

Canadian Shield Regional Council

*“Engaging with the Spirit to Inspire, Connect, and Empower
Communities of Faith”*



Governance Structure

Last Updated: August 1, 2019

Governance and Mission

FRAMING GOVERNANCE AS A TOOL FOR THE CHURCH TO BE ABOUT GOD'S MISSION

As we move into new governance structures of the denomination, it is important to remember and frame our conversations about organization decisions, mindful of the deeper questions of mission and purpose. As the United Church moved through the discussions about Remit 1 on the structures of the Church, the underlying focus was the empowerment of local communities of faith to be vibrant, strong, and healthy as they lived God's mission in their context and in the world.

Governance is understood as a tool through which the organizational (institutional) Church empowers mission. The structures of the Church should not exist for their own sake, but rather, to support and inspire the mission of local communities of faith. As we set in place the governance for the new Canadian Shield Regional Council, we are conscious of the principles related to our new denominational model:

1. Governance should enable and empower the mission of local communities of faith;
2. Governance should not compete for precious volunteer engagement by lay or ministry personnel leaders. The work of the church is not primarily to sustain its own systems but to equip leadership for doing mission;
3. Governance needs to be nimble and flexible in order to respond to specific contexts and to adjust to ongoing change in resources and priorities;
4. Governance should energize leadership for mission by providing opportunities for growing in leadership skills and an understanding of the call to be Christ's Church in changing times and context.

The governance model being offered strives to minimize layered decision making, giving authority through the use of Commissions, to attend to operational decisions and thereby freeing the Executive to attend to the conversations and work (ministry) of visioning and planning for faithful and effective resource allocation to the mission needs of our context. Resource Teams provide a place for persons with particular passions for areas of the Church's mission to shape and implement programming that gives life to those areas of ministry.

In the new governance there are fewer requirements for volunteers to "staff" the needs of the structure. This is not intended or constructed in order to limit the number of people participating but rather to invite more of us to connect with the places where the Church is living its calling and to give our time, energy and passion to being disciples rather than curators of the institution. It does represent a "shift" in how many of us have thought about our volunteer time to the church. Many of us have responded to the need of the church to have the "work of the church", (meaning administrative work of the church) attended to by those willing and able to devote time, leadership, skills, and experience. While there will always be the "work of the church" and the need for volunteers called to that ministry activity, our new structures and the governance requirement for them are endeavouring to make space for us to think about "discipleship" rather than "churchmanship" [sic].

The encouragement of cluster and networks is not intended as an 'add-on' to the governance model, but rather, as a call to dedicated church people to re-think the power of collegial, supportive relationships that nurture creative approaches to living the Gospel as a faithful witness of discipleship. The hope is that as we live into being a Regional Council community, where there will

be desire, energy, and commitment to journeying together through building connections built on common areas of interest, outreach, longing for learning, justice seeking, and shared experience and challenges.

As we contemplate the best model of governance for our Regional Council, a balance has been sought between attending to duty of care, decision making, and resource allocation and support and resourcing the priority of mission by the local community of faith.

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CANADIAN SHIELD REGIONAL COUNCIL GOVERNANCE STRUCTURE

This policy and practice document have been prepared by the Canadian Shield Regional Council Transition Commission/ Transition Executive for adoption by the Canadian Shield Regional Council.

The responsibilities of the Regional Council will be carried out on an ongoing basis by the Regional Council Executive, Commissions, Committees, and Resource Teams as set forth in this Governance document. In addition, networks and clusters will emerge that will bring people together to foster the joining of collective hearts, voices, and resources to witness to the gospel. Each Regional Council is responsible for structuring a governance model that will best meet the needs of its context, so long as it includes the areas named in Section C of the new draft 2019 Manual which outlines a number of responsibilities for all Regions across the denomination. It is an evolving document and is in a process of ongoing review by the Regional Council and its Executive, as the Canadian Shield Regional Council establishes its ministry, mission and organizational structures.

1. Governance needs to respond to the needs and priorities of the Regional Council. In this time of evolution and transition, the governance document is to be understood as a “work in process”.
2. The vision of the Canadian Shield Regional Council “engaging with the Spirit to inspire, connect and empower communities of faith” is the guiding principle of policy and structure within the framework of The Manual 2019.
3. In all areas of governance there will be attention to diversity of representation regarding geography, ministry personnel/lay balance, gender, ethnicity, race, the Indigenous Church, age.
4. The role of the Executive is to create and monitor policies for the Regional Council that focus on its ministry and mission.
5. The role of the Commissions of the Regional Council is to attend to the operational routine decisions in the areas for which they are designated responsibility and authority by this document.



1. REGIONAL COUNCIL

Vision Statement:

The Transition Commission at its October 30, 2018 meeting approved the following Vision Statement: "Engaging with the Spirit to Inspire, Connect and Empower Communities of Faith."

Purpose, Authority / Compliance:

The Regional Council and Regional Council Executive will follow all policies outlined or referred to in The Manual of The United Church of Canada (primarily in Section C) or as required by federal, provincial or municipal laws.

The Manual C.2.14 Limitations

All responsibilities of the Regional Council are subject to:

- a. Policies set by the General Council on membership, governance, pastoral relations, candidacy, ministry personnel, property, and any other area within the authority of the General Council; and
- b. The authority of the General Council to assume control of the Regional Council in extraordinary circumstances where the Regional Council is unable to or refuses to meet its responsibilities or acts outside of denominational or Regional Council policies.

Membership:

The Regional Council consists of members of the order of ministry, other ministry personnel, lay members of the United Church, and leaders of associate member ministries, all as set out in sections C.1.1 to C.1.3 of The Manual.

