

Governance Handbook

Policies and Terms of Reference

Revised March 2019



The United Church of Canada
L'Église Unie du Canada

Governance Handbook: Policies and Terms of Reference (revised March 2019)



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L'Église Unie du Canada



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General Governance

1.01 Governance Policy Development

Purpose Statement

The United Church of Canada is a faith community and a corporation. These two realities interact in governance decisions, where the Executive of the General Council seeks to carry out the General Council's vision of the mission of the church while acting as responsible stewards of the gifts God has made available to us and respecting the secular authorities under which the church operates.

Governance policies enable the orderly conduct of the business of the General Council in support of God's mission.

Policy

Governed by This Policy

1. The General Secretary; members of the Executive; and all committees, sub-committees, and task groups.

Responsibilities

2. The Executive of the General Council is responsible for the development and approval of General Council governance policy.
3. The General Secretary, General Council is responsible for implementation of approved governance policies and is accountable to the General Council through its Executive.
4. No person, group, agreement, publication, appointment, or any other activity done under the oversight of the Executive of the General Council on behalf of The United Church of Canada will compromise the spirit and intent of established Executive governance policies.

Governance Policy Development

5. The purpose of the Executive governance policies is to identify and provide for consistent practices in the governance of the General Council so that, as far as possible, members of the Executive may focus their time and energy on articulating and translating into action the vision set by General Council.
6. Preparation of draft governance policies may be initiated by:
 - (1) the General Council
 - (2) the General Council Executive
 - (3) a committee of General Council Executive
 - (4) the General Secretary
7. Advice on draft governance policies will be sought from as broad a base as possible and practical, including committees of General Council and its Executive and the Executive

Ministers and Officers, to ensure that any contemplated governance policy is desirable, feasible and acceptable.

8. The General Secretary will prepare draft governance policies for consideration by the Executive.
9. A draft governance policy that has been prepared by the General Secretary may be recommended to the Executive by a committee or by the General Secretary.
10. The Executive will consider recommended governance policies and, when satisfied, will approve or recommend a policy for consideration by General Council.
11. The General Secretary will ensure that approved governance policies and all revisions approved from time to time will be inserted into a *Governance Handbook*. A master index will be included to facilitate access to policy provisions.
12. The General Secretary will ensure that each member of the Executive, every employee, and any consultant or contractor is aware of governance policies affecting their work.
13. Policies will be numbered and filed in the *Governance Handbook* according to the following system:
 - (1) Policy 1.0: policies related to general governance of the General Council
 - (2) Policy 2.0: policies related to the General Council committees
 - (3) Policy 3.0: policies related to the Executive committees
 - (4) Policy 6.0: policies related to the General Council's financial resource management
 - (5) Policy 7.0: policies related to *The Manual*
14. Governance policies will be published using the format used for this policy.
15. When General Council or its Executive makes a decision that has the effect of amending a governance policy, the General Secretary will incorporate the amendment into the relevant policy and insert the amended policy into the *Governance Handbook*.
16. The General Secretary will establish administrative procedures to guide staff in the implementation of governance policies.

The Manual, 2019, sections D.4.2.3, D.5.3

Established 2007-11-16-214 by the Executive of the General Council

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2010/12	2010-11-13-084	Deleted subsections 4 and 5 of section 13 re Task Groups and removed Task Groups from point 2	GCE – November 2010

1.02 Principles of Conduct

Purpose Statement

These Principles of Conduct provide members of the Executive of the General Council, and all committees, sub-committees and task groups with a general overview of their expectations as stewards of the church. These principles are intended to complement any specific policies approved by the Executive of the General Council. Any discrepancy between these general principles of conduct and specific policies will be decided in favour of the specific policy.

Policy

Governed by This Policy

1. Members of the Executive and all committees, sub-committees, and task groups involved in the governance of General Council.

Responsibilities

2. Good governance practices are an important part of articulating and translating into action the vision set by General Council.
3. Ethical performance of the governance function requires that members
 - (1) prepare for meetings by considering all information available to them
 - (2) attend and participate in meetings regularly
 - (3) act in good faith and in the best interests of the United Church, including inquiring into the affairs of the General Council
 - (4) honour policies regarding participating in discussions or decision-making that may benefit them or someone close to them
 - (5) keep confidential all information provided at an in-camera meeting, all information subject to the General Council's Privacy Standards, and any information that is otherwise confidential
 - (6) use the level of skill that may reasonably be expected of someone with their experience and expertise
4. General governance principles require that each member
 - (1) recognize that decision-making is a function of the group as a whole and not any one individual member of the group
 - (2) be prepared for meetings
 - (3) be punctual at every meeting the member is to attend
 - (4) be considerate of the diverse points of view given by other members
 - (5) use reasonable efforts to build consensus on issues
 - (6) respect the majority vote of the group

5. The United Church of Canada is committed to providing a safe workplace and meeting environment, and will not tolerate any behaviour by members or staff that constitute harassment or violence of any kind. Therefore members are
 - (1) expected to deal with all individuals in a manner that demonstrates the values of a caring, diverse, and respectful community
 - (2) responsible for raising concerns about harassment, violence, and discrimination to the chair, resource staff, or the General SecretaryAll complaints of harassment or violence will be taken seriously and will be responded to in accordance with the procedures outlined in Human Resources Policy 3.4 set out in the Schedule (below).
6. If a member is absent from two consecutive meetings, that member will communicate with the chair to determine whether that member will be able to fulfill these duties and expectations.
7. It is the responsibility of the chair to work with members to fulfill these duties by
 - (1) ensuring members are aware of these duties, the mandate of the group, and policies related to expectations of members
 - (2) informing members when duties or expectations are not being fulfilled
 - (3) assisting members to fulfill duties and expectations
8. If a member is unable to fulfill these duties, or if the member's continued participation in the group is not in the best interests of the group or the General Council,
 - (1) the member may resign from their position by submitting a written resignation to the chair, or
 - (2) the chair of the group may consult with the chair of the mandating group to review the member's appointment

Occasions for the Review of a Member's Appointment

9. If a member has received assistance from the chair pursuant to section 6 and is still unable to fulfill these duties, the member's appointment may be reviewed.
10. If a member has been charged with a criminal offence, named in a complaint in a church council proceeding, suspended, or had other council action ordered as a result of a ministry personnel review,
 - (1) the group chair and the chair of their mandating committee shall review whether the member's continued participation is in the best interests of the group and the General Council
 - (2) following final disposition of the matter by the civil or church council, the group chair and the chair of the mandating committee may revisit the matter

Procedures for the Review of a Member's Appointment

11. To review a member's appointment the chair will consult with the chair of the member's mandating group to decide whether to recommend to the appointing body that the member's term of appointment be ended and a new member be named.
12. In reviewing the member's appointment, the group chair and the chair of the mandating group will
 - (1) communicate with the member
 - (2) consider the member's particular situation and ability to meet the duties and expectations
 - (3) consider the best interests of the group and the General Council
13. Any appointing body that receives a recommendation to end a member's term will take into consideration: any response provided by the member; the efforts taken by the chair to assist the member in fulfilling their duties and expectations; and the best interest of the group and the General Council. When the appointing body is the General Council or its Executive, this recommendation will be considered by the Nominations Committee.
14. A member who has resigned or whose term has been ended may apply for appointment to the same group or a different group through the usual processes.

Procedures for the Review of a Chair's Appointment

15. The chair of the mandating group is responsible for
 - (1) ensuring that chairs of reporting groups fulfill these duties
 - (2) reviewing, as needed, whether the continued appointment of a chair is in the best interests of the group and the General Council
16. If a chair is unable to fulfill these duties, or if the chair's continuing leadership is not in the best interests of the group or the General Council, the mandating group may end their appointment as chair and initiate processes to appoint a new chair.

The Manual, 2019, section D.5.3

Established 2007-11-16-214 by the Executive of the General Council

Schedule Policy 1.02 (Effective January 1, 2017)

Harassment and Workplace Violence

Purpose

The United Church of Canada is committed to providing a safe workplace and will not tolerate any behaviour by its members, lay and order of ministry staff, or elected members that constitutes harassment or violence of any kind. Harassment and violence are prohibited by federal and provincial law.

Policy

The United Church of Canada is committed to providing a safe, harassment- and violence-free environment for worship, work, and study. Complaints of harassment or violence will be taken seriously and dealt with in a spirit of compassion and justice.

Violence is defined broadly as

- the exercise of physical force by a person against a worker in a workplace that causes, or could cause, injury
- an attempt to exercise physical force by a person against a worker in a workplace that could cause physical injury
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury

Harassment is defined as any unwanted physical, sexual, or verbal conduct that is known, or ought reasonably to be known, to be unwanted and is a form of discrimination. The Canadian Human Rights Act defines the prohibited grounds of discrimination as race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, and a conviction for which a pardon has been granted or a record suspended. Harassment may involve a wide range of behaviours, from verbal innuendo and subtle suggestions to overt demands and physical abuse.

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply.

It is the responsibility of all staff to raise concerns about harassment, violence, and discrimination. It is also the responsibility of all staff to respond to harassment, violence, and discrimination.

Procedures

1. Harassment and violence are unacceptable and will not be tolerated.
2. Harassment and violence complaints will be made to the supervisor. If the situation is not resolved or the person making the complaint is uncomfortable speaking with the supervisor, they will make the complaint directly to the Ministry and Employment Unit. If the complaint is against the current supervisor, the complainant will speak directly with Ministry and Employment.
3. All complaints of harassment or violence will be taken seriously and will be investigated.
4. Investigations will be conducted and/or facilitated by the Ministry and Employment Unit, and complaints of harassment or violence will be investigated under the provisions outlined in the Problem Resolution Policy. Other appropriate harassment or violence policies developed by The United Church of Canada in any of its councils (for example, the Sexual Abuse Policy) may be used if required.

5. Each stage in dealing with a case of harassment or violence needs to minimize further distress for the complainant and involve as few people as possible. Every effort will be made to maintain confidentiality to the extent possible.
6. Upon the conclusion of the investigation, the Ministry and Employment Unit and/or other appropriate investigative bodies will review the information gathered, take appropriate actions, and respond to the complainant and the person being accused of harassment or violence, in writing, in a timely manner.

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2009/03	2009-03-28-387	Additions of sections 5–15	GCE
2016/11	2016-11-18-089	Added section 5 (safe meeting space) and schedule (HR Policy 3.4)	GCE

1.03 Conflict of Interest

Purpose Statement

The United Church of Canada is a corporation. The Executive of the General Council serve as its board of directors. The Executive of the General Council also serves as an administrative decision-making body for the United Church. As they serve in both these roles, the members of the Executive of the General Council owe a duty of undivided loyalty to the United Church, as represented by the General Council. Members of the Executive of the General Council must not put themselves in a position where their own interests may conflict with their duty to act in the best interests of the United Church.

Policy

Governed by This Policy

1. This policy applies to the Executive and all committees, task groups, and commissions accountable to it. Within this policy the Executive and all committees, task groups, and commission are hereafter referred to as a “governance body.”

Responsibilities

2. Members of the Executive must avoid situations where their duty to the United Church is in conflict with the duty they owe to another organization. That could happen where a member of the Executive serves another organization (e.g., theological school, church-affiliated corporation) as an employee, a contractor, or in an elected leadership role.
3. Members of a governance body must not participate in any decision by that body that could result in direct or indirect benefit to them.
4. Members of a governance body must not give, in the performance of their duties for that body, preferential treatment to relatives or friends or any organization in which they have an interest.
5. Members of a governance body must not benefit from the use of information acquired during the course of their participation on that body, if that information is not generally available to the wider church.
6. Members of a governance body must not use any property provided for the use of that body for any kind for activities other than the work of the body.
7. Members of a governance body must not accept or offer, or agree to accept from a person who has dealings with that body, any reward, advantage, or benefit of any kind, either directly or indirectly.
8. Members of a governance body must not place themselves in a position where they are under obligation to another person who might benefit from special consideration or favour, or who might seek preferential treatment by that body.

Exceptions

9. There are exceptions to situations that might otherwise be considered a conflict of interest.
 - (1) **Monetary conflicts:** A monetary conflict arises where the Executive is considering a decision that may have a monetary effect, either positive or negative, on a member of the governance body or a person close to the member (relative or friend). It is not a conflict of interest if, in the opinion of the governance body, the member's monetary interest is substantially the same as the monetary interest of all other members of the governance body.
 - (2) **Non-monetary conflicts:** A non-monetary conflict arises in any circumstance where a member of the governance body is constrained in any way from acting in the best interests of the United Church. That could occur where a member of the governance body or person close to the member stands to gain a benefit in some non-monetary way from a decision that the governance body is considering (e.g., appointment to a particular elected position). It is not a conflict of interest if, in the opinion of the governance body, the member's conflict is so remote that it is not likely to affect the member's decision.
 - (3) **Membership in a governance body through intentional representation from other organizations:** It is not a conflict of interest when a member who represents another organization on the governance body brings the perspective of the other organization to the decision-making of the governance body. That is a key purpose of having intentional representation from other organizations. As such, it is not a conflict of interest for such a member to participate when the governance body is considering a decision that affects the other organization.
 - (4) **Waiver of conflicts:** In any situation where a member has an apparent conflict of interest, the governance body may waive the conflict of interest and allow the member to participate in the decision-making. The governance body must be satisfied that waiving the conflict will not negatively impact the transparency and integrity of the governance body's decision-making.

