Inquirer be received as a Candidate for Ministry:

iv. supervising, monitoring, nurturing and supporting each Candidate throughout his/her preparation for ministry including:

v. receiving annual reports from the Candidate, the theological school, and any internships

vi. contacting the Candidate’s faculty advisor annually

vii. meeting with and interviewing the Candidate annually to discern the genuineness of the call, suitability and fitness for ministry, academic progress etc.

viii. deciding as to the continuance of the Candidate

ix. receiving, assessing and making a decision regarding each application from a Candidate for an internship;

x. on receiving notification of satisfactory completing of the Candidate’s academic work, conducting a final interview and discernment of readiness for ministry and, if satisfied, recommending the Candidate to Toronto Conference for ordination or commissioning;

xi. ensuring that all necessary forms through the candidacy process are completed and transmitted in a timely manner;

xii. reporting to the Presbytery all decisions regarding the reception of an Inquirer as a Candidate, the annual continuance or non-continuance of a Candidate, and recommendation to Toronto Conference of a Candidate for ordination or commissioning.

A-4.2.1.2. Admissions from other Denominations

i. obtaining copies of all relevant documentation, interviewing those seeking recognition as a person eligible for appointment as Diaconal Supply or Ordained Supply, and, if satisfied with the interview and documentation, requesting that the Conference Interview Board interview the applicant. The interview is conducted after an applicant has been approved by the appropriate General Council working unit [Manual 2007 031] and the applicant has contacted the Presbytery.

ii. on receipt and review of the report of the Conference Interview Board and on completion of any subsequent interview with the applicant, approving eligibility of the applicant to seek an appointment for an initial 12 months;

iii. consulting with the appropriate General Council working unit or ensuring consultation takes place prior to the Presbytery making the initial appointment and notifying the appropriate General Council working unit of the appointment once made or ensuring the Presbytery makes such notification;

iv. once the initial appointment is made, establishing an Appointment Advisory Committee as per [Manual 2007 031(k)] and providing appropriate guidance to that committee which shall provide recommendations regarding the suitability of the applicant to enter into the admission process and suitability of the applicant for ministry in the United Church;

v. before the completion of the initial appointment, reviewing the recommendations of the Appointment Advisory Committee, interviewing the applicant, and deciding on behalf of the Presbytery as to whether the applicant should proceed to the admission process and be eligible for reappointment or other appointment as Diaconal Supply or Ordained Supply;

vi. co-ordinating and communicating with the Pastoral Relations Team in a timely manner regarding early termination of any appointment, eligibility for appointment, re-appointment, or non-renewal under these processes;

vii. establishing an Educational Supervisory Team as set out in [Manual 2007 031(t)] to provide supervision of the applicant through the admission process, further discernment and evaluation of his/her suitability for ministry and advice and direction of the candidates educational progress;

viii. reviewing the recommendations of the Educational Supervisory Team, conducting a final interview of the applicant and deciding on behalf of Presbytery to recommend the applicant for admission to the Order of Ministry of the United Church. This final interview takes place when the applicant has completed at least eighteen (18) months in the admission process, has completed the educational requirements set out under [Manual 2007 031(f)], and the Educational Supervisory Team has made its recommendations. The Team shall request a final interview of the applicant by Toronto Conference and that the appropriate General Council working unit circulate the name of the applicant to each of the Presbyteries of the United Church.

ix. making all necessary decisions regarding early termination [Manual 2007 031(n)] and exceptions to the process [Manual 2007 031(q) and 031(r)];

x. ensuring that all necessary forms through the candidacy process are completed and transmitted in a timely manner;

xi. reporting to the Presbytery all decisions regarding the acceptance of a Candidate into the admission process, the continuance of a candidate in the admissions process and recommendation to Toronto Conference of a Candidate for admission.

A-4.2.1.3. Re-Admission

i. receiving applications from, interviewing and examining persons requesting re-admission to the Order of Ministry of the United Church and consulting with Toronto Conference and the appropriate General Council working unit as per the requirements of [Manual 2007 032];

ii. recommending to Presbytery whether to make a recommendation to Toronto Conference for re-admission or advising the applicant of its decision not to recommend [Manual 2007 032(f)].

A-4.2.1.4. Designated Lay Ministry (DLM)

i. receiving applications from, interviewing and examining persons requesting appointment as Designated Lay Ministers, consulting with Toronto Conference and the appropriate General Council working unit as per the requirements of [Manual 2007 343] and the processes set out in the Handbook for Designated Lay Ministry and Congregational Designated Ministry;

ii. acting for the Presbytery in recognizing persons as an Inquirer, establishing a Discernment Committee and appointing members to it, reviewing documentation, interviewing candidates, determining and overseeing any educational requirements, approving the inquirer as a Designated Lay Minister applicant and approving eligibility for appointment to a pastoral charge or other presbytery-paid accountable ministry;

iii. in conjunction with the Pastoral Relations Committee, confirming an appointment of an applicant as a Designated Lay Minister (non-recognized);

iv. conducting annual interviews and overseeing progress with respect to educational requirements;

v. acting on behalf of Presbytery in recommending the individual to the Conference that he/she be recognized as a Designated Lay Minister;

vi. interviewing any recognized DLM who applies for a paid accountable ministry position in Toronto Southeast Presbytery after a significant length of time has elapsed (typically over three [3] years) since his/her last appointment to determine suitability for the appointment and readiness to return;

vii. approving the transfer into the Presbytery of any non-recognized DLM who is applying for a paid accountable ministry position and interviewing the applicant and consulting with the appropriate educational institution <u>before the appointment is approved;</u>

viii. ensuring that all necessary forms through the candidacy process are completed and transmitted in a timely manner;

ix. reporting to the Presbytery all decisions regarding the recognition of Inquirers, and recommendation to Toronto Conference for recognition.

A-4.2.1.5. Congregational Designated Ministry (CDM) [Manual 2007 345]

i. on successful completion of the congregational discernment process by an appointed Congregational Designated Minister, interviewing the CDM to ascertain the individual's call and suitability for recognition, and determining if any competencies not met are being addressed in an educational plan;

ii. acting for the Presbytery in recognizing the Congregational Designated Minister including arranging for a suitable act of recognition in a timely manner;

iii. when a non-recognized DLM (a former staff associate) is appointed to a CDM position, meeting with the individual to discuss the CDM competencies and recommending a suitable educational plan as may be necessary;

iv. where a CDM recognized by Presbytery has been without appointment for over three (3) years, meeting with the individual to determine readiness to return to CDM employment;

v. ensuring that all necessary forms through the candidacy process are completed and transmitted in a timely manner;

vi. reporting to the Presbytery all decisions regarding the recognition of a Congregational Designated Minister;

vii. issuing licenses to Licensed Lay Worship Leaders.

A-4.2.1.6. Licensed Lay Worship Leaders [Manual 2007 344]

i. receiving recommendations from the appropriate body of a Pastoral Charge for persons to be licensed as a Licensed Lay Worship Leaders, enquiring into suitability of such persons, and conducting any required examination;

ii. on completion of the requirements, acting on behalf of Presbytery in the issuing of a license on the prescribed form and the renewing of a license.

A-4.2.1.7. Sacraments Elder [Manual 2007 347]

i. working in conjunction with the Pastoral Relations Team and assessing the suitability of persons recommended for licensing as Sacraments Elder [Manual 2007 347(c)].

