

Conference Committees

October 2016



The United Church of Canada
L'Église Unie du Canada

Conference Committees (October 2016)



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L'Église Unie du Canada



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About This Resource

This resource contains

- policies and procedures for standing Conference committees that must be followed.
- information, guidance, and advice for additional committees, task groups, steering groups, teams, commissions, or other bodies that the Conference may establish to fulfill its responsibilities. You are encouraged but not required to follow these best practices.

This resource expands on the policy about Conference committees found in Section D.3.6 of *The Manual*. Please refer to the current edition.

There are no substantive changes from the August 2013 edition of this resource.

Standing Conference Committees

Policies and Procedures

This section contains policies and procedures that are mandatory and must be followed.

Under *The Manual* and other approved policies and procedures, responsibilities have been assigned to the Conference

- Education and Students Committee;
- Interview Board;
- Settlement Committee, and
- Stewardship Committee.

This section sets out those responsibilities. The Conference must have committees in place to fulfill those responsibilities or provide for their work to be done in some other way. For a Conference with these committees, this section sets out committee membership and organization.

The Conference is also required to have a standing Nominations Committee. There are no mandatory requirements for its membership, organization, and responsibilities. It is up to the Conference to set all the governance requirements for its Nominations Committee.

Committee	Membership	Organization
Education and Students	One member must be a diaconal minister.	At Conference's discretion.
Interview Board	<p>Conference may delegate responsibility for appointing the Interview Board to the Conference Education and Students Committee.</p> <p>Membership must include</p> <ul style="list-style-type: none"> • at least one diaconal minister serving a local ministry • at least one ordained minister serving a local ministry unit • at least one designated lay minister • a person qualified in supervision • a professional counsellor or equivalent • at least four lay people with significant experience in life and work in the church <p>Corresponding members must include</p> <ul style="list-style-type: none"> • appropriate Conference staff person • any additional people named by the chair of the Interview Board from time to time 	<p>Conference elects a chair and secretary.</p> <p>It may delegate this responsibility to the Conference Education and Students Committee.</p>

Committee	Membership	Organization
Settlement Committee	Must consist of <ul style="list-style-type: none"> • one member of the order of ministry and one lay member elected by each presbytery at a regular meeting previous to the annual meeting of Conference • one diaconal minister elected by the Conference • the Conference president or leading Elder 	Conference elects a chair and secretary. Must have an executive consisting of <ul style="list-style-type: none"> • its chair • its secretary • the Conference president or leading Elder • the chairs of the presbytery Pastoral Relations Committees
Stewardship	Must include <ul style="list-style-type: none"> • convenors of the presbytery Stewardship Committees • three representatives from the Women's Ministries Network • one representative from each of the Conference Communication Committee, the Conference Extra Campaigns Committee, the Conference World Outreach Committee, or their equivalents • two representatives from the Conference Mission in Canada Committee or its equivalent • appropriate Conference staff 	At Conference's discretion.

Standing Committee Responsibilities

The committees have the following responsibilities:

1. Education and Students Committee

- (a) Examining a candidate on the doctrine of the United Church if they have been recommended by a presbytery for ordination or commissioning;
- (b) making a recommendation to the Conference as to whether the candidate should be commissioned or ordained;
- (c) receiving annual reports from the presbyteries on all inquirers and candidates; and
- (d) reporting the names of all inquirers and candidates to the appropriate General Council working unit.

2. Interview Board

- (a) Assisting inquirers and others referred to the Interview Board in assessing their vocational goals and general suitability for the order of ministry;
- (b) assisting presbyteries and other bodies in determining the suitability of people for functioning as ministry personnel in the United Church;
- (c) reporting the results of the interview to the referring body and the person interviewed; and
- (d) using any assessment instruments that it chooses to use consistently in all interviews, as applicable.

3. Settlement Committee

- (a) As set out in *The Manual* under Entering Ministry in Section H.5.2.3 and under Pastoral Relations in Section I.1.2.4;
- (b) reporting to the Conference:
 - (i) its decisions regarding settlement;
 - (ii) the names of all members of the order of ministry transferred into or out of the Conference; and
 - (iii) the names of all members of the order of ministry that have been placed on the Discontinued Service List (Disciplinary) or Discontinued Service List (Voluntary).