Responsibilities:

The Manual outlines the responsibilities of the Regional Council (*The Manual C.2.1. to C.2.14*).
**see Appendix A for "Lay Regional Council Representative Responsibilities"*

Regional Council Meeting:

The Regional Council will meet in person for the first two years (2019 and 2020). In early 2020, the Executive will make a recommendation to the Regional Council regarding future annual meetings (*The Manual C.4.1*).

Corresponding Members:

The Regional Council names as corresponding members:

- i) All candidates for ministry whose home congregations are within the Regional Council;
- ii) 2 representatives named by the UCW Network within the Regional Council;
- iii) Past lay presidents of Manitou, London, Manitoba and Northwestern Ontario Conference who live within the bounds of the Regional Council;
- iv) Former lay moderators who live within the bounds of the Regional Council;
- v) Chairs of Regional Council Resource Teams who are not members of the Regional Council.

- vi) Former past lay chairs of the Regional Council residing within the bounds of the Regional Council.

Quorum:

The Manual Section C.4.3 b and c:

- a) The regional council may meet only if a minimum number of members is present. For meetings of either the regional council or its executive,
- b) if there are 60 or more members, at least 20 members must be present; and
- c) there must be at least one ministry personnel and one lay member who is not ministry personnel present.

Corresponding members are not counted for this purpose.

2. RELATIONSHIP WITH SHINING WATERS REGIONAL COUNCIL

Purpose of the Policy:

This policy includes the covenant between Canadian Shield (Region 6) and Shining Waters (Region 10)

Memorandum of Understanding:

The Memorandum of Understanding

**see Appendix B for "Memorandum of Understanding"*

Meeting with the Executive of Shining Waters Regional Council (Region 10):

The Executive will meet at least annually with the Executive of Shining Waters Regional Council by video conference call.

3. REGIONAL COUNCIL EXECUTIVE

Purpose of the Policy:

This policy provides direction to the Executive which continues the work of the Regional Council when the council is not meeting and has all of the responsibilities of the regional council, unless the regional council has decided otherwise.

Mandate / Authority:

The Regional Council Executive will do the continuing work of the Regional Council when the Regional Council is not meeting and provide visioning and policy development (*The Manual Section C.3*).

The primary role of the Executive is to develop and monitor policies which enable the Regional Council to live out its mission.

Membership:

The Executive will be by the Regional Council and will consist of:

- A total membership to a normal maximum of 12, who are members of the Regional Council, included in that membership will be:
 - A Chair;
 - Chair Elect;
 - Past Chair;
 - The Executive Minister;
 - An Appointee from the Pastoral Relations Commission;
 - An Appointee from the Support to Communities of Faith Commission;
 - An Indigenous Corresponding member;
 - Elected Members who are members of the Regional Council to complete the normal complement of 12 members.

The Executive will be supported by the Executive Minister's Administrative Assistant. The Executive's sole official connection to the operational organization, its staff, and work will be through the Executive Minister.

Terms of office:

Chair
Chair Elect
Past Chair

Chair - beginning in May, 2019, the Chair will be elected at the May 2019 annual meeting for a two-year term followed by two years as Past Chair.

Past Chair - at the May 2019 annual meeting, a member of the Transition Commission will be elected to the position for two years.

Chair Elect - at the May 2019 annual meeting, the Chair Elect will be elected to serve for two years as Chair Elect, followed by two years as Chair and two years as Past Chair.

Members - the term will be three-year terms, renewable once.

Appointee of the Pastoral Relations Commission

Appointee of the Support to Communities of Faith Commission

An Indigenous Corresponding Member

Up to an additional 6 members to be elected at the May/June 2019 annual meeting. The Nominating Committee will recommend members to appointed for one, two- or three-year terms, in 2019 to allow for staggered terms

The Executive must consist, to the extent possible, of a balance of ministry personnel and lay members who are not ministry personnel (*The Manual C.3.1.2. - see also nominations*).

In the event of the death, resignation or removal of a Chair Elect or Past Chair of Regional Council, or in the event that the Chair Elect or Past Chair assumes the office of Chair, the

Executive is authorized to name a Member-at-Large to fulfil the duties of the Chair Elect or Past Chair.

Meetings:

The Executive will normally meet monthly either by videoconference call or in person.

Quorum:

Quorum will be 50% + 1 of the members. There must be at least one Ministry Personnel and one lay member, who is not ministry personnel, present.

Responsibilities:

The Executive has all of the responsibilities of the Regional Council between meetings of the Regional Council (*The Manual C.3.1.3.*).

The Executive must report actions to the Regional Council for information and inclusion in the minutes for the Regional Council (*The Manual C.3.1.4.*).

Posting of minutes in accordance with The Manual 2019 A.6

The Executive has responsibility for appointing an Agenda and Business Committee. Membership will include Chair of the Regional Council (total of 7). The Chair may designate their representative.

The committee may appoint a sub-committee for local arrangements, worship planning, and proposals. The Committee will establish the theme of the Conference.

Duties of the Agenda and Business Committee:

- Plan the agenda for the Regional meeting in partnership with the Regional Executive;
- To arrange the location of the meeting, in consultation with the Executive or coordinate a Video Conference meeting, considering various satellite locations.
- To deal with matters coming to the floor of the Regional meeting or referred to the committee, such as announcements, motions, proposals, and presentations
- To be responsible for the courtesies at the end of the meeting;
- To be responsible (in partnership with the RC Office) for registration and publicity

Staff will provide support to the Agenda and Business Committee as needed, in partnership with the Executive Minister.

The committee will meet primarily by Video Conference call, with a minimum of one site visit.

3.1 Executive and Policy related to Property and distribution of Property Proceeds

Purpose of the Policy:

This policy outlines the Executive role in property matters.

Authority:

The Executive has authority for all policies related to property. Operationally, in general the Property Resource Team will consider and develop application of the property policy, make recommendations to the Support to the Communities of Faith Commission for decision.