A-4.2.1.8. General

i. to act for Presbytery in appointing one member of the Order of Ministry and one Lay member to the Conference Settlement Committee;

ii. to act for Presbytery in naming or providing representation to other Conference or Inter-Presbytery bodies working on Education and Students matters;

iii. developing and recommending appropriate policies to the Presbytery for its approval;

iv. establishing and communicating to Presbytery and Pastoral Charges procedures and practices for the exercise of these duties and responsibilities;

v. undertaking other tasks as directed by the Presbytery or Presbytery Executive.

A- 4.2.2. Decision-Making Mandate

i. The Education & Students Team will act with the authority of a Presbytery Commission in the exercise of its duties and responsibility for:
   - recognition of Inquirers for all ministry vocations
   - approving the application of Inquirers as Candidates
   - certifying Candidates to theological schools
   - approving annually the continuance of Candidates
   - recommending Candidates to Conference for commissioning or ordination
   - approving applicants to begin the admission process
   - recommending Candidates to Conference for admission into Order of Ministry of The United Church of Canada
   - recommending persons to Conference for recognition as Designated Lay Ministers
   - recognizing Congregational Designated Ministers

ii. All such decisions will be taken by and recorded as formal motions.

iii. Communication and Reporting: In exercising its authority as a commission, the Education & Students Team will report any decisions and recommendations in writing to the Presbytery and Presbytery Executive at the meeting of these bodies immediately following and such report will be received and included in the minutes of that meeting.

A- 4.2.3. Membership

i. Regardless of any general definition of members, the Education & Students Team will consist of from fifteen (15) to twenty-five (25) members named by the Presbytery. Up to 50% of Lay members need not be Presbyters but they will be confirmed as members of the Team through an appropriate nomination process. The membership of the team should attempt to balance and Order of Ministry but in any case at least 1/3 will be Lay and at least 1/3 will be Order of Ministry.

ii. The team may add members for specific tasks subject to the general provisions for membership.

A- 4.3. FINANCE AND PROPERTY

The purpose of the Finance and Property Administrative Team is to monitor Presbytery expenses and invested funds, to recommend an annual budget, to exercise Presbytery responsibilities and approvals regarding congregational property as may be required, and to provide advice and direction to Congregations in property matters.

A- 4.3.1. Duties and Responsibilities

A-4.3.1.1. Finance

It shall be the responsibility of the Committee to exercise the duties set out in [Manual 2007 384], recognizing that Toronto Conference has provided Financial Administrative Services which may subsume or modify the exercise of some of the duties set out in [Manual 2007 384], and to exercise any additional duties, all as set out below:

i. to frame and present a budget annually to the Presbytery, which shall include:
   a. the operating expenses of the Presbytery and its Committees
   b. the Conference assessment
   c. annual support of other agencies or institutions, undertaken by the Presbytery and reviewed and recommended by the authorized Presbytery mission support body;

ii. to recommend to the Presbytery a basis of assessment on Pastoral Charges to meet the budget;

iii. to work closely with Toronto Conference Financial Administration to ensure that assessments are invoiced to the Pastoral Charges and collected;

iv. to work closely with Toronto Conference Financial Administration to ensure that disbursements are made in accordance with the budget approved by Presbytery, or otherwise as directed by Presbytery;

v. to review accounts provided by Toronto Conference Financial Administration and present a detailed statement of receipts and expenditures for which an Audit has been performed (as determined by Toronto Conference) to the Presbytery annually. Interim financial statements shall be given as required by the Presbytery.

A-4.3.1.2. Extra Appeals

The Finance and Property Team will serve, as required, as a Committee on Extra Appeals and in that capacity will investigate thoroughly and *will make decisions for* the Presbytery concerning any proposal to solicit funds from the Pastoral Charges of the Presbytery for any purpose other than the Mission and Service Fund. [Manual 2007 383]

A-4.3.1.3. Property

It shall be the duty of the Team to exercise the duties set out in Manual sections 386 and 391 [Manual 2007] as well as any other duties, all as set out below:

i. to investigate and *to make decisions for* the Presbytery concerning the proposal of a Pastoral Charge or Congregation that seeks Presbytery approval to purchase or to lease Real Property, or to erect, enlarge, rebuild, or acquire a building for any purpose;

ii. *to act for the Presbytery in providing direction and consent to Congregational Trustees* under Section 267 and 335 [Manual 2007] to acquire, sell, mortgage, exchange, lease, or otherwise deal with Real Property or erect, enlarge, demolish, rebuild o effect major renovations to any building held or to be held for any congregation;

iii. to report to the Presbytery concerning any unused church property or any seeming neglect of church property within the jurisdiction, in which the United Church has a reversionary interest;

iv. to work with the Presbytery, its relevant committees and/or teams, and Toronto Conference, in matters related to use the use or disposal of property within the jurisdiction of Presbytery which has become expendable;

v. to become familiar with the role of Toronto United Church Council , its programs, and provide advice to Congregations who may benefit from those programs;

vi. <u>*to act for Presbytery in any necessary approvals for Toronto United Church Council loans to Congregations;*</u>

vii. to study the Presbytery statistics on valuation and insurance of congregational properties, and to assist Pastoral Charges or Congregations, where needful, to secure proper valuations and to place adequate insurance;

viii. to develop and to maintain a knowledge of the condition of congregational real property;

ix. to become thoroughly familiar with sections 250 to 262, 265 to 272, and 335, and Appendix II of *The Manual* as well as current policies of Toronto Conference regarding property and disposition of property;

x. to provide advice and, where appropriate, direction to Pastoral Charges, Congregations and Missions in matters of property including but not limited to the sale of real property;

xi. to periodically review and recommend for Presbytery approval what constitutes “major Personal Property” and “major renovations” for Congregations and Pastoral Charges within the Presbytery and communicate that determination to each Congregation and Pastoral Charge within its jurisdiction. [Manual 2007 335 (a)]

A-4.3.1.4. Manses

i. to keep an accurate record of the type of construction, state of repair, size and age of all manses within the Presbytery;

ii. to keep an up-to-date record of the furnishings and equipment owned by the Pastoral Charge in all manses within the Presbytery;

iii. to report annually to the Presbytery on the condition of each manse and the furnishings and equipment owned by the Pastoral Charge and any <u>*appropriate recommendations made to the Pastoral Charge on behalf of Presbytery;*</u>

iv. <u>*to communicate*</u> to the Manse Committee of the Official Board or Church Board or Church Council of a Pastoral Charge (or in the absence of a Manse Committee to the appropriate Board or Council) <u>*its recommendations made on behalf of Presbytery concerning the manse of such Pastoral Charge*</u>;

v. to inspect manses after improvements have been completed, and to report its findings to the Presbytery;

vi. to encourage the formation and maintenance of active Manse Committees on all Pastoral Charges within the Presbytery that own a manse, in accordance with section 243;

vii. to arrange for the visitation of the manse when a change in the pastoral relationship is about to take place and to report to the Pastoral Charge and the Joint Search Committee. The report shall contain such recommendations as the Finance and Property Team or its visitation group may wish to make. A call may not be issued until the Joint Search Committee is assured that the recommendations have been adequately addressed.

A-4.3.1.5. General

i. to develop and recommend appropriate policies to the Presbytery for its approval;

ii. to establish and communicate to Presbytery and Pastoral Charges procedures and practices for the exercise of these duties and responsibilities;

iii. to undertake other tasks as directed by the Presbytery or Presbytery Executive.

