

# Canadian Shield Regional Council

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



## Governance Structure

*Last Updated: November 9, 2021*

# Governance and Mission

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

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

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

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

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

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

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

common areas of interest, outreach, longing for learning, justice seeking, and shared experience and challenges.

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

***NOTE: References to “The Manual” refer to the most recent version of The Manual of The United Church of Canada***

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# CANADIAN SHIELD REGIONAL COUNCIL GOVERNANCE STRUCTURE

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

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

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



# 1. REGIONAL COUNCIL

## Vision Statement:

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

## Purpose, Authority / Compliance:

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

### *The Manual C.2.14 Limitations*

All responsibilities of the Regional Council are subject to:

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

## Membership:

The Regional Council consists of members of the order of ministry, other ministry personnel, lay members of the United Church, and leaders of associate member ministries (*The Manual C.1.1 to C.1.5*). (see the

## Responsibilities:

The Manual outlines the responsibilities of the Regional Council (*The Manual C.2.1. to C.2.14*).

## Regional Council Meeting:

The Regional Council met in person in 2019 and electronically via Zoom in 2020. In early 2022, the Executive will make a recommendation to the Regional Council regarding future meetings (The Manual C 4.1).

## Corresponding Members:

The Regional Council names as corresponding members:

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



## Quorum:

The Manual Section C.4.3 b and c:

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

Corresponding members are not counted for this purpose.

## 2. RELATIONSHIP WITH SHINING WATERS REGIONAL COUNCIL

### Purpose of the Policy:

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

### Memorandum of Understanding:

The Memorandum of Understanding (*see the CSRC Policies and Procedures Manual*)

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

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

## 3. REGIONAL COUNCIL EXECUTIVE

### Purpose of the Policy:

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

### Mandate / Authority:

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

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

### Membership:

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

- A total membership to a normal maximum of 12, who are members of the Regional Council, included in that membership will be:
  - A Chair;

- Chair Elect;
- Past Chair;
- The Executive Minister;
- An Appointee from the Pastoral Relations Commission;
- An Appointee from the Support to Communities of Faith Commission;
- An Indigenous Corresponding member;
- Elected Members who are members of the Regional Council to complete the normal complement of 12 members.

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

## Terms of office:

### Chair

Beginning in May, 2019, the Chair was elected at the May 2019 annual meeting for a 2-year term followed by two years as Past Chair.

## 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.

### Chair Elect

At the May 2019 annual meeting, the Chair Elect was elected to serve for two years as Chair Elect, followed by two years as Chair and 2 years as Past Chair.

## 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

- The Chair Elect or the Past Chair will chair the Nominations Committee;
- Accountable to the Regional Council

### Past Chair

At the May 2019 annual meeting, a member of the Transition Commission will be elected to the position for 2 years.

### Responsibilities:

The Chair Elect or the Past Chair will chair the Nominations Committee;

- The Past Chair shall serve one 2-year term and shall perform such duties as may from time to time be determined by the Executive.

### Note:

*Should the Chair position be vacated before the position end date, the Past Chair (or Chair Elect if there isn't a Past Chair) will step in to serve as Chair until elections at the next General Meeting of the Regional Council.*

*Should the Chair Elect position be vacated before the transition to Chair the Regional Council Executive will appoint someone (through the Nominations Committee) to serve as Chair until the next General Meeting of the Regional Council.*

*Should the Past Chair position be vacated before the end of the term Executive is authorized to name a member of the Executive to fulfill the duties of the Past Chair.*

*In the event of the death, resignation or removal of a Chair Elect or Past Chair of the Regional Council, or in the event that the Chair Elect or Past Chair assumes the office of Chair, the Executive is authorized to name a member of the Executive to fulfil the duties of the Chair Elect or Past Chair.*

### Members:

The term will be 3-year terms, renewable once.

Appointee of the Pastoral Relations Commission.

Appointee of the Support to Communities of faith Commission.

An Indigenous Corresponding Member.

