

Canadian Shield Regional Council

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



Policy and Procedures Manual

Last Updated November 2021

Table of Contents

Regional Council Job Descriptions/Responsibilities (Lay and MP).....	3
EXECUTIVE JOB DESCRIPTIONS	3
PASTORAL RELATIONS COMMISSION JOB DESCRIPTION.....	7
SUPPORT TO COMMUNITIES OF FAITH COMMISSION JOB DESCRIPTIONS.....	10
NOMINATIONS COMMITTEE JOB DESCRIPTION	12
FINANCE RESOURCE TEAM JOB DESCRIPTION.....	14
PROPERTY RESOURCE TEAM JOB DESCRIPTIONS	15
RIGHT RELATIONS RESOURCE TEAM JOB DESCRIPTIONS	18
MISSION SUPPORT GRANTS RESOURCE TEAM JOB DESCRIPTIONS.....	21
YOUTH AND YOUNG ADULT RESOURCE TEAM JOB DESCRIPTIONS	23
Executive Committee Policies	25
Pastoral Relations Commission Polices.....	27
Support to Community of Faith Commission Policies.....	40
Nominations Committee Policies.....	41
Finance Resource Team Policies	44
Right Relations Resource Team Polices	46
Property Resource Team Policies	47
Affirming Ministry Resource Team Polices	55
Mission Support Grant Resource Team Polices	56
Youth and Young Adult Resource Team Polices	57
SJNOR (Social Justice Network of Ontario Regions) Covenant	62

**The Policies and Procedures in this document
supersede any previous Policies and Procedures
passed by the Canadian Shield Regional Council.**

Regional Council Job Descriptions/Responsibilities (Lay and MP)

EXECUTIVE JOB DESCRIPTIONS

Chair of the Regional Council

Position:

- Chair (2-year term)

General Description:

The Chair of the Regional Council chair(s) all meetings of the Regional Council and the meetings of the Regional Council Executive. As well as representing the Regional Council, as required or invited, across the wider church and at gatherings of regional communities of faith, clusters and networks. This position transitions to Past Chair of Regional Council for a 2-year term.

Membership:

- Member of the Regional Council

Responsibilities:

- Chair the general meeting(s) of the Regional Council that are called during their term;
- Chair the Executive meetings that are called during their term (about once a month, most through technology, some face-to-face);
- Prepare the Executive meeting agenda in consultation with the Executive Minister;
- Represent the Regional Council (or designate an appointee from the Executive) at “Celebration of Ministry Services” including ordination/commissioning/recognition/admission;
- Represent the Canadian Shield Regional Council as requested by the denomination /Regional Council/ invitations from communities of faith;
- Leadership to the Executive in coordination with the Executive Minister that fosters mission-focused activity and decision making;
- Accountable to the Regional Council.

Skills / Interests:

- An understanding of the polity and policies of The United Church of Canada;
- Access to technology and ability to use (or willingness to learn) technology as a tool for meetings;
- Leadership style that fosters team building;
- Ability to think of the “big picture”.

Time Commitment:

- Monthly meetings - 3 hours per month;
- Consultation/coordination with Executive Minister - 4 hours per month;

- Representation of the Regional Council – 12 hours per month as this could involve travel;
- Regional Council general meeting – planning, chairing, behind the scenes coordination – 8 days for the year.

Support:

- Primary support is the Executive Minister;
- Administrative support by the Regional Council Administrative staff.

To nominate someone or to self-nominate for Chair of the Executive, go to the CSRC website under the Chair-Elect category at: www.canadianshieldrc.ca

Chair Elect of the Regional Council

Position:

- Chair Elect (2-year term)

General Description:

Attend and participate in the work and decision making of the Regional Council Executive on behalf of the Regional Council. Replace the Chair as may be required. This position transitions to Chair of Regional Council for a 2 -year term followed by another 2-year term as Past Chair.

Membership:

- Member of the Regional Council

Responsibilities:

- Serves as a member of the Regional Council Executive;
- Replaces the Chair should the Chair be unable to carry out the duties of the Chair;
- Participate in Executive meetings that are called during their term (about once a month, most through technology, occasionally face to face);
- Prepare agenda and Chair at least one Executive meeting near the end of second year term in preparation for transitioning to Chair of Regional Council, in consultation with the Chair and the Executive Minister;
- Leadership to the Executive in coordination with the Chair and the Executive Minister that fosters mission focused activity and decision making;
- Accountable to the Regional Council.

Skills / Interests:

- An understanding of the polity and policies of The United Church of Canada;
- Access to technology and ability to use (or willingness to learn) technology as a tool for meetings;
- Leadership style that fosters team building;
- Ability to think of the “big picture”.

Time Commitment:

- Monthly meetings 3 hours per month;
- Executive meeting face to face once per year – 2.5 days;
- Regional Council general meeting – participating in the planning, behind the scenes coordination and execution of the meeting as needed.

Support:

- Primary support is the RC Chair and the Executive Minister;
- Administrative support by the Regional Council Administrative staff.

To nominate someone or to self-nominate for the Chair Elect position, go to the CSRC website at: www.canadianshieldrc.ca

Regional Council Executive Member

Position:

- Seeking six (6) Executive members, 2 each of 1-year, 2-year and 3-year terms

General Description:

- The **Regional Council Executive** does the continuing work of the Regional Council when the Regional Council is not meeting. The Manual Section C.3 and provides visioning and policy development.

Membership:

- Member of the Regional Council.

Responsibilities:

- The primary role of the Executive is to develop and monitor policies which enable the Regional Council to live out its mission;
- Accountable to the Regional Council;
- For more detail see *The Manual 2019 C./2.1 to C.2.14.*

Skills / Interests:

- Knowledge and experience of the polity of United Church of Canada;
- Knowledgeable of governance practices and budget setting;
- Experience in governance practices;
- Access to technology and internet (e-mail);
- Ability to use (or willingness to learn) technology as a tool for meetings.

Time Commitment:

- One Face to Face Meeting;
- Monthly (approx.. 10) meetings ~ 2 - 3 hours through technology, more as needed.

Support:

- 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.

To nominate someone or to self-nominate for an Executive Member position, go to the CSRC website at: www.canadianshieldrc.ca

PASTORAL RELATIONS COMMISSION JOB DESCRIPTION

Pastoral Relations Commission Chair

Position:

- Chair (3-year term)

General Description:

The Chair of the Pastoral Relations Commission chairs all meetings of the Pastoral Relations Commission.

Membership:

- Member of the Regional Council.

Responsibilities:

- To oversee and manage the work of the Pastoral Relations Commission in coordination with the Minister of Pastoral Relations;
- To Chair the monthly meetings of the Pastoral Relations Commission;
- To organize through the Regional Council Offices the technology and administrative support for the Pastoral Relations Commission;
- To coordinate with the Pastoral Relations Minister regarding the agenda items for each Pastoral Relations Commission Meeting;
- To Coordinate with the Pastoral Relations Minister, Executive Minister and Regional Council Executive regarding policy development related to the areas of responsibility of the Pastoral Relations Commission;
- To ensure that the Pastoral Relations Commission reports regularly and appropriately to the Regional Council Executive;
- Accountable to the Regional Council.

Skills / Interests:

- Knowledge of the pastoral relations process or willingness to learn;
- Ability to organize and manage information;
- Familiarity with or willingness to learn technology-based meeting software.

Time Commitment:

- Monthly meeting through technology – 1 – 1.5 hours per month;
- Development of agenda and supporting material – 1 – 1.5 hours per month.

Support:

- Primary support is the Pastoral Relations Minister.

To nominate someone or to self-nominate for the Pastoral Relations Commission Chair, go to the CSRC website at: www.canadianshieldrc.ca

Pastoral Relations Commission Member

Position:

Seeking five (5) Pastoral Relations Commission members, 1 of a 1-year term, and 2 each of a 2-year and 3-year term (to complete the full membership which includes Chair, Secretary and 4 Liaison Officers)

General Description:

The Pastoral Relations Commission is authorized by the Regional Council to make decisions related to the ongoing pastoral relation processes within the Regional Council including but not limited to consideration of calls, appointments, attending to low level conflict and ending of pastoral relationships. This Commission is also given responsibility to develop the policies and oversee their implementation related to Sacraments Elders, Licensed Lay Worship Leaders, and Pastoral Charge Supervisors. The Pastoral Relations Commission has responsibility for implementing the concern of the Regional Council for its ministry personnel, both those in active service and those retired and for joy, health and excellence in the practice of ministry.

Membership:

- Member of the Regional Council

Responsibilities:

- To participate in the monthly meetings of the Pastoral Relations Commission (most through technology);
- To become informed/trained in understanding the new Pastoral Relations process;
- To participate in the work of the Commission by active participation in tasks it undertakes;
- To reflect the concerns of the Regional Council communities of faith in the creation and implementation of policies;
- To be creative in planning, and delivery of support to ministry personnel towards health, joy and excellence;
- Accountable to the Regional Council.

Skills / Interests:

- Interest in the process of pastoral relations;
- Concern for the well-being of ministry personnel;
- Interest in how policy supports the practice of ministry;
- Familiarity with or willingness to learn technology-based meeting software.

Time Commitment:

1 – 1.5 hours for monthly meeting;

1 – 1.5 hour per month supporting the tasks of the PR Commission.

Support:

- Pastoral Relations Minister and the Chair of Pastoral Relations Commission.

To nominate someone or to self-nominate for the Pastoral Relations Commission Member position, go to the CSRC website at: www.canadianshieldrc.ca

SUPPORT TO COMMUNITIES OF FAITH COMMISSION JOB DESCRIPTIONS

Support to Communities of Faith Commission Chair

Position:

- 3-year term

General Description:

The primary responsibility of the Chair of the Support to Communities of Faith is to chair(s) all meetings of the Commission and direct the work of the Commission.

Membership:

- Member of the Regional Council.

Responsibilities:

- Prepare meeting agenda and chair the meetings of the commission in consultation with support staff and task groups;
- Assign duties of the commission members;
- Recruit and direct task groups as needed in consultation with the members of the commission;
- Accountable to the Regional Council.

Skills / Interests:

- creative and committed to support neighbouring communities of faith and special ministries;
- Leadership style that fosters team building;
- Access to technology and ability to use (or willingness to learn) technology as a tool for meetings.

Time Commitment:

- Monthly meetings.

Support:

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

To nominate someone or to self-nominate for the Support to Communities of Faith Commission Chair position, go to the CSRC website at: www.canadianshieldrc.ca

Support to Communities of Faith Commission Member

Position:

- Seeking six to nine (6-9) members; 3 each of a 1-year, 2-year and 3-year term (usually three-year term).

General Description:

This body is responsible for the resourcing of mission and ministry in the Region. The commission is responsible for the support of Communities of Faith, including clusters, networks and property matters; as well as supporting Communities of Faith in their life and work and articulating their mission and ministry. The work may be carried out in a variety of ways, including by staff, task groups for a limited time period. For a more detailed description, you are referred The Manual 2019, sections C.2.1, .2, .3 and G.1.

Membership:

- Member of the Regional Council.

Responsibilities:

- Support and encouragement to the development and life of clusters and networks;
- Develop and nurture Covenantal relationships with the Regional Council and other communities of faith;
- Resource and animate collaborative conversations like cooperative ministries, amalgamation, disbanding;
- Resource for collaboration around mission (e.g. Joint youth ministry, senior housing, food banks);
- Provide support and advice to Communities of Faith in matters of property, archives, and development of worship resources particularly for lay led congregations;
- Develop a strategy for service, support and oversight of Communities of Faith, seeking to strengthen the community to live their mission and ministry;
- The work must be reported through the Executive Minister to the Executive of the Regional Council on a regular basis and to the Regional Council annually.

