

# Governance Handbook Policies & Terms of Reference



The United Church of Canada  
L'Église Unie du Canada

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# **General Governance**

## **POLICY SECTIONS 1.01 TO 1.11**



# 1.01 - Governance Policy Development

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## 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 General Council's vision of the mission of the church while acting as a 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 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 Executive
  - (3) a Permanent Committee of the Executive
  - (4) the General Secretary
7. Advice on draft governance policies will be sought from as broad a base as possible and practical, including Permanent Committees and the General Council Officers 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, which has been prepared by the General Secretary, may be recommended to the Executive by a Permanent Committee or by the General Secretary.

10. The Executive will consider recommended governance policies and when satisfied will approve the governance policy or recommend the governance 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 in 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 which has the effect of amending a governance policy, the General Secretary will incorporate the amendment in the relevant policy and insert the amended policy in the Governance Handbook.
16. The General Secretary will establish Administrative Procedures to guide staff in the implementation of governance policies.

*The Manual, 2016, Sections E.4.2.3, E.4.5.6*

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

### Review History

Date	Have modifications been made (Yes/No?)	Review conducted by	Review approved by



## 1.02 - Principles of Conduct

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### 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 statements 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 Executive and all committees, sub-committees and task groups are 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 which 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. 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.
6. 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

7. 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***

8. 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.
9. If a member has been charged with a criminal offence, named in a complaint in a church court proceeding, suspended, or had other court action ordered as a result of a 363 review:
  - (1) the group Chair and the Chair of his or her 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 court the group Chair and Chair of the mandating committee may revisit the matter.

***Procedures for the Review of a Member's Appointment***

10. To review a member's appointment the Chair will consult with the Chair of his or her 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.
11. In reviewing the member's appointment, the group Chair and the Chair of 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
12. Any appointing body which 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.
13. 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 Chairperson's Appointment***

14. 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 interest of the group and the General Council
15. 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, 2016, Section E.4.5.6*

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
2009/03	2009-03-28-387	Additions of sections 5 - 15	GCE

## Review History

Date	Have modifications been made (Yes/No?)	Review conducted by	Review approved by

## 1.03 - Conflict of Interest

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### 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 hereinafter 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, contractor or in an elected leadership role.
3. Members of a Governance Body must not participate in any decision by that Body which 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 other 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 or 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 on 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 is 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, 2016, Section E.4.5.6*

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

# 1.04 - Personal Information Protection

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## 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. Commissioners 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 to honour the principles set out in this policy with respect to any personal information which may come to their attention in the course of their duties.

### *Personal Information*

2. For 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. *Identify 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 is necessary for the purposes for which it is to 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 his or her 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 of the United Church of Canada

**Implementation**

13. The General Secretary is responsible to ensure 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, 2016, Section E.4.5.6*

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

**Revision History**

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2007-11-16	214	New Format	Executive of the General Council

**Review History**

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by



## 1.05 - General Council Processes

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### Purpose Statement

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

### Policy

#### *Governed by This Policy*

1. Commissioners 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.

#### *Responsibilities*

2. Oversight for 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 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 place 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 the Conferences, presbyteries or pastoral charges
  - (2) referrals from a previous General Council (Record of Proceedings)
  - (3) proposals from the Executive (minutes)
  - (4) proposals from the General Secretary
  - (5) new work initiated from the floor of General Council

#### *Practices: Work/Action Items from General Council*

8. 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 General Council
9. The Executive may assign work/actions to
  - (1) a Permanent 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 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, 2016, Section E.4.5.6*

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

### **Revision History**

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### **Review History**

<b>Date</b>	<b>Have modifications been made (Yes/No?)</b>	<b>Review conducted by?</b>	<b>Review approved by?</b>

## 1.06 - Public Statements (draft)

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### **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 General Council or its Executive will not be compromised.**

### **Policy**

#### ***Governed by This Policy***

1. Commissioners 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.

#### ***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 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 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 or 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 courts 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*, *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 General Council, Conference 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.