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

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

### Meetings:

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

### Quorum:

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

## Responsibilities:

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

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

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

The Executive has responsibility for appointing an Agenda and Business Committee for the Regional Council Meeting. Membership will include Chair of the Regional Council up to a total of 7 members. The Chair may delegate their representative.

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

Duties of the Agenda and Business Committee:

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

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

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

*(See the CSRC Policies and Procedures Manual for the full job descriptions of each member of Executive)*

## **3.1 Finance Resource Team:**

### Purpose:

Task group of 3-5 to support the Executive Minister in preparation and review of the Annual Budget.

### Membership:

3-5 members to be elected by the Regional Council. The Team Lead shall be named from within the Resource Team.

### Responsibilities:

- a. To work with the Executive Minister in the preparation of the annual budget;
- b. To develop a narrative budget as a communication tool with communities of faith;

- c. To be available as resource people to communities of faith requesting support regarding financial practices.

#### Accountability:

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

#### Staff Support:

Executive Minister and Regional Finance Administrator

### 3.2 Executive Policy related to Property and distribution of Property Proceeds

#### Purpose of the Policy:

This policy outlines the Executive role in property matters.

#### Authority:

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

#### Executive Property Policy Responsibilities:

- a) To create a policy regarding the meaning of the terms “other major assets” and “major renovations” for the Regional Council; The terms “other major assets” and “major renovations” are explained in The Manual G.2.1.2 and G.2.1.3.; Canadian Shield Policy as approved by the Transitional Commission (December 19, 2018 Meeting)
  - A congregation may proceed with renovations limited to \$75,000 per project, all inclusive, with the approval of the Minister for Congregational Support.
  - Any projects over \$75,000 require approval from the Support to Communities of Faith Commission or its designate.
- b) To create a policy regarding distribution of funds when property is sold by communities of faith that supports the mission of the congregation or the wider church;
- c) To create a policy setting forth the practice of dealing with property of communities of faith that cease to exist;
- d) To create policy setting forth in what circumstance the Regional Council itself might hold or dispose of property.

*(See the CSRC Policies and Procedures Manual for the full Property Resource Team policy)*

## 4. EXECUTIVE MINISTER

#### Purpose of the Policy:

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

## Responsibilities:

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

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

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

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

This includes:

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

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

## Accountability of the Executive Minister:

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

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

The Executive Minister will provide regular reports to the Executive and to the Regional Council. The Executive will monitor the Executive Minister's performance through oversight at Executive meetings, correspondence received from the EM to Executive (if required), a monthly accountability report (line item on agenda), and in collaboration with the General Secretary for EM, performance appraisal and consultation should Executive or members of the CSRC have concerns through communications with the Chair of Executive.

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

## 5. NOMINATIONS COMMITTEE

### Purpose of the Policy:

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

### Mandate:

The Nominations Committee recommends appointments for the Regional Council Executive, Commissions, Committees, Resource Teams, boards, task groups, or United Church

representatives, as requested by the Regional Council, its Executive, or the Executive Minister.

### Membership:

The Nominations Committee will consist of 6 members:

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

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

### Quorum:

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

### Staff Support:

Pastoral Relations Minister

*(See CSRC Policy and Procedures Manual, Nominations Policy section, for details on Nominations, including General Council Nominations)*

## 6. PASTORAL RELATIONS COMMISSION

### Purpose of the Policy:

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

### Authority:

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

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

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

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

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



## Membership:

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

## Staff Support:

The Pastoral Relations Minister will provide support to the Commission.

## Terms of Office:

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

## Meetings:

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

## Quorum:

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

## Responsibilities:

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

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

Living in a covenantal relationship with Ministry Personnel.

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

*(See CSRC Policy and Procedures Manual, Pastoral Relations Commission Policy section, for details on Best Practices Related to Covenanting Services)*

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

On behalf of the Regional Council, the Pastoral Relations Commission is responsible for:

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

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

The Pastoral Relations Commission will take the lead responsibility for ensuring that there are liturgical celebrations hosted by the Regional Council to recognize those



being authorized by the Regional Council or its Executive, as having completed all requirements of: candidacy, ordination, commissioning, recognition, licensing, and admission.