Practice

10. **Knowledge/awareness of conflicts:** Members of a governance body must be constantly aware of the need to avoid situations that might result in a conflict of interest. Orientation and education of members is important.
11. **Identifying conflicts:** As a member participates in the work of the governance body, they must consider whether any particular item of business presents a conflict situation for them. If unsure, the member may seek advice in discerning whether a conflict exists.
12. **Disclosing conflicts:** A member informs the governance body of the conflict at the earliest opportunity once the member becomes aware of the conflict.
13. **Refrain from all participation:** The conflict of interest may involve a situation where the member stands to gain personally, or where the member's relatives or close friends stand

to receive a benefit (either monetary or non-monetary). In such case, the member withdraws from any participation in the decision-making on any matters to which the conflict of interest relates. That includes leaving the room while the matter is under discussion, as well as abstaining from the actual vote.

14. Refrain from voting (but not discussion): The conflict of interest may involve a situation where the member's duty to the governance body is in conflict with the duty the member owes to another body. In such case, the member may participate in the governance body's discussions on any matters to which the conflict of interest relates. The member must, however, abstain from the actual vote.
15. Responsibility of other members: If the member fails to notice or to declare a conflict of interest, any other member may raise the matter with the governance body. Once the issue has been raised by another member, the member with the potential conflict may acknowledge the conflict and withdraw from participation and/or voting.
16. Decision by governance body: If the member with the potential conflict disagrees that a conflict exists and/or does not withdraw from participation in the decision-making to the extent required, it is up to the governance body to determine the issue before proceeding with the item of business. If the governance body decides that a conflict exists and makes no decision to waive it, the member is excluded from participation in the decision-making. The member may be required to leave the room while the matter is under discussion and/or to abstain from voting. .
17. Documenting: The minutes of the meeting record all disclosures of conflicts of interest, all abstentions in voting based on a conflict of interest, and all decisions by the governance body with respect to conflicts of interest, including the determination of any exceptions that apply.

The Manual, 2019, section D.5.3

Established 2007-11-16-214 by the Executive of the General Council

1.04 Personal Information Protection

Purpose Statement

The General Council of The United Church of Canada will take care of all personal information that is in its custody or under its control.

Policy

Governed by This Policy

1. Members of the General Council, members of the Executive and Sub-Executive, members of any committee or task group established by General Council or the Executive, all staff, and persons contracting with the General Council are responsible for honouring the principles set out in this policy with respect to any personal information that may come to their attention in the course of their duties.

Personal Information

2. For the purposes of this policy, “personal information” has the same meaning as in the *Personal Information Protection and Electronic Documents Act* (S.C. 2000, c. 5) with all necessary modifications to fit the circumstances of the church:

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as:

- a. *age, name, ID numbers, income, ethnic origin, or blood type;*
- b. *opinions, evaluations, comments, social status, or disciplinary actions; and*
- c. *employee file, credit records, loan records, medical records, existence of a dispute between a consumer and a merchant, intentions (for example, to acquire goods or services, or change jobs).*

“Personal information does not include the name, title, business address or telephone number of an employee of an organization.

—*Personal Information Protection and Electronic Documents Act* (PIPEDA), Canada 2000, c.5, from the Office of the Privacy Commissioner, Government of Canada website. Last updated November 2006.

Responsibilities

3. *Accountability:* The General Council will designate one or more individuals who will be accountable for the General Council’s compliance with the policies and procedures described in this policy.
4. *Identifying purposes:* The General Council will identify the purpose for which it collects personal information at or before the time the information is collected.
5. *Consent:* The General Council will obtain the appropriate consent from individuals for the collection, use, or disclosure of their personal information, except where the law provides an exemption.

6. *Limiting collection:* – The personal information the General Council collects will be limited to that which is necessary for the purposes it identifies.
7. *Limiting use, disclosure, and retention:* Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. The General Council will only retain personal information as long as necessary for the fulfillment of those purposes.
8. *Accuracy:* The personal information the General Council collects will be as accurate, complete, and up to date as necessary for the purposes for which it will be used.
9. *Safeguards:* The General Council will safeguard the security of personal information under its control in a manner that is appropriate to the sensitivity of the information.
10. *Openness* – The General Council will make readily available to individuals specific information about its policies and procedures relating to the management of personal information which is under its control.
11. *Individual access:* Upon request, an individual will be informed of the existence, use, and disclosure of their personal information which is under the control of the General Council, and may be given access to, and challenge the accuracy and completeness of that information.
12. *Challenging compliance:* An individual may address a challenge concerning compliance with the above policies and procedures to the General Secretary.

Implementation

13. The General Secretary is responsible for ensuring that appropriate procedures are in place to implement the principles set out in this policy and to designate a Privacy Officer in the General Council Office.

The Manual, 2019, section D.5.3

Established 2004-04-23-138 by the Executive of the General Council

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2007-11-16	214	New format	Executive of the General Council

1.05 General Council Processes

Purpose Statement

Proposals and actions flow to and from the General Council and its Executive, and proposals/actions are overseen in accordance with this policy.

Policy

Governed by This Policy

1. Members of the General Council, members of the Executive and Sub-Executive, members of any committee or task group established by the General Council or the Executive, all staff, and persons contracting with the General Council.

Responsibilities

2. Oversight for the work/actions of voting members rests with voting members.
3. Oversight for the work/actions of staff rests with the General Secretary, General Council.
4. Oversight for the work/actions is at a level of accountability consistent with the nature of the work/action.
5. Allocation of human and financial resources to support the work/actions of elected and appointed members rests with the General Secretary within the annual budget approved by the Executive.
6. Work/actions may only be assigned to one body at a time.

Practices: Work/Action Items to General Council

7. Work/actions may flow to General Council as a result of
 - (1) proposals from regional councils or communities of faith
 - (2) referrals from a previous General Council (*Record of Proceedings*)
 - (3) proposals from the General Council Executive (minutes)
 - (4) proposals from the General Secretary
 - (5) new work initiated from the floor of the General Council

Practices: Work/Action Items from General Council

8. The General Council may assign work/actions to
 - (1) its Executive for policy development and approval, for further study and report back to General Council, or for consideration in conjunction with the strategic plan, or
 - (2) the General Secretary for implementation, or for further study and report back to the General Council
9. The Executive may assign work/actions to

- (1) a committee for policy recommendation, or for further study and report back to the Executive
 - (2) a committee, task group, or sub-committee for policy recommendation; or for further study and report back to the Executive
 - (3) the General Secretary for implementation, or for further study and report back to the Executive;
- and may reassign work as required

10. Clarification of the intent of a General Council action, if necessary, will be provided by the Executive.

11. Following assignment by the General Council or its Executive and before any work is undertaken, a proposal outlining the human and financial resources required for new work to be undertaken will be provide by the General Secretary to the Executive.

The Manual, 2019, section D.5.3

Established 2006-04-28-359 by the Executive of the General Council

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2007-11-16	214	New format	Executive of the General Council

1.06 Public Statements (draft)

Purpose Statement

The United Church of Canada will foster and maintain a good relationship with its members and with the media to ensure that the interests of the church are advanced. Information provided to the media will be accurate. Media requests will be answered promptly. The prerogatives of the General Council or its Executive will not be compromised.

Policy

Governed by This Policy

1. Members of the General Council, members of the Executive and Sub-Executive, members of any committee or task group established by the General Council or the Executive, all staff, and persons contracting with the General Council.

Church Statements

2. Church statements to the media will be made by the Moderator. If the Moderator is not available, the statement may be made by the General Secretary.
3. All media calls to the General Council Office will be directed to the Moderator if available, or to the General Secretary or a General Council staff member with expertise in the specific area designated by the General Secretary.
4. All statements will be made within the parameters of policy established by the General Council or its Executive provided that
 - (1) if there is no established policy on the subject under discussion, a statement may be made on behalf of the church provided that it does not contravene established policy
 - (2) if the matter is in the process of being brought forward but has not been considered by the General Council or its Executive, the statement will clearly identify that this is a proposal for consideration and not policy
 - (3) if there is neither an established policy nor a proposal under consideration, the statement will be identified clearly as a personal opinion of the person making it
5. Statements by persons in the General Council Office will respect the jurisdiction of the councils of the church.

Information Requests

6. If information only is required, the Program Coordinator—Media and Public Relations will handle the request, with input from other staff as required.
7. Release of documents should be guided by the following:
 - (1) On request, published documents such as the *Year Book*, the *General Council Record of Proceedings*, and other widely available public information may be released by staff.

- (2) Minutes of meetings, committee reports, proposals under development, and correspondence may not be released without consent of the General Secretary.
- (3) Sensitive material is only released at the discretion of the General Secretary.

Media Releases and News Conferences

- 8. All media releases should be prepared by the Program Coordinator—Media and Public Relations and require the approval of the Moderator and/or the General Secretary.
- 9. News releases and media conferences will be arranged by the Program Coordinator—Media and Public Relations at the request of the Moderator or the General Secretary.
- 10. Copies of all media releases will to be forwarded to the members of the Executive immediately.

Media Representation at Events

- 11. Good media relations will be nurtured at all times. This includes but is not limited to media representation at events such as the General Council, regional council annual meetings, and other United Church functions. When appropriate, invitations will be issued to the media by the Program Coordinator—Media and Public Relations under the direction of the Moderator or General Secretary.

1.07 Committees

Purpose Statement

To assist the General Council in governing the church, the General Council establishes committees to oversee certain aspects of the church's affairs. The general purpose of each committee, sub-committee, or task group is to assist the General Council and its Executive in governing the church by gathering and assessing information, providing advice and recommendations to them on any matter within its terms of reference, or carrying out any delegated decision-making.

Policy

Governed by This Policy

1. This policy applies to all committees, sub-committees, and task groups.

Establishing and Reviewing

2. Before the General Council or its Executive establishes a committee or task group, it will consider
 - (1) the proposed terms of reference and duration
 - (2) the proposed membership structure, comprised of a chair and a number of members
 - (3) the title of the resource staff proposed by the General Secretary
 - (4) the proposed human, financial, and other resources required to support the committee
 - (5) the proposed source of funds
3. Before a committee establishes a sub-committee or task group, it will consider
 - (1) the proposed terms of reference and duration
 - (2) the proposed membership, comprised of a chair and a number of members
 - (3) the title of the resource staff proposed by the General Secretary
 - (4) the proposed human, financial, and other resources required to support the committee and the proposed source of funds
4. The mandate of any established committees, sub-committees, or task groups will
 - (1) fall within the mandate of the mandating group
 - (2) not include any responsibilities that may not be delegated from the mandating group
5. The approved terms of reference for each committee, sub-committee, and task group will be included in the record of proceedings or minutes of the mandating group.
6. Each committee, sub-committee, and task group is accountable to its mandating group.

7. The mandating group will review the terms of reference of each committee, sub-committee, or task group accountable to it at least once every three years to assess whether the committee, sub-committee, or task group is
 - (1) is carrying out its terms of reference
 - (2) is contributing to achieving the priorities of the General Council and its Executive
 - (3) needs its duration extended
8. The chair and all members of committees, sub-committees, and task groups are appointed pursuant to Governance Policy 1.08 - Committee Membership.

Meeting Proceedings

9. Meetings of a committee, sub-committee, or task group established under this policy are to be conducted using the most efficient means commensurate with meeting the needs of the agenda. This could include conference calls, teleconferencing, and convenient meeting locations.
10. The procedures for holding a meeting and decision-making set out in the Appendix of *The Manual, 2019*, apply to meetings of a committee, sub-committee, or task group.
11. A quorum is the lesser of
 - (1) 20 or
 - (2) one-third of the persons who would be entitled to vote at the meeting if they were present
12. Minutes of committees and task groups, once approved by the committee or task group, will be available for review by the mandating group or the Executive of the General Council.

Ending a Committee

13. A committee, sub-committee, or task group shall be ended by its mandating group if
 - (1) the mandate of the committee or task group has been completed or its responsibilities are no longer needed
 - (2) the responsibilities of the committee or task group may be more effectively carried out through other means
14. Before a committee, sub-committee, or task group is ended, the mandating group will consult with the group to consider
 - (1) whether the mandate of the committee or task group has been completed
 - (2) whether any responsibilities of the committee or task group will continue and need to be relocated to another body
 - (3) the proposed human, financial, and other resources required to relocate any continuing responsibilities
 - (4) the most appropriate time for the committee or task group to end

Following that consideration the mandating group shall decide whether to end a committee, sub-committee, or task group.

15. Notice of the mandating group's decision shall be given to the members and, if applicable, will indicate the date the group and the members' terms of appointment will end.
16. Mandating groups will inform the General Council or its Executive of the decision to end a committee, sub-committee, or task group and notify Member Engagement staff.