4. Stewardship Committee

- (a) Giving leadership in plans to raise the Mission and Service Fund;
- (b) promoting knowledge of the work of the United Church and its General Council Office;
- (c) ensuring the presbyteries review the proportions of money spent locally and regionally as compared with the amount forwarded to the Mission and Service Fund;
- (d) ensuring that Christian stewardship is promoted in the presbyteries and pastoral charges;
- (e) promoting the use of study materials available through the relevant General Council working units; and
- (f) keeping the Conference informed of the plans and policies of the relevant General Council working units.

Suggested Conference Committees

Best Practices

This section contains information, guidance, and advice on the best ways to live out mandatory policies and procedures. You are encouraged but not required to follow these best practices.

The Conference may fulfill its responsibilities under *The Manual* with the help of committees, task groups, steering groups, teams, commissions, and other bodies. This section contains suggestions for committees that the Conference may wish to establish for this purpose, including their membership, organization, and responsibilities.

Committee	Membership	Organization
Archives	Should consist of the following members: <ul style="list-style-type: none"> • a chair, who may be the Conference archivist • the Archives convenors of the presbyteries • the Archives convenor for the Conference United Church Women • the executive secretary or speaker of the Conference • the Conference archivist (if not the chair) • three other members 	Should have a chair. Should meet once a year.
Communication	Should include the convenors of the presbytery Communication Committees.	At Conference's discretion.
Extra Campaigns	Should include <ul style="list-style-type: none"> • chairs of the presbytery Extra Campaigns Committees • chair of the Conference Finance Committee • chair of the Conference Stewardship Committee 	At Conference's discretion.

SUGGESTED CONFERENCE COMMITTEES

Committee	Membership	Organization
Finance	<p>Should include</p> <ul style="list-style-type: none"> • Conference treasurer • chair of Conference Stewardship Committee • Conference executive secretary or speaker • one member elected by each presbytery, preferably the convener of the presbytery Finance Committee or the treasurer of the presbytery • a chair • at least four other members 	<p>Conference should elect a chair. Committee should elect its secretary.</p> <p>Committee should elect an executive consisting of</p> <ul style="list-style-type: none"> • committee chair, secretary, and treasurer • at least four other members <p>Committee should meet annually before the Conference annual meeting.</p>
Inter-Church and Inter-Faith	<p>Should consist of</p> <ul style="list-style-type: none"> • a chair • the convenors or representatives of the presbytery Committees on Inter-Church and Inter-Faith Relations • lay members including youth • representatives of the Women’s Ministries Network and other lay organizations in the Conference 	Should have a convener.
Interim Ministry	Should include ministry personnel with experience serving as interim ministers and lay persons with experience of interim ministry.	At Conference’s discretion.
Internship Committee	Should be appointed by the Conference or its Education and Students Committee.	At Conference’s discretion.
Mission in Canada	<p>Should include representatives from lay organizations.</p> <p>At least half of committee’s members should be lay people.</p>	At Conference’s discretion.

Committee	Membership	Organization
Pension and Group Insurance	Should consist of <ul style="list-style-type: none"> • a chair • convenors of the presbytery Pensions and Group Insurance Committees • other members elected by the Conference At least half of members should be members in good standing with the United Church pension and group insurance plans.	At Conference's discretion.
World Outreach	Should include <ul style="list-style-type: none"> • chair • convenors of the presbytery World Outreach Committees • representatives of the Conference United Church Women and other adult and young adult organizations 	At Conference's discretion.

Suggested Committee Responsibilities

The committees should have the following responsibilities:

1. Archives Committee

- (a) Having oversight of the Conference archives;
- (b) arranging for Conference records that are historically significant to be preserved in appropriate places;
- (c) arranging for all non-current church records from within the Conference to be forwarded to the Conference Archives;
- (d) working with the General Council Archives and History Committee in developing criteria and guidelines for the designation of United Church historic sites;
- (e) seeking appropriate designation of United Church historic sites within the Conference;
- (f) appointing an archivist for the Conference Archives;
- (g) encouraging interest in the history of the United Church and in the churches within the Conference;
- (h) assisting in historical research;
- (i) encouraging ecumenical studies in Canadian church history; and
- (j) preparing and submitting a budget for archives work to the appropriate body of the Conference.

2. Communication Committee

- (a) Assisting presbytery Communication Committees; and
- (b) serving the Conference in its communication needs.