Executive Property Policy Responsibilities:

- a) To create a policy regarding the meaning of the terms “other major assets” and “major renovations” for the Regional Council; The terms “other major assets” and “major renovations” are explained in The Manual G.2.1.2 and G.2.1.3. ; Canadian Shield Policy as approved by the Transitional Commission (December 19, 2018 Meeting)

A congregation may proceed with renovations limited to \$75,000 per project, all inclusive, with the approval of the Minister for Congregational Support.

Any projects over \$75,000 require approval from the Regional Executive or its designate.

- b) To create a policy regarding distribution of funds when property is sold by communities of faith that supports the mission of the congregation or the wider church;
- c) To create a policy setting forth the practice of dealing with property of communities of faith that cease to exist;
- d) To create policy setting forth in what circumstance the Regional Council itself might hold or dispose of property.

4. EXECUTIVE MINISTER

Purpose of the Policy:

This policy outlines the responsibilities and accountability of the Executive Minister.

Responsibilities:

The Executive Minister shall use his/her gifts and talents in support of the Region’s vision / mission.

The Executive Minister will provide supervision and support for all staff. This may be delegated.

The Executive Minister will have signing authority as designated by the Executive and reviewed from time to time.

The Executive Minister, in consultation with the Regional Council Executive, is responsible for policy and finance (*The Manual C.2.5.*).

This includes:

- a) Administering policy set by the General Council, and setting appropriate regional policy;
- b) Participating in determining priorities for mission and ministry work through the Mission & Service fund, and
- c) Setting and managing its annual budget, including revenue from the denominational assessment, and setting any additional regional assessment for any additional services the regional council wishes to undertake.

The Executive Minister will be responsible for Incorporated Ministries (*The Manual C.2.13.*), and the Licence to Administer the Sacraments (*The Manual C.2.9.*). These may be delegated.

Accountability of the Executive Minister:

The Executive Minister is accountable to the Regional Council Executive, and to the General Council through the supervisor appointed by the General Council.

The Executive Minister is the sole official connection to the operational organization, its staff and work for members of the Regional Council Executive.

The Executive will monitor the Executive Minister's performance. The Executive Minister will provide regular reports to the Executive and to the Regional Council.

No policy decisions shall be taken by the Executive Minister which properly belong to the Regional Council or the Regional Council Executive as outlined in The Manual and other policies of The United Church of Canada.

5. NOMINATIONS COMMITTEE

Purpose of the Policy:

This policy outlines the mandate and responsibilities of the Nominations Committee.

Mandate:

The Nominations Committee recommends appointments for the Regional Council Executive, and other committees, boards, task groups, or United Church representatives, as requested by the Regional Council, its Executive, or the Executive Minister.

Membership:

The Nominations Committee will consist of eight members:

- Two members of the Executive. The Chair Elect or the Past Chair will chair the committee;
- Four members of the United Church within the bounds of the Regional Council not serving on the Executive.

The members and Chair of the Nominations Committee will be elected/appointed by the Regional Council. Vacancies on the committee may be filled by the Executive until the next meeting of the Regional Council.

Quorum:

Quorum will be 50% + 1 of the members. There must be at least one Ministry Personnel and one lay member, who is not ministry personnel, present.

Staff Support:

Pastoral Relations Minister

6. PASTORAL RELATIONS COMMISSION

Purpose of the Policy:

This policy outlines the authority, membership and responsibilities of the Pastoral Relations Commission and the relationship with the Support to Communities of Faith Commission.

Authority:

The Pastoral Relations Commission is established in accordance with the direction provided in November 18-20, 2017 General Council Executive New Covenant Policy.

The Pastoral Relations Commission will be elected by the Regional Council or the Executive to make decisions on behalf of the Regional Council or its Executive (*The Manual C.3.3.1.*).

The decisions of the Commission are non-debatable (*The Manual C.3.3.2.*).

The Commission will report its decisions to the Regional Council Executive and the Regional Council (*The Manual C.3.3.3.*).

The Pastoral Relations Commission is encouraged through its chair and staff support to maintain communication with the Support to Communities of Faith Commission, and where possible to undertake resourcing and support activities collaboratively.

Membership:

A Chair, a secretary and 6-9 people (who are members of the Regional Council) to allow for some geographical area representation with a balance of Ministry Personnel and laity. Included in the members of the Pastoral Relations Commission will be four of the Liaison Officers serving the Regional Council.

Staff Support:

The Pastoral Relations Minister will provide support to the Commission.

Terms of Office:

Members will serve for a term of three years with the possibility of reappointment for a second term. The length of the terms may be staggered in the first year.

Meetings:

The Commission will normally meet by technology at least monthly and perhaps once or twice face-to-face annually.

Quorum:

Quorum will be 50% + 1 of the members. There must be at least one Ministry Personnel and one lay member, who is not ministry personnel present.

Responsibilities:

As delegated by the Regional Council and the Executive to the Pastoral Relations Commission including:

I *Covenanting (The Manual 2019 C.2.1)*

Living in a covenantal relationship with Ministry Personnel.

The Pastoral Relations Commission delegates to the Liaison Officers; it appoints the responsibility to ensure that there is a celebration of every pastoral relations' covenant between ministry personnel, a Community of Faith or other ministry, and the wider church and that the Regional Council is represented.

II *Preparation for Ministry (The Manual 2019 C.2.7)*

The Regional Council is responsible for:

- a) Celebrating the approval of applicants for candidacy;
- b) Ordaining and commissioning members of the Order of Ministry;
- c) Recognizing Designated Lay Ministers;
- d) Licensing Licensed Lay Worship Leaders; and,
- e) Celebrating admissions and readmissions.

The Pastoral Relations Commission will ensure that those being recommended to the Regional Council for ordination, commissioning, recognition, admission, and licensing have completed all requirements, and where required, been accredited by the Office of Vocation.