A- 4.3.2. Decision-Making Mandate

i. The Finance and Property Team will act with the authority of a Presbytery Commission in the exercise of its duties and responsibility for
   - Extra-appeals (A– 4.4.1.2 above) and Manual 2007 383
   - Congregational Property (A- 4.4.1.3 (i), (ii), (vi)
   - Recommendations to Pastoral Charges re its manses (A- 4.4.1.4 (xiv & xv) and Manual 2007 386.

ii. All such decisions will be taken by and recorded as formal motions.

iii. Communication and Reporting In exercising its authority as a commission, the Finance and Property Team will report any decisions and recommendations in writing to the Presbytery and Presbytery Executive at the meeting of these bodies immediately following and such report will be received and included in the minutes of that meeting.

A- 4.3.3. Membership

The Finance and Property Team will consist of the following elected by the Presbytery through the nomination process for two year terms.
- Chair or Co-Chairs
- Treasurer
- members with a knowledge and/or interest of finance and/or property matters. Up to 50% of Lay members need not be Presbyters but they will be confirmed as members of the Team through an appropriate nomination process. Of the total membership of the team, including Chairs(s) and Treasurer, at least 1/3 will be lay and at least 1/3 will be Order of Ministry.

A- 4.3.4. Treasurer

i. Subject to the requirements of the financial services provided by Toronto Conference, the relevant policies of the Presbytery, and practices and procedures of the Finance and Property Team, the Treasurer will
   - authorize the payment of invoices and other disbursements for the work of the Presbytery; review financial reports of Presbytery expenditures;
   - provide regular financial reports to the Finance and Property Team regarding expenditures and analysis of costs to budget;
   - work with the Presbytery Administrative Staff regarding processes for dealing with financial matters;
   - provide leadership to the Team in the development of an annual budget.

ii. The Treasurer will provide oversight of any Presbytery funds held and invested by Toronto United Church Council or other organizations and report regularly to the Team.

iii. The Treasurer will collect or arrange for the collection of any revenue from events, gatherings etc. and forward to the Conference's Finance and Property Administrator.

iv. Should the Presbytery require banking services, the Treasurer will make the arrangements and be the point of contact, subject to the direction of the Finance and Property Team and any reporting requirements so established.

v. The Treasurer will represent the Presbytery on any fund-management boards for Presbytery funds established by Toronto Conference.

vi. The Treasurer will encourage the use of best practices on the part of congregational treasurers within the jurisdiction of the Presbytery.

A- 4.4. PASTORAL OVERSIGHT TEAM

The purpose of the Pastoral Oversight Team is to provide oversight and develop good knowledge of each Pastoral Charge and Mission Unit under the jurisdiction of Presbytery through ongoing regular reviews of its reports and records and periodic pastoral oversight visits, to encourage and monitor sharing of property between United Church Congregations, and to provide reports of its work to the Presbytery

A- 4.4.1. Duties and Responsibilities

A-4.4.1.1. It shall be the responsibility of the Pastoral Oversight Team to exercise generally the duties set out in section 322 Manual 2007 for the "Presbytery Committee on the Oversight of Pastoral Charges" and more specifically as follows:

i. to review the annual report, together with such other relevant information as may be requested, for each Pastoral Charge, and to prepare a report for the Presbytery, celebrating significant events and progress, reviewing key issues and recommending action where this is deemed appropriate and necessary;

ii. to be responsible for the triennial visit to Pastoral Charges and Presbytery ministries including United Church owned or operated camps or outdoor ministry programs located within or assigned to the jurisdiction of the Presbytery. Such visits will be undertaken in order to offer support, encouragement and counsel, and thus to demonstrate and exercise an aspect of the episcopal function of Presbytery. Visiting teams will be composed of Lay persons and members of the Order of Ministry and where appropriate those who may have knowledge of a specific ministry or other Presbytery responsibility for it;

iii. to ensure as part of any triennial visit that all required police record checks are current and that staffing arrangements are consistent with the polity of The United Church of Canada. [Manual 2007 (332 (d) vii];

iv. to research, compile and analyze data on life, work and function of Congregations under the jurisdiction of the Presbytery, utilizing annual yearbook statistics, annual reports and sources and tools of its own devising, in order to provide a resource for assessing congregational health and vitality;

v. to undertake at the request and direction of Presbytery any special ongoing or follow-up oversight or support of Pastoral Charges;

vi. to encourage, when and where appropriate, the sharing of property between United Church Congregations, and monitor the relationship between United Church Congregations that share property. [Manual 2007 332 (c)]

A-4.4.1.2. General

i. to develop and recommend appropriate policies to the Presbytery for its approval

ii. to establish and communicate to Presbytery and Pastoral Charges procedures and practices for the exercise of these duties and responsibilities

iii. to undertake other tasks as directed by the Presbytery or Presbytery Executive

A- 4.4.2. Decision-Making Mandate

i. The Pastoral Oversight Team may make recommendations to Presbytery, Pastoral Charges, Presbytery ministries and/or camps based on its review of reports and other data and oversight visits [Manual 2007 332 (b) and 332 (d) viii], but does not exercise decision-making authority on behalf of Presbytery.

ii. All recommendations will be recorded in minutes or reports of the Team.

iii. Communication and Reporting: The Pastoral Oversight Team is required to report a summary of its findings and recommendations in writing in writing to the Presbytery and Presbytery Executive at the meeting of these bodies immediately following and such report will be received and included in the minutes of that meeting.

A- 4.4.3. Membership

i. The Pastoral Oversight Team will consist of the following elected by the Presbytery through the nomination process for two-year terms:
   - Chair or Co-Chairs
   - members with a knowledge and/or interest in congregational life and function. Up to 50% of Lay members need not be Presbyters but they will be confirmed as members of the Team through an appropriate nomination process. Of the total membership of the team, including chair(s), at least 1/3 will be Lay and at least 1/3 will be Order of Ministry.

ii. It is expected that visiting Teams for the triennial visits will be convened by a Team member but may include non-team members who are knowledgeable and discerning Presbyters and United Church members of Congregations within the Presbytery.

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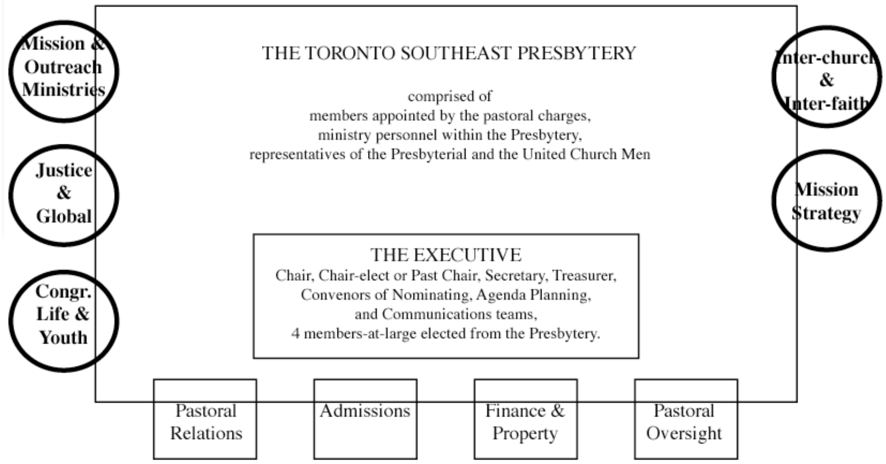
A-5. THE PUBLIC WITNESS AND PROGRAM TEAMS

A- 5.0. General Description

A- 5.0.1. Preamble



The Presbytery can provide a venue within which Congregations can collectively learn about and publicly witness to issues of faith and justice in our communities, and develop programmes that will support and extend the ministries of our Pastoral Charges. The opportunity for educational experiences with larger plenary groups is invaluable. It builds community, expands a base of understanding and generates commitment.