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## 1.07 - Committees

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### Purpose Statement

**To assist the General Council in governing the Church, 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 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 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 the 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 or a Unit-Wide 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 the 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) carrying out its terms of reference;
  - (2) contributing to achieving the priorities of General Council and its Executive;
  - (3) And whether the duration of the committee, sub-committee, or task group should be extended.
8. The chair and all members of committees, sub-committees, and task groups are appointed pursuant to Governance Policy Committee Membership (Policy 1.08).

### ***Permanent Committees***

9. The mandate of each Permanent Committee is to serve as “a resource to the Executive of the General Council...” (*The Manual, 2016, Section E.4.9.3*)
10. Each Permanent Committee has specific responsibilities set out in their terms of reference. In addition each Permanent Committee has the following general responsibilities:
  - (1) reviewing work to be considered by the Executive of the General Council to ensure it is in a coherent, integrated, and manageable form;
  - (2) coordinating and presenting policy recommendations;
  - (3) making decisions in any area that the General Council or its executive assigns to them;
  - (4) delegating work (but not decision-making) to working units, staff, subcommittees, or other bodies;
  - (5) collaborating with staff and maintaining healthy working relationships; and
  - (6) fulfilling other responsibilities as assigned. (*The Manual, 2016, Section E.4.9.3*)

### ***Unit-Wide Committees***

11. The mandate of a Unit-Wide Committee is to work in partnership with working unit staff members to reflect the priorities of the Executive and the goals of the Permanent Committee in the programs of the Unit.
12. A Unit-Wide Committee may be established by the relevant Permanent Committee in consultation with the appropriate Resource Staff.
13. The membership of a Unit-Wide committee will include a corresponding member of the related Permanent Committee.
14. In addition to their specific responsibilities, each Unit-Wide Committee serves to
  - (1) broaden the context through including many voices
  - (2) gather expertise and wider wisdom
  - (3) connect with diverse parts of the church body
  - (4) build networks among people with shared interest and expertise who are engaged in work in similar areas
  - (5) keep the relevant Permanent Committee informed of their activities.
15. Unit-Wide Committees will not set policies. If policy issues arise, Unit-Wide Committees will identify the need for policy development to the appropriate Permanent Committee.
16. For the purpose of carrying out its responsibilities, a Unit-Wide Committee may establish and thereafter maintain such sub-committees as are deemed necessary, and may establish Task Groups for carrying out specific time-limited mandates.

### ***Meeting Proceedings***

17. 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.
18. The rules of Debate and Order set out in Appendix I of *The Manual, 2016*, apply to meetings of a committee, sub-committee, or task group.
19. 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;
20. 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**

21. 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.
22. 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.
23. 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.
24. 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, 2016, Sections E.4.8, E.4.9*  
 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

**Review History**

Date	Have modifications been made (Yes/No?)	Review conducted by?	Review approved by?
2007-11-16-214	Yes	Executive of the General Council	Executive of the General Council

## 1.08 - Committee Membership

Governance Policy 1.08

Page 1 of 5

### Purpose Statement

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

### Policy

#### *Governed by This Policy*

1. This policy applies to initial appointments and term re-appointments for all committees, sub-committees, or task committee (hereinafter referred to as “groups”) formed under the Governance Policy. Committees (Policy1.07)

#### *Guiding Principles*

2. The guiding principles for recruiting, selecting, supporting and recognizing persons who serve as members of groups are
  - (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 Conferences
  - (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 timeframeand an alternative process has not been previously mandated by the Executive, a group may request the General Secretary to authorize an adapted process which 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, which 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 Conferences, 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 pastoral charge 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 court 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 General Council to the next meeting of 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 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, attitude 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 which 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, the timeframes for each step in the process
15. If the mandating body has indicated that it would like formal representation from each Conference, the Conference will make the selection of its representative according to its own nomination and appointment process.
  16. For other than Conference appointments, the group profile will be distributed to Conferences 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, pastoral charges, presbyteries, Conferences, theological schools and educational 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 Conference 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, *Personal Information Protection (Policy 1.04)* 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 General Council or its Executive for a group accountable to 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 if 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 vocations, placing special emphasis on those who have been historically excluded from positions of influence and authority,
  - (3) recommend appointments to General Council or its Executive
28. General Council or its Executive will make the appointments.
29. Appointment letters will be sent to members, with a copy to the relevant Conference 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 General Council's website. The relevant Pastoral Charge and Presbytery 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, 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, and to their Conferences, Presbyteries, and Pastoral Charges.