Skills / Interests

- People who are creative and committed to support neighbouring Communities of Faith and special ministries;
- Access to internet and familiar with or willingness to learn technology-based meeting software.

Time Commitment:

- The Commission will meet through technology, conference call or face to face.

Support:

- Minister(s) for Support to Community of Faith Commission in partnership with the Stewardship, Youth and Congregational Support Minister.

To nominate someone or to self-nominate for a Support to Communities of Faith Commission Member position, go to the CSRC website at: www.canadianshieldrc.ca

NOMINATIONS COMMITTEE JOB DESCRIPTION

Nominations Committee

Position:

- Seeking four (4) members - 3-year term (to complete the committee membership which includes the Past Chair of Executive and one other Executive member)

General Description:

The primary responsibility of nominations membership is to communicate opportunities to serve the Regional Council across the region, as requested by the Regional Council, its Executive or Executive Minister and to discern and recommend appointments for those opportunities to serve following the guiding principles of the Committee.

Membership:

- Member of the United Church who resides within the Canadian Shield Regional Council bounds, not serving on the Executive.

Responsibilities:

- Create and publish Calls for Nominations to the Region for positions on Regional Council Executive, Commissions, Committees, Resource teams, and task groups as requested by the Regional Council, its Executive or the Executive Minister;
- Receive, review and discern the acceptability, appropriateness and of all those nominated for calls issued;
- Recommend appointments for the Regional Council Executive, the Commissions, Committees, Resource Teams and Task groups as required to the Regional Council, its Executive or Executive Minister;
- Report to the General Meeting of the Regional Council during meeting years;
- Inform all nominees of the decision of the Regional Council and thank all nominees for their interest and willingness to put their name forward;
- Accountable to the Regional Council Executive.

Skills / Interests:

- An understanding of the polity and policies of The United Church of Canada;
- Access to technology and ability to use (or willingness to learn) technology as a tool for meetings;
- Ability to work in a small team setting;
- Ability to think of the “big picture”;
- Ability to assess gifts and skills suited to particular positions.

Time Commitment:

- Meets as needed, may be more frequent in Regional Council Meeting years; meetings 1-3 hours per session based on task requirements and will be conducted through technology.

Support:

- Primary staff support is the Pastoral Relations Minister;
- Secondary support is the Regional Council Executive and the Executive Minister.

To nominate someone or to self-nominate for a Nominations Committee Member position, go to the CSRC website at: www.canadianshieldrc.ca

FINANCE RESOURCE TEAM JOB DESCRIPTION

Finance Resource Team

Position:

- Seeking three to five (3-5) team members (3-year term)

General Description:

The primary responsibility of the Finance Resource team is to support the Executive Minister in preparation and review of the annual budget.

Membership:

- Member or adherent from a community of faith within the bounds of the Regional Council.

Responsibilities:

- To work with the Executive Minister in the preparation of the annual budget;
- To be available as resource persons to communities of faith requesting support regarding financial practices;
- Accountable to the Regional Council.

Skills / Interests:

- Knowledge in the polity of United Church of Canada;
- Knowledgeable in financial practices and budget setting;
- Ability to interpret financial information;
- Access to technology and internet (e-mail);
- Ability to use (or willingness to learn) technology as a tool for meetings.

Time Commitment:

- Minimum 1 meeting annually ~ 2 - 3 hours through technology, more as needed.

Support:

- Primary support is the Executive Minister.

To nominate someone or to self-nominate for a Finance Resource Team Member position, go to the CSRC website at: www.canadianshieldrc.ca

PROPERTY RESOURCE TEAM JOB DESCRIPTIONS

Property Resource Team Lead

Position:

- Team Lead (3-year term)

General Description:

The primary responsibility of the Team Lead is to chair all meetings of the of the Property Resource Team and to direct the work of the team as requested by Support to Communities of Faith Commission or the Regional Council Executive. Operational decisions related to property and actions being taken by communities of faith in stewardship of property will be recommended by the Resource team to the Support to Communities of Faith Commission for decision; the team also acts as a resource to communities of faith as they manage property.

Membership:

- Member or adherent of a community of faith within the bounds of the Regional Council.

Responsibilities:

- Chair the meeting(s) of the Property Resource Team;
- Direct the work of the Property Resource team as requested by the Support to Communities of Faith Commission;
- Prepare the meeting agenda in consultation with the team and the Minister(s) for Congregational Support;
- Leadership to the Property Resource Team in property policy development for the Support to Communities of Faith Commission;
- Accountable to the Support to Communities of Faith Commission.

Skills / Interests:

- An understanding of the polity and policies of The United Church of Canada;
- Access to technology and ability to use (or willingness to learn) technology as a tool for meetings;
- Leadership style that fosters team building.

Time Commitment:

- Meets (not likely to be more than 2-3 hours per month) through technology;
- Consultation/coordination with Minister for Congregational Support ~ 0.5 – 1.0 hr per meeting.

Support:

- Primary support is the Ministers for Congregational Support.

To nominate someone or to self-nominate for the Property Resource Team Lead position, go to the CSRC website at: www.canadianshieldrc.ca

Property Resource Team Member

Position:

- Seeking eight to ten (8-10) members (3-year term)

General Description:

The primary responsibility of this position is to carry out the work assigned to them by the Support to Communities of Faith or the Regional Council; operational decisions related to property and actions being taken by communities of faith in stewardship of property will be recommended by the team to the Support to Communities of Faith Commission for decision; the team also acts as a resource to communities of faith as they manage property.

Membership:

- Member or Adherent of the United Church residing within the bounds of the Regional Council.

Responsibilities:

- Provide resources, support and direction to communities of faith in Community of Faith property issues (buying, selling, leasing, and renovating);
- Develop a Regional Property Policy defining and outlining processes, accountability and procedure for approval with regards to Community of Faith and Regional property including distribution of Funds;
- Make recommendations to the Support to Communities of Faith Commission;
- Review requests from communities of faith in buying, selling, leasing, and renovating property and make recommendations to the Support to Communities of Faith Commission for approval as needed;
- Make recommendations to Support to Communities of Faith Commission relating to amalgamations to work with Communities of faith;
- Appoint and train Task Groups to walk with communities of faith in areas outlined above;
- Accountable to the Support to Community of Faith Commission.

Skills / Interests:

- An understanding of the polity and policies of The United Church of Canada;
- Access to technology and ability to use (or willingness to learn) technology as a

- tool for meetings;
- Leadership style that fosters team building.

Time Commitment:

- Meets at the call of the Team Lead (not likely to be more than 2-3 hours per month) through technology as required.

Support:

- Primary support is the Ministers for Congregational Support.

To nominate someone or to self-nominate for the Property Resource Team Member position, go to the CSRC website at: www.canadianshieldrc.ca

RIGHT RELATIONS RESOURCE TEAM JOB DESCRIPTIONS

Right Relations Resource Team Lead

Position:

- Team Lead (3- year term)

General Description:

The Team Lead is responsible for calling and chairing all meetings of the team and ensuring the necessary work of Right Relations Resource Team is being done in the Canadian Shield Region.

Membership:

- Member or adherent of a community of faith within the bounds of the Canadian Shield Regional Council.

Responsibilities:

- Call and set agenda for all meetings in consultation with the team and the Minister for Congregational Support;
- Guide the team through the work of Right Relations;
- Report progress and direction of the work to the Regional Council or its Executive;
- Accountable to Regional Council Executive and may not speak “on behalf of the Regional Council” without the approval of the Executive.

Skills / Interests:

- Access to internet and e-mail;
- Ability to use (or willingness to learn) technology as a tool for meetings;
- Ability to see “the big picture” and to live into an Inclusive vision;
- Interested in building a Right Relations Network across the Region, as well as broadening the network to include Shining Waters Regional Council (and others?);
- Leadership style that fosters team building.

Time Commitment:

- Minimum 1-Meeting annually-2-3 hours through technology, more as needed.

Support:

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

To nominate someone or to self-nominate for the Right Relations Resource Team Lead position, go to the CSRC website at: www.canadianshieldrc.ca

Right Relations Resource Team Member

Position:

- Seeking eight to ten (8-10) members, normally 3-year term

General Description:

The primary purpose of the Right Relations Resource Team is to develop, support, nurture just and respectful relationships between indigenous and non-indigenous peoples.

Membership:

- Member or adherent of a community of faith within the bounds of the Regional Council.

Responsibilities:

- Build networks across the Canadian Shield Regional Council to support Right Relations work in our region;
- Animate the “Calls to the Church” and the United Nations Declaration on the Rights of Indigenous Peoples;
- Encourage the church’s presence where and when Indigenous people are seeking justice, celebrating, remembering, mourning, learning, protesting, rallying, praying....and we will showup;
- Provide educational opportunities to communities of faith in the following areas:
 - ✓ Truth and Reconciliation Commission’s “Calls to Action” and suggest ways to respond concretely;
 - ✓ Canada’s and the Church’s role in the colonization of indigenous peoples, generalization impact of residential schools, systemic racism, restoration of language, culture and spirituality;
 - ✓ Treaties.
- Research and share appropriate resources to build capacity, encourage local leadership development, empower and equip the church to do this work;
- Oversee the care and maintenance of “The Manitou Art Collection”;
- Accountable to Regional Council Executive and may not speak “on behalf of the Regional Council” without approval of the Executive.

Skills / Interest:

- An Understanding of the polity and policies of the United Church of Canada;
- Interest in and called to the work of reconciliation and justice;
- Access to technology and ability to use (or willingness to learn) technology as a tool for meetings.

Time Commitment:

- Meets at the call of the Team Lead at minimum once per year, not likely to be more than 2-3 hours per session; meetings will be through technology.

Support:

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

To nominate someone or to self-nominate for a Right Relations Resource Member position, go to the CSRC website at: www.canadianshieldrc.ca

MISSION SUPPORT GRANTS RESOURCE TEAM JOB DESCRIPTIONS

Mission Support Grants Resource Team Lead

Position:

- Team Lead (3-year term)

General Description:

The Team Lead of the Mission Support & Regional Council Grants Resource Team chairs all meetings, receives applications for funding support for review by the team and provides leadership to the team in making recommendations to the Support to the Communities of Faith Commission for decision.

Membership:

- Member or Adherent of a community of faith who resides within the bounds of the Regional Council.

Responsibilities:

- Chair meetings of the Mission Support & Regional Council Grants Resource Team;
- Receive applications for review by the team;
- Communicate recommendations to the Regional Council Executive;
- Leadership to the resource team in development of an application process, review of applications and making recommendations, in accordance with regional criteria, to the Regional Council Executive;
- Accountable to the Support to Communities of Faith Commission.

Skills / Interests:

- An understanding of the polity and policies of The United Church of Canada;
- Access to internet and e-mail;
- Ability to use (or willingness to learn) technology as a tool for meetings;
- Leadership style that fosters team building.

Time Commitment:

- Minimum 1 meeting annually ~ 2 - 3 hours through technology, more as needed.

Support:

- Primary support is the Minister for Congregational Support: Stewardship and Youth Ministry.

To nominate someone or to self-nominate for the Mission Support and Grants Resource Team Lead position, go to the CSRC website at: www.canadianshieldrc.ca

Mission Support & Regional Council Grants Resource Team

Position:

- Seeking three to five (3-5) team members (3-year term)

General Description:

The primary responsibility of the Mission Support & Regional Council Grants Resource Team is to receive applications for Mission Support Grants, and applications for funding grants from the Regional Council and to make recommendations to the Support to Communities of Faith for decision.

Membership:

- Member or adherent of a community of faith within the bounds of the Regional Council.

Responsibilities:

- Develop application process(es) and communicate process(es) across the region;
- Receive and review applications for all funding requests;
- Approve funding within the criteria set by the Regional Council Executive;
- Make recommendations to the Regional Council Executive as required;
- Annually set priorities for grants and funding for approval by the Regional Council Executive;
- Communication and promotion of the availability of grants and funding;
- Accountable to the Support to Communities of Faith Commission.