The Pastoral Relations Commission will take the lead responsibility for ensuring that there are liturgical celebrations hosted by the Regional Council to recognize those being authorized by the Regional Council or its Executive, as having completed all requirements of: candidacy, ordination, commissioning, recognition, licensing, and admission.

III *Pastoral Relations: (The Manual 2019 C.2.8)*

The Regional Council is responsible for co-operating with Communities of Faith in:

- a) Recruiting, choosing, calling, appointing, and covenanting with Ministry Personnel and Communities of Faith;

- b) Ending calls, appointments, and covenants with Ministry Personnel and other staff; and,
- c) Appointing a Regional Council Liaison Officer to assist a Community of Faith in pastoral relations matters at designated times (*The Manual 2014 I.1.5.*).

The Pastoral Relations Commission shall report its actions regarding pastoral relations to the Regional Council or the Executive through the minutes of its meetings.

IV *Celebrating Retirements* (The Manual C.2.10)

The Regional Council is responsible for celebrating the retirements of Ministry Personnel.

The Pastoral Relations Commission will arrange for recognition of retiring Ministry Personnel at meetings of the Regional Council. The Pastoral Relations Commission will include in its budget the cost of such recognitions.

V *Ministry Personnel* (The Manual C.2.11)

The Regional Council is responsible for:

- a) Encouraging and supporting Ministry Personnel toward health, joy, and excellence in ministry practice; and,
- b) Assisting with informal conflict resolution processes.

The Pastoral Relations Commission, in collaboration with the Pastoral Relations Minister, and as appropriate with the Congregational Support Minister(s), intentionally plan and provide learning and peer support opportunities for serving Ministry Personnel.

The Pastoral Relations Commission will exercise its responsibility for informal conflict resolution through the Pastoral Relations Minister who will be the point of contact for Ministry Personnel or Communities of Faith experiencing tension and conflict. Only in such instances where there is an action required by the Pastoral Relations Commission will the Pastoral Relations Minister be required to report such consultations.

Support around Congregational Designated Minister through the Pastoral Relations Minister. Interim Minister: Support through Pastoral Relations Minister.

VI: Licence to Administer the Sacraments (*The Manual C.2.9. and I.2.4.*)

VII: Appointment and Support of Intentional Interim Ministers (*The Manual I.1.10.*)

VIII: License and Oversight of Licenced Lay Worship Leaders (*The Manual I.1.11.5*)

IX: Appointment of Pastoral Charge Supervisors (*The Manual I.2.5.2*)

6.1 PRACTICES RELATED TO THE RESPONSIBILITIES OF THE PASTORAL RELATIONS COMMISSION

The following are policies and best practices that outline how the Pastoral Relations Commission will carry out its responsibilities through named representatives or bodies.

6.1.1 Regional Council Liaison Officers Practice:

Purpose of the Practice:

This practice outlines the authority, appointment, responsibilities, support and accountability of Liaison Officers.

Authority and Responsibilities:

Regional Council Liaison Officers are accountable to the Regional Council Pastoral Relations Commission and are authorized by the Commission to act on its behalf to fulfil the responsibilities of the Regional Council set forth in The Manual I 1.3 (and its subsections) and I 1.4 (and its subsections):

Regional Council Liaison Officers – *their responsibilities are outlined in the The United Church of Canada **Pastoral Relations: Regional Council Liaisons Handbook.***

The Regional Council Liaison Officers are authorized by the Pastoral Relations Commission to approve Ministry Position profiles according to the criteria set out in The Manual 2019 I 1.3.1, I 1.3.2., I 1.3.3.

The Regional Council Liaison Officers are authorized by the Pastoral Relations Commission to approve Community of Faith profiles according to the criteria set out in The Manual 2019 I 1.4.

The Regional Council Liaison Officers are authorized by the Pastoral Relations Commission to ensure that the Communities of Faith are trained and accountable in the search and selection process (*The Manual I 1.6.*).

Appointment:

The Pastoral Relations Commission is responsible to recruit and resource/train a team of Liaison Officers (Ministry Personnel and Laity) to resource/work within the new pastoral relations process.

The Pastoral Relations Commission will appoint Liaison Officers, in consultation with the Pastoral Relations Minister. The Pastoral Relations Minister, in collaboration with the team of Liaison Officers, will assign Liaison Officers to work with specific Communities of Faith during the Pastoral Relations process.

Staff will assign Liaison Officers to Communities of Faith.

Liaison Officers would be trained and supported by the Pastoral Relations Minister in accordance with the practice set forth by the Pastoral Relations Commission.

Meeting:

The team of Liaison Officers will meet through technology on a regular basis (no less than quarterly) to share support and best practices.

6.1.2 Licensed Lay Worship Leaders (LLWL) Regional Council Support Committee

Canadian Shield Regional Council Pastoral Relations Commission will appoint a committee of six individuals, including two LLWLs to provide support, oversight, training, and interviews for LLWLs in licences.

Authority:

The Resource Team does not have decision-making authority to license LLWLs or to create policy regarding best practices. It must report its recommendations for decision-making to the Pastoral Relations Commission.

Tasks:

1. Maintain a current list of LLWLs and communicate such to the Communities of Faith within the Canadian Shield Regional Council.
2. Track that requirements for mandatory training and police records check are being met.
3. Review the training opportunities for LLWLs and provide opportunities for training as needed, including continuing education.
4. Interview LLWLs and make recommendation regarding initial licensing.
5. Create and review annually a Remuneration Policy that is forwarded to the Pastoral Relations Commission for approval.
6. Encourage LLWLs to form a network for support and sharing resources.

The United Church of Canada recommended rate for Ministry Personnel. LLWL minimum rate would be \$150 plus mileage at the United Church of Canada rate and this rate could be negotiated. This policy would not apply to Communities of Faith providing local worship leadership by its members; local pulpit supply would be an internal Community of Faith policy. The Remuneration Policy will be reviewed bi-annually.