The Manual, 2019, sections D.4.6, D.5.5

Established 2004-04-23-115 (Guiding Principles) by the Executive of the General Council

Approved 2006-02-23-412

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2007-11-16	214	New format	Executive of the General Council
2008-05-02	289	Section 9 edited to include "Unit-Wide Committees"	Executive of the General Council
2008-11-15	317	Added heading "Ending a Committee or Task Group." Added Sections 31-35	Executive of the General Council
2019-01		Removed sections on Permanent Committees Removed sections on Unit-Wide Committees	General Council Executive/General Council

1.08 Committee Membership

Purpose Statement

The chair and members of all committees, sub-committees, and task groups will be appointed by the General Council or its Executive.

Policy

Governed by This Policy

1. This policy applies to initial appointments and term reappointments for all committees, sub-committees, or task groups (hereinafter referred to as “groups”) formed under Governance Policy 1.07 - Committees.

Guiding Principles

2. The guiding principles for recruiting, selecting, supporting, and recognizing persons who serve as members of groups are as follows:
 - (1) *Informed by the Spirit*: Draws on practices of Christian spiritual formation; facilitates individual and committee, sub-committee, or task group discernment
 - (2) *Accountable to the General Council*: Accepts the responsibility to carry out the nominations process for the General Council according to the mandate and established principles
 - (3) *Shares leadership*: Co-facilitated by committee chairs and designated staff in the General Council Office and regional councils
 - (4) *Open and transparent*: Clear, detailed, and timely information on opportunities, selection criteria and process, and appointments; documented and disseminated through multiple communication channels
 - (5) *Inclusive*: Aspires to balance voices, perspectives, and interests while proactively seeking to address inequities; demonstrates an intentional struggle with historic patterns of exclusion
 - (6) *Flexible*: Able to accommodate the variety of work, diversity of interests, and routine to unique circumstances
 - (7) *Continuously improving*: Through regular feedback and evaluation is able to make changes and adjustments to practices and processes based on key findings

General Application and Exemptions

3. If a group or a position on a group requires an exemption to the standard practices and processes provided in this policy,
 - (1) on the grounds of scope and/or expertise, or
 - (2) on the grounds that the standard practice will not enable the appointment to occur within the necessary timeframe
 and an alternative process has not been previously mandated by the Executive, a group may request the General Secretary to authorize an adapted process that will reflect the

principles for elected and appointed members.

4. When considering a request for an exemption, the General Secretary will consult with the chair of the mandating group and the chair of the Nominations Committee and report any approved exemptions to the Executive and to Member Engagement staff.
5. An approved adapted process that is expected to be recurring will be included in the terms of reference of the group.

Eligibility

6. Any member or adherent of The United Church of Canada, except staff members of the General Council Office or regional councils, is eligible to serve as an elected or appointed member of a group.
7. In addition to the identified competencies, a group member will have several of the following qualifications:
 - (1) active participation in a local community of faith or ministry
 - (2) familiarity with the polity of The United Church of Canada
 - (3) predisposition to collaboration and teamwork
 - (4) sensitivity to diversity issues
 - (5) leadership in a council of the church
 - (6) passionate commitment to the mission of The United Church of Canada
 - (7) willingness to discern God's yearnings for the work
8. The chair of a group will be a member of The United Church of Canada
9. In addition to the identified competencies, the chair of a group will have several of the following qualifications:
 - (1) a skilled facilitator of small groups, and dialogue between and among members
 - (2) a discerning listener who invites members to make their optimal contribution
 - (3) a builder of shared conceptual frameworks among individuals rooted in different contexts, perspectives, and disciplines
 - (4) an articulate and passionate advocate for the vision and theology of The United Church of Canada.
10. The term of appointment of a member of
 - (1) a committee is from one meeting of the General Council to the next meeting of the General Council, unless otherwise specified in the terms of reference. This person may be reappointed once at the invitation of the Nominations Committee.
 - (2) a sub-committee is three years or the term specified in its terms of reference. This person may be reappointed once at the invitation of the Nominations Committee.

- (3) a task group is until the conclusion of the task group to a maximum of three years, or the period of time specified in its terms of reference

Recruitment Process

11. All appointments to committees, sub-committees, and task groups are made by the General Council or its Executive on the recommendation of the Nominations Committee.
12. Opportunities for appointments normally will be advertised twice each year, with appointments being made at the spring and fall meetings of the Executive. Appointments to a new group will follow the same schedule except that an urgent or fast-breaking situation may require that appointments be made by the Sub-Executive.
13. The mandating group will provide the Nominations Committee with a written description of the preferred composition of the group, the competencies (skills, knowledge, attitudes, and experience) required by the chair and members, an estimate of the time commitment required, and the rationale for any cascading appointments attached to any position.
14. The mandating group will provide the Nominations Committee with a group profile that describes
 - (1) current situation: why the group is formed and the context for its work
 - (2) mandate: what the group is asked to do, to whom it is accountable, and the expected time commitment
 - (3) composition: the skills, knowledge, and experience needed around the table
 - (4) appointment process: the selection criteria, who will make the selection, and the timeframes for each step in the process
15. If the mandating body has indicated that it would like formal representation from each regional council, the regional council will make the selection of its representative according to its own nomination and appointment process.
16. For other than regional council appointments, the group profile will be distributed to regional councils and then posted on the General Council website. It may also be distributed by mail, e-mail or fax as appropriate.
17. Nominations may be made by individuals, communities of faith, regional councils, theological schools, education centres, and special ministries. Individuals may also self-nominate.
18. Persons nominated shall submit an expression of interest in the form of a letter to the Chair of the Nominations Committee, which should include
 - (1) the opportunity in which they are interested
 - (2) some personal background information, including information on involvement in The United Church of Canada
 - (3) why the position is of interest and why they feel called to do this work

- (4) spiritual gifts they would bring and what they would hope to learn
 - (5) the names of two people with whom the nominee has had a discernment conversation and who support the appointment
19. Expressions of interest will be acknowledged, and nominators and nominees will be thanked in a timely fashion.
20. An initial screening will be done of all expressions of interest received. Additional information may be sought on persons who meet the screening criteria, and consultation will occur with the relevant regional council office.
21. Routine security screening procedures are applicable if the person would come into contact with at-risk or vulnerable people through serving as a member of the group.
22. The United Church of Canada is committed to protecting the privacy of personal information in compliance with Governance Policy 1.04 - Personal Information Protection and applicable federal and provincial legislation, including the *Personal Information Protection and Electronic Documents Act* (PIPEDA) (Canada 2000, c.5). Personal information provided in the recruitment process will be used only for that process and will not be sold, leased, or disclosed to a third party.

Committee, Sub-committee, or Task Group Chairs

23. Normally a committee, sub-committee, or task group chair will be appointed from within the current membership of the group
- (1) by the General Council or its Executive for a group accountable to the General Council or its Executive on the recommendation of the Nominations Committee
 - (2) by the mandating group for a group accountable to a committee
24. When there is a vacancy in a group chair position, normally all current members will be invited to nominate a current member or to offer to serve as chair.
25. If no candidate for chair is available from within the current membership, the general recruitment process will be followed.

Selection Procedures

26. An initial screening of nominees will be undertaken to determine whether they meet the selection criteria and to gather any additional relevant information.
27. Using spiritual discernment practices, the Nominations Committee will
- (1) review the mandating body request, the expressions of interest, and any screening reports
 - (2) consider the diversity of the group with respect to gender, race, ethnicity, age, geography, and vocation, placing special emphasis on those who have been historically excluded from positions of influence and authority

(3) recommend appointments to the General Council or its Executive

- 28. The General Council or its Executive will make the appointments.
- 29. Appointment letters will be sent to members, with a copy to the relevant regional council office, confirming their appointment, the length of their term, and providing related information about the group.
- 30. With the agreement of the member, appointments will be posted on The United Church of Canada website. The relevant community of faith and regional council are also notified.

Member Support

- 31. Members will receive an orientation tailored to their assignment and in keeping with basic adult education principles.
- 32. Each group will relay specific information on the committee, sub-committee, or task group to new members.
- 33. Mentors will be available to assist chairs and members as required.
- 34. Resource staff persons or designates will provide support to group members in carrying out their responsibilities.
- 35. Members are encouraged to receive and provide continuous feedback on their participation.
- 36. Formal assessments of group and work progress will be completed annually.
- 37. A variety of resources and educational opportunities may be available to assist in leader formation.

Recognition

- 38. Members who have completed their terms will be interviewed and invited to reflect on their experience and sense of call to serve the church in other ways.
- 39. The contributions of group members will be reported to the Executive, to their regional councils, and to their communities of faith.
- 40. Outgoing members receive a formal letter or other expression of appreciation from the Moderator and the General Secretary.

The Manual, 2019, section D.5.3

Established 2004-04-23-115 by the Executive of the General Council

Revision History

Date	Resolution or	Description of Modification	Modification
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	Minute Number		Authorized by
2005-04-21	223	Principles for Appointing Chairpersons of Committees and Task Committee, sub-committee or task groups added (sections 32-34)	Executive of the General Council
2007-05-04	125	Sections 11 and 12 added	Executive of the General Council
2007-11-16	214	New format	Executive of the General Council

1.09 Representatives to Partner Organizations

Purpose Statement

The Executive appoints representatives to be present or to serve on behalf of the church in order to assist The United Church of Canada to fulfill the duties it performs in partnership with ecumenical, interfaith, and other organizations.

Policy

Governed by This Policy

1. This policy applies to all appointments to boards, councils, or groups of partner organizations to which The United Church of Canada has been asked and agreed to provide representation or official nominations for representation.
2. Unless otherwise specified, this policy does not apply to appointments to internal sub-committees of partner organizations that are accountable to the organization's governing body instead of the associated members.
3. This policy does not apply to staff members of the General Council Office or regional councils who may be assigned to work and participate with partner organizations. Staff members are assigned and guided following human resource policies.

General Application and Exemption

4. If an appointment requires an exemption to the standard practices and processes provided in this policy
 - (1) on the grounds of scope and/or expertise, or
 - (2) on the grounds that the standard practice will not enable the appointment to occur within the necessary timeframe,
 and an alternative process has not been previously mandated by the Executive, the mandating group may request the General Secretary to authorize an adapted process that will reflect the principles for elected and appointed members.
5. When considering a request for an exemption, the General Secretary will consult with the chair of the mandating group and the chair of the Nominations Committee and report any approved exemptions to the Executive and to Member Engagement staff.
6. An approved adapted process that is expected to be recurring will be included in the group's terms of reference.
7. For roles that are determined by the General Council or its Executive as requiring a representative who already possesses standing and authority within the United Church, the General Council or its Executive may authorize the General Secretary to invite and recommend the appointment of suitable members, including, but not limited to, past Moderators.

Relationships with Partner Organizations

8. Relationships with partner organizations that require representation from the United Church may be established by the General Council, its Executive, or a committee of the Executive.
9. Before General Council, its Executive, or a committee establishes a relationship with a partner organization that requires representatives, it will consider
 - (1) the proposed terms of reference and life span of the relationship
 - (2) the proposed number of representatives from the United Church
 - (3) the title of the resource staff proposed by the General Secretary, and
 - (4) the proposed human, financial, and other resources required to support the relationship and the proposed source of funds
10. The terms of reference for each relationship to a partner organization will include
 - (1) the mandate of the relevant board, council, or group of the partner organization
 - (2) the purpose or authorizing principle for United Church involvement
 - (3) the membership structure of the board, council, or group
 - (4) the responsibilities of United Church representatives to the partner organization and to the United Church
 - (5) specific authority or limitations of the representative to speak or act on behalf of the United Church
 - (6) reporting expectations
 - (7) the skills and competencies required of the representative
 - (8) length of appointment and possibilities for reappointmentand will be included in the record of proceedings or minutes of the mandating group
11. The mandating group will review the terms of reference of each partnership relationship accountable to it at least once every three years to assess whether the partnership is meeting its mandate and whether the partnership should be extended.

Representatives

12. Any member of the United Church, except staff members of the General Council Office or a regional council, is eligible to serve as an appointed representative to a partner organization.
13. In addition to the competencies identified in the terms of reference, a representative will have several of the following qualifications:
 - (1) active participation in a local community of faith or ministry
 - (2) familiarity with the polity of the United Church
 - (3) predisposition to collaboration and teamwork
 - (4) sensitivity to diversity issues

- (5) leadership in a council of the United Church
 - (6) passionate commitment to the mission of the United Church
 - (7) willingness to discern God’s yearnings for the work
 - (8) openness to learning and communicating the wisdom of our partners
14. The General Council or its Executive, on the recommendation of the Nominations Committee, will make
- (1) appointments of representatives for roles which may be authorized by the United Church
 - (2) official nominations for appointments that are authorized by the partner organization
15. Potential representatives will be recruited through the nominations processes described in Governance Policy 1.08 - Committee Membership.
16. Representatives will be recommended by the Nominations Committee and appointed by the General Council or its Executive in accordance with Governance Policy 1.08 - Committee Membership.
17. Representatives will receive support and acknowledgment in the same manner as other elected and appointed members in accordance with Governance Policy 1.08 - Committee Membership.