Although core teams are established by the Presbytery, it is expected that multiple working teams may develop for short- or long-term tasks of raising awareness and advocating on behalf of issues and peoples, and developing ministry programs that extend and strengthen the reach of the Pastoral Charges. It is anticipated that a significant portion of the Presbytery's plenary time can be committed to matters of public witness, program and worship, offering educational- and awareness-raising that reaches back into the Pastoral Charges.

The Presbytery would appoint from among its membership a core team to head up each public witness and program team that it discerns will contribute to the faithful witness and ministry of the Pastoral Charges. Consequently, the number of these teams may change over time. It will ensure that there are clear mandates and timelines for each of these teams and that they fit into the mission and purpose of the Presbytery. The Executive will ensure that the teams adhere to their mandates and conclude as appropriate. Each team may expand their members by co-opting from Congregations people who share a particular interest in or commitment to this ministry. This will provide church members who are not Presbyters with an opportunity to be involved in ministries that they hold a passion for but that their Congregation may not have the critical mass to undertake.

A- 5.0.2. Membership

i. Each Team will be made up of five (5) to ten (10) members of the Presbytery appointed by the Presbytery. Each team will have the authority to add additional members and adherents of The United Church within the boundaries of the Toronto Southeast Presbytery to serve on the team or to form a Task Group or Working Group to augment the exercise of specific portions of its mandate. From among its Presbytery appointed membership the Team will name a secretary to each team.

ii. Where the team identifies additional members it wishes to add to its core team (as opposed to a Task or Working Group), the secretary of the team shall so advise the Nominations Committee of those names, together with contact information and United Church affiliation. The additional non-Presbytery members of the Team shall not exceed the members of Presbytery on the team.

iii. The Chair will provide leadership to the Team to ensure that it properly and effectively exercises its duties and responsibilities. This leadership includes but is not limited to:
   - calling of meetings
   - developing agendas for meetings
   - ensuring members are familiar with the duties and responsibilities of the team
   - defining tasks and monitoring progress

- engaging members in the work of the team, delegating tasks to individuals and groups
- attending Executive meetings as necessary
- providing information for the Executive and thereby enabling the Chair of Executive to speak publicly for the Presbytery on any matters arising out of the mandate of the Team

iv. Where there are Co-Chairs they will agree on a division of duties which is consistent and transparent to the team.

v. The Secretary will be responsible for :
- taking minutes of meetings
- maintaining a proper file of these minutes
- distributing minutes to members and the Presbytery Office, and otherwise as may be set out in any Presbytery communication policies
- receiving and responding to correspondence as directed by the team

A- 5.0.3. <u>Communications with Presbytery and Accountability</u>

i. Teams wishing to bring matters to the attention of Presbytery for information, learning, policy, and or action may
   a. request time on the agenda of a forthcoming meeting by making their needs and any relevant timing considerations known to the Agenda Planning Committee;
   b. prepare written reports and announcements for inclusion in any Presbytery communications tools;
   c. provide displays and handouts subject to any policy which Presbytery may develop regarding displays and handouts at meetings.

ii. Where the Presbytery agenda includes themes or learning time in areas within the mandate of a team, it is expected that the meeting planners will engage the team in the planning and delivery of that part of the meeting.

iii. Teams will be accountable to the Presbytery through annual reports of their activities. The Executive of the Presbytery will exercise due diligence throughout the year to ensure that each team is fulfilling its mandate and executing its duties and responsibilities within the boundaries of existing policy.

iv. Each team will provide an accountability report to Presbytery once every <u>three</u> (3) years, according to a schedule to be established by the Executive. This report will include an oral presentation along with a written summary to be appended to the minutes of Presbytery. The presentation should introduce the team members, explain the team's mandate, major tasks and mode of operation. It will also highlight current issues that the team is dealing with. There will be time during the Plenary for questions and feedback.

A- 5.1. MISSION AND OUTREACH MINISTRIES TEAM

The purpose of the Mission and Outreach Team is to identify needs and opportunities for Presbytery engagement, to be the point of contact for and to provide for the dissemination of information within the Presbytery for outreach and special ministries and those local organizations whose work for social justice Presbytery wishes to recognize or to support.

Background

Definition: *"Outreach Ministry" means a ministry other than a Pastoral Charge or Mission, that is recognized by the Presbytery or the Conference in which it is located or by a General Council working unit as a valid expression of enabling ministry and that receives financial assistance or supervision from a Presbytery, a Conference, or a General Council working unit. Examples of Outreach Ministries are: hospitals, homes, social service centres, community projects, chaplaincies and Presbytery or area ministries. Manual 2007 [1Definitions]*

At the time of formation of the Southeast Presbytery, the following Outreach Ministries were understood to be recognized and included in the Toronto Conference list of commitments:

i. Toronto Christian Resource Centre
ii. Regent Park United Church
iii. Malvern Outreach Ministry
iv. Vacation Bible Adventure
v. Massey Centre
vi. Fred Victor Centre
vii. Moorelands Community Centre
viii. Toronto Urban Native Ministry

In addition two chaplaincies were recognized and supported:

ix. Ina Grafton Gage Long-Term Care Facility
x. Ecumenical Chaplaincy at University of Toronto (ECUT)

For all of the above a five-year funding commitment has been recognized and it has been proposed that funds be set aside in the reallocation of Presbytery and Conference assets. This will be a decision of Toronto Conference Executive.

Other organizations and ministries not listed above may have received support through the resources of the former presbyteries. It will be an early task of this Team to identify these and develop appropriate recommendations for the Presbytery regarding their future status and support.

Toronto Conference Executive has established an annual mission support consultation for the years 2010, 2011 and 2012 requiring two representatives from each Presbytery. [Toronto Conference Executive Minutes Apr 4, 2009 page 08/09 -200].

A- 5.1.1. <u>Duties and Responsibilities</u>

A-5.1.1.1. Outreach Ministries

It shall be the responsibility of the Mission and Outreach Team

i. to identify needs and opportunities for outreach within the Presbytery and to recommend Presbytery-recognized outreach ministries for the approval of the Court. Such recommendation would be accompanied by an opportunity to provide information to the Court about the organization;

ii. to provide for the exchange of information about the programs, plans and purposes for organizations, Pastoral Charges, Outreach Ministries, special ministries and institutions within the bounds of Presbytery. [Manual 2007 387 (b) iv.;

iii. to develop and maintain a working knowledge of the outreach programs of the Congregations within the Presbytery;

iv. to enable and to facilitate networking and collaboration among Congregations, Outreach Ministries and organizations sharing similar outreach goals and programs;

v. to recommend to the Nominations Committee and Executive, persons to represent Toronto Southeast Presbytery on Boards of recognized Outreach Ministries where such are required.

A-5.1.1.2. Mission Support

It shall be the responsibility of the Mission and Outreach Team

i. to receive and consider applications for financial assistance towards budgets of Pastoral Charges, special ministries, (Outreach Ministries), and institutions within the bounds of the Toronto Southeast Presbytery and to make recommendations to the Presbytery and the appropriate Conference committee [Manual 2007 387 (b) v];

ii. to forward to Toronto Conference its applications and the recommendations of Toronto Southeast Presbytery for grants from the Mission and Service Fund;

iii. to arrange for the annual visitation of all Pastoral Charges, Missions and institutions requesting financial support;

iv. to bring its combined recommendations for mission-support funding from Presbytery resources and the Toronto Conference Mission and Service fund allocation for Presbytery approval. Such recommendations will include a brief summary of the work of the organization for which support is being sought.

v. to assist, support and encourage projects or mission units within the bounds of Toronto Southeast Presbytery, that apply for funding;

vi. where Presbytery review and/or approval is required, to receive and to consider applications for grants from special purpose or designated funds provided by Toronto Conference or the General Council and to make appropriate recommendations to Presbytery or Executive of Presbytery as time constraints may determine;

vii. to participate in the Mission and Service discernment process established by Toronto Conference, including as may be necessary appointing persons to Conference or inter-presbytery bodies;

viii. to recommend as part of the annual budget process appropriate allocations of funds for support of mission and outreach from the Presbytery budget and invested funds.