Skills / Interests:

- Access to technology and internet (e-mail);
- Ability to interpret financial information;
- Financial background would be an asset;
- Ability to use (or willingness to learn) technology as a tool for meetings;
- Some experience and knowledge of mission support and funding principles.

Time Commitment:

- Minimum 1 meeting annually ~ 2 - 3 hours through technology, more as needed.

Support:

- Primary support is the Minister for Congregational Support: Stewardship and Youth Ministry.

To nominate someone or to self-nominate for a Mission Support and Grants Resource Team Member position, go to the CSRC website at: www.canadianshieldrc.ca

YOUTH AND YOUNG ADULT RESOURCE TEAM JOB DESCRIPTIONS

Youth and Young Adult Ministry Resource Team Lead

Position:

- Team Lead (3-year term)

General Description:

The Team Lead is responsible for calling and chairing all meetings of the team and supporting the team in developing opportunities for youth and young adult ministry leadership. Together with the team will encourage the building of a youth and young adult network across the region.

Membership:

- Member or adherent of a community of faith within the bounds of the Regional Council.

Responsibilities:

- Call and set the agenda for all meetings in consultation with the team and the Congregational Support Minister for Youth Ministry;
- Be the key contact and communicator for the team;
- Together with the team support, plan and promote youth and young adult events within the region;
- Accountable to the Support to Communities of Faith Commission.
- Skills / Interests:
 - An interest in youth and young adult ministry;
 - Communication and administration skills;
 - Access to internet and e-mail;
 - Ability to use (or willingness to learn) technology as a tool for meetings;
 - Ability to “see the big picture” and an interest in inspiring, empowering and engaging youth and young adults in ministry development;
 - Leadership style that fosters team building.

Time Commitment:

- Minimum 1 meeting annually ~ 2 - 3 hours through technology, more as needed.

Support:

- Primary support is the Youth, Stewardship and Community of Faith Minister.

To nominate someone or to self-nominate for the Youth and Young Adult Resource Team Lead position, go to the CSRC website at: www.canadianshieldrc.ca

Youth and Young Adult Ministry Resource Team

Position:

- Seeking eight to ten (8-10) members (3-year term)

General Description:

The Youth and Young Adult Ministry Team is responsible for supporting, planning and developing opportunities for youth and young adult ministry leadership within the bounds of the Regional Council. The team will gather and encourage participation in regional and denominational youth and young adult events.

Membership:

- Member or adherent of a community of faith within the bounds of the Regional Council.

Responsibilities:

- Support and plan youth and young adult events within the region and promote the events across the region;
- Communicate leadership development opportunities, regional and denominational, to youth and young adults across the region;
- Develop youth and young adult ministry leadership programs within the region;
- Accountable to the Support to Communities of Faith Commission.

Skills / Interests:

- An interest in youth and young adult ministry;
- Access to internet and e-mail;
- Ability to use (or willingness to learn) technology as a tool for meetings;
- An interest in inspiring, empowering and engaging youth and young adults in ministry development;
- Interested in building a network of Youth and Young Adult Ministry within the region, and perhaps with other regions.

Time Commitment:

- Minimum 1 meeting annually ~ 2 - 3 hours through technology, more as needed.

Support:

- Primary support is the Youth, Stewardship and Community of Faith Support Minister.

To nominate someone or to self-nominate for the Youth and Young Adult Resource Team Member position, go to the CSRC website at: www.canadianshieldrc.ca

Executive Committee Policies

Memorandum of Understanding Two Regional Councils Sharing Executive Minister and Executive Minister Administrators

Participants:

Canadian Shield Regional Council (6)

and

Shining Waters Regional Council (10)

Terms:

The two participating Regional Councils agree to enter into a cooperative arrangement to share the services of the Executive Minister, the Executive Minister Administrators assigned to Canadian Shield Regional Council (6) and Shining Waters Regional Council (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 Canadian Shield Regional Council and Shining Waters Regional Council, 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 Administrators.
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/Chair
 - 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. The Regional Councils may share staff, partnering between Regions, sharing

particular staff skills as needed between Regional Councils.

8. 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.
9. The Regional Council Executive Minister may raise any concerns he/she has about the arrangement with Canadian Shield and Shining Waters 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.
10. A Canadian Shield and Shining Waters Regional Council 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 Canadian Shield and Shining Waters Regional Councils 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.
11. 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.

Canadian Shield Regional Council (6)

Shining Waters Regional Council (10)

Chair

President

General Secretary, General Council

Date: January 22, 2021

Pastoral Relations Commission Polices

(See Section 6 most recent CSRC Governance Document for full description of the Pastoral Relations Commission)

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.

Commitment to Inclusivity and Diversity

The Pastoral Relations Commission is committed to exercising its oversight of the pastoral relations processes within the Canadian Shield Regional Council with intentional attention to ensuring that the values of inclusivity and diversity are upheld. It is the responsibility of the Pastoral Relations Commission to ensure that all pastoral relations processes grant unbiased and equal access to all persons regardless of their sexual orientation, gender identities and expressions, race, age, or disability.

Practices that encourage inclusivity and diversity include but are not limited to:

- i) training Liaisons working with Communities of Faith in dignity, bias and privilege;
- ii) including bias and privilege training for all search committees;
- iii) reviewing Community of Faith profiles with attention to the authenticity of statements regarding inclusivity and welcome;
- iv) conversation within the PR Commission about resources available for ministry personnel and Communities of Faith dealing with issues related to sexual orientation, gender identities and expressions, race, age, or disability.

1.1 REGIONAL COUNCIL LIAISON OFFICERS PRACTICE (See Governance Document for details)

1.2 SHORT TERM APPOINTMENTS AND APPOINTMENTS POLICY

The purpose of this policy is to guide decision-making by the Pastoral Relations Commission when considering a request for an appointment.

In the new guide for pastoral relations, Pastoral Relations: Community of Faith, a clear distinction is made between a short-term appointment and appointments (Page 19). Short-term appointments are requested when the Community of Faith requires ministry support while they work on their profile and search. Appointments, on the other hand, are a longer-term pastoral relationship as a result of a search.

This policy will help the Pastoral Relations Commission differentiate between the two types of appointments and respond appropriately.

- I. The Pastoral Relations Commission will consider a request for the following appointments:
 - i. Designated Lay Minister: up to three-year appointment.
 - ii. Interim Minister: normally not less than 12 months and not more than three year appointment
 - iii. Admittand: up to three-year appointment (needed for immigration)
 - iv. Retired Supply: annual appointment
 - v. Designated Lay Ministers Candidate: students who are required to be in an appointment
(at least half time) in order to complete their educational program. The educational program is for at least three years. A multi-year appointment could be requested for a DLM Candidate.
- II. vi. AST Summer Distance Candidate Supply (years 3 and 4 SME appointment): offers a distance learning MDiv that requires a student to be in a student/intern supply appointment for five years. A multi-year appointment can be requested for a candidate supply who is part of the Summer Distance Learning.
- vii. The Candidacy Pathway program requires a candidate to fulfill a supervised ministry education (SME) for two years. An appointment may be requested for up to two years.
**note that for some this appointment may transition into a provisional call or appointment*
- viii. All other appointments will be considered short-term appointments and may be approved for up to 12 months.

1.3 Licensed Lay Worship Leaders (LLWL) Regional Council Resource and 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 the 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 and re-licensing.
5. Create and review, bi-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.
7. To maintain communication with those administering the on-line LLWL training course on behalf of the Canadian Shield Regional Council.

Remuneration Policy for Worship Leadership:

(Pastoral Relations Commission Meeting on Sept. 29, 2021 decision)

Starting immediately, the **LLWL minimum rate is \$175 plus mileage** 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. **This rate will change on January 1, 2022 to \$177.28 plus mileage (\$0.41/km).** The Remuneration Policy will be reviewed bi-annually.

1.4 Pulpit Supply Policy and Best Practices

The purpose of the policy and best practice statement is to guide Communities of Faith in considering options for pulpit supply.

Accountability and support

The Regional Council is responsible for keeping and sharing, with the Regional Council, a list of individuals who are trained and ‘endorsed’ as accountable to the Regional Council to provide pulpit supply services for Communities of Faith. This includes those who have been licensed as Licensed Lay Worship Leaders (LLWL and Retired, Ordained, Commissioned, and Designated Lay Ministers) who are in good standing and in compliance with United Church requirements for mandatory trainings and police record checks are endorsed as available for pulpit supply.

Exploring Issues of Liability

When the Regional Council provides names of those appropriate for pulpit supply it is ensuring the Community of Faith that appropriate “Duty of Care” has been exercised in the oversight of these persons. In the United Church, the Community of Faith reserves authority over its worship life and can invite whoever they choose to lead in worship or preach, but when people are invited outside of those for whom the Regional Council has exercised its “Duty of Care”, the accountability for that “Duty of Care” rests with the Community of Faith.

Are there rules about who a Community of Faith can ask to offer worship leadership?

There is a tension between two overlapping areas of responsibility: one says the Community of Faith has responsibility for making decisions about worship, the other indicates that the Community of Faith is responsible to comply with both denominational and regional council policies.

Principles around Pulpit Supply

- Pulpit supply is not intended to be an ongoing approach to sustaining ministry. Lay-led congregations should not rely upon a *single LLWL, retired order of ministry or DLM or clergy from other denominations* for leadership.
- Ideally, Licensed Lay Worship Leaders should not preside more than 2 Sundays per month, at any particular preaching point.
- It is acknowledged that there may be circumstances where availability of LLWLs and other pulpit supply options are limited and it may be not possible to have a wider variety of persons providing leadership. In these circumstances the Community of Faith is directed to be in communication with the Pastoral Relations Commission and to request direction and support.
- Worship resources (printed, video, technology links) and other support to Communities of Faith are available through the Support to Communities of Faith Commission.
- Using pulpit supply from within the Community of Faith itself is an option. There are NO regulations that prohibit or limit respected and capable lay people from being invited by the Community of Faith to offer occasional worship leadership.
- Retired Ministers who are in compliance with United Church requirements can be used as frequently as desired. However, if the same Retired Minister is relied on regularly, it would be appropriate that they be appointed as “Retired Supply.”
- LLWLs who experience a call to fuller engagement in ministry beyond occasional Sunday worship are encouraged to explore paid accountable ministry.

Pulpit Supply Unaccountable to United Church Structures

Those who are not directly accountable to the United Church as pulpit supply (such as ministers ordained in a different denomination, guest speakers from community partner organizations, or Retired United Church ministers not in compliance with United Church requirements) can still be appropriately invited on an “occasional basis.” For pulpit supply purposes, “Occasional Basis” means simply *not more than 4 times a year*.

The Canadian Shield Regional Pulpit Supply List will include retired United Church ministers who are in compliance with United Church requirements (like the aforementioned mandatory trainings or police record checks).

CRA Requirements for a T4A

Communities of Faith paying more than \$500 in a year to *anyone* whose services they engage for worship leadership are required by law to file a T4A with CRA and providing that to the person no later than February 28 of each year. Please note that it is not appropriate that your pulpit supply employees need ask you for their T4A. It must be supplied as an expression of CRA compliance.

Remuneration for Pulpit Supply

\$150 minimum for LLWL plus mileage and expenses (policy motion at the bottom this letter)
2020 Salary schedule for order of ministry & ministry personnel – \$216 per day plus mileage and expenses

Oversight of the Regional Council

Oversight is exercised through the Pastoral Charge Supervisors who are named by the Regional Council to ensure that Communities of Faith live their mission within the ethos of The United Church of Canada. Communities of Faith which disregard the direction of the Pastoral Charge Supervisor in regards to compliance with this policy, may be subject to review and discipline by the Regional Council.