40. Outgoing members receive a formal letter or other expression of appreciation from the Moderator and the General Secretary.

*The Manual, 2016, Section E.4.5.6*

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

### Revision History

Date	Resolution or Minute Number	Description of Modification	Modification 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

### Review History

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by

## 1.09 - Representatives to Partner Organizations

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### 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 Conferences 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 timeframeand an alternative process has not been previously mandated by the Executive, the mandating group may request the General Secretary to authorize an adapted process which 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, which is expected to be recurring, will be included in the group's terms of reference.
7. For roles which 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 to Partner Organizations*

8. Relationships to partner organizations which 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 re-appointment
- and 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 Conferences, 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 pastoral charge 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 court 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 which 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, *Principles of Conduct* (Policy 1.02)
- (3) Governance Policy, *Conflict of Interest* (Policy 1.03)

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, *Public Statement* (Policy 1.06)

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

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### 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 which is accountable to it. It would be inappropriate to delegate the following powers: *The Manual, 2016*, Sections E.4.2.4; E.4.5.6.b (viii); E.4.5.6.b (ix); E.4.5.6.c (i); E.4.5.6.d (iii); E.4.5.6.e (iv); E.4.5.6.e (v); E.4.5.6.e (vi); E.4.5.6.g; E.4.5.6.h (ii); E.4.5.6.k; and E.4.9.2.
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, Nominations Committee (Policy 3.02)* 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

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### 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 email.
  - (2) Correspondence directly received by the General Secretary will be listed in a report that indicates: the sender, the date, the topic, 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**

**POLICY SECTIONS 2.01 TO 2.06**

## 2.01 - Executive of the General Council

Page 1 of 2

### **Purpose Statement**

**The purpose of the Executive of the General Council is to study, to promote, and to protect the general interests of the United Church; to ensure that, so far as possible, the decisions and recommendations of the General Council are carried out. The General Council is responsible for the appointment of the Executive of the General Council and for determining its duties and powers, exercisable between meetings of the General Council.**

### **Policy**

#### ***Governed by This Policy***

1. This policy applies to the members of the Executive of the General Council.

### **Terms of Reference**

2. The General Secretary is the senior administrative offices of the Executive.

#### ***Principles for Cascading Appointments***

3. All voting members of the Executive are expected to accept at least one additional appointment and not more than two additional appointments (except the Moderator, the past Moderator, the General Secretary, General Council, Representative to the World Council of Churches, the four Permanent Committee Chairs) to the following list of committees:
  - (1) Permanent Committee on Finance - 3
  - (2) Permanent Committee on Ministry and Employment Policies and Services - 3
  - (3) Permanent Committee on Programs for Mission and Ministry - 2
  - (4) Permanent Committee on Governance and Agenda - 3
  - (5) Aboriginal Ministries Council - 1
  - (6) Nominations Committee 13 (+ up to 2)
  - (7) Moderator's Advisory Committee - 1
  - (8) General Secretary's Supervision Committee - 3
  - (9) Pension Board - 1
  - (10) The Committee on Indigenous Justice and Residential Schools - 1
  - (11) The United Church of Canada Foundation / Fondation de L'Église Unie du Canada - 1
  - (12) Joint Grants Committee - 1
4. All voting members of the Executive (except the Moderator and General Secretary, General Council) are expected to accept additional short-term appointments to task groups established by the Executive, from time to time or other roles which the Executive has determined require the participation of members of the Executive
5. Ten members of the Executive of the General Council are appointed to the Sub-Executive
6. Recommendations for cascading appointments will be presented to the Sub-Executive by the Nominations Committee