Responsibilities of Representatives

18. Representatives are responsible to meet the expectations specified by
- (1) The United Church of Canada
 - (2) the partner organization
19. To meet United Church expectations, representatives will adhere to
- (1) the responsibilities outlined in the terms of reference
 - (2) Governance Policy 1.02 - Principles of Conduct
 - (3) Governance Policy 1.03 - Conflict of Interest
- It is the responsibility of the mandating body to work with representatives to fulfill these responsibilities and expectations.
20. Representatives are entrusted to represent the values, ethos, and policies of the church in the words, actions, and interactions of their role. Representatives will
- (1) speak in accordance with established faith and policy statements
 - (2) clearly identify other statements as personal opinion or interpretation of established faith and policy statements
 - (3) refrain from committing the church to any obligations outside of those authorized in the terms of reference for their role
 - (4) adhere to Governance Policy 2.06 - Public Statement

Within these parameters, representatives are trusted to participate in the group discernment and decision-making of the partner organization, bringing to bear the wisdom and skills of their experience within the United Church. It is also expected that the representative will bring learning's from our partners to the work of the United Church.

Established 2008-05-02-290 by the Executive of the General Council

1.10 Delegated Authority

Purpose Statement

The duties and powers (authority) of the Executive of the General Council or a committee of the Executive may be delegated to another committee or sub-committee with accountability to the delegating body.

Policy

Governed by This Policy

1. This policy applies to the Executive and all committees, sub-committees, and task groups created by or reporting to the Executive.

Process

2. The Executive confirms delegation of its powers and duties for the performance of its responsibilities to the Sub-Executive.
3. The Executive confirms delegation of its powers and duties for the performance of its responsibilities to any committee that is accountable to it. It would be inappropriate to delegate the following powers: *The Manual, 2019*, sections D.4.2.1, D.5.2.3, D.5.3.2 (h), D.5.3.2 (i), D.5.3.3 (c), D.5.3.4 (c), D.5.3.4 (d), D.5.3.4 (e); D.5.3.7, D.5.4.8(b), and D.5.3.1(b). <<didn't try to verify these>>
4. The committees of the Executive may, in turn, delegate authority to appropriate sub committees.
5. The Executive reserves the right at all times to withdraw the delegated authority in general or on a particular occasion.
6. In exceptional circumstances and on a case-by-case basis, the Nominations Committee may delegate the discernment and recommendations for appointments to another committee or sub-committee. In all cases, recruitment must occur through the nominating process in accordance with Governance Policy 3.02 - Nominations Committee, and recommendations shall be reported to the Nominations Committee for reporting to the Executive for action.
7. When a request for delegated authority is considered, the delegating body shall articulate the policies, values, and parameters according to which the delegated decision-making shall be exercised.
8. When a decision is made by a body with such delegated authority, that decision becomes a decision of the delegating body and will be reported to the next meeting of the Executive.

Established 2008-05-02-291 by the Executive of the General Council

1.11 Correspondence

Purpose Statement

Written correspondence addressed to the Executive will be made available to the Executive of the General Council in a timely manner and reported to each meeting of the Executive.

Policy

1. All correspondence addressed to the Executive will come to the attention of the Executive.
 - (1) “Correspondence” will include any communication in writing, including e-mail.
 - (2) Correspondence directly received by the General Secretary will be listed in a report that indicates the sender, the date, the topic, and how the correspondence was dealt with.
 - (3) Correspondence received by other members of the Executive for the Executive or by the Executive will be forwarded to the General Secretary for report.
 - (4) Each meeting of the Executive will receive a correspondence report from the General Secretary.
 - (5) The Executive, upon carried motion, can ask that a piece of correspondence in the report be brought before it as business.
 - (6) An Executive member may view any piece of correspondence.
 - (7) Between meetings of the Executive, correspondence will be posted to the Web-based folder.
 - (8) A binder with current correspondence will be available at the Business Table.
2. All correspondence will be dealt with in a manner appropriate to the matter of the correspondence.
 - (1) The General Secretary will determine whether the correspondence properly belongs to the business of the Executive in that policy or direction is required.
 - (2) If so, it will be forwarded to the Executive with a recommendation or options for appropriate action.
 - (3) If not, it will be forwarded to the appropriate person in the General Council Office or chair of an elected member committee or task group for action, or otherwise dealt with in a suitable manner.
 - (4) A reply regarding the reception of correspondence will be made immediately, if appropriate.
3. All correspondence will be treated in a serious manner.
 - (1) To ensure that correspondence that properly belongs to the Executive be considered at its next meeting, it must be received by the General Secretary at least 14 days prior to that meeting.

- (2) Correspondence shall not be presented to the Executive for consideration without a recommendation or options for action from the General Secretary.

Established 2008-05-02-293 by the Executive of the General Council

Committees of the General Council

2.03 Audit Committee

Purpose Statement

The Audit Committee will oversee the integrity of the management control and information systems of The United Church of Canada.

Manual References (*The Manual, 2019*)

D.4.6 Committees and Other Bodies of the General Council

D.4.6.2 b. Audit Committee: The Audit Committee is responsible for:

- i) overseeing the United Church's financial reporting, control, and audit functions; and
- ii) overseeing the United Church's pension plan on behalf of the pension board.

Policy

Governed by This Policy

1. This policy applies to the members of the Audit Committee.

Terms of Reference

Responsibilities

2. With regard to financial reporting, the committee is responsible to:
 - (1) review the annual and interim financial statements, including such matters as
 - (a) the selection of and changes in accounting policies, particularly those in areas that are subjective or for which there is no authoritative guidance
 - (b) methods used to account for unusual or particularly significant transactions
 - (c) issues on which management has made estimates or judgments that have a significant effect on the financial statements
 - (d) significant transactions with related parties
 - (2) review any changes in professional standards or regulatory requirements
 - (3) review reports from external auditors concerning major accounting policies, all alternative treatments of financial information that were discussed with management, and other material written communications between the auditors and management
 - (4) review with external auditors any audit problems or difficulties and management's response
 - (5) recommend approval of the financial statements to the appropriate authoritative bodies
3. With regard to risks and controls, the committee is responsible to
 - (1) ensure that appropriate safeguards and control systems are in place during the year

- (2) review and assess the business and financial risk management process, including the adequacy of the overall control environment and controls in selected areas representing significant risk.
 - (3) inquire into the condition of the records and the adequacy of resources committed to accounting and control
4. With regard to external auditors, the committee is responsible to
- (1) recommend the selection of the external auditors for approval by the General Council or its Executive
 - (2) approve, in advance, all auditing and non-auditing services provided by the external auditors, as deemed appropriate by the chair or the committee
 - (3) consider, in consultation with the external auditors, their audit scopes and plans to ensure completeness of coverage, reduction of redundant efforts, and the effective use of audit resources
 - (4) review with management and the external auditors the results of the annual audits and related comments in consultation with other committees as deemed appropriate, including any difficulties or disputes with management, any significant changes in the audit plans, the rationale behind adoptions and changes in accounting principles, and accounting estimates requiring significant judgments
 - (5) review actions taken to address control weaknesses detected in the prior year's audit
 - (6) approve the auditors' engagement letter, including the audit fee and expenses
 - (7) review the auditors' proposed report on the financial statements
 - (8) review the auditors' management letter
 - (9) meet privately with the auditors (without resource staff or other General Council employees present) to ascertain whether there are concerns that should be brought to the committee's attention
5. The committee will conduct or authorize investigations into any matters within the committee's scope of responsibilities. The committee will be empowered to retain independent counsel and other professionals to assist in conducting any investigation.
6. The committee will establish procedures for confidential, anonymous submission of concerns by employees of the church in relation to questionable accounting and auditing matters.
7. The committee will receive confirmation from the resource staff that all statutory filings and requirements have been met.

Communications

8. The chair and other members shall, to the extent appropriate, maintain an open avenue of contact with resource staff, other committee chairs, and other key committee advisers as

applicable to strengthen the committee's knowledge of relevant current and prospective issues.

9. The committee shall have resource staff publish to all employees of the General Council on an annual basis a list of committee members and their contact information, encouraging staff to contact them on a confidential basis regarding issues staff feel should come to the committee's attention. Issues could include inappropriate use of funds and inconsistencies in accounting policies.
10. The committee shall communicate expectations and the nature, timing, and extent of committee information needs to resource staff and external parties, including auditors. Written materials shall be received from resource staff, auditors, and others at least one week in advance of meeting dates.

Members

11. The committee shall be composed of the following persons appointed by the General Council:
 - (1) a chair
 - (2) four to six members
12. A majority of the persons appointed to the Audit Committee shall have experience in financial reporting or other responsibilities of the committee.
13. The committee shall have access to counsel and other advisers at the committee's sole discretion.
14. Members will serve for a three-year term and may be reappointed at the discretion of the General Council or its Executive for a maximum of one additional term for a total of six years.
15. The Executive Officer, Finance, is resource staff for the committee.

Meetings

16. The committee will meet at least twice a year, usually at the General Council Office in Toronto. Additional meetings or conference calls will be scheduled as necessary.
17. Periodically and at least annually, the committee shall meet in private session with the external auditors.
18. External auditors or external legal experts may, at any time, request a meeting with the audit committee or committee chair with or without the attendance of resource staff or other General Council employees.
19. A quorum shall be more than half of the appointed members.

Reporting

20. The committee will report to each meeting of the General Council. It will also report annually or as required to the Executive of the General Council through the Permanent Committee on Finance.

21. The committee will report periodically, as deemed necessary, but at least annually to the Pension Board.

The Manual, 2019, section D.4.6.2 b.

Established 2009-08-15-122 by the 40th General Council

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2010-11-11-13	2010-11-13-087	Amend section 19 to change reporting to GCE through PC Finance	Executive of the General Council
2015-11-23	2015-11-21-020	Added section 4 members	Executive of the General Council

2.04 Judicial Committee

Purpose Statement

Appeals from decisions of a court or council of The United Church of Canada or a ruling of the General Secretary shall be heard and decided by members of the Judicial Committee.

Manual References (*The Manual, 2019*)

D.4.6 Committees and Other Bodies of the General Council

4.6.2 c. Judicial Committee: The Judicial Committee is responsible for dealing with all appeals to the General Council of

- i) decisions of formal hearings held by a community of faith or regional council;
- ii) other decisions of regional councils;
- iii) decisions of the Executive of the General Council
- iv) decisions of the Board of Vocation; and
- v) rulings of the General Secretary of the General Council.

Policy

Governed by This Policy

1. This policy applies to the members of the Judicial Committee and all those requiring the services of this committee.

Terms of Reference

2. The Judicial Committee is responsible to carry out the responsibilities designated in *The Manual*.
3. An appeal within this policy and in compliance with *The Manual, 2019*, of The United Church of Canada refers to a formal request for review of a decision made by a court or council or a court- or council-appointed Formal Hearing Committee, and includes the process leading to that request; or a formal request for review of a ruling made by the General Secretary
4. A decision within this policy and in compliance with *The Manual, 2019*, of The United Church of Canada means any disposition of a matter by a court or council, or by a body authorized to act on behalf of the court or council.
5. Decisions that are not subject to appeal are listed in *The Manual, 2019*, section J.10.3.
6. The Judicial Committee is responsible to
 - (1) appoint hearing committees, with at least one member of the Judicial Committee, to hear appeals under section J.10.5 of *The Manual, 2019*

- (2) provide appropriate orientation, interpretation, and guidance to each hearing committee, which duty shall be the joint responsibility of the member of the Judicial Committee on the hearing committee and the resource staff of the Judicial Committee
- (3) study the procedures of panels and make recommendations to the Executive of the General Council as required, recognizing that the decisions of panels are final
- (4) receive the records of all hearing committees and report to the General Council all actions of the Judicial Committee

Hearing Committee Chair

7. The hearing committee shall appoint a chair. The chair shall ensure that
 - (1) a full and correct record of the proceedings of the hearing committee of the Judicial Committee and of its decisions is kept
 - (2) a copy of the decision of the hearing committee (which is a decision of the Judicial Committee), certified to be correct by the chair, is transmitted to each party concerned
 - (3) a complete record of the case, certified by the chair, is filed with the General Secretary

Members

8. The Judicial Committee will be composed of up to nine members appointed by the General Council, on the recommendation of the Nominations Committee, at least four of whom will be specialists.
9. Each person will have an aptitude for and skills in legal processes and/or the governance of the courts or councils of the church.
10. Those serving as specialists will have related legal or administrative tribunal experience as assessed by the chair and resource staff of the Judicial Committee.
11. Each member shall serve for up to nine years.
12. Vacancies occurring between meetings of the General Council shall be filled by the Executive of the General Council until the next ensuing meeting of the General Council.
13. The General Council will appoint one member of the Judicial Committee as the chair.

Hearing Procedures

14. The following procedures apply to the hearing of appeals:
 - (1) No member of the Judicial Committee who took part in any aspect of the matter from which an appeal is being taken shall sit on the hearing committee hearing that appeal.
 - (2) All members appointed to a hearing committee must be present throughout the hearing for which they are appointed.
 - (3) Any person or council appearing before the Judicial Committee or any hearing committee thereof shall have the right to appear in person or by an advocate or legal counsel. Such representative shall not be a member of the Judicial Committee.