~ Adopted by the Canadian Shield Regional Council Pastoral Relations Commission (Dated October 23, 2019)

1.5 Licensing for Presiding at the Sacraments

Requests from Communities of Faith for licensing of individuals to preside at the sacraments will be considered under the following policy.

SACRAMENTS ELDER (2019 Manual I.2.4) – Regional Council Policy January 23, 2020

Prologue:

In the Canadian Shield Region of The United Church of Canada, we recognize the abiding value of the sacraments in drawing people closer to God, and quickening our faith. We seek to encourage leaders to exercise their sacramental privileges appropriately, in service to the Church and the world.

1.5.a Sacraments Elders:

“Sacrament Elders” are respected members of a Community of Faith who are licensed to administer the sacraments in their church community—usually in the absence of ordered ministry personnel. They must complete training as set forth by the Pastoral Relations Commission and as offered in partnership with the Pastoral Relations Minister or a Pastoral Charge Supervisor. For the duration of their license, a Sacraments Elder is a member of the governing body of their Community of Faith.

Process:

Communities of Faith identify a candidate for the Sacraments Elder designation and requests approval from the Pastoral Relations Commission. The Pastoral Relations Commission will arrange through the Pastoral Relations Minister for the approved training prior to the license being approved.

Policy regarding appointment of Sacraments Elders:

Communities of Faith may request the appointment of a Sacraments Elder. Typically, such a request is because the community is without serving ministry personnel. Those seeking appointment as Sacraments Elders must complete the required training course as approved by the Pastoral Relations Commission. The Pastoral Relations Commission has responsibility for ensuring there are appropriate people to oversee Sacraments Elder training using appropriate resources. Licensing will be for a designated period, typically annually. Re-licensing at the request of the Community of Faith is subject to a review of needs and circumstances by the Pastoral Relations Commission. Application for Licensing of Sacraments Elders will be available on the Canadian Shield Regional Council website.

1.5.b Designated Lay Ministers in appointment

At the time of approving the appointment of Designated Lay Ministry Personnel the Pastoral Relations Commission will entertain a request from the Community of Faith to license to preside at the sacraments, the Designated Lay Minister. In these instances, the licensing for sacraments will be for the term of the appointment.

1.5.c Candidate Supply appointments (including where the supply appointment is serving as a SME)

Normally, it is considered appropriate that Candidates preside at the sacraments, for the quickening of the faith of church members, and often for the skills development of the appointee. The Pastoral Relations Commission shall consider applications for licensing to perform the

sacraments from the Community of Faith involved either at the time of appointment or at a later date if the candidate needs to complete the qualifying training requirements.

Policy:

Candidates (including candidates for ordained, commissioned and lay designated ministry) will normally have completed a course or circle on worship which includes the theology of sacraments (or the candidate will complete the Sacraments Elders training) before being eligible for licensing to perform the sacraments. Licensing would be for the duration of the candidate's appointment in the Community of Faith requesting the appointment.

1.5.d Former Designated Lay Ministers no longer in appointment and in receipt of pension, and Commissioned Order of Ministry Retired

Ministers ordained to a sacramental ministry carry those sacramental privileges by virtue of their ordination. It is assumed that retired Designated or Commissioned Ministers may be called upon to preside at the sacraments in service to the church. The Pastoral Relations Commission shall consider applications for licensing to perform the sacraments from retired designated lay ministers and retired diaconal ministers.

Policy: Former Designated Lay Ministers no longer in appointment and in receipt of pension, and retired diaconal ministers who are compliant with United Church policy regarding mandatory training and police records check policies may make application to the Pastoral Relations Commission to be licensed to perform the sacraments. Licensing will normally be without time limit providing requirements for mandatory training and police records check are maintained.

Application Process

Applications for licensing to preside at the sacraments are available from the Pastoral Relations Minister or online through the Regional Council webpage.

1.6 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 polices 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.

Appointment

Pastoral Charge Supervisors will be appointed by the Pastoral Relations Commission.

Length of Appointment

It has become the practice for appointed Pastoral Charge Supervisors to continue to serve until: i) there is a “called or appointed” ministry personnel in place; and, ii) the supervisor gives indication of their desire to conclude their appointment.

Responsibilities / Tasks

While The Manual outlines six different responsibilities, a number of these are broad in nature, such as “general supervision of the work of the pastoral charge”. In practical terms, the most frequent tasks for a Pastoral Charge Supervisor are:

(a) Attendance at Council/Board meetings: this is probably the most common task. Pastoral Charge Supervisors are to provide oversight regarding the general functioning of the pastoral charge by being present at governance meetings that require a regional council appointee for the purpose of quorum. While it is good practice for Pastoral Charge Supervisors to participate in Congregational Annual meetings, the Manual does not require the attendance of the Pastoral Charge Supervisor in order for there to be quorum, either in person or through technology.

(b) Helping the pastoral charge arrange for the sacramental life of the charge: The Pastoral Charge Supervisors are not necessarily to be the one presiding, but they provide names of those who are available.

(c) Report to the Regional Council: In pastoral charges where there is an on-going relationship with a Pastoral Charge Supervisor, the supervisor is asked to keep the Pastoral Relations Commission informed about issues and concerns related to the pastoral charge.

Other Responsibilities - Should the role of a Pastoral Charge Supervisor be enlarged to include assisting a pastoral charge with pastoral care needs?

When a pastoral charge does not have appointed ministry personnel, there is often a question about how to handle funerals, weddings and/or pastoral care visiting. **The Pastoral Charge Supervisor does not have responsibility for pastoral care.** The supervisor may assist the pastoral charge in helping to find those who can provide these services and may choose to respond to a specific requests but undertaking these services is not part of the task of being a supervisor.

Financial Implications

- 1. The Pastoral Charge is responsible for directly reimbursing the Pastoral Charge Supervisor for all travel incurred in that role at the denominational rate published in each year’s annual salary schedule.**
- 2. Quarterly Invoices will be sent to the pastoral charge (Community of Faith) from the Regional Council (in 2020 the rate is \$90 per quarter).**
- 3. The Pastoral Charge will forward to the Region payment for each quarterly invoice. The Region will then compensate Pastoral Charge Supervisors in recognition of their commitment of time.**

Regular annual review, and revision to this policy is the work of the Pastoral Relations Commission.

Appointment of Regional Council Representatives to meetings of the Community of Faith governing body for the purpose of quorum.

Policy: The Pastoral Relations Commission authorizes the Pastoral Relations Minister, in consultation with the Chair of the Pastoral Relations Commission, to appoint on a one-time basis, representatives of the Regional Council to meetings of the governing body of Communities of Faith in order to meet the definition of quorum (Manual 2019 B.7.7.4 iv).

Communities of Faith with serving ministry personnel are encouraged to hold meetings when the serving ministry personnel is available; Communities of Faith with a Pastoral Charge Supervisor are encouraged to schedule meetings in consultation with the appointed supervisor. The naming of appointees is normally exercised in unanticipated circumstances – e.g. illness, emergency circumstance.

Situations Requiring Pastoral Charge Supervisors

The Manual states that a Pastoral Charge Supervisor is appointed “if the pastoral charge has no settled or appointed member of the order of ministry or designated lay minister...”. In practical terms, there are a number of situations where this might occur:

(a) Pastoral Charge Vacancy:

This occurs when a pastoral charge is experiencing a change in pastoral relations and is without appointed supply ministry personnel. Smaller pastoral charges, especially those with part-time positions, often turn to pulpit supply during the transition period with the result that there is not a permanent ministry personnel presence in the pastoral charge. In a growing number of instances within the Regional Council, there are pastoral charges that are technically “vacant” but in fact have regularized their ministry by using Sunday pulpit supply. These pastoral charges must have Pastoral Charge Supervisors named and often require their services over long periods of time.

(b) Student Supply: When a student is serving as student supply in a pastoral charge, there must be a Pastoral Charge Supervisor to oversee what is happening with the congregation, including attendance at meetings of the governing body (Board or Council). This person is separate and distinct from the educational supervisor who meets with the student to discuss learnings from this work/ministry experience. The Pastoral Charge Supervisor might also officiate at the sacraments unless the pastoral charge has submitted a request to the Regional Council for the student to be able to do so.

(c) Ethnic Ministry: Pastoral charges that fall under the category of ethnic ministries are able to have ministry personnel who are ordained in another denomination and these persons are not required to transfer into The United Church of Canada. However, a Pastoral Charge Supervisor is required to be in attendance at all Council/Board meetings.

(d) Temporary Absence of Ministry Personnel: From time to time, the called or appointed ministry personnel might be absent from a pastoral charge at the time of a regular Board/Council meeting. Since such a meeting cannot be held without the presence of ministry personnel, the Regional Council is likely to appoint someone on a limited basis.

(e) Sabbatical: The Regional Council supports the sabbatical leave of the serving ministry personnel by ensuring that a Pastoral Charge Supervisor is appointed for the period of the sabbatical leave. This ensures that governance meeting can happen and give the connection of where any questions by the pastoral charge can be directed.

1.7 Licensed Lay Worship Leaders

Many lay people are called to courageously step forward to give leadership in worship. Those who participate in a Licensed Lay Worship Leader (LLWL) program are choosing to develop their leadership gifts further. In the Licensed Lay Worship Leader program, the United Church has recognized a need for people to be supported through a training and licensing program. This gives both the lay leader and the congregation confidence that their leadership is built upon a strong theological and biblical foundation that is consistent with the ethos of the United Church. A Licensed Lay Worship Leader is a full member who has been determined to have gifts and a sense of call to the ministry of worship leadership and preaching, and who has developed these gifts through participation in a course of study and is licensed by a Regional Council. This policy guides the formation and participation of the Licensed Lay Worship Leaders within the Canadian Shield Regional Council.

1.7.1 Licensed Lay Worship Leaders (LLWL) Regional Council Resource and 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 licensing and re-licensing interviews for LLWLs. The Pastoral Relations Minister is the staff Support to this team.

Authority:

The Support Committee does not have decision-making authority to license or re-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 the 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. Recommend 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.

1.7.2 Existing Policies related to Licensed Lay Worship Leaders

Remuneration Policy for Worship Leadership: (Transition Commission Policy Motion December 2019)

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.

The 2021 Manual states that a License Lay Worship Leader serves under the direction of the Regional Council, section I.1.11.5. Part of the responsibility is to provide guidelines around remuneration for Licensed Lay Worship Leaders. On December 5th, 2018, the Canadian Shield Transition Commission set the following policy:

- LLWL (Licensed Lay Worship Leaders) minimum rate would be \$150 plus mileage at the UCC rate, and this rate could be negotiated. Across our Regional Council, there had been varying practices regarding remuneration for LLWLs leading worship. This policy of \$150 is a **minimum** policy and negotiation of a mutually agreeable rate between the LLWL and the pastoral charge is encouraged.
- 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. When members of a Community of Faith offer leadership in worship, whether they are an LLWL from that Community of Faith or a Lay Leader in the congregation, there is no set rate of remuneration. **It is up to the Community of Faith and those offering leadership to negotiate remuneration.**
- The Pulpit supply remuneration policy for Ministry Personnel, a United Church of Canada policy, is \$212 daily rate. You can find an overview of the policy at: <https://www.united-church.ca/sites/default/files/2021-salary-scheduleministry-personnel.pdf>
- The Pastoral Charge is responsible for directly reimbursing the pastoral charge pulpit supply for all travel incurred in that role at the denominational rate (as of January 1, 2018 - 40 cents per km)

Pastoral Charges have the responsibility to issue T4A slips to all those who are paid more than a total sum of \$500 in a calendar year (see Financial Handbook for further details).

The staff and leadership of the Canadian Shield Regional Council look forward to building relationships with the pastoral charges within our bounds.