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

The Pastoral Relations Commission is responsible for co-operating with Communities of faith in:

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

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

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

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

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

*(See CSRC Policy and Procedures Manual, Pastoral Relations Commission Policy section, for details on Best Practices Related to Celebrating Retirements)*

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

The Regional Council is responsible for:

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

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

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

### *VI: Support around Congregational Designated Minister is through the Pastoral Relations Minister.*

*VII: Interim Minister*

(Support through Pastoral Relations Minister and appointment of representatives to the Transition Committee)

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

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

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

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

**Oversight of committees, appointees, and resource teams related to the mandate of the Pastoral Relations Commission**

- A) Liaison Officers: The Pastoral Relations Commission, in collaboration with the Pastoral Relations Minister, has oversight of those serving as Regional Council Liaison Officers.
- B) LLWL Resource and Support Team: The Pastoral Relations Commission has oversight of the work of the LLWL Resource and Support Team.

## **6.1 Practices Related to the Responsibilities of the Pastoral Relations Commission**

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

*(See CSRC Policy and Procedures Manual, Pastoral Relations Commission Policy section, for details on Commitment to Inclusivity and Diversity)*

### **6.1.1 Regional Council Liaison Officers Practice**

#### **Purpose of the Practice:**

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

#### **Authority and Responsibilities:**

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

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

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

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

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

### Appointment:

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

The Pastoral Relations Commission will appoint Liaison Officers, by authorizing the Pastoral Relations Minister to do so. The Pastoral Relations Minister, in collaboration with the team of Liaison Officers, will assign Liaison Officers to work with specific Communities of faith during the Pastoral Relations process.

The Pastoral Relations Minister will assign Liaison Officers to Communities of faith.

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

### Meeting:

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

#### *6.1.2 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.

*(See CSRC Policy and Procedures Manual, Pastoral Relations Commission Policy section, for details on Short-Term Appointments and Appointments Policy)*

#### *6.1.3 Licenced Lay Worship Leaders (LLWL) and the LLWL Regional Council Resource and Support Committee*

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.

### Membership:

Pastoral Relations Commission will appoint a committee of 6 individuals, including two LLWLs to provide support, oversight, training, and interviews for LLWLs in licences called the LLWL Regional Council Resource and Support Committee.

### Authority:

The LLWL Regional Council Resource and Support Committee 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. Maintain records to ensure that mandatory training and police records check are being met and updated as required.
3. Review the training opportunities for LLWLs and provide opportunities for training as needed, including continuing education.
4. Interview LLWLs and make recommendation regarding initial licensing.
5. Create and review annually a Remuneration Policy that is forwarded to the Pastoral Relations Commission for approval.
6. Encourage LLWLs to form a network for support and sharing resources.
7. To maintain communication with those administering the online LLWL training course on behalf of the Canadian Shield Regional Council.

### **Remuneration Policy for Worship Leadership:**

The United Church of Canada recommended rate for Ministry Personnel.

The LLWL minimum rate will include the minimum UCC mileage rate and this rate can be negotiated. This policy would not apply to Communities of faith providing local worship leadership by its members; local pulpit supply would be an internal Community of faith policy. The Remuneration Policy will be reviewed bi-annually.

*(See CSRC Policy and Procedures Manual, Pastoral Relations Commission Policy section, for details on LLWL Remuneration Policy and the LLWL Regional Council Resource and Support Committee)*

### **6.1.4 Pulpit Supply Policy and Best Practices**

*(See CSRC Policy and Procedures Manual, Pastoral Relations Commission Policy section, for details on Pulpit Supply Policy and Best Practices)*

### **6.1.5 Sacraments Elders:**

Complete training as set forth by the Pastoral Relations Commission and as offered in partnership with the Pastoral Relations Minister or Pastoral Charge Supervisor. Community of faith identifies Sacraments Elders and requests approval from the Pastoral Relations Commission.