- (4) Any person or council appearing by an advocate or legal counsel may be present at the hearing.
- (5) All hearings shall be conducted pursuant to the rules of procedure for appeals as provided in section J.10.1 of *The Manual*, as if the hearing were an appeal hearing.
- (6) Notwithstanding the provisions of section A.4 of *The Manual*, the Judicial Committee and all hearing committees thereof shall have power to take such evidence as it may deem necessary, either in person orally or by commission report, statutory declaration, or otherwise, which shall be stipulated in each case.
- (7) The agreement of a majority of the members of the hearing committee of the Judicial Committee hearing any matter shall be necessary to reach a decision.
- (8) Decisions of a hearing committee of the Judicial Committee shall be decisions of the Judicial Committee.
- (9) The necessary expenses of each hearing committee of the Judicial Committee, including stenographic or other assistance when required, shall be provided by the General Council.

Reporting

15. The committee will report to each meeting of the General Council.

The Manual, 2019, sections D.4.6.2 c. and J.10

Established 2009-08-15-122 by the 40th General Council

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2015-11-23	2015-11-21-020	Added sections 8-12 members	Executive of the General Council
2018-07-22	2018-07-22	Amended members section	43rd General Council

2.05 Manual Committee

Purpose Statement

The General Secretary shall consult with The Manual Committee regarding amendments being proposed to *The Manual* of The United Church of Canada.

Manual References (*The Manual, 2019*)

D.4.6 Committees and Other Bodies of the General Council

D.4.6.2 d. Manual Committee: The Manual Committee is responsible for assisting the General Secretary with

- i) preparing *The Manual*; and
- ii) conducting remits.

Policy

Governed by This Policy

1. This policy applies to the members of the Manual Committee and the General Secretary of the General Council.

Terms of Reference

Membership

2. The committee shall be composed of a chair appointed by the General Council or its Executive, and five members.
3. The persons appointed to the committee should have an appreciation of the importance of detail and accuracy, good writing skills, the ability to think conceptually, and the ability to reflect critically on text.
4. At least two of the members will be lawyers or have a law degree.
5. Members are appointed to serve for terms of three years commencing the December following the General Council.
6. Members may serve a maximum of three consecutive terms of appointment.
7. The General Council's legal/judicial counsel is resource staff for the committee.

Meetings

8. The committee meets four to six times during the triennium.

The Manual, 2019, section D.4.6.2 d.

Established 2009-08-15-122 by the 40th General Council

2.06 Theology and Inter-Church Inter-Faith Committee

Purpose Statement

The Theology and Inter-Church Inter-Faith Committee facilitates the church in expressing its longing for God, its theological identity, and its commitment to whole world ecumenism.

Manual References (*The Manual, 2019*)

D.4.6 Committees and Other Bodies of the General Council

D.4.6.2 f. Theology and Inter-Church Inter-Faith Committee: The Theology and Inter-Church Inter-Faith Committee is responsible for helping the church in expressing

- (i) its longing for God;
- (ii) its theological identity; and
- (iii) its commitment to whole world ecumenism.

Policy

Governed by This Policy

1. This policy applies to the members of the Theology and Inter-Church Inter-Faith Committee. This committee is established by the General Council and is responsible to the General Council through its Executive.

Terms of Reference

2. The theological documents approved by the General Council will guide the work of the committee.

Responsibilities

3. The responsibilities of the committee are to
 - (1) encourage and facilitate theological reflection throughout the church
 - (2) stimulate and facilitate the General Council and its Executive to engage in theological reflection on its purpose, priorities, and plans
 - (3) encourage and facilitate theological reflection with committees, task groups, and programs of the General Council
 - (4) study and examine faith statements, and make provision for the development of new statements
 - (5) encourage and commission theological expressions for the use of the church
 - (6) make provision for the review of and commenting on resources and educational opportunities for theological engagement for ministry personnel and communities of faith

- (7) encourage the integration of inter-church and interfaith perspectives and relationships into the work of the church, with attention to the theological implications of our interaction with people of diverse denominations and faiths
- (8) encourage ecumenical/interfaith faith formation by providing resources for education, worship, and community action in relation to United Church theological expression and commitment to whole-world ecumenism
- (9) promote, support, and report on United Church participation in inter-church and interfaith dialogues, forums, programs, and events

Membership

4. The committee shall be composed of
 - (1) a chair appointed by the General Council or its Executive
 - (a) This person is appointed as a member of the Executive of the General Council.
 - (b) The chair, or designate, is appointed as a member of the General Council Planning Committee.
 - (2) up to 13 members
5. The committee membership will reflect the importance of
 - (1) ethnic/racial minority, Indigenous, and francophone voices in theological reflection
 - (2) leadership from schools of theology and centres of education
 - (3) theological articulation from lay and ordered members
 - (4) academic and experiential engagement
 - (5) chaplaincies and other sites of inter-church and interfaith work
6. The committee membership will include at least two members actively engaged in teaching at a United Church theological school or college.
7. Committee members will possess
 - (1) commitment to the wholeness and well-being of the church
 - (2) capacity to reflect theologically within their specific context
 - (3) capacity to discern and reflect on emerging theological trends
 - (4) openness to and capacity for engagement in ecumenical and interfaith dialogue
 - (5) respect for those with differing theological understandings and who collectively reflect the theological diversity of the church
8. The General Council Officer, Programs, and the Inter-Church and Interfaith/Ecumenical Officer are resource staff for this committee.
9. One member will be appointed by the committee to serve as a member of the Partners in Mission Unit-Wide Committee.

Meetings

10. The committee will meet twice each year, usually for three to four days and ordinarily at the General Council Office. Additional conference calls may be required.
11. The committee may at times form working groups of members with interests and skills required for particular aspects of the work.

Reporting

12. The committee will report to each meeting of the General Council and annually or as required to the Executive of the General Council.

The Manual, 2019, section D.4.6.2 f.

2.08 Nominations Committee

Purpose Statement

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

Policy

Governed by This Policy

1. This policy applies to the members of the Nominations Committee.

Terms of Reference

Responsibilities

2. The Nominations Committee is responsible for reviewing nominations and submitting to the Denominational Council, its Executive, or the General Secretary, as appropriate, recommendations for appointment. In carrying out this responsibility, the committee will
 - (1) reflect theologically on the basis for appointed member participation in the church
 - (2) discern who is equipped to serve
 - (3) develop and test processes for selecting individuals and developing effective groups
 - (4) strive to meet the church's commitments to
 - (a) becoming an intercultural church
 - (b) the full inclusion of people with disabilities
 - (c) developing new and young leadership
 - (d) the United Nations Declaration on the Rights of Indigenous Peoples
 - (e) ensuring that francophone ministries are an integral part of our identity
 - (f) any future commitments regarding the appointed leadership of the United Church
3. Members of the Nominations Committee will actively seek out and encourage nominations from across the diversity of the church and its geographic regions.

Membership

4. The Nominations Committee will consist of eight members:
 - (1) two members of the Executive
 - (2) six members of the United Church not serving on the Executive
5. The composition of the Nominations Committee will reflect the intercultural church.
6. The members and chair of the Nominations Committee will be appointed by the General Council. Vacancies on the committee may be filled by the Executive until the next meeting of the General Council.

7. Members will serve for a term of three years, corresponding with the term of each General Council, with the possibility of reappointment for a second term.

Meetings

8. The Nominations Committee will meet as needed, primarily by videoconference call. As needed, and possible, the committee may meet in person.

The Manual, 2019, section D.5.3, D.4.6 e

Established 2003-10-31-030 by the Executive of the General Council

New mandate established 2018-07-22 43rd General Council

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2006-05-23	411	Terms of Reference adopted	Sub-Executive of the General Council
2007-11-16	214	New format	Executive of the General Council
2018-07-22		New mandate, membership and accountability, replacing policy 3.02	43rd General Council

Committees of the Executive of the General Council

3.01 Sub-Executive of the General Council

Purpose Statement

The Executive of the General Council is responsible for having a sub-executive to do the continuing work of the executive between regular meetings.

Manual References (2019)

D.6 Sub-Executive of the General Council

D.6.1 Requirement

The Executive of the General Council is responsible for having a sub-executive to do the continuing work of the executive between regular meetings.

D.6.2 Membership

The Sub-Executive of the General Council consists of

- a) the Moderator;
- b) the General Secretary of the General Council; and
- c) three members of the Executive of the General Council, as elected by the executive.

D.6.3 Responsibilities

The sub-executive has the following responsibilities:

- a) making decisions on financial or administrative matters on behalf of the Executive of the General Council where the matter involves assets or expenses of less than two million dollars, subject to the authority of the Executive of the General Council to decide the matter itself; and
- b) such other responsibilities as may be assigned to it by the General Council or its Executive.

D.6.4 Meetings

D.6.4.1 Meeting and Alternative Decision-Making

The sub-executive may make decisions under paragraph D.6.3 a) above at meetings or by signing written resolutions as an alternative to holding meetings, as long as the resolutions are signed by all members of the sub-executive.

D.6.4.2 Reporting

The sub-executive is responsible for reporting its actions to the Executive of the General Council for information and for inclusion in the minutes of the Executive.

D.6.4.3 Quorum

The sub-executive may meet only if at least 1/3 of its members are present.

Corresponding members are not counted for this purpose.

Policy

Governed by This Policy

1. This policy applies to the members of the Sub-Executive.

Terms of Reference

Responsibilities

2. Subject to the restrictions in the following section, the Sub-Executive has the responsibility to
 - (1) act on unfinished business from the Executive
 - (2) act on items delegated by the Executive
 - (3) act on items from the General Secretary, General Council
 - (4) act on items from the General Secretary's Supervision Committee that require action before the next Executive meeting
3. The Sub-Executive does not have authority to act on
 - (1) items of a denomination-shaping nature
 - (2) policy decisions

Meetings

4. The Sub-Executive will meet as required, normally two to twelve times per year. Meetings will primarily be held by telephone conference call.
5. The agenda for each Sub-Executive meeting will be distributed to all members of the Executive to permit them the opportunity to provide input.
6. The minutes of each meeting of the Sub-Executive will be distributed to all members of the Executive.

The Manual, 2019, section D.6

Established 2005-10-28-301 by the Executive of the General Council

New terms of reference established 2018-07-22 by the 43rd General Council

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2007-11-16	214	New format	Executive of the General Council
2018-07-22		New terms of reference	43rd General Council

3.14 Pension Board Terms of Reference

The Executive of the General Council (the “Executive”) as the Plan Administrator, pursuant to the *Pension Benefits Act (Ontario)*, has established the Pension Board to support the Executive in governing, managing and operating the Plan and the Fund in accordance with the provisions set out below. The Executive continues to be responsible for overseeing all aspects of the Plan and the Fund, as well as the activities of the Pension Board.

In carrying out the mandate to support the Executive in governing, managing, and operating the Plan and the Fund, and to seek, where possible, to support the church’s human resources objectives through the design and operation of the Plan, members of the Pension Board will use the skills and work-related knowledge that they possess, or ought to possess by virtue of their profession or calling, to exercise the care, diligence, and skill that a person of prudence would exercise in dealing with the property of another person.

The Pension Board’s composition, operation, and responsibilities are described below.

The Pension Board may delegate the performance of certain functions related to these responsibilities to others internally or externally and may establish such committees, working groups, or other bodies from time to time according to the Pension Board’s relevant policies. The Pension Board is responsible for ensuring that its delegates, the Pension Plan Advisory Committee (PPAC) and the Investment Committee, act in accordance with their respective terms of reference. The Pension Board reserves the right to override recommendations or decisions made by its delegates.

1. Plans Subject to the Authority of the Pension Board

The Pension Board’s pension-related authority applies solely to the Plan and the Fund.

2. Pension Board Composition and Selection Process

- (a) The Pension Board will consist of nine to eleven voting members and two ex-officio (non-voting) designated staff members.
- (b) No person shall be eligible to serve as a voting member of the Pension Board if he or she is a member of the General Council Office staff.
- (c) The Executive will appoint at least five voting members to the Pension Board, each of whom possesses relevant experience and expertise in one or more of the following core areas of pension practice: institutional investing, actuarial, legal, human resources, or pension governance. Preference will be given to individuals who are currently employed or recently retired in one of these professional pension fields.
- (d) The Executive will appoint one or two voting members to the Pension Board who are also members of the Executive (the “Executive rep(s)”).
- (e) The Executive will appoint two or three voting members-at-large to the Pension Board. Members-at-large should be members of the Plan or of the United Church who bring a capacity to articulate the theological values and perspectives of the United Church. They

are not required to be pension experts but should bring knowledge and interest in the work of pension boards and a commitment to the broader principles of pension governance. It is a priority of the board to include people who bring the lived experience of being racialized, or are from other marginalized communities not currently present on the board. This is a part of the church's commitment to ensure a diversity of perspectives in its deliberations.