A-5.1.1.3. Mission and Service Fund

It shall be the responsibility of the Mission and Outreach Ministries Team

i. to be the Presbytery contact for all Mission and Service Fund (M&S) initiatives and communications;

ii. to promote and encourage support of The United Church of Canada M&S Fund by Congregations within the Presbytery through various means including but not limited to
   a. encouraging Congregations to set M&S targets and goals and include M&S givings in their stewardship activities
   b. receiving and communicating M&S givings reports
   c. collaborating with local Mission and Service enthusiasts
   d. communicating regularly with Congregations and Presbytery

A-5.1.1.4. General

i. to establish, recognize and mandate working groups around specific interests and issues within the responsibilities and mandate of the team. When working groups are formed the core Team will set out in writing the mandate and any necessary terms of reference for the working group.

ii. to support Congregations working on issues of a local, provincial or national perspective that relate to the mandate of the Team;

iii. to facilitate collaboration and networking among Congregations seeking to be engaged in issues within the mandate of the Team;

iv. to recommend an annual budget allocation to support the work of the Team, including any reasonable costs of membership or participation in organizations related to that work;

v. to develop and recommend appropriate policies to the Presbytery for its approval;

vi. to establish and communicate to Presbytery and Pastoral Charges, as may or may not be required, procedures and practices for the exercise of these duties and responsibilities;

vii. to represent Presbytery as may be required in any Toronto Conference or inter-presbytery bodies dealing with matters within the mandate of the team;

viii. to undertake other tasks as directed by the Presbytery or Presbytery Executive

A- 5.2. **JUSTICE AND GLOBAL ISSUES TEAM**

The purpose of the Justice and Global Issues Team is to provide a link between the Presbytery and units of the Conference and/or General Council or other organizations dealing with issues of human rights, social, economic and racial justice, and peace for the purpose of informing and educating Presbyters and Congregations, creating and facilitating collaborative efforts and actions with and between Pastoral Charges and mobilizing support from the Presbytery and Pastoral Charges.

Background

With the reorganization of Toronto Conference, traditional linkages with Conference Committees will no longer be in place. It is anticipated that relevant communications from General Council units will be forwarded to Presbyteries.

A- 5.2.1. Duties and Responsibilities

Duties and responsibilities of the Justice and Global Issues Team shall include, but are not limited to, the following:

A- 5.2.1.1. World Affairs & Global Issues

i. to stimulate concern, awareness and involvement in the church's mission in its global dimensions;

ii. to interpret and adapt the policies and programs of the appropriate General Council Working Unit to the Presbytery and its Pastoral Charges;

iii. to provide Presbytery with accurate, timely and relevant information on mission projects worldwide, including those with partner churches and/or organizations;

iv. to bring situations and issues throughout the world to the attention of the Presbytery and co-ordinate any appropriate responses of the Presbytery;

v. to develop resources and learning opportunities for Congregations and Presbyters;

vi. to co-operate with other bodies engaged within the bounds of Presbytery in the living-out of the mission of the Church in its global dimension.

A- 5.2.1.2. Social and Economic Justice

i. to build an awareness within the Team of matters of human rights, social and economic justice or concern, and to seek out opportunities to obtain information and resources to deepen the Team's understanding and ability to be a resource in these matters;

ii. to bring to the Presbytery appropriate matters of human rights, social and/or economic justice or concern for action or information;

iii. to deal with matters of human rights, social and/or economic justice or concern referred to the Team by Presbytery and/or Presbytery Executive;

iv. to relate, on behalf of Presbytery, to secular and ecumenical groups involved with urgent human rights, social and economic issues.

A- 5.2.1.3. Racial justice

i. to serve the Presbytery in matters of racial justice by raising awareness, providing leadership and acting as a resource for Presbytery and its Pastoral Charges;

ii. to provide appropriate Presbytery representation in United Church of Canada and ecumenical racial-justice events and networks;

A- 5.2.1.4. First Nations Issues

i. to assist the Presbytery and its Pastoral Charges
   a. to understand the history of colonization by European settlers in the land Aboriginals know as Turtle Island
   b. to acknowledge and redress the legacy of Indian Residential Schools in both church and society
   c. to address the issue of systemic racism against Aboriginal peoples in both church and society

ii. to support efforts toward dialogue and face-to- face encounters between Aboriginal and non-Aboriginal peoples in various settings within the Southeast Presbytery;

iii. to support networks of people committed to the task of ongoing dialogue with and justice for Aboriginal peoples, particularly the Aboriginal Solidarity Circle;

iv. to promote dialogue with and support of Toronto Urban Native Ministries and other Aboriginal Ministries and Congregations;

v. to foster and encourage the use of worship, education and advocacy resources which further justice, reconciliation, dialogue and understanding;

vi. to promote within the Presbytery and its Congregations an understanding of the General Council Aboriginal initiative(s) and any actions there to;

vii. to participate in or provide representation to any Toronto Conference or Inter-presbytery Aboriginal Solidarity Circle.

A- 5.2.1.5. General

i. to establish, recognize and mandate working groups or support existing task groups around specific interests and issues within the responsibilities and mandate of the Team. When working groups are formed, the core Team will set out in writing the mandate and any necessary terms of reference for the working group.

ii. to support Congregations working on issues of a local, provincial or national perspective that relate to the mandate of the Team;

iii. to facilitate collaboration and networking among Congregations seeking to be engaged in issues within the mandate of the Team;

iv. to recommend an annual budget allocation to support the work of the Team including any reasonable costs of membership or participation in organizations related to that work;

v. to develop and recommend appropriate policies to the Presbytery for its approval;

vi. to represent Presbytery as may be required in any Toronto Conference or inter-presbytery bodies dealing with matters within the mandate of the team.

vii. to establish and communicate to Presbytery and Pastoral Charges, as may or may not be required, procedures and practices for the exercise of these duties and responsibilities;

viii. to undertake other tasks as directed by the Presbytery or Presbytery Executive.

A- 5.3. CONGREGATIONAL LIFE AND YOUTH TEAM

The purpose of the Congregational Life and Youth Team is to provide a link between Presbytery and Conference and/or General Council Units dealing with issues of matters of congregational life and development, spiritual nurture, leadership development, and ministry to children and youth for the purpose of informing and educating Presbyters and Congregations, creating and facilitating collaboration with and between Pastoral Charges and efforts and supporting congregational leadership.

Background

With the reorganization of Toronto Conference, traditional linkages with Conference Committees will no longer be in place. It is anticipated that relevant communications from General Council units will be forwarded to Presbyteries.