**See Appendix C for "LLWL Remuneration Policy"*

6.1.3 Sacraments Elders:

Complete training as set forth by the Pastoral Relations Commission and as offered in partnership with the Pastoral Relations Minister or Pastoral Charge Supervisor.

Authority:

Community of Faith identifies Sacraments Elders and requests approval from the Pastoral

Relations Commission. The Executive Minister approves through the directions of the Pastoral Relations Commission.

6.1.4 Pastoral Charge Supervisors:

Purpose of the Policy:

The purpose of this policy is to outline the roles and responsibilities of a Pastoral Charge Supervisor and the Community of Faith that the Pastoral Charge Supervisor serves. Manual I 2.5.2.

The Pastoral Relations Commission has the authority to name Pastoral Charge Supervisors who are members of the Regional Council to Communities of Faith that require supervision. The Pastoral Relations Commission has the authority to remove Pastoral Charge Supervisors from Communities of Faith. The Pastoral Relations Commission has the authority to create, review, and implement policies related to pastoral charge supervision including: remuneration of Pastoral Charge Supervisors; travel reimbursement rate; and use of technology to meet requirements of quorum for Community of Faith meetings.

Remuneration Policy:

Option #1:

The Canadian Shield Regional Council will pay \$90 per quarter for Pastoral Charge Supervisors, that the Regional Council bill the pastoral charge for that cost, and that mileage be billed at the denominational rate directly to the pastoral charge by the supervisor.

Option #2:

A congregation may elect to pay the full amount of \$360 within the first quarter of the year.

Regular Review and revision to this policy is the work of the Pastoral Relations Commission.

7. SUPPORT TO COMMUNITIES OF FAITH COMMISSION

Purpose of the Policy:

This policy outlines the authority, membership, and responsibilities of the Support to Communities of Faith Commission.

Authority:

This body is responsible for empowering and resourcing mission and ministry.

The Support to the Communities of Faith Commission is established in accordance with the direction provided in November 18-20, 2017 General Council Executive New Covenant Policy.

The Support to the Communities of Faith Commission will be elected by the Regional Council or the Executive to make decisions on behalf of the Regional Council or its Executive (*The Manual C.3.3.1.*).

The decisions of the Commission are non-debatable (*The Manual C.3.3.2.*).

The Commission will report its decisions to the Regional Council Executive and the Regional Council (*The Manual C.3.3.3.*).

The Support to the Communities of Faith Commission is encouraged through its chair and staff support to maintain communication with the Pastoral Relations Commission, and where possible to undertake resourcing and support activities collaboratively.

This Commission is responsible for the support of Communities of Faith, including clusters, networks, and property matters.

The work may be carried out in a variety of ways, including by staff, task groups for a limited time period; support and encouragement to the development and life of clusters and networks.

Membership:

A Chair, a secretary and 6-9 people (who are members of the Regional Council) to allow for some regional representation with a balance of ministry personnel, laity and with consideration of geographical location.

People who are creative and committed to support neighbouring Communities of Faith and special ministries;

Task groups may be appointed to work with Communities of Faith with respect to specific issues, concerns, projects.

Staff Support:

The Congregational Support Minister(s) will provide support to the Commission in partnership with the Stewardship, Youth and Congregational Support Minister:

Terms of Office:

Members will serve for a term of three years. The length of the terms may be staggered in the first year.

Meetings:

The Commission will meet by technology or face-to-face.

Quorum:

Quorum will be 50% + 1 of the members. There must be at least one Ministry Personnel and one lay member, who is not ministry personnel present.

Responsibilities:

The Regional Council responsibilities in the following Manual 2019 sections are delegated to the Support to Communities of Faith Commission:

- The Manual C.2.1 Covenanting;
- The Manual C.2.2 Services for Communities of Faith;
- The Manual C.2.3 Service, Support, and Oversight of Communities of Faith a – e, the Regional Council Executive will continue to have responsibility for C.2.3. f and g;
- The Manual G. 1 Congregational Life responsibilities in the life cycle of a Community of Faith that is a congregation or pastoral charge.

Other areas of ministry and oversight as delegated by the Regional Council or the Executive including:

- Care of Communities of Faith and providing resources for collegiality and support amongst Communities of Faith;
- Nurturing the covenantal relationship between Communities of Faith and the Regional Council;
- Resourcing and animating collaborative conversations between Communities of Faith;
- Resource for collaboration conversations like cooperative ministry, amalgamation, disbanding;
- Resource for collaboration around mission - joint youth ministry, senior housing, food banks, etc;
- Communities of Faith self assessments process and requirements.

7.1 PRACTICES RELATED TO THE RESPONSIBILITIES OF THE SUPPORT TO COMMUNITIES OF FAITH COMMISSION

The following are policies and best practices that outline how the Support to Communities of Faith Commission will carry out its responsibilities.

7.1.1 *Covenanting with Communities of Faith*

I Covenanting (*The Manual C.2.1.*)

- a) Recognizing a new Community of Faith by entering into a covenantal relationship with it;
- b) Living in a covenantal relationship with each Community of Faith, with mutual responsibilities for the life and mission of the Community of Faith, and fulfilling its responsibilities under the covenant;
- c) Approving changes to the covenantal relationship with the Community of Faith from time to time, including structural changes, amalgamations, realignments, and disbanding of Communities of Faith.