1.7.3 Requirements of those being licensed as LLWLs

Membership

The Regional Council may license a person as a Licensed Lay Worship Leader. (The Manual I 1.11.5)

The following requirements apply:

- a) The person must be a member of a congregation in that Regional Council; and

- b) The licence must be for a specified term, which may be renewed. The normative practice in the Canadian Shield Regional Council will be to renew licenses for two years.
- c) A Licensed Lay Worship Leader serves under the direction of the Pastoral Relations Commission through the LLWL Committee. If a Licensed Lay Worship Leader becomes a member of a Community of Faith in another regional council, the person must be recognized by that other regional council in order to continue serving as a Licensed Lay Worship Leader.

Preparation and Initial Licensing:

1. The governing body of a local Community of Faith identifies, or a layperson who is a full member self-identifies to the governing body, a call to Licensed Lay Worship Leadership.
2. The lay member completes a preparatory course that extends over at least two years and includes the study of theology, church history, Hebrew and Christian scriptures, preaching, worship, and pastoral skills. The course of study must be approved by the LLWL Committee. The Canadian Shield Regional Council is the co-sponsor of the online LLWL course and it is approved as an appropriate course of study; other offering such as face to face courses may also be considered and offered from time to time.
3. The lay member must also complete all mandatory workshops (Boundaries training as set forth in the Sexual Abuse and Prevention Policy of The United Church of Canada) and police records checks, according to policy set by The United Church of Canada before licensing.
4. Upon successful completion of the required course, the Pastoral Relations Commission, through the LLWL Committee, tests the lay member's suitability and readiness for Licensed Lay Worship Leadership by examining their personal character, doctrinal beliefs, and educational competency.
5. The Pastoral Relations Commission issues a licence to the lay member to function as a Licensed Lay Worship Leader within the jurisdiction of the region, under the direction of the region. The licence is normally valid for 2 years and may be renewed.
6. Canadian Shield Pastoral Relations Commission recognizes the Licensed Lay Worship Leader at a service of worship. This could be in the LLWL's home congregation or at a Regional Council gathering depending upon timing.

Ongoing Support and Guidance

1. The Pastoral Relations Commission, through the LLWL Committee, interviews a Licensed Lay Worship Leader tri-annually at the time of their license renewal. The region may request reporting (such as reports from congregations served, examples of sermons, either written or recorded, and orders of worship produced) as part of the interview process.
2. Ideally, Licensed Lay Worship Leaders should not preside more than 2 Sundays per month at any particular preaching point. It is acknowledged that there may be circumstances where availability of LLWLs and other pulpit supply options are limited and it may be not possible to have a wider variety of persons providing leadership. In these circumstances, the Community of Faith is directed to be in communication with the Pastoral Relations Commission and to request direction and support.
3. A Licensed Lay Worship Leader may not provide pastoral care in a pastoral charge that is not their own. It is expected that the Licensed Lay Worship Leader will refer any requests or

requirements for pastoral care (counseling, home visitation, hospital visitation) to the called or appointed ministry personnel, or the Community of Faith's supervisor for follow-up.

4. A Licensed Lay Worship Leader may occasionally be requested to conduct a funeral. This does not fall within the mandate of being a Licensed Lay Worship Leader however, the conduct of funerals within a Community of Faith (including a funeral home), is to be arranged in consultation with the called or appointed ministry personnel or the supervisor of the Community of Faith. If the Licensed Lay Worship Leader conducts a funeral, they must ensure that the information is entered in the Burial Register of the Community of Faith.

1.8 Ministry Personnel Formal Association Requirement when retired or between appointment/call

Formal Association for retired ministry personnel or ministry personnel between appointment/call who wish to maintain functions of ministry with a Community of Faith.

Manual 2019

1.2.5.3 Functions of Ministry—Outside Pastoral Relationship

At any time that ministry personnel are not called or appointed to a Community of Faith, they may carry out the functions of ministry in the United Church only if they have a formal association with a Community of Faith, are acting on behalf of that Community of Faith, and have the approval of the Community of Faith's governing body.

Retired ministry personnel or ministry personnel between appointment/call must maintain a formal association with a Community of Faith in order to meet the criteria for retaining their provincial government license to perform marriages. For those who retired from serving as Designated Lay Ministers and retired Diaconal Ministers formal association is required to retain the privilege to be licensed to perform the sacraments.

THE PROCESS

The retired ministry personnel or ministry personnel between appointment/call is responsible for requesting that a Community of Faith enter into formal association with them by letter to the governing body of the Community of Faith. The letter should indicate that the ministry personnel is compliant with all United Church requirements regarding mandatory trainings and police records check policy. It should also set forth that the formal association includes accountability to the Community of Faith by the ministry personnel for marriages performed, including permission to enter performed marriages into the Community of Faith's marriage register. Diaconal ministers who will be requesting licensing for the sacraments from the Regional Council into retirement should also request support from the Community of Faith to do so.

The Community of Faith considers the request and approves by motion. The Community of Faith then writes a letter including the motion to the ministry personnel, the Regional Council office and forwarded to the Pastoral Relations Commission for consideration and approval. Once the request has been approved, Canadian Shield Regional Council will retain a copy

and provide one to the Community of Faith Secretary or Board/Session (or equivalent), the called or appointed Ministry Personnel of the Community of Faith and the ministry personnel making the request.

The ministry personnel requesting a formal association with the Community of Faith, the Community of Faith and the Regional Council understand the formal association to undertake the following:

1. The ministry personnel undertaking the formal association will maintain compliance with the requirements of the Office of Vocation regarding good standing and mandatory trainings;
2. The Community of Faith will support and ask for accountability from the ministry personnel with whom the formal association is made;
3. The ministry personnel undertaking the formal association will not undertake functions of ministry without the permission of the serving ministry personnel and the Community of Faith;
4. The ministry personnel undertaking the formal association is to request permission each time to use the registers of the Community of Faith to enter weddings, funerals;
5. The Regional Council will maintain the ministry personnel in formal association with the pastoral charge as being supported to hold an Ontario License to perform marriages; and,
6. The Community of Faith and ministry personnel requesting the formal association relationship may choose to negotiate mutually agreed to volunteer activity in the Community of Faith.

Support to Community of Faith Commission Policies

SCoFC Meeting – May 26, 2021

Moved: Mardi Mumford Seconded: Christina Stricker

That the Grants team make all reviews and recommendations on the United Church of Canada Pandemic Response Bridging Loan applications arising in Canadian Shield and report their actions to the Commission for the Support of Communities of Faith.

Carried

Nominations Committee Policies

Canadian Shield Nominations Best Practices

Issue: The best practice process when a person is completing their current term of appointment/election and is eligible to serve a second term.

Background:

1. The current governance document does not address whether those completing a first term are to be the first option of renewing for a second terms before the position is posted for nominations.
2. In 2019 some people were intentionally asked to serve a shorter term (less than the normal 3-year term) in order to stagger the terms within the Executive and Commissions.

Considerations:

1. Wanting to honour the contribution of those who are currently serving. It was felt that failing to offer an extension to the term could be viewed as not valuing the service that a person has to offer.
2. It is also recognized that there is a certain tension in asking folks to extend their service into a second term in regards to opportunity for new leadership to be identified and to emerge. Always asking folks to renew for a second term limits the number of opportunities for new people to engage.

Best practice:

1. Those completing terms in 2020 be asked if they are willing to renew their appointment/election for another term **before** the position is posted as open for nominations.
2. The person must be willing to renew for an entire new term of 3 years. This is necessary to maintain the staggered terms that were established in 2019.
3. Only positions that are vacant by virtue of resignation, or the decision by the person to not undertake a second term will be made available in the 2020 nominations process.

Nomination Process for Commissioners to GC

There are 9 position available to the Canadian Shield Regional Council

Principles of nominations:

- Equitable representation lay persons and ministry personnel persons
- Attention to the principles of diversity as set forth by the General Council – including indigenous representation
- Importance of there being representation of the regional council executive through its serving chair
- Importance of encouraging engagement and leadership from youth

Designated Commissioner by Office in the Regional Council:

Motion: (see CSRC Minutes)

That the person serving as chair of the Regional Council, at the time of a General Council meeting, be automatically designated as a Commissioner to the General Council.

Nominations Process - Intentional Diversity Practice:

Motion: (see CSRC Minutes)

that the regional council designate, within the 8 remaining positions for commissioners to the GC, that:

- a) One position be for an Indigenous representative (lay or ministry personnel);
- b) One position be for a person self-identifying as racialized (lay or ministry personnel);
- c) One position be for a youth/young adult (lay or ministry personnel); and,

That nominations for the remaining positions be distributed to maintain balanced representation between lay and ministry personnel.

Nominations would be invited, ***through the nominations portal of the Canadian Shield Regional Council webpage***, using the criteria and form developed by the nominations committee. The one **exception would be for the youth position**. In this instance, the Youth and Young Adult Resource Team would be asked to manage a nominations process and to bring the resulting nomination to the regional council for election.

Process Steps

Step One:

Executive approval of the process outlined by Nominations Committee for election of commissioners to GC, that is specified categories of commissioners:

- serving chair of regional council at the time of GC
- One position be for an Indigenous representative (lay or ministry personnel)
- One positions be for a person self-identifying as racialized (lay or ministry personnel)
- One position be for a youth/young adult (lay or ministry personnel) to be nominated

through a process identified by the Youth Resource Team.

That there be a balanced distribution, as defined by The Manual 2019, of the 9 positions between ministry personnel and lay persons.

Step Two:

Nominations Process:

Designated Categories:

Call for distinct nomination for each specified category of commissioner, those not elected in the specified category automatically are added to the general pool of nominees.

Nominations will be through the website portal for nominations.

Nominations process will be open for both self-nomination and nomination by a mover and seconder. Nominations **MUST** be accompanied by a written submission of one page by nominee including a photograph. These will be posted on the portal, as nominations are

received.

Nominations with their written submission will be available to the regional council representatives 1 week before the electronic meeting.

Nominations will close upon an announced date and notice of closure will be posted on the website nominations portal.

Voting Process:

Executive will confirm the chair of the regional council as elected and the Executive will elect the persons to the designated categories – indigenous, racialized and youth.

The ballot for the virtual meeting will then be prepared following the Executive's action.

Electronic voting will take place during the electronic regional council meeting with provision that voting is by confidential ballot.

Alternates if required, will be appointed by the Executive Minister from those nominated but not elected on the ballot.

Motion: (Mardi Mumford/Helen Smith) that the Nominations Committee recommend to the Executive the adoption of the proposed nomination and election process for the election of commissioners to GC. **Carried**

Proposed Motion for Executive Approval

Motion: (see CSRC Minutes)

That the CSRC EXEC adopt the nomination principles and election process for the Election of Commissioners to GC as proposed by the CSRC Nominating Committee.

Finance Resource Team Policies

CSRC Finance Resource Team - Investment Policy

A. General Guidelines

1. All investments will meet the test of reasonableness, as seen by a prudent investor.
2. We will abide by the “United Church Ethical Investment Policy” from The United Church of Canada.

B. Specific Guidelines for Various Tiers of Assets

TIER I Short Term Investments (Initially about \$200,000)

1. Definition – defined as assets that are likely to be turned into cash within a year.
2. Eligible investments:
 - a) Deposits in Canadian Chartered banks;
 - b) Debt instruments of the Federal or Provincial Governments of Canada, or of Crown Corporations guaranteed by them, maturing within one year;
 - c) Debt instruments of Canadian Trust Companies, up to the limit of the CDIC insurance, (currently \$100,000), maturing within one year.
 - d) Objectives and priorities; security, liquidity and income.

TIER II Medium Term Investments (Initially about \$300,000)

1. Definition – defined as assets not likely to be turned into cash within a year, but which could be required in the case of a major new initiative of the CSRC.
2. Eligible investments:
 - a) All investments listed in Tier I (2), above, but with maturities up to five years.
 - b) Debt instruments of Canadian Companies, rated as AA or higher by Standard & Poors or CBRS, maturing within five years.
3. Objectives and priorities; security income and liquidity.