A- 5.3.1. Duties and Responsibilities

Duties and responsibilities of the Congregational Life and Youth Team shall include, but are not limited to, the following:

A- 5.3.1.1. Faith and Congregational Development

i. promoting within the Presbytery and its Congregations the work of worship, evangelism, education and leadership training;

ii. receiving materials and reports from the relevant General Council Units and responding to them on behalf of Toronto Southeast Presbytery;

iii. providing for the exchange of information about programs, plans and purposes for Pastoral Charges, special ministries and institutions within the Presbytery;

iv. adapting and developing learning resources and key events for Presbyters and Congregations;

v. providing leadership in establishing and maintaining worship and liturgy circles and in adapting/utilizing technology to support the work of Congregations;

vi. providing empowerment and support for ethnic minority people and Congregations including
   a. providing appropriate Presbytery representation in organizations that contribute to that end;
   b. support for activities that celebrate and promote awareness of ethic minority peoples and Congregations within the United Church.

vii. providing a Presbytery focus, advocacy and support for initiatives and learning opportunities for becoming an Intercultural Church;

viii. providing information and support for Affirming Ministries;

ix. promoting and utilizing the work of the Emerging Spirit and other United Church initiatives within the Presbytery.

A- 5.3.1.2. Children and Youth

i. providing a Presbytery focus and support for ministries to children and youth and to congregational leadership in these ministries;

ii. facilitating and enabling networking, collaboration and communication with and between congregational programs for children and youth including the use of new technologies of networking and communication;

iii. working with others to develop and deliver events for leadership of children and youth ministries;

iv. being a point of contact and resource for Duty of Care issues and training workshops;

v. providing representation to and participation in any Conference or Inter-presbytery initiatives or bodies for children and youth ministries.

A- 5.3.1.3. Camping

i. providing contact and support for work of Lake Scugog Camp, facilitating any communications between the camp board and Presbytery;

ii. participating in any Mission Support visits and reviews of applications for funding through that process and any pastoral oversight visits to camps.

A- 5.3.1.4. General

i. to establish, recognize and mandate working groups around specific interests and issues within the responsibilities and mandate of the Team. When working groups are formed, the core Team will set out in writing the mandate and any necessary terms of reference for the working group;

ii. to support Congregations working on issues of a local, provincial or national perspective that relate to the mandate of the Team;

iii. to facilitate collaboration and networking among Congregations seeking to be engaged in issues within the mandate of the Team;

iv. to recommend an annual budget allocation to support the work of the Team including any reasonable costs of membership or participation in organizations related to that work;

v. to develop and recommend appropriate policies to the Presbytery for its approval;

vi. to establish and communicate to Presbytery and Pastoral Charges, as may or may not be required, procedures and practices for the exercise of these duties and responsibilities;

vii. to represent Presbytery as may be required in any Toronto Conference or inter-presbytery bodies dealing with matters within the mandate of the team;

viii. to undertake other tasks as directed by the Presbytery or Presbytery Executive.

A- 5.4. INTER-CHURCH AND INTER-FAITH TEAM

The purpose of the Inter-church and Inter-faith Team is to provide a link between Presbytery and Conference and/or General Council Units and a resource to Congregations in dealing with activities and issues between the United Church of Canada and other Christian and Faith groups.

Background

With the reorganization of Toronto Conference, traditional linkages with Conference Committees will no longer be in place. It is anticipated that relevant communications from General Council units will be forwarded to Presbyteries.

A- 5.4.1. Duties and Responsibilities

A- 5.4.1.1. Duties and responsibilities of the Team shall include, but are not limited to, the following:

i. to promote within the Presbytery a knowledge and concern for ecumenical and/or inter-faith affairs and to assist Ministry Personnel and Pastoral Charges in ecumenical and/or inter-faith outreach;

ii. to work with other Presbytery Teams or groups when ecumenical and/or inter-faith events are being planned;

iii. to develop a knowledge of local councils of churches and ecumenical and inter-faith activities within the boundaries of the Presbytery, and to promote and support the formation and/or ongoing work of local councils of churches and ecumenical and inter-faith activities;

iv. to encourage ecumenical and inter-faith activities, including the sharing of common worship, within the community;

v. to initiate as appropriate the holding of ecumenical and/or inter-faith consultations and workshops;

vi. to interpret to the Presbytery and the Pastoral Charges the functions, work and studies of the World Council of Churches and the Canadian Council of Churches;

vii. to represent the Presbytery on ecumenical and/or inter-faith organizations in the Toronto region;

viii. to encourage collaboration and networking of Pastoral Charges engaged or seeking to become engaged in ecumenical and/or inter-faith activities.

A- 5.4.1.2. General

i. to establish, recognize and mandate working groups around specific interests and issues within the responsibilities and mandate of the Team. When working groups are formed, the core Team will set out in writing the mandate and any necessary terms of reference for the working group;

ii. to support Congregations working on issues of a local, provincial or national perspective that relate to the mandate of the Team;

iii. to facilitate collaboration and networking among Congregations seeking to be engaged in issues within the mandate of the Team.

iv. to recommend an annual budget allocation to support the work of the team including any reasonable costs of membership or participation in organizations related to that work;

v. to develop and to recommend appropriate policies to the Presbytery for its approval;

vi. to establish and to communicate to Presbytery and Pastoral Charges, as may or may not be required, procedures and practices for the exercise of these duties and responsibilities;

vii. to undertake other tasks as directed by the Presbytery or Presbytery Executive.

A- 5.5. MISSION STRATEGY TEAM

The purpose of the Mission Strategy Team is to provide leadership and direction to Presbytery and its Executive to hold up vision and mission in all that the Presbytery does. The Team will provide a '"mission strategy lens" to maintain a Presbytery focus on mission strategy and continuing mission strategy discernment. As such, the role of the Team is, in part, to reflect, to provide opportunities for discernment on the part of Presbytery and to identify learning needs and opportunities.

Background

Both Toronto South and Toronto Scarborough Presbyteries had recent experience with mission strategy development prior to the reorganization of Toronto Conference. It is important that the experiences and documentation of *SpiritWork* and *Vision to Mission* be held up and utilized where applicable in the newly organized Southeast Presbytery. The Area Ministries Project (East Don & West Don) of Toronto South Presbytery has funding committed and allocated from the WoodGreen Trust funds held by Toronto Conference

A- 5.5.1. Duties and Responsibilities

A- 5.5.1.1. Duties and responsibilities of the Team shall include, but are not limited to, the following:

i. to develop knowledge of *SpiritWork* and *Vision to Mission* and to recommend how they may be applied to the new Presbytery;

ii. to recommend to Presbytery Executive any discernment processes appropriate to developing and reviewing mission strategy for the Presbytery;

iii. to hold up any approved vision and strategies as a model for the operation of Teams and Executive;

iv. to regularly review and document progress in the implementation of an approved vision and strategy and bring the results to the attention of the Executive;

v. to work with and assist Teams who may wish to review their functioning in the context of mission;

vi. after an approved vision and strategy are in place, to meet at least every two years with each team to reflect and discern with them how their work looks through the "mission strategy lens";

vii. to report twice a year to Presbytery on progress of mission strategy implementation including reference to expected outcomes and proposing additional outcomes or tasks;

viii. to be the Presbytery point-of-contact for the accountability and oversight of any area ministry initiatives;

ix. to build their own awareness of and promote the engagement of the Presbytery in Emerging Spirit and Inter-Cultural Ministry Initiatives;

x. to provide advice and support in conjunction with the Pastoral Oversight Team if requested by Congregations engaging in visioning and mission discernment.