7.1.2 *Covenant Relationship with Communities of Faith*

The Support to Communities of Faith Commission shall develop and engage each Community of Faith within the Region in a “covenant” of relationship. The Covenant agreement will develop and be more clearly defined over time, but will include:

A. Commitments by the Regional Council to the Community of Faith

- Support through staff and resource teams
- Communication about the denominational mission and policies
- Support and resourcing by the Support to Communities of Faith Commission

B. Commitments by the Community of Faith to the Regional Council/wider Church

- Living Faith Story
- Presence on ChurchHub
- Annual Self Assessment – Review
- Annual Statistical Information
- Annual Financial Assessment to the Denomination
- Support to Mission & Service

7.1.3 Services for Communities of Faith (The Manual C.2.2)

The Support to Communities of Faith Commission is responsible for:

- a) Providing support, advice, and services to Communities of Faith in dealing with congregational property;
- b) Managing regional archives;
- c) Providing ongoing congregational leadership training; and,
- d) Providing worship resources developed particularly for lay led congregations.

7.1.4 Service, Support, and Oversight of Communities of Faith (The Manual C.2.3)

The Support to Communities of Faith Commission is responsible for developing a strategy for service, support, and oversight of the Communities of Faith within the Regional Council. The strategy and delivery of service, support, and oversight will be mindful of building relationship and strengthening Communities of Faith to live their mission and ministry. Responsibilities include:

- Reviewing the self-assessments of Communities of Faith in light of the covenant between the Community of Faith and the Regional Council (*The Manual G.1.2.2. and G.1.2.3.*).
- The Support to Communities of Faith Commission will conduct regular reviews of Communities of Faith within the region. Resources are available from the General Council Office.
- Supporting emerging new ministries;
- Supporting Communities of Faith in their life and work;
- Promoting articulation of mission and ministry;
- Ensuring compliance with the policies and polity of the United Church and reviewing any relevant records; the “polity” of the United Church means the form of organization and government of the United Church as is set out in the bylaws.
- Monitoring Communities of Faith with no appointed or called Ministry Personnel:
 - i) When appropriate, the Support to Communities of Faith Commission will encourage Communities of Faith with no appointed or called Ministry Personnel towards searches or development of Lay led Leadership.

8. Resource Teams of the Regional Council

The Commissions and/or Executive (with the exception of Finance) supports a number of resource teams which engage the work of the Regional Council and which report annually to the Regional Council and as needed, its Executive. The Resource Teams are responsible to maintaining and sharing current information, policies, and resources related to the area of their ministry or administrative concern. The Resource Teams of the Regional Council are supported by staff time and access to budget consideration. When needed, the support staff will include the Ministers for Support to Communities of Faith. Resource Team members do not have to be members of the Regional Council.

8.1 Property Resource Team

Purpose of the Practice:

This policy outlines the work that may be conducted by Resource Teams working with Communities of Faith on property matters.

Mandate:

The Property Resource Team will have the authority to carry out the work assigned to them by the Support to Communities of Faith Commission or the Regional Council Executive. The work is identified in The Manual C.2.6. Operational decisions related to property and actions being taken by communities of faith in stewardship of property will be recommended by the Property Resource team to the Support to Communities of Faith Commission for decision. The Property Resource also acts as a resource to communities of faith as they manage property.

Membership:

Team Lead and 8-10 members to be elected by the Regional Council.

Responsibilities:

The Property Resource Team is mandated to provide resources, support, and direction to Communities of Faith in the following matters:

- a) Co-operating with the Community of Faith in buying, selling, leasing, and renovating Community of Faith property, and distributing any proceeds within denominational policies and guidelines, including:
 - Making recommendations to the Support to Communities of Faith Commission on requests from Communities of Faith to buy, sell, mortgage, exchange, renovate, lease, or otherwise deal with Community of Faith property; the Regional Council makes decisions relating to the property of amalgamating congregations (*The Manual G.1.4.5.*);
- b) The Manual C.2.6 Property and the Manual G.2 Property;
- c) Communicating the policies of the Canadian Shield Regional Council regarding property to the communities of faith;

- d) Making decisions on the property of Communities of Faith remaining after the Communities of Faith cease to exist;
- e) Training volunteers to work with congregations in a) and b), described above; and,
- f) Appointing task groups as needed to walk with congregations in the areas outlined in a) and b) above.

Accountability:

The Property Resource Team and its appointed task groups must report and make recommendations to Support to Communities of Faith Commission for decision.

Staff support:

Ministers for Congregational Support

8.2 Mission Support & Regional Council Grants Resource Team

Purpose of the Policy:

This policy outlines the way in which Mission Support Grant applications, and applications to funds held by the Regional Council will be received and processed. The Mission Support and Regional Council Grants Resource Team has authority to support and approve applications being made to other bodies of the United Church of Canada (e.g. United Church Foundation grants). The Regional Council grants include funds available from:

- Camping Ministry
- Support to Clustering
- Youth Programming (*note small grants from this fund may be approved directly by the Minister for Youth, Stewardship and Congregational Support*)
- New Outreach Initiatives
- Ministry Personnel Education
- Affirming Ministry
- Right Relations and Intercultural ministry

Mandate:

The Mission Support and Regional Council Grants Resource Team will receive the applications for Mission Support Grants, and applications for funding grant from the Regional Council and will make recommendations to the Support to the Communities of Faith Commission for decision.

Responsibilities:

Outlines the process and criteria to be used in allocating annual funding grants for a variety of purposes:

- Based on Canadian Shield Regional Council priorities;
- Oversight and Granting of former Presbyteries and Conferences designated funds;
- Granting for clusters and networks;
- The development of an application process to grants from the Regional Council;

- Review of applications and recommendation to the Support to Communities of Faith Commission;
- Annual setting of priorities for grants and funding;
- Promotion and communication of availability of grants and funding; and,
- Review and support/not support applications to other funding bodies within the United Church.

Membership:

A Team Lead and three to five members will be elected by the Regional Council for a 3-year term.

Meetings:

The review team will meet annually either by or in-person to discuss the applications and to make recommendations to the Support to Communities of Faith Commission, within the amount available.

Criteria:

The Regional Council or its Executive determines criteria for distribution of the funds.

Quorum:

Quorum will be 50% + 1.

