

## Reporting between Courts

### About This Resource

This resource contains policies and procedures that are mandatory and must be followed. These policies and procedures expand on the policy in *The Manual*.

### Policies and Procedures

#### Presbytery to Conference re Local Ministry Units

The secretary of the presbytery is responsible for sending the following information about the presbytery to the executive secretary or speaker of the Conference annually:

#### 1. Pastoral charges and all other local ministry units within the presbytery:

- (a) names of the local ministry units;
- (b) names and addresses of the secretaries of the governing body of the local ministry units;
- (c) names of local ministry units that owe six months or more in contributions to the pension fund; and
- (d) a report on the oversight of the local ministry units.

#### 2. Ministry personnel:

- (a) names and addresses of the ministry personnel and the local ministry units they are serving;
- (b) names of members of the order of ministry in other United Church appointments;
- (c) names of ministry personnel who have retired or who have given notice they will be retiring as of a particular date;
- (d) names of members of the order of ministry that the presbytery is recommending be retained on the rolls of the presbytery and Conference, with the relevant documents for each member; and
- (e) names of ministry personnel who have died during the year, with their obituaries.

#### 3. Lay Members

- (a) names of candidates for the order of ministry;
- (b) names and addresses of the lay members of the presbytery; and
- (c) names and addresses of the lay representatives to the Conference.



**Presbytery to Conference: Conference Settlement Committee Representatives**

The secretary of the presbytery is responsible for sending the names and addresses of the people elected by the presbytery to the Conference Settlement Committee to the executive secretary or speaker of the Conference promptly after the election.

**Conference to General Council**

The executive secretary or speaker of the Conference is responsible for sending a copy of the Conference record of proceedings to the General Secretary of the General Council.

They are also responsible for sending the following information to the General Secretary after the Settlement Committee has given its report to the Conference. The information must be organized by presbytery, with the presbyteries listed in alphabetical order:

- (a) names of the local ministry units in that presbytery (with the local ministry units listed in alphabetical order);
- (b) if applicable, a note indicating that the local ministry unit receives a mission support grant;
- (c) names, addresses, and ministry designations of the ministry personnel serving the local ministry units (with each name to be listed immediately after the applicable local ministry unit);
- (d) names of the secretaries of the governing body of the local ministry units;
- (e) names of all members of the order of ministry who are members of that presbytery but not serving a local ministry unit;
- (f) names of candidates for the order of ministry; and
- (g) names and addresses of the lay representatives to the Conference, to be organized by presbytery.