A- 5.5.1.2. General

i. to establish, recognize and mandate working groups around specific interests and issues within the responsibilities and mandate of the Team. When working groups are formed the core Team will set out in writing the mandate and any necessary terms of reference for the working group.

ii. to recommend an annual budget allocation to support the work of the Team including any reasonable costs of membership or participation in organizations related to that work;

iii. to develop and recommend appropriate policies to the Presbytery for its approval;

iv. to establish and communicate to Presbytery and Pastoral Charges procedures and practices for the exercise of these duties and responsibilities;

v. to undertake other tasks as directed by the Presbytery or Presbytery Executive.

TORONTO SOUTHEAST PRESBYTERY POLICY	**Policy Number/Designation:** 2010 - 001
Policy Name: Budget Development	**Date Approved:** May 18, 2010 **Dates Amended:**
To be Reviewed: 2 years after approval and every 5 years thereafter	**Date Last Reviewed:**
Purpose of this Policy: To provide a framework for the development of the presbytery annual operating budget.	

Background and Context:
The Finance and Property Team is charged with the responsibility "to frame and present a budget annually to the Presbytery," [TS Governance Page 30 section A-4.3.1.1. Finance.]

Policy:

1. The Toronto Southeast Presbytery Annual Operating Budget will be developed in a manner that
   - 1.1. Is transparent and known to the key stakeholders represented by the Presbytery Teams, Committees and Executive.
   - 1.2. Ensures and enables consultation with and the input of those stakeholders.
   - 1.3. In the allocation of financial resources, is guided by the vision and mission of Presbytery
   - 1.4. 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 a budget document understand how the funds are to be used and the Presbytery program they support.

3. Finance and Property Team will develop, in consultation with the stakeholders, practices and guidelines for the implementation of this policy.

TORONTO SOUTHEAST PRESBYTERY POLICY	**Policy Number/Designation:** 2010 - 002
Policy Name: Finance – Operating Surplus and Designated Funds	**Date Approved:** May 18, 2010 **Dates Amended:**
To be Reviewed: 2 years after approval and every 5 years thereafter	**Date Last Reviewed:**
Purpose of this Policy: This policy establishes how any surplus operating funds at the end of each fiscal year will be held and utilized.	

Background and Context:
The Toronto Southeast Presbytery operating budget is funded by an annual grant from Toronto Conference and a Presbytery Assessment should one be approved by the Presbytery. 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 Toronto Southeast Presbytery regarding the surplus funds and to the responsible officers of Toronto Southeast Presbytery in respect to authorizing and approving the use of any surplus funds.

Policy:
The intent of this policy is

a. To ensure that financial resources are available to support the mission and work of Toronto Southeast Presbytery, and
b. that these resources are managed and utilized appropriately, and
c. that surplus funds are used in a way that enables the annual operating budget to be applied to the ongoing work of the Presbytery and not set aside for contingency, emergency situations and /or unforeseen opportunities.

To those ends, it shall be the policy of Toronto Southeast Presbytery that

1. the balance of operating funds as of the December 31st closing of accounts of any year be transferred to and retained in named funds with designated purposes.

2. Those designated funds shall be established as follows with the purposes as stated:
   2.1. <u>Contingency Reserve Fund</u>
   The purpose of the Contingency Reserve Fund is to provide a source of funds
      i. For contingency; i.e., to cover incidental and unforeseen expenses and so reduce or remove that requirement from the annual operating budget.
      ii. For reserve, to allow
         a. equipment purchases as may be required from time to time,
         b. a short term annual operating deficit where such is determined to be necessary, or
         c. funding of an unexpected opportunity.

   2.2. <u>Legal and Conflict Mitigation Emergency Fund</u>
   The purpose of the Legal and Conflict Mitigation Emergency Fund shall be to provide funding when such is required unexpectedly and urgently and is in excess of an annual presbytery budget allocation and/or is not available through other United Church of Canada resources, for
      i. Assistance 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;

ii. Legal, meditation, arbitration, conflict resolution or similar services;
iii. The costs to presbytery in the exercise of a 333 or 363 process;
iv. The Presbytery share of costs for required remedial actions under United Church policies;
v. Damages awarded by a court or as terms of a settlement where such is not covered by other United Church of Canada resources.

2.3. Outreach Fund

The purpose of the Outreach Fund is to provide funding when such is required in addition to Presbytery ongoing funding sources dedicated to Mission and Outreach in order to

i. Address an unexpected shortfall in funds required to meet approved commitments but not available from regular funding sources;
ii. Meet an emergency need in a recognized Presbytery outreach ministry or regularly supported social agency;
iii. Address an opportunity for new and innovative work that is timely but was not apparent during the annual process of allocating mission and outreach resources.

2.4. Education and Student Support Fund

The purpose of the Education and Student Support Fund is to provide support to those under the oversight of the Education & Students Committee having extraordinary need for assistance which cannot be met from other United Church or institutional funding for such matters as

i. Travel costs to meet with supervisors or team members;
ii. Costs of courses or fees
iii. Other costs related to education of ministry personnel as may be identified by the Admission Team

3. The funds shall be capped or maintained at a stated level and any operating surpluses at the end of an operating year allocated to them as follows:

3.1. Contingency Reserve Fund will have no cap but must be maintained at a minimum of 10% of the current year total operating budget and to achieve and to maintain that minimum will have first call on the retained surplus operating funds to be allocated. The Contingency Reserve Fund will receive any retained surplus operating funds not allocated under 3.2, 3.3 and 3.4 below.

3.2. Legal and Conflict Mitigation Emergency Fund will be capped at $20,000 and will be allocated the lesser of 50% of the balance of the retained surplus operating funds at the end of any operating year after dealing with the Contingency Reserve Fund or the portion required to maintain the fund at that cap as of the beginning of an operating year.

3.3. Outreach Fund will be capped at $5,000 and will be allocated the lesser of 25% of the balance of the retained surplus operating funds at the end of any operating year after dealing with the Contingency Reserve Fund or the portion required to maintain the fund at that cap as of the beginning of an operating year.

3.4. Education and Student Support Fund will be capped at $2,000 and will be allocated the lesser of 10% of the balance of the retained surplus operating funds at the end of any operating year after dealing with the Contingency Reserve Fund or the portion required to maintain the fund at that cap as of the beginning of an operating year.

3.5. Funding other than Operating Surplus:

i. In the event that presbytery funds that are designated for outreach and mission support purposes are not allocated or used during a funding cycle, such will be accrued in the Outreach Fund.
ii. Presbytery may by specific action create or designate other funding sources for any of these funds.

4. Requests for and approval of the use of monies in these funds will be as follows:
    - 4.1. Contingency Reserve Fund : A request from a Team or Committee to over spend their allocated funding or to access reserve funds for one time or special needs will be reviewed by the Treasurer and a recommendation to "approve" or "not approve" forwarded by the Finance and Property Team to the Executive for their action.

    - 4.2. Legal and Conflict Mitigation Emergency Fund: A recommendation of Pastoral Oversight, Pastoral Relations Team and/or the Presbytery Personnel Minister, as the matter may relate to their responsibilities, will be reviewed by the Treasurer and Finance and Property Team to ensure that funds are available and that there is compliance with the purpose of the Fund, and forwarded to the Executive for action. Where matters of confidentiality are paramount and discussion needs to be restricted to the Executive, the Treasurer will act for the Finance & Property Team.

    - 4.3. Outreach Fund: A recommendation of Mission Support and Outreach Ministries Team will be reviewed by the Treasurer and Finance and Property Team to ensure that funds are available and that there is compliance with the purpose of the Fund, and forwarded to the Executive for their action.

    - 4.4. Education and Student Support Fund: A recommendation of the Education & Students Team, will be reviewed by the Treasurer and Finance and Property Team to ensure that there are funds available and that there is compliance with the purpose of the Fund, and forwarded to the Executive for their action.