Staff support:

Stewardship, Youth and Congregational Support Minister.

8.3 Living into Right Relations Resource Team

Purpose of the Policy:

This policy creates an intentional structure through which the Regional Council lives its commitment to Truth and Reconciliation and the Calls to the Church.

Responsibilities:

- Animating the “Calls to the Church” and the United Nations Declaration on the Rights of Indigenous Peoples;
- Consciousness raising in relation to the legacy of the Indian Residential Schools;
- Responding to issues such as murdered and missing Indigenous women and girls;
- Listening for, responding to, and creating opportunities for cross-cultural dialogue;
- Acknowledgment of Traditional Territory;
- Collaborating with the national ecumenical organization called KAIROS in their educational and advocacy work towards right relations.
- being intentional in its invitation to Indigenous partners to participate.
- Overseeing and managing the “Manitou Art Collection”.

Accountability and Support:

The Regional Council offers support through staff and budget.

The Resource Team is accountable to the Regional Council Executive and may not speak “on behalf of the Regional Council” without approval of the Executive.

Membership:

The Team Lead and eight to ten members to be elected by the Regional Council.

Staff Support:

Minister for Support to Communities of Faith Support and Justice Animation.

8.4 Affirming Ministry Resource Team

Purpose:

To guide the Regional Council through the required, Affirm United process to be recognized as an Affirming Ministry and to hold the Regional Council to the commitments made in that process.

Membership:

A Team Lead and eight to ten members to be elected by the Regional Council, with intentional recruitment of representation from the LGBTQ2S+ community.

Accountability:

The Affirming Ministry Resource Team will report to the Regional Council and its Executive.

Responsibilities:

- a) Support to Affirming Communities of Faith
- b) Support to Communities of Faith exploring Affirming Ministry designation
- c) Holding the Regional Council accountable for keeping Safe Space
- d) Encouraging the Regional Council in entering into a process of discernment regarding Affirming Ministry

Staff Support:

Minister for Communities of Faith Support & Justice Animation or the Minister for Communities of Faith Support West

8.5 Finance Resource Team:

Purpose:

Task group of three to support the Executive Minister in preparation and review of the Annual Budget.

Membership:

Three to five members to be elected by the Regional Council.

Responsibilities:

- a. To work with the Executive Minister in the preparation of the annual budget;
- b. To develop a narrative budget as a communication tool with communities of faith;
- c. To be available as resource people to communities of faith requesting support regarding financial practices.

Staff Support:

Executive Minister

8.6 Youth and Young Adult Ministry Resource Team:

Mandate:

To plan for opportunities for youth and young adults within the bounds of the Regional Council to gather and to encourage participation in denominational opportunities.

Membership:

Team Lead and eight to ten members elected by the Regional Council

Accountability:

This Resource Team relates to the Support to Communities of Faith Commission

Responsibilities:

- a. To support youth and young adults networks;
- b. To plan for intentional ways of engaging youth and young adults in ministry and mission;
- c. To keep youth and young adult ministry before the Regional Council through publicity;
- d. To support and publicize funding opportunities for youth and young adult ministry;
- e. To support camping programs as a ministry to youth, young adults and families.

Staff Support:

Youth, Stewardship and Community of Faith Support Minister

Appendix

APPENDIX A

Lay Regional Council Representative

You have been called to the ministry of participating in the decision-making council in which your community of faith resides. As a representative elected by your community of faith to the Canadian Shield Regional Council you have been given a responsibility to consider and discern decisions about ministry, mission and priorities for service and stewardship. As conciliar church, we believe that the Spirit of God moves and is discerned within the community of believers called, gathered and committed to offer leadership to the wider church. You share in the responsibility for undertaking the work with which the Regional Council has been charged and in building relationship through access to information between your local community of faith and the Canadian Shield Regional Council.

What you bring to the Regional Council Table?

You bring your experience of the life and ministry of your local community of faith. You are the grassroots person who can share about what life is like in the local congregation. You know the challenges and joys of being the church.

You bring your commitment to share in the witness and ministry of the United Church. By accepting the role of lay representative to the Regional Council you have taken on the mantle of representing the work of the denomination to your local community of faith.

What are your responsibilities to your local community of faith?

Communication....

Communication....

And more communication!

You are the primary communication hub between the Regional Council and your community of faith.

1. Share emails you receive about the work of Regional Council widely in your congregation;
2. Share written reports about Regional Council work with the governing body of your community of faith on a regular basis, even if you are not a member of the governing body;
3. Write an annual report for the Annual Report of your community of faith;
4. Help people in your community of faith know who they should talk to in the regional council about their questions/concerns/need for information.

Opportunities for Service within the Regional Council

- Nominations for positions on Regional Council Executive, its commission, and resource teams
- Join a network or cluster that is engaged in something about which you are passionate

APPENDIX B

Ministry Personnel Members of the Regional Council

As ministry personnel either actively serving within the bounds of the Regional Council or as retired ministry personnel living within the bounds of the Regional Council your “membership” within The United Church of Canada reside with the Regional Council to which you have been assigned by the Office of Vocation. While as ministry personnel you are professionally under the oversight of the Office of Vocation, your membership with the Regional Council does makes you accountable for fulfilling responsibilities of membership within this Council of the Church. If you are a serving ministry personnel you are in covenant relationship with the Regional Council and by virtue of your pastoral relations covenant a representative of the Regional Council in your leadership role with your community of faith. Ordered ministers and designated lay ministers while in paid accountable ministry positions are office holders within The United Church of Canada. (UCC webpage under Pastoral Relations) You have a responsibility to ensure that you are aware of the policies and practices of the Regional Council and share them, as they pertain to the mission, and administrative work of the community of faith that you serve. The Regional Council has a responsibility to all the ministry personnel who are members to encourage joy, health and excellence in the practice of ministry.