- (f) The two ex-officio designated staff members will consist of
 - (i) the Executive Officer, Ministry and Employment
 - (ii) the Executive Officer, Financial Services
 - (iii) or their designates (the "Designated Staff Reps")
- (g) In addition to seeking the expertise referenced above, the Executive should aim for a balanced slate based on gender, geography, and ethno-cultural perspectives in making appointments to the Pension Board.
- (h) Voting Pension Board members will normally serve a term of three years. The maximum number of terms that may be served consecutively by members is three, unless the Nominations Committee of the Executive grants an exception in writing. Appointments will be reviewed periodically by the Pension Board. Wherever possible, terms of the pension professionals and members-at-large should be staggered in such a manner as to ensure continuity on the Pension Board.
- (i) The Executive will appoint the Chair of the Pension Board. The chair's appointment will be for a three-year term and may be renewed to coincide with their membership term for a maximum of nine consecutive years. (Example: If a member has served for one year and is then appointed chair, their first term as chair will end with their membership term. They may then be appointed as chair for a second term of three years and will be eligible for a third term, if mutually agreed upon).
- (j) A member of the Pension Board is expected to
 - i. participate in all Pension Board meetings
 - ii. be available, dedicated, and willing to invest the time to be educated and otherwise obtain the knowledge necessary to enable the Pension Board to collectively discharge its obligations
 - iii. be bondable

3. Appointment Process

- (a) All appointments will be made by the Executive of the General Council.
- (b) Prospective pension professionals will be recommended to the Nominations Committee by the Board chair after an interview.
- (c) The Board chair, and the committee chair in the case of appointees to the Pension Plan Advisory Committee and the Investment Committee, will comment to the Nominations Committee on the reappointment of members, based on regular member assessment.
- (d) The Board chair will also review expressions of interest for member-at-large positions and offer comment to the Nominating Committee.

- (e) If the number of voting members of the Pension Board at any point in time is less than nine, the Executive of the General Council will appoint the number of voting members necessary to achieve at least nine.

4. Pension Board Operation

- (a) The Pension Board will meet at least four times a year, and the Pension Board will adopt meeting processes and procedures.
- (b) A meeting will be properly constituted only if a majority of the voting members are present in person or participating by telephone, videoconference, or other technology.
- (c) Proxy votes are not permitted at any time. However, another voting member of the Executive of the General Council may attend as an alternate Executive representative.
- (d) A motion is deemed passed with an affirmative vote from a majority of the voting members of the Pension Board participating in the meeting.
- (e) Decisions may be made by e-mail under terms established from time to time by the church and published in *The Manual* bylaws of the United Church.
- (f) In the event the chair cannot attend a particular meeting of the Pension Board, the chair may designate a member to chair, or the remaining members present may appoint a member to act as interim chair for the purposes of that meeting.
- (g) Pension Board members are entitled to reimbursement from the Fund of reasonable expenses incurred personally in the conduct of their duties, in accordance with the Pension Board's expense chargeback policy.
- (h) Minutes will be prepared in draft form, provided to the Pension Board prior to the following meeting, and approved at that meeting. Church staff will be assigned to take minutes and act as secretary to the Pension Board.
- (i) The Pension Board will adopt a forward agenda to assist in preparing agendas for each of its meetings.
- (j) The Pension Board, where necessary, will develop code of conduct policies and guidelines that will apply to its pension activities and the activities of its delegates.
- (k) The Pension Board will adopt any additional operating/process policies it deems necessary for the efficient and effective discharge of its responsibilities under these terms of reference.

5. The Pension Board's Responsibilities

The Pension Board has responsibilities in the following areas:

General Governance

- (a) Recommend to the Executive of the General Council governance policies necessary for the effective governance of the Plan and the Beliefs and Guiding Principles related to Plan design, funding, and investment.
- (b) Recommend a review of the Plan's governance structure at least every seven years.

- (c) Annually, review compliance with
 - i. applicable pension standards and the *Income Tax Act, Canada*
 - ii. all policies adopted by the Pension Board and the Executive
 - iii. the code of conduct for the Plan and the Fund
 - iv. the Pension Board's terms of reference
 and report results to the Executive of the General Council
- (d) At least annually, undertake a collective self-assessment and report the results to the Executive of the General Council.

Financial Controls

- (a) Appoint the Fund's auditor, and arrange for the review and execution of related documents in accordance with the Pension Board's relevant policies.
- (b) With support from staff, monitor and evaluate the performance of the Fund's auditor and its compliance with contracts, mandates, and applicable legislation.
- (c) Approve the audit plan for the financial statements of the Fund.
- (d) Approve the audited financial statements for the Fund.
- (e) With support from staff, respond to the auditor's recommendations.
- (f) Receive and approve the auditor's independence letter.

Operating Expenses

- (a) Approve the annual budget for the payment of Plan and Fund operating expenses.
- (b) Approve the expense chargeback policy for the Plan.
- (c) Monitor and evaluate expense performance relative to the budget.

Communications

- (a) Given the importance of communication with Plan members and other stakeholders, the Pension Board will adopt a communications policy.
- (b) Non-routine Plan communications to Plan members, their spouses, and beneficiaries, participating employers and relevant regulators will be subject to approval by the Pension Board.

Plan Design, Plan Funding, Legal, and Administration

Issues related to Plan design and funding are analyzed and considered by the Pension Plan Advisory Committee. The committee makes recommendations to the Board and presents items for approval. The Pension Board shall

- (a) recommend to the Executive members for the Pension Plan Advisory Committee
- (b) recommend to the Executive of the General Council, for its approval, the establishment of any new retirement arrangements or termination of the existing Plan
- (c) assess modifications or refinements to Plan design (e.g., changing the normal retirement date) and approve any amendments to the Plan
- (c) approve the Plan's funding policy

- (d) approve appointment of the actuary, in consideration of recommendations from the Pension Plan Advisory Committee
- (e) monitor and evaluate the consistency of the Plan's funded status with the funding policy and consider recommendations from the Pension Plan Advisory Committee concerning benefit improvements, changes to benefit accrual rates, contribution levels, and contribution holidays
- (f) approve the actuarial valuation reports and cost certificates
- (g) approve significant Plan administration policies as recommended by PPAC
- (h) appoint external agents that provide Plan administration services, such as a third-party administration service providers, consultants, and legal advisers, and arrange for the review and execution of related documents in accordance with the Pension Board's relevant policies
- (i) ensure that documents and reports relating to the Plan's benefit administration required by applicable legislation are filed with the regulators

Investment

Issues related to the Fund's investment are analyzed and considered by the Investment Committee. The Investment Committee makes recommendations to the Board and presents items for approval. The Pension Board shall

- (a) recommend to the Executive of the General Council members for the Investment Committee
- (b) approve the appointment and/or termination of the Plan's Custodian, with supporting rationale from the Investment Committee
- (c) approve, with supporting rationale from the Investment Committee, investment policies, including the Statement of Investment Policies and Procedures and all other investment policies and guidelines not necessarily contained in the Statement of Investment Policies and Procedures, such as policies related to responsible investing
- (d) approve new asset classes, investment strategies and risk mitigation strategies of significance to the Fund

6. Orientation and Continued Learning Policies and Guidelines

The Pension Board, with support from staff, will develop policies regarding orientation of Pension Board members and continued learning for its members.

7. Reporting Policies and Guidelines

Reporting by the Pension Board

Because the Executive of the General Council retains the responsibility to oversee its delegates, it is necessary for it to receive information from the Pension Board to enable it to discharge those oversight responsibilities.

The Pension Board will provide an annual report to the Executive of the General Council at

each regular fall meeting of the Executive. The report will address

- (a) recommendations regarding any changes to beliefs and guiding principles related to Plan design, funding, or investment
- (b) any changes in the Statement of Investment Policies and Procedures
- (c) the investment performance of the Fund
- (d) the previous year's audited financial statements for the Plan
- (e) any changes in the Plan's auditor, actuary, external legal counsel, investment managers, or any other agent, adviser, or provider of services to the Plan or Fund
- (f) any material administration activities, including a change from third-party to internal administration or vice versa
- (g) key administration services performance as measured against service standards
- (h) information regarding the funded status of the Plan, including the actuarial valuation report or any updates since the last valuation and any material changes in funding assumptions
- (i) any amendments to the Plan since the previous report
- (j) legislative compliance
- (k) the results of any pension governance reviews
- (l) any other information that the Executive requests to be reported by the Pension Board
- (m) any other information that the Pension Board feels is appropriate.

The annual report will include a signed statement from the Chair of the Pension Board confirming that each Pension Board and committee member has completed the Code of Conduct Compliance Certificate.

Reporting to the Pension Board

Because the Pension Board retains the responsibility to oversee its delegates, it is necessary for it to receive adequate and timely information from those to whom it has delegated the performance of pension-related functions. The Pension Board will establish its own reporting policies and guidelines describing the information it needs from its delegates and the timing and format to be followed.

Established 2004-04-23-120

Approved by the Executive of the General Council - November 12-14, 2011

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2017-01-05	2011-11-12-160	Updated terms of reference (approved in 2011, but missed in revision until 2016)	GCE
2019-04-15	2019-04-15-017	Updated terms of reference approved	GCSE

3.15 General Council Planning Committee

Purpose Statement

The planning and execution of each General Council meeting and implementation of the agenda will be undertaken, on behalf of the Executive of the General Council, by the General Council Planning Committee.

Policy

Governed by This Policy

1. This policy applies to the members of the General Council Planning Committee

Terms of Reference

Responsibilities

2. The committee is responsible to
 - (1) plan the General Council and agenda where the members engage in the continuous work of discernment, visioning, and direction-setting and legislate on matters respecting the doctrine, worship, membership, and government of the United Church
 - (2) plan a General Council where the members may fulfill the powers and duties outlined in *The Manual*
 - (3) integrate and coordinate the elements of the General Council, including children and young teens, youth, worship, the business of the General Council, local arrangements, and invited guests (such as global and ecumenical partners)
 - (4) manage the flow of the agenda at the General Council and respond to emergent business in consultation with the General Secretary
 - (5) assess and take into consideration on-site logistics and past evaluations
 - (6) document the planning of the General Council and evaluate all elements of the General Council

Membership

3. The committee will be composed of
 - (1) a chair
 - (2) the Moderator, who presides at the meeting of the General Council
 - (3) the General Secretary, who is responsible for
 - (a) the preparatory work of the meeting, including the preparation of agendas, printed reports, and other documentation
 - (b) the establishment of procedures for the monitoring of decisions of the General Council
 - (c) the arrangement of facilities for the meeting of the General Council, working with the Local Arrangements Committee, and managing the budget of the General Council

- (4) the Executive Minister of the host regional council
- (5) up to eight members to coordinate a specific role or function of the General Council (such as business processes/agenda flow, worship, theme, local arrangements, children and young teen program, youth program)—including one representative each of Indigenous ministries, ethnic ministries, and francophone ministries provided such representatives are willing and able to serve; these persons will bring skills and experience suitable for providing leadership for the particular role or function that they will coordinate

4. The Program Coordinator, Governance Support, is resource staff for the committee.

Meetings

5. Normally the committee will meet for two or three days three times each year. Conference calls may occur between meetings. Travel is expected.

The Manual, 2019, sections D.5.3, D.5.5.1

Established 2004-04-23-116 by the Executive of the General Council

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2007-11-16	214	New format	Executive of the General Council
2007-05-04	122	Terms of Reference approved and added	Executive of the General Council
2008-11-26	367	Name change – effective September 2009	Sub-Executive of the General Council
2008-11-26	367	Removed section 7: The Agenda Planning and Business Committee of the Executive (Policy 3.13) and the Permanent Committee on Governance, Planning and Budgeting Processes (Policy 3.041) have been disbanded—effective September 2009	Sub-Executive of the General Council
2008-11-26	367	Removed section 8: The Agenda, Planning and Business Committee of the Executive (Policy 3.13) has been disbanded—effective September 2009	Sub-Executive of the General Council

3.16 General Secretary's Supervision Committee

Purpose Statement

Supervision and accountability for the performance of the General Secretary, General Council, will be carried out by the General Secretary's Supervision Committee on behalf of the General Council and its Executive.

Policy

Governed by This Policy

1. This policy applies to the members of the General Secretary's Supervision Committee.

Terms of Reference

2. On matters related to supervision of the General Secretary, the committee is responsible to
 - (1) provide a venue in which the General Secretary can clarify goals, receive feedback on performance of duties, and reflect upon personal growth issues and emerging challenges
 - (2) meet as soon as practicable with a newly appointed General Secretary to develop a mutual understanding of the roles, duties, and responsibilities of the General Secretary and the committee, and to identify long-term and short-term priorities
 - (3) normally meeting at least three times each year with the General Secretary, with one meeting in person, for ongoing general assessment of the General Secretary's performance of the duties outlined in the position description and progress toward achieving the established goals and objectives
 - (4) in concert with the General Secretary, the position description, and the priorities set by the General Council and its Executive, set the annual goals and objectives for the position
 - (5) direct strategies to address any shortcomings with regards to performance of duties and meeting of goals and objectives
 - (6) assess needs for training, continuing education, and other supports or resources
 - (7) receive, consider, and act upon written affirmations and complaints about performance
 - (8) annually prepare for the personnel file a performance review report signed by the chair of the committee and by the General Secretary
 - (9) at least once a year report (in camera) on the performance of the General Secretary to the elected members of the Executive
 - (10) ensure the human resource policies of the United Church are fairly and consistently applied to the position of the General Secretary
 - (11) recommend to the elected members of the Executive or Sub-Executive any disciplinary actions that it deems necessary; annually review the position description, and make recommendations on changes to the Executive

- (12) annually report on its activities to the Executive
 - (13) advise and guide the Executive on matters relevant to the committee's mandate
3. The committee may obtain professional human resources advice outside the United Church.