3. Extra Campaigns Committee

- (a) Investigating and making recommendations to the Conference on any proposal for raising funds in pastoral charges of more than one presbytery for any purpose other than the Mission and Service Fund; and
- (b) recommending the time for beginning and completing any fundraising in pastoral charges approved by the Conference, with consideration for combining it with other fundraising initiatives.

4. Finance Committee

- (a) Administering the central fund of the Conference;
- (b) allocating the amount required from each presbytery and/or pastoral charge for the next coming year;
- (c) presenting an annual report and draft Conference budget with recommendations for the approval of the Conference; and

- (d) through the treasurer, receiving all contributions to the Conference central fund and making payments as required under the approved Conference budget or as otherwise directed by the Conference;
- (e) giving priority to the operating expenses of the Conference and its committees in administering the Conference central fund; and
- (f) for each committee or other body receiving or seeking funding from the Conference central fund:
 - (i) receiving an estimate of the body's financial needs for the next year together with an audited statement by April 15 in each year;
 - (ii) receiving a report from the body of any funding it received from other sources; and
 - (iii) deciding whether the body may receive funding from other sources in addition to funding from the Conference central fund.

5. Committee on Inter-Church and Inter-Faith Relations

- (a) Raising awareness in the Conference about ecumenical affairs including sharing information about the work of the World Council of Churches and the Canadian Council of Churches;
- (b) assisting presbyteries in ecumenical movements in the area;
- (c) promoting the use of ecumenical materials in the Conference;
- (d) supporting the formation of regional or local councils of churches and inter-faith organizations and other inter-church activities;
- (e) establishing co-operative relationships with churches and groups that are not members of the Canadian Council of Churches, such as the Roman Catholic Church, evangelical groups, and the Jewish communities within the Conference; and
- (f) initiating ecumenical consultations, workshops, and the use of communications media for ecumenical outreach.

6. Interim Ministry Committee

- (a) Interviewing each applicant seeking designation as an interim minister to determine their suitability for interim ministry and the appropriate interim ministry training and education required for them;
- (b) recommending whether the applicant should be designated as interim minister;
- (c) interviewing the interim minister, evaluating their effectiveness, and making recommendations about their continued designation, as required under General Council interim ministry policies and procedures;
- (d) providing a list of people designated as interim ministers to the appropriate General Council working unit annually; and
- (e) providing for consultation about and coordination of interim ministry policies and procedures for the presbyteries within its jurisdiction.

7. Internship Committee

- (a) Overseeing the internship program within the Conference;
- (b) ensuring that each internship provides an effective learning experience in the educational process for ordination;
- (c) recruiting and encouraging internship sites within pastoral charges and institutions;
- (d) deciding whether to approve applications for internship sites, supervisors, and requests for internship equivalency;
- (e) assigning candidates seeking an internship to one of the approved internship sites within the Conference;
- (f) offering training for supervisors, and orientation events for interns and lay supervision teams; and
- (g) overseeing the internship experiences of pastoral charges, supervisors, and interns.

8. Mission in Canada Committee

- (a) Assisting presbyteries in developing mission policies and strategies for the United Church within the presbytery;
- (b) ensuring information is available about programs, plans, and purposes for pastoral charges and other local ministry units in the Conference;
- (c) making decisions on requests from presbyteries for financial assistance for local ministry units;
- (e) making recommendations to the appropriate General Council working unit for the purchase and maintenance of property that is under the responsibility of the General Council; and
- (f) making recommendations to the appropriate General Council working unit on loan and grant requests from the Capital Assistance Fund of the General Council.

9. Pension and Group Insurance Committee

- (a) Promoting the interests of the pension and group insurance plans in the Conference;
- (b) informing the presbytery and pastoral charges on matters of current interest concerning the pension and group insurance plans;
- (c) promoting in the presbyteries an active interest in the welfare of plan members and pensioners living in the Conference;
- (d) reporting to the Conference on the work of the appropriate General Council working unit;
- (e) organizing annual visitation of pensioners living in the Conference;

- (f) working with presbyteries where plan members, pastoral charges, or other employers are six months or more behind in payments to the plans; and
- (g) reporting to the Conference on presbytery decisions about disability and retirement applications.

10. World Outreach Committee

- (a) Encouraging interest and involvement in the church's world outreach work;
- (b) raising awareness of the world outreach policies and programs of the General Council and its appropriate working unit;
- (c) keeping the Conference informed about world outreach plans and developments; and
- (d) informing the Conference about opportunities for overseas personnel.



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