What you bring to the table

Through your training and experience you bring an awareness of the value and need for connection between the local community of faith and the wider Church. You have a responsibility to share in the “ministry that is both their and ours”. You are a conduit through which interaction and information flows between grassroots communities of faith and a denominational vision. Your voice can have influence in shaping the polices and practice of the Regional Council as you share the realities of ministry and its hopes and aspirations. Your voice can also give context to those policies and practices as you communicate and explain them to the local context in which you are rooted. You also bring to the table, the best insights to how the Regional Council through its staff, policies and practice can in fact encourage ministry personnel to experience joy, health and excellence.

What are your responsibilities?

Intentional Communication – ministry personnel will be the go-to person through whom the regional council directs information and requests to the local community of faith and to ministry personnel directly. Ensure your contact information is correct with the Regional Council office. As the serving minister, or a pastoral charge supervisor you have a responsibility to share with the community of faith communication from the wider church, including the regional council.

Attend Regional Council meeting – your membership in the Church is linked with being a voting member of the regional council.

Be informed – if you are actively serving, or serving as a pastoral charge supervisor, you are an office holder within the Church and have responsibility for knowing about the practice of the Church; if you are retired your wisdom and potential role as a mentor for others is valued. Know who to call or reach out to in the regional council staff and volunteer team who may have the resources to support you and your community of faith.

Participate in the work of the Church –the shift in governance recognizes that we need ministry personnel to be passionately engaged with the mission of their local community of faith. We acknowledge with gratitude the many ways you further the ministry of The United Church of Canada through what you do in your context. We also welcome your interest, skills, experience and passion

for furthering the work of the regional council. Consider the nomination invitations and how you might appropriately serve.

Opportunities for Service within the Regional Council

- Nominations for positions on Regional Council Executive, its commission, and resource teams can be found regularly on the regional council webpage
- Join a network or cluster that is engaged in something about which you are passionate
- Foster relationships with colleagues that are collaborative, creative, and life-giving, might be a ministry circle, or a community of practice, or a lunch bunch

APPENDIX C

Memorandum of Understanding

Two Regional Councils Sharing Executive Minister and Executive Minister Administrators

Participants:

Regional Council 6 (to be renamed) And

Regional Council 10 (to be renamed)

Terms:

The two participating Regional Councils agree to enter into a cooperative arrangement to share the services of the Executive Minister, the Executive Minister Administrator(s) assigned to Regional Council 6 and 10.

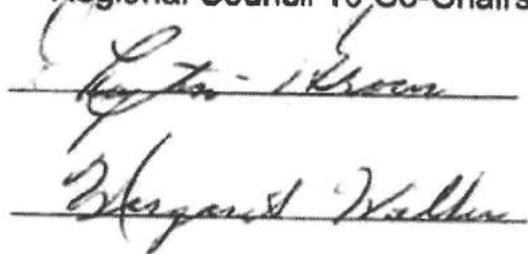
1. This will be an opportunity to test strengths and weaknesses of a different way of working while living into new times, and adjustments may be made as needed with the approval of all the participants.
2. The Executive Minister will serve each Regional Council ½ time, Executive Minister Administrators will serve each Regional Council ½ time.
- 3: Travel costs and administrative expenses for the Executive Minister and the Administrators supporting the Executive Minister will be shared equally between Regional Council 6 and 10, through a travel expense pool where each Regional Council contributes 50 percent.
4. The Regional Council will share equally in the cost of the salary, benefits, and office related costs for the Executive Minister and Executive Minister Administrator(s).
5. The Executive Minister will be responsible for
 - Support and Leadership for Executive meetings
 - Relationship building including Regional Council visits and support
 - Support to the President
 - As per. Executive Minister Job Description
6. The Regional Council Executive Minister Administrators will be responsible for supporting the work of the Executive Minister
7. Any Regional Council concerns about the Executive Minister will be raised with the General Secretary, General Council, so that they may be resolved following the United Church's human resource policies.

8. The Regional Council Executive Minister may raise any concerns he/she has about the arrangement with Regional Councils 6 and 10, with the General Secretary, General Council, who will be responsible for working with the Regional Councils to address those concerns.
9. A Regional Council 6 and 10 ad hoc committee will be created, effective after the first Regional Council meetings, to be made up of two members of each Regional Council Executive as named by the respective Executives. The ad hoc committee will support transition, monitor the workload of the Executive Minister, and Executive Minister Administrators, address any concerns/disputes between Regional Councils 6 and 10 and if not resolved, contact the General Secretary for support and assistance. The ad hoc committee will communicate and meet mainly electronically and its role and functioning will be reviewed at Regional Council meetings in June 2020.
10. Each of the participating Regional Councils will sign a separate copy of this Memorandum of Understanding and return it via **PDF** document to the General Secretary, General Council. The Memorandum of Understanding will be considered effective when the General Secretary, General Council, has received such copies from all participating Regional Councils and has also signed the Memorandum of Understanding.

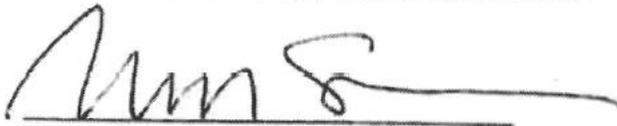
Regional Council 6 Chair



Regional Council 10 Co-Chairs



General Secretary, General Council



Nora Sanders

APPENDIX D

LLWL Remuneration Policy (Set by the Region 6 Commission)

*December 5, 2018
Region 6 Commission Meeting
Via Adobe Connect*

MOTION by Joy Bott/Helen Smith

That the Regional Council 6 LLWL remuneration policy be as follows:

LLWL minimum rate would be \$150 plus mileage at the UCC rate, and this rate could be negotiated. This policy would not apply to Communities of Faith providing local Worship leadership by its members; local pulpit supply would be an internal Community of Faith policy.

CARRIED

One Abstention