Membership

4. The committee will be composed of three to five members.
- (1) A majority of the members will be voting members of the Executive, one of whom will be appointed as chair. The chair will have the following qualifications:
 - (a) supervisory experience
 - (b) understanding of the role of senior leadership and management within a faith community that requires both theological and spiritual leadership
 - (c) demonstrated communication skills
 - (2) Up to two additional members will have some of the following qualifications:
 - (a) understanding of the structure and range of work of the General Council and the General Council Office
 - (b) understanding of human resource practices
 - (c) experience with supervision at a senior level
5. The Nominations Committee will invite written comment on the committee nominees from the General Secretary prior to recommending appointments.
6. The Executive Officer, Ministry and Employment, will provide support and advice for the committee, as requested.

Meetings

7. Normally, the committee will meet two or three times each year face to face at the General Council Office. Additional meetings may be held via electronic means.

The Manual, 2019, sections D.4.2, D.5.3

Established 2005-10-28-316 by the Executive of the General Council

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2007-11-16	214	New format	Executive of the General Council
2008-11-15	317	Amend section 3, subsection (11), to read: "ensure the human resources policies of the United Church are fairly and consistently applied to the position of the General Secretary."	Executive of the General Council
2012-10-27	2012-10-26-013	Amended meeting requirements to 2 or 3 face to face meetings annually. Additional meetings to be held via	Executive of the General Council

		electronic means—see points 3. (3) and 9	
2015-11-23	2015-11-21-020	Section 2, subsection 3 amended re number of meetings	Executive of the General Council

3.17 Moderator's Advisory Committee

Purpose Statement

The Moderator' Advisory Committee will provide advice, support, and assistance to the Moderator in fulfilling the duties of the office most effectively.

Policy

Governed by This Policy

1. This policy applies to the members of the Moderator's Advisory Committee.

Terms of Reference

2. The committee is responsible to gain an understanding of the role of the office of Moderator and to assist the Moderator in
 - (1) determining effective use of time during the term of office, mindful of the visits to be made to each of the regional councils and the large volume of other invitations
 - (2) effectively fulfilling the responsibilities of the office of Moderator

Membership

3. The committee will be composed of
 - (1) a chair named by the Moderator
 - (2) two members named by the Moderator
 - (3) a former Moderator (other than the immediate past)
 - (4) a member of the Executive
 and will be appointed by the Interim Sub-Executive as soon as possible after the Moderator's election.
4. The General Secretary is resource staff for the committee.

Meetings

5. The committee will meet as soon after the Moderator's election as is feasible.
6. Normally, the committee will meet three to four times each year in person or by conference calls.
7. The chair will report at least annually to the Executive or, if required, to the Sub-Executive.

The Manual, 2019, section D.5.3

Established 2006-05-23 by the Executive of the General Council

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by

2007-11-16	214	New format	Executive of the General Council
2006-05-23	410	Terms of Reference approved and adopted	Sub-Executive of the General Council

3.18 Joint Grants Committee

Purpose Statement

The Joint Grants Committee will develop and implement The United Church of Canada's policy for the use of endowment funds of the General Council and its Foundation.

Policy

Governed by This Policy

1. This policy applies to the members of the Joint Grants Committee.

Terms of Reference

Responsibilities

2. The primary responsibility of the committee is to ensure that the wishes of a donor expressed in the terms of a trust or endowment are fulfilled and that the funds that are allocated are used faithfully in service of God's mission through The United Church of Canada, its member bodies, related organizations, and members.
3. In addition the committee will
 - (1) oversee the use of trusts and endowments in such a way as to ensure that, consistent with the terms of any given bequest, the available funds are expended within a reasonable time for God's mission.
 - (2) work with the Executive Officer, Finance, to determine as early as possible in the year the expected allocation of each respective trust or endowment to the unified budget. The primary criteria that will determine availability of the allocation is the extent to which work is undertaken within the General Council unified budget consistent with the terms of the trust or endowment. The allocation will usually be equivalent to the earned interest income of the trust in the previous year and will represent the first draw on all relevant trusts and endowments.
 - (3) undertake a grant program that will allocate up to 10 percent of the unrestricted capital of the respective trust funds (after the unified fund draw is taken into account) yearly. The Joint Grants Committee is authorized to exceed this 10 percent guideline as it determines grants that are \$25,000 or less.
 - (4) give priority in the grant program to allocations that
 - (a) support innovative programs throughout the church
 - (b) enhance the existing programmatic work of the General Council Office
 - (c) support the work of communities of faith, partners, and related institutions of the General Council of the United Church in ways that are consistent with priorities established by the Executive of the General Council.
 - (5) ensure that this granting program is widely advertised throughout the church and that application and approval processes are transparent and clear.

- (6) ensure that grants will normally be available to communities of faith, councils of the church, United Church corporations (including legacy corporations), and affiliated institutions.
4. The Joint Grants Committee may choose, in exceptional circumstances, to provide funding to organizations that are not institutionally recognized (as above) providing: that the terms of the trust or endowment invite this consideration, that the project will benefit the mission and ministry of The United Church of Canada, and that a letter of endorsement is received from an appropriate officer of the church, such as the secretary of a regional council, an official board, the executive director, or a comparable position of a United Church institution.
5. The Joint Grants Committee may also award grants to individuals providing that the terms of the trust or endowment invite this consideration, the project will benefit the mission and ministry of The United Church of Canada, and a letter of endorsement is received from an appropriate officer of the church as named above.
6. The Joint Grants Committee will provide to the Executive of the General Council at its first meeting in a calendar year a statement of grants and allocations made from trusts and endowments in the previous year.
7. The committee will operate in such a way as to lift up before the whole church the potential of bequests, endowments, and trusts as a means of supporting God's mission through The United Church of Canada. The committee will seek to ensure that whenever possible a report on the use of funds is given to family members of those making bequests or establishing trusts or endowments.
8. Discernment regarding grant recipients will normally be performed by elected and appointed members. Any changes in the current responsibilities for discernment for grant recipients will be reported to the Executive of the General Council.

Membership

9. The committee will be composed of
 - (1) two members of the board of The United Church of Canada Foundation/Fondation de L'Église Unie du Canada, as named by the board.
 - (2) one member of the Executive of the General Council.
 - (3) one member of the Permanent Committee on Programs for Mission and Ministry.
 - (4) one member of the Permanent Committee on Finance
10. The committee will select a chair from its membership.
11. Resource staff will be assigned by the General Secretary.
12. The budget will be assigned by the General Secretary.

The Manual, 2019, section D.5.3

Established as “Endowment Committee” 2009-03-28-402

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2010-05-03	2010-05-01-53	Responsibilities section amended	Executive of the General Council

3.19 National Indigenous Council

Purpose Statement

The National Indigenous Council is a spiritually discerned decision-making body that takes direction from the National Indigenous Spiritual Gathering in response to the Creator’s plan.

Policy

Governed by This Policy

1. This policy applies to the members of the National Indigenous Council.

Terms of Reference

Responsibilities

2. The Council is responsible to
 - (1) be a decision-making body taking direction from the National Indigenous Spiritual Gatherings
 - (2) prepare and forward proposed work to the Executive of the General Council
 - (3) reflect and take into consideration the documented meetings of the Aboriginal Ministries Steering Committee, the records of Aboriginal presbyteries and National Aboriginal Gatherings, and the documents that reflect the voice of the Indigenous community

Membership

3. The National Indigenous Council will be composed of the following 22 members:
 - (1) four from British Columbia Native Ministries
 - (2) four from All Native Circle Conference (one from each presbytery)
 - (3) four from Ontario and Quebec Indigenous congregations
 - (4) three others from within The United Church of Canada:
 - (5) one member from the Indigenous communities in the Maritimes
 - (6) one member of an Indigenous Cultural or Traditional community
 - (7) one member of Inuit/Métis community
 - (8) one non-Indigenous member from the Executive of the General Council
 - (9) one from the Indigenous Justice/Residential Schools Committee
 - (10) three from the theological schools (two from Sandy Saulteaux Spiritual Centre and one from the Native Ministries Program, Vancouver School of Theology)
 - (11) one from the Ministries in French constituency
 - (12) one from an intercultural and diverse constituency

4. Of the four representatives named in each of (1), (2), and (3) above, one member should be an Elder, one member should be a youth, plus two others of which one should be ministry personnel and/or consideration given to outreach/urban ministry personnel.
5. Members will have the ability and willingness to communicate and plan for community wellness issues and initiatives, such as spirituality, healing, and church business. <<or are these 3 somehow connected?>>
6. Members will preferably have experience with their respective United Church community in a leadership or volunteer role.
7. The National Leading Elder(s) will serve as spiritual advisors to this council.

Meetings

8. The Council will meet twice annually.
9. The Elders of the National Indigenous Council will provide spiritual counsel and may meet during the three years between the National Spiritual Gatherings.

Established 2007-11-15-350 by the Executive of the General Council (as Aboriginal Ministries Council)

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2012-03-24	2012-03-02-207	Changed points 3 and removed point 5—Gender Balance	Executive of the General Council
2018-07-22		Name changed from Aboriginal Ministries Council to National Indigenous Council	43rd General Council

3.20 National Indigenous Spiritual Gathering

The National Indigenous Spiritual Gathering is a forum for listening to and discerning the Creator’s plan; visioning; spiritual nurture; mutual accountability; inspiration; education; youth development; and expressing the voice of the Indigenous community on spirituality and ministry.

Policy

Governed by This Policy

1. This policy applies to the members of the National Indigenous Spiritual Gathering.

Terms of Reference

Responsibilities

2. The Gathering is responsible
 - (1) to be the voice of the Indigenous community on spirituality and ministry;
 - (2) to provide direction to the National Indigenous Council, the General Council, and the Executive of the General Council in response to the Creator’s plan
 - (3) to be the voice of inspiration; the collective voice
 - (4) leadership training

Membership

3. The National Indigenous Spiritual Gathering is hosted by the National Indigenous Council and is comprised of two representatives from each of the congregations named as Indigenous congregations, including British Columbia Native Ministries, All Native Circle Conference, and Ontario and Quebec Indigenous congregations supported by the Aboriginal Ministries Circle Staff.

Meetings

4. The Council will meet one every three years in the year prior to General Council.
5. The Elders of the National Indigenous Council will provide spiritual counsel and may meet during the three years between the National Spiritual Gatherings.

Established 2012-24-26-207 by the Executive of the General Council

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by

Financial Management

6.08 Reimbursement of Expenses

Purpose Statement

The purpose of this policy is to specify the criteria by which persons serving on the Executive of the General Council, a committee, a sub-committee, or a task group will be reimbursed for expenses incurred on church business.

Policy

Governed by This Policy

1. This policy applies to all persons serving on the Executive of the General Council, a committee, a sub-committee, or a task group.
2. Any portion of any expense described in this policy that is paid for by a third party shall not be claimed for reimbursement from the church.
3. Any portion of any expense described in this policy that is paid directly by the church shall not be claimed for reimbursement.
4. The schedule of expenses is set by the General Secretary.

Transportation

5. Persons should travel by the most economical means related to the schedule and purpose of the travel.
6. Travel by private vehicle or the actual costs of a taxi or public transportation will be reimbursed for travel between home or office and the point of departure of a commercial carrier, and for travel at the destination from the point of arrival to the hotel or meeting location.
7. The General Council will reimburse the actual cost of travel on church business by commercial carriers. Persons should take advantage of senior citizen discounts, seat sales, or any other discounted rates or fares for which they are eligible.
8. Travel by air will be reimbursed for economy airfare and taxes, including the seat selection charge.
9. Travel by rail will be reimbursed at the lesser of the actual cost or the cost of an economy airfare for the same trip.
10. Travel by private vehicle, when it is the most economical option, will be reimbursed at the rate set out in the schedule to this policy for a return trip. When several people travel together in the same vehicle, the owner but not the passengers will be entitled to reimbursement.

11. Persons attending meetings are encouraged to use public transportation at the meeting location whenever available.
12. Underground parking at the General Council Office is available.
13. Parking at hotels is reimbursable but cannot be charged to the hotel accounts.

Accommodation

14. Accommodations are selected that are reasonable, conveniently located, safe, and accessible. The accommodation for most meetings is determined based on availability and group rates with designated hotels and centres. The normal accommodation is single-person occupancy; there is provision for sharing upon request.
15. If a person chooses to stay in other accommodation, the person will be reimbursed for the actual cost to the maximum rate set out in the schedule. Persons should take advantage of senior citizen, group, or any other discounted rates for which they are eligible.
16. A person travelling to meetings who stays with a relative or friend in lieu of designated accommodation may claim the cost of a token of appreciation (not alcoholic beverages) according to the hospitality rate set out in the schedule to this policy. Receipt required.