5. General
    - 5.1. The Executive may develop and publish practices and guidelines in support of the interpretation, implementation and administration of this policy.

    - 5.2. Where monies are expended from these funds, such will be reported in a timely manner to the Presbytery subject to any requirements of confidentiality.

    - 5.3. The status and use of these funds will be included as part of the regular financial reports to Finance and Property Team. Executive and Presbytery

TORONTO SOUTHEAST PRESBYTERY POLICY	**Policy Number/Designation:** 2010 - 003
Policy Name: Reimbursable Expenses	**Date Approved:** May 18, 2010 **Dates Amended:**
To be Reviewed: 1st and 2nd years after approval and every 5 years thereafter	**Date Last Reviewed:**
Purpose of this Policy: To define what expenses incurred by Presbyters may be claimed by and reimbursed to those members.	

Background and Context:
All members of Presbytery will incur some cost by virtue of their membership and participation in the Court and its work. Within the annual operating budget teams may take a different approach in allocating funds for the expenses incurred in the exercise of their responsibilities. In order to ensure consistency and fairness, provide guidance to the functioning groups within Presbytery, and establish direction for the financial administration of the Presbytery funds, Presbytery will set a policy for what expenses may be claimed for reimbursement.

Policy:
In establishing a policy which determines what expenses can be claimed by and reimbursed to Presbyters, Toronto Southeast Presbytery is guided by

1. the need to ensure that participation in Presbytery does not create a financial burden or a disincentive to full involvement;
2. the typical expectations of those who volunteer for community service;
3. the usual practice of congregations and other courts of the church, including that Ministry Personnel appointed or called to pastoral charges have access to travel allowances.

To that end, it is the policy of Toronto South Presbytery

1. That financial reimbursement of personal out-of-pocket expenses will be provided for:
   1.1. Costs of photocopying, courier, supplies and the like in support of meetings of Teams, Committees, Executive and their task groups as constituted from time to time, and of participation as a Presbytery representative on a Joint Needs Assessment Committee, a Joint Search Committee, Pastoral Oversight Visit Team or in authorized consultations and meetings related to the work of Teams Committee or Executive.

   1.2. Travel in the form of mileage at the Toronto Conference rate and parking costs or TTC fare undertaken as a Presbytery representative on a Joint Needs Assessment Committee, a Joint Search Committee, Pastoral Oversight Visit Team or in authorized consultations and meetings related to the work of Teams, Committees or Executive where such cannot be claimed through a travel allowance provided by another level of the United Church.

   1.3. Attendance at training events authorized by a Team or Committee or the Executive and included in the approved budget allocation for that group including travel and fees if such was approved by the group or Chair prior to the event.

2. Travel costs **<u>cannot</u>** be claimed or reimbursed for attendance at a regular meeting of the Presbytery Plenary, Executive, Teams and/or Committees.

3. Where the attendance of a Presbyter in the meeting and/or work of the Executive, a Team or Committee is hindered or limited by 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.

4. Executive and Treasurer may develop further guidelines, approval requirements and forms for the implementation of this policy.

TORONTO SOUTHEAST PRESBYTERY POLICY	**Policy Number/Designation:** 2010 - 004
Policy Name: Threshold Value for Major Personal Property and Major Renovations	**Date Approved:** May 18, 2010 **Dates Amended:**
To be Reviewed: Every 5th year following initial approval	**Date Last Reviewed:**
Purpose of this Policy: This policy establishes the threshold value for "major Personal Property" and "major renovations" for which the Trustees of a congregation or pastoral charge must obtain consent of Presbytery to act.	

Background and Context:
The Manual 2007 335 (a) states that:

Each Presbytery shall determine what constitutes "major Personal Property" and "major renovations" for the area within its jurisdiction and shall communicate that determination to each Congregation and Pastoral Charge within its jurisdiction.

The terms refer to the Congregational Property sections of the Manual (sections 265 and following) and particularly Manual 2007 267 under which Trustees must obtain direction and consent of Presbytery in dealing with congregational property and which states as follows:

The Trustees may acquire, sell, mortgage, exchange, lease, or otherwise deal with the Real Property or major Personal Property of any Congregation, or erect, enlarge, demolish, rebuild, or effect major renovations to any building held or to be held for any Congregation, only with the prior Decision of the Presbytery, in writing, consenting to such action. Such consent shall be sought in the first instance at the preliminary planning stage, and at such other times as the Presbytery may direct. The application for such consent shall be in writing. The Trustees shall submit such material as the Presbytery may require, and:

(a) in the case of any acquisition, major renovation, enlargement, or construction, the application shall state the source from which funds will be made available; and

(b) in the case of any sale, mortgage, exchange, lease, or other disposition of Real Property or major Personal Property, the application shall give the Presbytery full information. The Official Board or Church Board or Church Council shall develop, in consultation with the Presbytery, a proposal in respect of the disposition of the proceeds after providing for all costs and payment of indebtedness of the Trustees. The Presbytery shall make a Decision in respect of such proposal.

In the Manual in Section 001 definitions are provided

"Real Property" means land, buildings, and anything else affixed to or growing on land or buildings, and rights relating to these.

"Personal Property" means all property other than Real Property. Personal Property includes, without limitation, money, investments, furniture and equipment.

Although the Toronto Southeast Presbytery Governance provides that the Finance and Property Team will make decisions for Presbytery in matters related to property requiring the consent and approval of Presbytery, it is appropriate that the full Presbytery determine the threshold at which Trustees are required to obtain that consent and approval.

Policy:
In regard to the Manual 2007 section 335 (a), it is the policy of Toronto Southeast Presbytery that

1. Effective July 1, 2010 and notwithstanding any past policy or practice of any previous presbytery, **Major Personal Property** constitutes any item or group of items under the same consideration contemplated in Manual 2007 section 267 (b) in the accrued amount or valuation of One Hundred Thousand Dollars ($100,000) or greater.
2. Effective July 1, 2010 and notwithstanding any past policy or practice of any previous presbytery, **Major Renovations** constitutes any repair, work, addition, upgrade or capital improvement or like project to the Real

Property of a Congregation or Pastoral Charge estimated or expected to cost $100,000 or more with all costs in including without limitation applicable taxes, design, permits, project management and commissioning.

TORONTO SOUTHEAST PRESBYTERY POLICY	Policy Number/Designation: 2010 - 005
Policy Name: Housing Allowance	Date Approved: May 18, 2010 Dates Amended:
To be Reviewed: At least once every three years by Pastoral Relations Team	Date Last Reviewed:
Purpose of this Policy: To set the minimum housing allowance for Toronto Southeast Presbytery	

Background and Context:
The Manual [2007 036(f) ii.] requires that

> *……..Where a Pastoral Charge provides a housing allowance instead of a manse, the allowance shall take into account the cost of providing heavy appliances, drapes, and rugs, and shall be based on the fair rental value of suitable accommodation comparable to that which should have been provided as a manse in the area. Fair rental value shall be supported by data, shall be approved by the Presbytery the time of the call or appointment, and shall be reviewed by the Presbytery at least once every three (3) years.*

Policy:

1. Effective July 1, 2010 the minimum housing allowances for ministry personnel in Toronto Southeast Presbytery shall be established for the year 2011-$22,500 and for the year 2012-$25,000.

2. Ministers moving into pastoral relationships in 2010 will receive the higher of the current minimum approved by the former Presbytery in which the pastoral charge is located or that proposed by the Search Committee.