TIER III Long Term Investments (Initially about \$200,000)

1. Definition – defined as assets not likely to be turned into cash in the foreseeable future.
2. Eligible Investments.
 - a) All investments listed in Tier II, (2), above.
 - b) Share of Canadian Companies, listed on the TSE.
 - c) Units of Canadian Income Trusts, listed on the TSE.
 - d) Units of Exchange Traded Funds, (ETFs).

- e) Shared of Companies listed on the NYSE.
- 3. Objectives and priorities; return on investment (including both income and capital gains), liquidity and security.

C. Administration of These Guidelines

1. Amount in each of the three Tiers:

Specifying the amount of each tier shall be done at least annually by the Finance Resource Team.

2. Investment Advisor:

An Investment Advisor will be announced soon from BMO. This appointment shall be reviewed at least every year by the Finance Resource Team.

3. Exceptions to these Guidelines:

- a) These guidelines are established for the normal investment operations where the criteria are income, security and liquidity. The CSRC Executive is not bound by these guidelines if they chose to make an investment for other purposes.
- b) These guidelines do not apply to funds held in Trust for others. Such funds will be invested in a manner appropriate to the terms of Trust and the expressed wishes of the beneficial owner of the funds.

4. Implementation of these Guidelines:

These investment guidelines shall come into force when they are approved by the Executive of the Canadian Shield Regional Council, which will be reviewed annually.

Right Relations Resource Team Polices

Protocol for the Relocation of Manitou First Nations Art Collection

Background:

At Manitou Conference's 1988 General Meeting, Dr. David Humphreys and Mollie Petryna gifted the Conference with what has come to be known as "The Manitou Collection."

The art works were distributed to interested congregations across Manitou.

At the 2007 General Meeting the Manitou Collection was designated as major "Personal Property" of Conference. As such, the art pieces are held in trust and cannot be sold or otherwise disposed of without prior consent.

Subsequently, the Canadian Shield Regional Council Executive approved the following protocol for relocation of the Collection and delegated authority for this to the Right Relations Resource Team:

Occasionally a painting from the Manitou First Nations Art Collection needs to be relocated due to church closure. The following criteria will be applied to determine a new location:

1. Congregations that do not currently have a painting from the Collection are eligible to express interest.
2. The painting will be hung in a prominent and secure location, preferably in the sanctuary.
3. The painting will serve as a catalyst for congregational engagement in Right Relations with Indigenous People. (This might include recognition of Traditional Territory in the life and work of the congregation, use of the Minute for Right Relations, engage in other educational and relationship building activities.)
4. Adhere to the existing policy that paintings are held in trust for the Region and cannot be sold.
5. The availability of a painting looking for a new home will be announced through the Region's communication network.
6. Having met the above criteria, the Right Relations Resource Team will determine the receiving congregation.

Property Resource Team Policies

Approval of Property Transactions

In accordance to the Manual (2019) Section C.2.6, the Canadian Shield Regional Council is responsible for:

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:

- i) making decisions on requests from communities of faith to buy, sell, mortgage, exchange, renovate, lease, or otherwise deal with community of faith property;
 - ii) making decisions on the meaning of the terms “other major assets” and “major renovations” for that regional council;
 - iii) communicating the meanings of those terms to each community of faith within the bounds served by the regional council; and
- b) making decisions on the property of communities of faith remaining after the communities of faith cease to exist; and
 - c) buying, selling, leasing, and renovating regional property, and distributing any proceeds within denominational guidelines.

Types of Transactions:

- a) sales;
- b) purchases;
- c) mortgages;
- d) any other borrowing secured by congregational property;
- e) leases;
- f) major renovations;
- g) demolition; and
- h) construction of a new building.

Understanding What it Means to Hold Property in Trust

According to the Trustees Handbook: Congregational Property is held by Trustees; they have the title. The term “Congregational Property” means any kind of property that a congregation might own. It includes:

- a) land;
- b) buildings;
- c) any other land rights;
- d) money;
- e) investments;
- f) furniture; and
- g) equipment. (Manual 2019 G.2.2.2)

The Trustees hold the property for the use and benefit of the congregation as part of The United Church of Canada. **The Trustees must follow the lawful directions of the Official Board or Church Board or Church Council. The Trustees cannot deal with certain property without first obtaining the consent of the Regional Council.** Where an organized congregation ceases to exist, the Regional Council determines how the property is to be used. This method

for holding property was legally instituted as part of the formation of The United Church of Canada and was established through Federal legislation and Provincial legislation.

Spiritually, holding property in trust reminds us that we are bound together by the Holy Spirit and connected with the “great cloud of witnesses” (Heb. 12:1) who came before us, and those who will follow us. We do not possess the resources of the church as individuals or congregations. Instead, we are stewards of these gifts that have been given and dedicated to the ministry we share as members of The United Church of Canada. Often this represents a legacy that has been passed forward through the generations and into our care. Trustees are literally entrusted with the care and good management of the congregation’s assets and property.

Consequently, decisions about the use of church property are made in consultation with the wider church, and in keeping with the Model Trust Deed, The United Church Manual and Regional Council policies to ensure that gifts given for the ministry of The United Church of Canada continue to be used for this purpose.

Definitions:

There are two groups of property. “Real property” includes the land, building, and anything attached to the land or building. “Personal Property” includes any object not attached. Some Personal Property is considered a Major Asset based on the property policy of each regional council.

Canadian Shield Regional Council - Property Policy and Procedures

The Regional Council understands itself in partnership with the local community of faith and with the wider United Church of Canada in the fulfillment of its responsibilities concerning the real and personal property of communities of faith. The regional Council will communicate its policy clearly and be available for consultation and discussion with communities of faith when they are making decisions in co-operation with the

Regional Council.

POLICY

Congregational Property

A Community of Faith must consult with the **Property Resource Team** before taking any action to acquire, sell, mortgage, exchange, lease or renovate congregational property.

According to the Manual (2019) G.2.1 congregational property includes:

- a) land
- b) buildings
- c) any other land rights
- d) money
- e) investments
- f) furniture
- g) equipment

Major Assets

Major assets include land, buildings, and any other land rights.

Other Major Assets

Other major assets are defined as any item or group of items (money, investments, furniture and equipment) with an accrued or evaluated value that is equal to, either 50% of the net revenue of the Community of Faith (as calculated for assessment purposes for the previous calendar year) OR \$75,000.00 whichever is greater.

Manitou Art Collection

The Manitou Art Collection is considered a major asset of the Canadian Shield Regional Council. It is a collection of almost 40 pieces of original Indigenous art donated to the United Church of Canada in 1988 by Dr. David Humphreys of Timmins. The collection is the work of Leland Bell/Bebaminojmat, originally from the Wikwemikong First Nation. Others artists include: Mel Madahbee, Doug Fox, Randy Trudeau, Stanley Panamick, James Jacko, Don Assineway, Blair Debassige and Tim Trudeau.

The pieces of art that make up this collection are currently being held in various communities of faith across the Canadian Shield Region. The art pieces cannot be sold or otherwise disposed of without the consent of the Canadian Shield Regional Council.

Should a piece of art of this collection become available, the relocation of that piece of art will be determined by the Right Relations Resource Team and recommended to the Support to the Communities of Faith Commission for approval.

Appendix A outlines the process of redistribution determined by the former Manitou Conference of the United Church and accepted by the Canadian Shield Regional Council.

Major Renovations

Canadian Shield Regional Council defines “major renovations” as 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 \$75,000.00 or more, with all costs in, including without limitation applicable taxes, design, permits, project management and commissions. (*Approved by the Transition Commission in June 2018.*)

A Community of Faith must consult with the **Property Resource Team** before taking any action to erect, enlarge, demolish, rebuild, or effect “major renovations” to any building held or to be held for any community of faith.

Property Resource Team recommends to the **Support to Communities of Faith Commission** which will make the final approval.

Renovations under \$75,000.00

A Community of Faith should consult with the **Property Resource Team** staff lead about all proposed renovations estimated or expected to cost less than \$75,000.00, with all costs in, including without limitation applicable taxes, design, permits, project management and commissions.

Amalgamation

When a community of faith is amalgamating with another congregation, the net proceeds of any property that is sold, and all assets will not be declared surplus and will become the property of the newly amalgamated community of faith. The newly amalgamated community of faith must consider both long term and short-term needs of their community of faith and The United Church of Canada when using these assets.

Disbanding

When a community of faith closes or disbands, the community of faith with Regional Council approval has the option to either turn it over to the region or sell the property and distribute the net proceeds.

When the community of faith closes or disbands, the property is transferred to the region. C.2.6 (b) and can be held by the Regional Council solely for strategic purposes.

Distribution of Funds

When a community of faith has decided to disband, the total funds, including proceeds from the sale of property and chattels will be disbursed in the following manner:

First:

- Reimbursement of holding/maintenance/disposal costs
- Covering unpaid past assessments and current year assessment
- Repaying any congregational indebtedness

Then the remaining funds will be distributed as follows:

1. 3% for regional archival purposes.
2. Up to 30% of the funds as proposed in a plan of disposition by the Community of Faith and approved by the Support for Communities of Faith Commission, for the mission of the Community of Faith or the wider United Church.
3. 10% to a fund related to the Calls to the Church to support Indigenous Ministries both locally and in the wider church.
4. 10% to Mission and Service of The United Church of Canada.
5. Remainder of the funds designated for Regional council use.

PROCEDURES

Manses

a) Manses can be sold and the dollars invested with the interest used for ongoing housing allowance.

- *This decision must be approved by the congregation.*
- *A copy of the minutes from the congregational meeting approving the sale must be forwarded to the Canadian Shield Regional Council Property Resource Team.*
- *The Property Resource team will forward the information to the Support to Communities of Faith Commission for approval.*

b) The church can bring a request to the Property Resource Team if they want to dip into the principal. The Properties Resource Team will handle these requests on a case by case basis.

- *The request to use the principal of the manse funds must be approved by the congregation.*
- *A copy of the minutes from the congregational meeting must be forwarded to the Canadian Shield Regional Council Property Resource Team. The PRT will then forward the information to the Support to Communities of Faith Commission for approval.*

Major Renovations – Basic Steps

1. The governing body consults in a timely fashion with the Canadian Shield Regional Council - **Property Resource Team** about the renovation.
2. After receiving advice from the **Property Resource Team**, the governing body then calls a meeting of the congregation to approve the plan(s) for renovation, and to instruct the Board of Trustees to carry out the wishes of the congregation.
3. The Board of Trustees then shall be called to meet, (8 days notice, hand-delivered or mailed to each Trustee specifying the time, place, and purpose of the meeting). At this meeting a resolution shall be passed setting out the decision to carry out the renovations. This resolution must include the following points of information:
 - the legal description of the subject property
 - the plans for renovation and the costs of same
 - a current statement of financial viability
 - the terms of payment and arrangements for financing
 - the request for **Support to Communities of Faith Commission** approval of the planned renovation and of financing.
4. A copy of the resolution(s) signed by the Chairperson and Secretary of the Board of Trustees must be sent to the **Property Resource Team** immediately for review.
5. **Property Resource Team** will review the proposal and make recommendations to **Support to Communities of Faith Commission** who will give final consent.
6. After receiving the consent of the **Support to Communities of Faith Commission**, the Trustees (or designated committee) may then proceed with the renovation to the church property.