Meals

17. Meals are reimbursed on the basis of an unreceipted allowance as set out in the schedule.
 - (1) Alcoholic beverages shall not be included in any meal claim.
 - (2) Meals shall not be charged to hotel room accounts.
 - (3) When meals are provided during the meeting, no other claims are allowed.
18. Meals are reimbursed on travel days on the basis of an unreceipted allowance.
 - (1) Breakfast should not be charged if travel begins after 7:30 a.m.
 - (2) Dinner should not be charged if travel ends before 6:30 p.m.
19. When a group of persons who are members of a committee or task group eat together, the total cost may be claimed by one of the persons provided that the claimant identifies the persons whose meals have been covered.

Telephone Expenses

20. The General Council provides a toll-free phone number (1-800-268-3781) to provide communication with staff at the General Council Office.
21. Guest facilities are available at the General Council Office to make long-distance telephone calls that are covered by the General Council's long-distance plan.

22. When a person is travelling or at a meeting, the cost of long-distance calls to the person's home or office (using a personal calling card or a General Council calling card) and the cost of local calls from a hotel are reimbursable.

Dependent Family Care

23. A person may claim the cost of care arrangements for a family member or other significant person when travelling on church business.
24. This expense must be approved with Member Engagement staff before making travel arrangements.

Pulpit Supply

25. The pastoral charge or mission unit will be reimbursed for the cost of pulpit supply at the rate set out in the schedule. Analogous situations may be reimbursed subject to preapproval.

Non-Reimbursable Personal Expenses

26. The following are considered personal expenses and are not normally reimbursable:
- (1) personal entertainment
 - (2) car rentals
 - (3) excess/overweight baggage charges
 - (4) personal life insurance
 - (5) trip cancellation insurance
 - (6) traffic fines
 - (7) laundry or dry cleaning
 - (8) Internet charges
 - (9) all expenses related to a companion
 - (10) change fees for bookings for personal reasons

Expense Claims

27. Persons shall submit travel claims to the General Council Office within 30 days of completing their travel, together with required receipts, a record of kilometres travelled by private vehicle, and any other detailed information that a signing officer may require to determine that the expenses were reasonable.
28. Persons submitting expense claims electronically must either scan the related receipts and include them in the electronic submission or otherwise ensure the receipts are delivered to the General Council Office as soon as possible.
29. To obtain reimbursement a person must submit receipts for the following expenses:
- (1) travel by commercial carrier unless purchased or provided by the church
 - (2) any transportation costs not included in the basic fare

- (3) taxi fares
- (4) parking charges in excess of \$5.00
- (5) accommodation in excess of the rate set out in the schedule
- (6) long-distance telephone calls

Exceptions

30. All exceptions to this policy must be approved by Member Engagement staff before the travel begins .
31. Anticipated expenses for international travel must be approved by Member Engagement staff before the travel begins. Member Engagement staff will consult with appropriate resource staff.

Schedule Policy 6.08 (Effective January 1, 2019)

Use of Private Vehicle

\$0.40 per kilometre

Maximum Hotel plus Breakfast Rate

\$140.00 plus tax per day in the Toronto area

Hospitality Rate

\$25.00 per night to a maximum of \$100.00 per meeting for your host for home stays

Standard Meal Allowance: No Receipts Required

Please note that the cost of alcoholic beverages cannot be claimed

Breakfast	Up to a maximum of \$15.00 (without hotel stay the previous night)
Lunch	Up to a maximum of \$15.00
Dinner	Up to a maximum of \$25.00

Weekend Supply, and Worship Leadership and Preaching

The daily rate is \$212 for a full working day or any portion of one. This rate is not linked to any specific number of hours served.

In addition, applicable travel and incidental expenses (e.g., meal costs) are reimbursable up to a maximum of \$50 with receipts or mileage claims.

Direct Deposit

Obtain the Direct Deposit Form from your staff contact person and attach a blank cheque.

Goods and Services Tax (GST)

Please attach the original receipts for travel and accommodation expenses claimed that

indicate the GST paid and the GST number of the business/vendor. The United Church of Canada can claim the Goods and Services Tax rebate only where original receipts are provided. These are also used for audit purposes.

Established 2007-11-16-214 by the Executive of the General Council

Revision History

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2008-11-15	333	<p>Section 7 amended as follows: "Travel by air will be reimbursed for economy airfare and taxes including the seat selection charge."</p> <p>Section 10 amended as follows: "Persons attending meetings are encouraged to use public transportation at the meeting location whenever available."</p> <p>Section 16 amended as follows: "Meals are reimbursed on the basis of (1) An unreceipted allowance set out in the schedule that includes tax and tip"</p> <p>Section 20 amended as follows: "Meals should not be charged to hotel room accounts."</p>	Executive of the General Council
2010 – 05-02	2010-05-01-048	25. The pastoral charge or mission unit will be reimbursed for the cost of pulpit supply at the rate set out in the schedule. Analogous situations may be reimbursed subject to pre-approval.	

Definitions

Definitions

Regular print indicates definitions from *The Manual, 2019*, of The United Church of Canada.

Italics indicates definitions arising from the Governance Handbook.

Adherent means a person who contributes regularly to the life and work of the congregation but is not a member or full member.

Appeal means a formal request for reconsideration of a decision made by a council or a council-appointed formal hearing, and includes the process leading to that request.

Appointed member refers to a person appointed to a group by the General Council or its Executive who reflects the diversity of the church and has particular expertise required by the group; includes alternates.

Bylaws refers to the rules and practices that govern the management of the United Church. The bylaws in *The Manual* contain the most fundamental principles and rules concerning the operation of the church. Bylaws cannot be amended by either the Executive or the Sub-Executive.

“Cascading appointment refers to one or more additional appointments that flow from a single appointment; for example, the chair of group A serves as the group’s representative on group B.

Church usually refers to The United Church of Canada.

Commission means one or more United Church members appointed by a council or its executive to take on a specific delegated task and make decisions on its behalf.

Community of faith” is any community of people within the United Church that gathers to explore faith, worship, and serve; and is recognized as a community of faith by the regional council through a covenantal relationship between the community of faith and the regional council. Many kinds of communities of people may be recognized as communities of faith: pastoral charges, congregations, outreach ministries, chaplaincies, faith-based communal living arrangements, house churches, online communities, and others.

Congregation is a group of people that meets for public worship and has been formed as a congregation of the United Church.

Correspondence includes any communication in writing, including e-mail.

Corresponding members means people who have been given one or more of the following privileges by the council:

- a. receiving notice of a meeting
- b. attending a meeting
- c. taking part in some or all of the council's discussion at the meeting
- d. receiving minutes of a meeting

Council The United Church is organized into three levels, or councils. The three councils are

- communities of faith
- regional councils
- the General Council

Decision means any disposition of a matter by a council, or by a body authorized to act on behalf of the council.

Elected member refers to a person elected by the councils of the church to serve on the General Council or its Executive and includes alternates named by the relevant council.

General Council is the decision-making body for the United Church as both a denomination and a legal corporation.

General Secretary means the General Secretary of the General Council. A reference to the General Secretary includes any General Council Officer or other staff person to whom the General Secretary delegates a responsibility.

Governance is the principles and processes consistent with the values and priorities that guide discernment and decision-making.

Governance body refers to the Executive of the General Council and all committees, task groups, and commissions accountable to the Executive.

"Group" refers to a committee, sub-committee, or task group formed under Governance Policy 1.07.

Indigenous Ministries Circle refers to the unit of the General Council Office responsible for working in partnership with The United Church of Canada toward the Indigenous peoples' vision of spiritual healing, stewardship, and economic well-being.

Mandating group refers to the body that establishes a committee, sub-committee, or task group or has subsequently been assigned responsibility for the group.

The Manual refers to the collection of bylaws based on, and subject to, the conditions and safeguards of *The United Church of Canada Act*. Because resolutions passed by the General Council have the force and effect of bylaws, the bylaws that appear in *The Manual* are modified or added every three years, in accordance with the corresponding General Council meeting. These bylaws include rules and regulations in all matters concerning the United Church's

doctrine, worship, discipline, and government.

Members refers to persons elected or appointed to the Executive and all committees, sub-committees, and task groups as voting and corresponding members.

Ministry personnel is a general term that refers to members of the order of ministry, designated lay ministers, candidates serving under appointment, diaconal supply, and ordained supply.

Monetary conflict arises where the Executive is considering a decision that may have a monetary effect, either positive or negative, on a member of the Executive or a person close to the member (relative or friend). (See also **non-monetary conflict**.)

National Indigenous Council refers to the decision-making body that takes direction from the National Indigenous Spiritual Gathering and relates to the Executive of the General Council.

National Indigenous Spiritual Gathering refers to the national gathering that takes place a minimum of every three years that provides an opportunity to share and nurture the vision of the Aboriginal Ministries Circle.

Non-monetary conflict arises in any circumstance where a member of the Executive is constrained in any way from acting in the best interests of the United Church. That could occur where a member of the Executive or person close to the member stands to gain a benefit in some non-monetary way from a decision that the Executive is considering (e.g., appointment to a particular elected position). (See also **monetary conflict**.)

Order of ministry refers to diaconal and ordained ministers of the United Church.

Partner organization refers to an organization of which the church is a member or to which the church has made a commitment and has agreed to provide representation on its boards, councils, or other groups. Partner organizations consist of members from multiple denominations, faith groups, and/or organizations and share in the work and vision of the United Church.

Pastoral charge is a unit of organization that consists of one or more congregations.

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as

- age, name, ID numbers, income, ethnic origin, or blood type
- opinions, evaluations, comments, social status, or disciplinary actions
- employee files, credit records, loan records, medical records, existence of a dispute between a consumer and a merchant, intentions (for example, to acquire goods or services, or to change jobs).

Personal information does not include the name, title, business address, or telephone number of an employee of an organization (*Personal Information Protection and Electronic Documents*

Act [PIPEDA] Canada 2000, c.5. The above definition from the Office of the Privacy Commissioner, Government of Canada website; last updated November 2006).

Polity means the form of organization and government of the United Church as it is set out in *The Manual, 2019*.

Procedure means a method by which a policy can be accomplished and provides the instructions necessary to carry out a policy statement.

Proposal is a formal request for a council to take action.

“**Remit** is a vote by regional councils or by regional councils and communities of faith that are pastoral charges to change the Basis of Union.

Representative refers to a person appointed by the General Council or its Executive to be present or to serve on behalf of the church with a designated partner organization.

Resource staff refers to a staff member assigned by the General Secretary to work in partnership with the chair of a committee, sub-committee, or task group to facilitate the life of the group and to assist it to achieve its mandate. Resource staff are responsible for organizing meetings, developing agendas, preparing minutes, and ensuring appropriate resources and administrative staff are available. Staff do not have voting status on committees.

Terms of reference refers to the documented duties and responsibilities, mandate, membership, and meetings of a group.

Voting members means the members of the General Council and the elected and appointed members of its Executive or of a committee or task group of the Executive with voting privileges (not including corresponding members).

Appendix

Appendix A: Retired Policies

Policy Number	Name of Policy	Date of Establishment	Date of Retirement	Authorizing Body of Retirement
3.04	Permanent Committee on Governance, Planning and Budgeting Processes	2003-04-25-586	2008-11-26-367	Sub-Executive of the General Council
3.08	Policy number unused			
3.09	Policy number unused			
3.11	Gender Justice Advisory Committee	2007-05-04-122	2010-05-17-058	Sub-Executive of the General Council
3.12	Racial Justice Advisory Committee	2007-05-04-122	2010-05-17-058	Sub-Executive of the General Council
3.13	Agenda, Planning and Business Committee	2004-04-23-116	2008-11-26-367	Sub-Executive of the General Council
4.01	Redesign Evaluation Task Group	2005-09-01-270	2008-12	Executive of the General Council
4.02	Aboriginal Ministries Task Group	2006-04-28-385	2008-11	Executive of the General Council
4.03	Number of Commissioners Review Task Group	2006-11-16-038	2009-02	Executive of the General Council
4.05	Review of Duties and Powers of the Executive Task Group	2006-11-16-036	2009-02	Executive of the General Council
4.06	General Council Committees Mandate Review Task Group	2006-11-16-037	2009-02	Executive of the General Council
4.07	Meaning of Ministry Task Group	2007-11-16-244	2009-02	Executive of the General Council
2.01	Executive of the General Council	2018-11-17-233	2018-11-17	Executive of the General Council
2.02	Archives and History	2018-11-17-233	2018-11-17	Executive of the

	Committee			General Council
2.07	Transfer Committee	2018-11-17-233	2018-11-17	Executive of the General Council
3.02	Nominations Committee (replaced with policy 2.08)	2018-11-17-233	2018-11-17	Executive of the General Council
3.03	Permanent Committee on Finance	2018-11-17-233	2018-11-17	Executive of the General Council
3.05	Permanent Committee on Ministry and Employment Policies and Services	2018-11-17-233	2018-11-17	Executive of the General Council
3.06	Permanent Committee on Programs for Mission and Ministry	2018-11-17-233	2018-11-17	Executive of the General Council
3.07	Permanent Committee on Governance and Agenda	2018-11-17-233	2018-11-17	Executive of the General Council



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