## Authority:

The Pastoral Relations Commission approves Sacrament Elders Licenses.

*(See CSRC Policy and Procedures Manual, Pastoral Relations Commission Policy section, for details on Licensing for Presiding at the Sacraments)*

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

#### Remuneration Policy:

This remuneration policy will be reviewed bi-annually by the Pastoral Relations Commission.

*(See CSRC Policy and Procedures Manual, Pastoral Relations Commission Policy section, for details on Remuneration – Financial Implications Policy)*

### 6.1.7 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 2021**

#### **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.

***(See CSRC Policy and Procedures Manual, Pastoral Relations Commission Policy section, for more details on Formal Associations)***

## 7. SUPPORT TO COMMUNITIES OF FAITH COMMISSION

### Purpose of the Policy:

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

### Authority:

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

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

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

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

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

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

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

The work may be carried out in a variety of ways, including by staff and task groups. The Support to Communities of Faith Commission will provide support and encouragement to the development and life of clusters and networks.

### Membership:

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

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

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

### Staff Support:

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

## Terms of Office:

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

## Meetings:

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

## Quorum:

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

## Responsibilities:

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

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

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

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

## 7.1 Practices Related To The Responsibilities Of The Support To Communities Of Faith Commission

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

### 7.1.1 Covenanting with Communities of Faith

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

- a) Recognizing a new community of faith by entering into a covenantal relationship with it;
- b) Living in a covenantal relationship with each Community of faith, with mutual responsibilities for the life and mission of the Community of faith, and fulfilling its responsibilities under the covenant;



- c) Approving changes to the covenantal relationship with a community of faith from time to time, including structural changes, amalgamations, realignments, and disbanding of communities of faith.

*(See CSRC Policy and Procedures Manual, Property RT Policy section, for more details on Disbanding Communities of Faith)*

## 7.1.2 Covenant Relationship with Communities of Faith

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

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

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

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

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

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

The Support to Communities of Faith Commission is responsible for:

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

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

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

- Reviewing the self-assessments of communities of faith in light of the covenant between the Community of faith and the Regional Council (*The Manual G.1.2.2. and G.1.2.3.*).



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

*(See the CSRC Policies and Procedures Manual for the Support to Communities of Faith Commission Policies)*

## 8. RESOURCE TEAMS OF THE REGIONAL COUNCIL

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

### 8.1 Property Resource Team

#### Purpose of the Practice:

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

#### Mandate:

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

## Membership:

8-10 members to be elected by the Regional Council. The Team Lead shall be named from within the Resource Team.

## Responsibilities:

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

- a) Co-operating with the community of faith in buying, selling, leasing, and renovating community of faith property, and distributing any proceeds within denominational policies and guidelines, including:
  - Making recommendations to the Support to Communities of Faith Commission on requests from communities of faith to buy, sell, mortgage, exchange, renovate, lease, or otherwise deal with Community of faith property;
  - The Support to Communities of Faith Commission, in consultation with the Property RT, makes final decisions relating to the property of amalgamating congregations (*The Manual G.1.4.5.*);
- b) The Manual C.2.6 Property and the Manual G.2 Property;
- c) Communicating the policies of the Canadian Shield Regional Council regarding property to the communities of faith;
- d) Making decisions on the property of communities of faith remaining after the communities of faith cease to exist;
- e) Training volunteers to work with congregations in a) and b), described above; and,
- f) Appointing task groups as needed to walk with congregations in the areas outlined in a) and b) above.

*(See the CSRC Policies and Procedures Manual for the full Property Resource Team policy)*

## Accountability:

The Property Resource Team and its appointed task groups must report and make recommendations to Support to Communities of Faith Commission and/or Executive for decision. The Resource Team may not speak “on behalf of the Regional Council” without approval of the Support to Communities of Faith Commission.