Sale of Congregational Property

(Based on the Manual 2019 Section G.2. and Board of Trustees Handbook)

1. The governing body decides to sell a piece of property.
2. A congregational meeting is called to approve the proposal.
3. The congregation directs the trustees to proceed with the sale.
4. The trustees consults with the Canadian Shield Regional Council - **Property Resource Team** on the requirements to proceed with the sale and how the congregation will use any proceeds from the sale, after costs for the transaction have been covered.
5. The Board of Trustees holds a special meeting (8 days notice, hand-delivered or mailed to each Trustee specifying the time, place, and purpose of the meeting) and pass a motion requesting regional council consent to sell the property and a proposal for the use of the funds.

The motion includes:

- i. the legal description of the real property (land)
- ii. the price or costs;
- iii. the terms;
- iv. the proposed use or distribution of proceeds;
- v. the request for consent from the Canadian Shield Regional Council - **Support to Communities of Faith Commission**

If the Trustees wish to use another method for the disposition of property, these details must also be provided.

The community of faith must consider both long term and short term needs of their community of faith and of the United Church of Canada.

6. The motion should be entered in full in the minutes of the Board of Trustees.
7. The sale of property resolution is forwarded to the **Property Resource Team** for review and recommendation to the **Support to Communities of Faith Commission** of Canadian Shield Regional Council who gives approval to proceed with the listing for the sale.

NOTE: To ensure the **Property Resource Team** will be able to respond to a request to accept an offer within the legal time frame. Please include in the listing terms:

- “This sale is conditional on the approval of **Support to Communities of Faith Commission**” and
 - A provision for a minimum of 7 business days to respond to an offer as a detail in the listing.
8. When an offer is received, the Trustees seek approval to accept the offer first from the governing body and then the **Support to Communities of Faith Commission**. All details and documentation of the transaction are to be forwarded to the **Support to Communities of Faith Commission** of the Regional Council, along with a request certificate using the same property resolution template found in Appendix A of the Trustees Handbook. Consent from the **Support to Communities of Faith Commission** is legally required prior to the offer being accepted. This request should also include details about the proposed use of the net proceeds. Please note if there are any differences from the proposal at the time the property was listed for sale.
 9. The Canadian Shield Regional Council – **Support to Communities of Faith Commission** makes a decision whether to approve
 - i. The transaction, and
 - ii. The use of any proceeds received by the congregation or pastoral charge in the transaction.
 10. Once the offer has been reviewed and approved by the **Support to Communities of Faith Commission**, the Trustees will receive a copy of the motion and a signed certificate verifying that the sale has been approved. If the sale is not completed for any reason, please notify the **Property Resource Team**. Any subsequent offers will need to follow the same process.
 11. Upon completion of the sale the trustee will forward the details of the sale to the **Support to Communities of Faith Commission** and **Property Resource Team** with copies to the Regional Council office.

Guidelines for Setting a Price:

The Board of Trustees holds the property in trust for the use of the congregation. As such they are bound to seek Fair Market Value for an asset as part of this obligation. That is why it is important to get 2 or more current market value appraisals to accompany the listing request. That said, if the congregation wants to make an argument for a slightly reduced price to support another charity, a proposal can be made to the **Support to Communities of Faith**

Commission. The purpose of the regional council's participation is to ensure that The United Church of Canada resources are managed to the benefit of The United Church of Canada and its ministries.

Other Property Transactions:

In addition to selling congregational property, a community of faith may also engage in other types of transactions such as:

- purchases;
- mortgages;
- any other borrowing that is secured by congregational property
- leases;
- major renovations; (see definition under Regional Property Policy)
- demolition; and
- Construction of a new building.

These types of transactions also require consultation with the Canadian Shield Regional Council - **Support to Communities of Faith Commission** and **Property Resource Team**.

The community of faith may have established additional steps which need to be followed.

Basic Steps:

1. The governing body decides to enter into a congregational property transaction.
2. The governing body consults with the Canadian Shield Regional Council - **Property Resource Team** regarding their plans. The governing body must ensure that the transaction costs and any trustee debt are paid out of the proceeds.
3. The governing body directs the trustees to seek consent from the Canadian Shield Regional Council - **Support to Communities of Faith Commission** and then proceed with the transaction.
4. A (special) meeting of the Board of Trustees shall be called, giving each Trustee at least 8 days notice in writing, specifying the time, place, and purpose of the meeting and pass a resolution setting out the decision to acquire, mortgage, lease, exchange, construct, enlarge, effect major renovations, demolish, or rebuild.

The template for the motion is found in Appendix A; Property Resolution Trustees.

The motion includes:

- i. the legal description of the real property (land), or an adequate description of the major asset;
 - ii. the price or costs;
 - iii. the terms;
 - iv. the proposed use or distribution of proceeds; or
 - v. the proposed source of funds; and
 - vi. the request for consent from the Canadian Shield Regional Council - **Support to Communities of Faith Commission**
 - vii. A current statement of financial viability.
5. The resolution should be entered in full in the minutes of the Board of Trustees.

6. The property resolution is forwarded to the Canadian Shield Regional Council - **Property Resource Team**.
7. If the request is to construct a new church building or replace an existing church building, other United Church communities of faith may be affected. The regional council must consult with them and consider their opinions before making a decision on the transaction.
8. The **Property Resource Team** recommends to the **Support to Communities of Faith Commission** who makes a decision whether to approve
 - i. The transaction, and
 - ii. The use of any proceeds received by the congregation or pastoral charge in the transaction.
9. Once the offer has been reviewed and approved by the Canadian Shield Regional Council - **Support to Communities of Faith Commission**, the Trustees will receive a copy of the motion.

References and Resources:

The United Church Manual 2019

Trustees Handbook (2016)

Property Resolution - Trustees

Horseshoe Falls Regional Council Property Policy

A Hand Book On Church Property Matters – Conference of Manitoba and Northwestern Ontario

Appendix A - Criteria and Protocol for the Relocation of Manitou First Nations Art Collection (Modified Sept. 28, 2017)

Background: Occasionally a painting from the Manitou First Nations Art Collection needs to be relocated. The following criteria will determine a new location.

CRITERIA:

1. A congregation wanting the painting **does not** already have one from the collection.
2. The painting will serve as a catalyst for congregational engagement in Right Relations with Indigenous People. i.e. recognition of Traditional Territory in the life and work of the congregation, use of the Minute for Right Relations, engage in other educational and relationship building activities.
3. The painting will be hung in a prominent and secure location. I.e. the sanctuary.
4. Adhere to existing Manitou Conference policies regarding the Manitou Art Collection i.e. the paintings cannot be sold.

PROTOCOL:

1. The availability of a painting looking for a new home will be announced through the Canadian Shield Regional networks.
2. Having met the above criteria, a congregation will be randomly selected i.e. if there is more than one congregation meeting the criteria, pull the name of the congregation from a hat.

Affirming Ministry Resource Team Polices

CSRC Affirming Ministry Action Plan 2020-2022

Having approved the “Affirming Ministry Statement” at the November 7/20 Regional Council Meeting of the CSRC, we now commit to the following:

1. Facilitate further development of the regional council website to ensure:
 - photos from each of our Affirming communities of faith
 - links to relevant UCC and Affirm United resources
 - promotion of annual events such as the Transgender Day of Remembrance; P.I.E. Day, local Pride Events, and the Affirm United Annual Meeting
2. Develop a resource to encourage our communities of faith to enter the Affirming process.
3. Encourage the creation of a network of the already-Affirming communities of faith for mutual support and sharing of resources.
4. Launch the “5 X ‘25” program to support the establishment of at least 5 new Affirming Ministries or Ministries in the process within the CSRC by 2025.
5. Commit to ensuring an Affirming Ministry learning event at every annual meeting of the Regional Council. We also commit to a refresher time with each of the committees/teams within the Regional Council at the beginning of each year to remind them of how “being Affirming affects the work that they are doing in that group or team”.
6. Ensure annual representation at the Affirm AGM
7. Work with the Regional Council Executive to establish an “Equity Monitor” program and train persons throughout the region to serve in this role at all meetings of our governing entities.
 - The Affirming Ministries Team will be responsible for implementing the Action Plan and will be accountable to the Canadian Shield Regional Council.

Mission Support Grant Resource Team Polices

Mission Support Grant Award Criteria, Canadian Shield Regional Council *(Approved September, 2019 by the Canadian Shield Regional Council Support to Communities of Faith Commission)*

The purpose of the Canadian Shield Regional Council Mission Support Grant is to provide financial support to pastoral charges, outreach and community ministries, and other identified projects that need financial assistance. **This is mission support, not life support.**

1. Primary consideration will be given to applicants demonstrating commitment to the Canadian Shield Regional Council mission: *“Engaging with the Spirit to inspire, connect and empower communities of faith.”*
2. Mission Support Grants are limited in their scope and availability, they are intended as temporary, bridge or seed grants. Such grants will normally have a declining value, over a maximum five-year duration. By year six, the value of support will normally have declined to zero.
3. Outreach and community ministry projects must demonstrate financial support from United Church and other partners.
4. Mission Support Grants are intended to support mission and ministry, not physical plant or capital funding projects. Communities of faith seeking Mission Support Grants must support paid accountable ministry.
5. Applicants are encouraged to use standardized Canadian Shield financial reporting forms when appropriate.
6. Applicants must submit a clear and concrete revenue generation or stewardship strategic plan, and are encouraged to complete the ‘Stewardship Checklist’ when appropriate.
7. Applicants must make a representative available to reviewing bodies to speak to or present the application as needed.
8. Applicant community of faith members who are also members of the Regional Council reviewing bodies (Grants Team or Support to Communities of Faith Commission) must declare conflict of interest and recuse themselves from grant application review and award decision processes.
9. Successful grant recipients must provide a signed receipt of funds received acknowledging that the money will be used for the purposes stated in the application. If grants cannot be used for the purposes stated, they are to be returned to Canadian Shield Regional Council as soon as possible.

Youth and Young Adult Resource Team Polices

Canadian Shield Regional Youth Adult Participant Code of Conduct

Young people are the most important gifts God entrusts to us. As an adult participant in the Canadian Shield Youth ----- Event, I promise to strictly follow these policies and the following standards as a condition of my providing services to Canadian Shield Regional Youth.

I will conduct myself in a manner that exhibits the highest Christian ethical standards and avoids even the appearance of impropriety, and therefore I will:

- 1) Report suspected abuse of any minor to the appropriate authorities.
- 2) Cooperate fully in any investigation of abuse of minors.
- 3) Develop and maintain the level of skill required to be competent.
- 4) Be knowledgeable of and adhere to all applicable aspects of the Code of Ethics for Youth Ministry in the United Church of Canada (http://www.united-church.ca/files/handbooks/youth_ethics.pdf)
- 5) Be knowledgeable of and adhere to all aspects of the United Church of Canada's Sexual Abuse Prevention and Response Policy (http://www.united-church.ca/sites/default/files/resources/handbook_sexual-misconduct-prevention-response.pdf)
- 6) Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- 7) Honour the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person without regard to economic status, age, gender, race, ethnicity, religion, sexual orientation, or physical or mental abilities.
- 8) Use positive reinforcement and communication rather than criticism, unhealthy competition, or comparison.
- 9) Become thoroughly familiar with the objectives and guidelines of the program in which I am participating and strive to achieve these objectives and communicate them appropriately.
- 10) Be aware of and adhere to emergency plans and evacuation routes appropriate to the program in which I am participating.
- 11) Be responsible and/or accountable for stewardship of all resources entrusted to my care.
- 12) Uphold the authority of those responsible for the program or activity in which I am participating and assist them in every way to encourage learning and to conduct fair and impartial events.
- 13) Avoid situations where I am alone with minors, always following the two adult rule.
- 14) Avoid any form of excessive familiarity, inappropriate language, or any situation and conduct that exploits or could give the appearance of exploiting another.
- 15) Follow practices that consistently exhibit no tolerance for any form of abusive behaviour.
- 16) Follow practices that demonstrate appropriate relationships between all MYF adult participants and minors that are important for a child's development and a positive part of ministry.