## Staff support:

Minister for Congregational Support

*(See the CSRC Policies and Procedures Manual for the full Property Resource Team policy)*

## 8.2 Mission Support & Grants Resource Team

### Purpose of the Policy:

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

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

### Mandate:

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

### Responsibilities:

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

- Based on Canadian Shield Regional Council priorities;
- Oversight and granting of regional funds; Granting for clusters and networks;
- The development of an application process to grants from the Regional Council;
- Review of applications and recommendation to the Support to Communities of Faith Commission;
- Annual setting of priorities for grants and funding;
- Promotion and communication of availability of grants and funding; and,
- Review applications and recommend support/not support to other funding bodies within the United Church.

### Membership:

3 -5 members will be elected by the Regional Council. The Team Lead shall be named from within the Resource Team.

### Meetings:

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

### Accountability

The Mission Support and Grants Resource Team and its appointed task groups must report and make recommendations to Support to Communities of Faith Commission and/or Executive for decision. The Resource Team may not speak “on behalf of the Regional Council” without approval of the Executive.

### Criteria:

The Support to Communities of Faith Commission approves criteria for distribution of the funds on the recommendation of the Mission Grants Resource Team (*see 2020 Mission Support Grant Award Criteria in the CSRC Policy and Procedures Manual*).

### Quorum:

Quorum will be 50% + 1.

### Staff support:

Congregational Support Minister.

*(See the CSRC Policies and Procedures Manual for the full Mission Support Resource Team forms and policies)*

## 8.3 Right Relations Resource Team

### Purpose of the Policy:

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

### Responsibilities:

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

*(See the CSRC Policies and Procedures Manual for the Right Relations Resource Team’s Protocol for Relocation of Manitou First Nations Art Collection)*

### Accountability:

The RRRT is accountable to the Support to Communities of Faith Commission. The Resource Team may not speak “on behalf of the Regional Council” without approval of the Executive.

### Membership:

8-10 members to be elected by the Regional Council. The Team Lead shall be named from within the Resource Team.

### Staff Support:

Congregational Support Minister

*(See CSRC Policy and Procedures Manual, Right Relations RT Policy section, for more details on RRRT Policies)*

## 8.4 Affirming Ministry Resource Team

### Purpose:

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

### Membership:

8-10 members to be elected by the Regional Council, with intentional recruitment of representation from the LGBTQ2S+ community. The Team Lead shall be named from within the Resource Team.

### Accountability:

The Affirming Ministry Resource Team will report to the Support to Communities of Faith Commission.

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

### Responsibilities:

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

### Staff Support:

Pastoral Relations Minister

*(See CSRC Policy and Procedures Manual, Affirming Ministry RT Policy section, for more details on Affirming RT's Statement)*

## 8.5 Youth and Young Adult Ministry Resource Team:

### Mandate:

To plan for opportunities for youth and young adults within the bounds of the Regional Council to gather and to encourage participation in denominational opportunities while facilitating and supporting existing regional youth activities already active.

### Membership:

8-10 members elected by the Regional Council. The Team Lead shall be named from within the Resource Team.

### Accountability:

This Resource Team is accountable to the Support to Communities of Faith Commission.

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

## Responsibilities:

- a. To support youth and young adult networks;
- b. To plan for intentional ways of engaging youth and young adults in ministry and mission;
- c. To keep the region informed about YaYa activities through publicity;
- d. To support and publicize funding opportunities for youth and young adult ministry activities;
- e. To support camping programs as a ministry to youth, young adults and families;
- f. To provide opportunity for youth to connect and build community with one another and to encourage and facilitate building networks and connections with local and regional youth, as well as with other regions
- g. To encourage gatherings for local and regional youth and young adults within their own communities and in the wider Church community;
- h. To support existing regional ministries, activities, programs and events for youth and young adults;
- i. To support and enable leadership development;

## Staff Support:

- Youth and Congregational Support Minister