I will not:

- 1) Use physical affection to initiate inappropriate contact with minors.
- 2) Touch a minor in a sexual or other inappropriate manner.
- 3) Smoke or use tobacco or cannabis products in the presence of minors.
- 4) Purchase tobacco or cannabis products for or distribute such products to minors.

- 5) Use, possess, or be under the influence of alcohol while supervising minors or while participating in an Canadian Shield Regional Council sponsored youth event.
- 6) Purchase alcohol for or distribute alcohol to anyone under the age of 19 years.
- 7) Use, purchase, possess, distribute, or be under the influence of illegal drugs at any time.
- 8) Purchase, download, possess, or distribute pornography.
- 9) Pose any known health risk to minors (i.e., no fevers or other contagious situations).
- 10) Humiliate, ridicule, threaten, demean, nor degrade minors or others nor tolerate such behaviour in the environment for which I am responsible.
- 11) Use physical discipline in any way for behaviour management of minors. No form of physical discipline is acceptable. This includes but is not limited to spanking, slapping, pinching, shaking, hitting or any other physical force as retaliation or correction for inappropriate behaviour of a minor.
- 12) Use profanity in any form in the presence of minors.

I have read the Code of Ethics for Youth Ministry in the United Church of Canada (http://www.unitedchurch.ca/files/handbooks/youth_ethics.pdf), and the United Church of Canada's Sexual Abuse Prevention and Response Policy (http://www.united-church.ca/sites/default/files/resources/handbook_sexual-misconduct-prevention-response.pdf) understand their meaning, and agree to conduct myself in accordance with these terms.

I hereby represent that I am not currently being investigated for, nor have I ever been convicted of an offense that would preclude working or contact with minors; I have never been terminated from employment or a volunteer position for reasons related to allegations of physical or sexual abuse by me; nor have I sought or received any medical, physical, or psychological treatment for reasons involving physical or sexual abuse by me; I have submitted to a process of volunteer screening and police records check within the duty of care policies of my congregation or pastoral charge.

I understand that should my response to any of the statements above change, I am obligated to inform my congregation and Canadian Shield Regional Council immediately. Moreover, I understand that should I admit to, plead no contest to, or be found guilty of an incident of sexual misconduct or other disqualifying offense, or if it appears that an alleged claim is substantiated; my services with Canadian Shield Youth Forum events shall be immediately terminated. Further, I understand that my failure to agree to and abide by the Adult Code of Conduct will bar me from participation in any Canadian Shield Youth event.

I _____ as an adult participant in the Canadian Shield Regional Youth ----- event have read the above code of conduct and agree to abide by it.

Signature

Date

Canadian Shield Regional Youth Participant Code of Conduct

Youth participants will:

- Project an image of Christian consideration, sensitivity, and respect to everyone and to the property around them through language, dress, and behaviour
- Refrain from inappropriate touching, verbal harassment and profanity
- Respect other persons and/or property
- Refrain from actions that could result in injury and/or damage to property
- Adhere to stated curfew
- Attend all scheduled activities, arriving promptly, and staying for the entire event
- Be aware of noise levels in lobbies, hallways, and sleeping areas, especially later in the evenings
- Maintain the spirit of the event
- Follow the direction of adult leadership
- Remain in groups of at least three persons (including one adult leader) during off site free time (at Winterlude venues)
- Report problems of any kind to a trusted adult

Youth participants will not:

- Possess weapons of any kind
- Purchase, possess, consume, or distribute alcohol, tobacco or cannabis
- Purchase, possess, consume, or distribute illegal drugs
- Engage in any form of sexual activity or peer sexual harassment
- Visit or gather privately in isolated rooms or areas.

Youth participants will be aware of what are and *are not* appropriate behaviours in terms of relationships between adults and youth, and with their peers:

The following behaviours are generally considered appropriate at a Canadian Shield Youth Forum event:

- Side hugs
- Shoulder to shoulder hugs
- Handshakes
- “High-fives” and hand slapping
- Verbal praise for a job well-done (not regarding physical attributes)
- Touching hands, faces (usually in context of a blessing), shoulders, and arms of minors
- Arms around shoulders
- Holding hands while walking with younger minors
- Sitting beside younger minors
- Kneeling or bending down for hugs with younger minors
- Holding hands during prayer
- Pats on the head when culturally appropriate

The following behaviours are generally considered inappropriate at a Canadian Shield Youth Forum event:

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Holding children on the lap who are capable of sitting on their own
- Touching bottoms, chests, or genital areas
- Showing affection in isolated areas of a facility such as bedrooms, restrooms, bathrooms, closets, staff only areas, or other private rooms
- Being in or on a bed with an adult
- Touching knees or legs of minors
- Wrestling with minors
- Tickling minors
- Piggyback rides
- Any type of massage given by minor to adult or another minor
- Any type of massage given by adult to minor
- Any form of unwanted affection or peer sexual harassment
- Compliments or put downs that relate to physique or body development
- Going to an isolated area away from the group, or being taken to an isolated area by an adult or peer

If a problem of any kind occurs during a Canadian Shield Youth Forum event, young people will immediately go to a trusted adult to discuss the matter. Youth and parents understand that failure to agree to and abide by the Youth Code of Conduct will bar youth from participation in any Canadian Shield Youth Forum event.

Youth Participant Sanctions for Non-Compliance:

Canadian Shield Regional Youth never has direct responsibility for chaperoning the conduct of youth participants in its programming and events. Canadian Shield Regional Youth relies on group leaders from participants' home congregations or other chaperones to ensure that every young person attending an event is aware of the Youth Code of Conduct and the sanctions for noncompliance. Group leaders, chaperones, and/or parents bear the responsibility for sharing this information with youth participants. Their failure to do so does not excuse any inappropriate behaviour on the part of youth participants nor does it affect Canadian Shield Region's ability to levy sanctions. Youth participants are held to the Youth Code of Conduct regardless.

If a young person violates the Youth Code of Conduct, any or all of the following sanctions may be implemented:

- Reporting of misconduct to local authorities, if the violation in any way violates local ordinances or laws.
- The parents will be notified of the incident and the actions taken by the congregational group leader or chaperone in charge.
- Dismissal of the youth from the Canadian Shield Regional Youth event or program by requesting that the group leader remove the youth from the event (whereby it is the responsibility of the parent to ensure timely, accompanied, and safe transportation home).

Canadian Shield Region Youth Event
Participant Code of Conduct Agreement

I _____ as a participant of -----, Canadian Shield Region Youth Event, have read the Participant Code of Conduct and agree to abide by it. I also accept the consequences for my actions, if I choose not to follow the code.

I/we _____ have read the Canadian Shield Region Youth Participant Code of Conduct and support my youth's participation in the ----- event.

Parent/Legal Guardian Signature

Date

SJNOR (Social Justice Network of Ontario Regions) Covenant

COVENANT of the SOCIAL JUSTICE NETWORK of ONTARIO REGIONS of The United Church of Canada

(Formerly the Coordinating Committee of Ontario Conferences – CCOC & the Social Justice Network of Ontario Conferences - SJNOC)

COVENANT MEMBERS

Those represented within the Covenant:

Regional Councils of The United Church of Canada located within Ontario

Corresponding members:

staff from the Church in Mission Unit of the General Council Office

PURPOSE

Regions of The United Church of Canada, whose boundaries lie within the Province of Ontario, hereby covenant together to form the Social Justice Network of Ontario Regions (SJNOR):

- to collaborate and provide a collective presence of The United Church of Canada concerning socio-economic issues and concerns which impact Ontarians.

MUTUAL ACCOUNTABILITY

Member courts will fulfill this covenant by:

- Appointing 2 representatives and 1 regional staff person
- Making a financial contribution based upon an annual assessment

APPENDIX A

SOCIAL JUSTICE NETWORK OF ONTARIO REGIONS NETWORK OPERATIONS

A. THE SJNOR WILL:

Examine the social justice issues that exist in the Province of Ontario with reference to their implications for the United Church of Canada, its people and the wider community;

Prayerfully discern what actions to take towards deeper understanding, redress of injustices and just alternatives;

Seek to work with government or non-governmental organizations to develop action plans and make recommendations for just, healthy, environmentally nurturing solutions.

B. OPERATING PROCEDURES:

Convenorship for the SJNOR will be vested in co-chairs who will serve two-year terms. Co-chairs should have their respective terms staggered to ensure continuity. Any co chair can serve for a maximum of two consecutive terms.

The SJNOR will meet a minimum of twice yearly. Meetings may be conducted by means of video conference.

Agendas will usually include time for sharing of member court social justice activity and reports from coalitions and task group representatives related to the SJNOR.

Policy decisions rest within the member courts of the church. Representatives to the SJNOR will be communication links with those courts.

Strategizing and decision-making within the SJNOR (i.e. formulation and implementation of church policies and SJNOR's actions) will be by consensus with an understanding that consensus will not necessarily mean complete agreement but insufficient disagreement to block the decision.

Tasks (such as recording, duplication, distribution, agenda preparation, meeting arrangements, research, analyses, resource development and collection, supervision support) will be undertaken by SJNOR members on a shared basis.

Decision-making between meetings will be undertaken by consulting all member courts' representatives for feedback. Any action will take into account this consultation.

Any member court is free to act unilaterally but should take into account the potential effects upon other member courts. Unilateral action will not imply action on behalf of others.

An orientation to the SJNOR's history, covenant, operating procedures and current activities will be provided for new representatives.

Collection, disbursement, recording and reporting services for operating funds will be provided by the General Council's Mission Through Finance Unit.

C. COLLECTIVE ACTION:

The SJNOR will take joint social justice action: This could be accomplished in any of the following ways:

- a) the member courts may endorse and support one regional council in taking a particular initiative;
- b) the member courts may agree on more than one regional council on a joint study or action of vital interest; or
- c) the members may agree to work and speak together, through the SJNOR.

The SJNOR may consider the initiative of one-member court but decide not to endorse or support the effort leaving that member court free to take its own action.

The SJNOR will provide leadership representatives on behalf of The United Church of Canada in Ontario for occasions related to SJNOR's social justice agenda.

The SJNOR will designate representation to ecumenical social justice coalitions and task groups functioning within the province of Ontario, such as the Inter- Faith Social Assistance Reform Coalition (ISARC) or KAIROS. Arrangements for support such as orientation, expenses, supervision, accountability and communication mechanisms with the SJNOR, etc. will be undertaken.

D. COMMUNICATION

The SJNOR will facilitate the sharing of The United Church of Canada's social justice policy.

The SJNOR will provide an annual report to each member court. These reports are to contain actions taken, future agenda items and financial operations.

E. MEMBER COURT CONTRIBUTIONS

Each member court will appoint two representatives to the SJNOR. Each member court will clarify the terms of that appointment. In addition, it is hoped that there would be a staff person from the member court.

Each member court will make an annual financial contribution to the SJNOC.

Through their representative(s), member courts will share information, analyses and strategies related to their social justice issues, concerns and activities.

Member courts will assume primary responsibility for SJNOR tasks within their resource capacity on a rotating basis.

APPENDIX B

THE SOCIAL JUSTICE NETWORK OF ONTARIO REGIONS

DUTIES AND RESPONSIBILITIES OF MEMBER COURT REPRESENTATIVES

Representatives will contribute their unique gifts to the work of the SJNOR as a proactive participant.

Representatives will act as an essential communication link between their member court and the other member courts by means of:

- a) attendance at SJNOR meetings
- b) regular reports at SJNOR meetings
- c) reports to the SJNOR between meetings of relevant concerns and actions
- d) regular SJNOR reports to their member court including an SJNOR annual report.

Representatives will relay their member court's social justice concerns to the SJNOR's agenda.

Outgoing representatives will brief their successors of the SJNOR's covenant, communication needs with the member court, and the member court's responsibilities.