#### ***Meetings***

7. Normally the Executive will meet twice per year.

*The Manual, 2016, Sections E.4.5, E.4.6, E.4.7 and E.4.9.2*  
Established 2009-08-15-122 by the 40th 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
2012-05-04	207	Change Membership	Executive of the General Council

## Review History

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by

## 2.02 - Archives and History Committee

Page 1 of 2

### Purpose Statement

The Archives and History Committee will advise the Executive of the General Council on recordkeeping policy and practice as well as promoting the value of archives and history across The United Church of Canada.

### Manual References (*The Manual, 2016*)

#### E. General Council

**4.8.3 a. Archives and History Committee:** The Archives and History Committee is responsible for coordinating and promoting archival and historical activity for the United Church.

### Policy

#### *Governed by This Policy*

1. This policy applies to the members of the Archives and History Committee.

### Terms of Reference

#### *Archival Records*

2. Records refers to any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise; including but not limited to: correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, sound recordings, videotapes, machine-readable records, and any other documentary material, regardless of physical form or characteristics.

#### *Responsibilities*

3. The Committee is responsible to:
- (1) assist Conference and Presbytery Archives Committees in the general supervision and coordination of their work with that of the Archives of the United Church.”
  - (2) encourage all Conferences of the United Church to make adequate financial provision for the care of their Conference archives.
  - (3) encourage the development and use of consistent professional standards and procedures by Conference archivists across the United Church
  - (4) stimulate interest in the history of the United Church, assist students in theological colleges and universities in historical research, and make accessible to official United Church bodies and to individuals information necessary for the preparation of historical studies relating to the United Church.
  - (5) promote a knowledge of, and interest in, the history of the United Church by publishing or assisting in the publication of historical studies and other literature pertaining thereto
  - (6) encourage presbyteries and Conferences to develop guidelines and resources for dealing with historical designation of United Church buildings, properties and sites within their jurisdiction
  - (7) be the denomination s agent in relation to possible United Church related national monuments
  - (8) encourage Ministry Personnel and office holders of the United Church to recognize the importance of recording fully and accurately, in registers, minute books and electronic

- documents, the events, proceedings, and decisions of Pastoral Charges and their organizations, and the Courts, working units, and Committees of the United Church.
- (9) impress upon the United Church the importance of the systematic preservation of the historically significant records of the United Church
  - (10) encourage ecumenical studies in Canadian church history, and use of the archival resources that support these studies

**Members**

4. The committee shall be composed of:
  - (1) a chairperson appointed by the General Council
  - (2) the General Secretary or designate
  - (3) two representatives from the academic community, appointed by the General Council
  - (4) one representative elected by the Archives Committee of each Conference
5. The Chairperson and representatives from the academic community shall be appointed to serve a term of three years, with the possibility of reappointment for one additional term.
6. The chairperson shall have a demonstrated understanding of the history of the United Church of Canada, an understanding of archival practices within the church and its Courts; awareness of related legal issues; creative and innovative thinking to enable the United Church to develop new approaches to archives in consultation with the archivists.
7. The General Council Archivist is Resource Staff for the Committee.

**Committee Executive**

8. The Committee shall appoint an Executive comprised of
  - (5) the Committee Chair;
  - (6) two other members of the Committee selected by the Committee;
  - (7) the General Secretary or designate;
  - (8) the General Council Archivist as resource staff.”
9. The Executive Committee has power to
  - (1) perform any duties assigned to it by the Committee;
  - (2) appoint working groups to carry out specific tasks, and
  - (3) facilitate General Council budget requests.”

**Reporting**

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

**Meetings**

11. The Committee will meet at least once a year, usually in Toronto. Additional meetings or conference calls will be scheduled as necessary

*The Manual, 2016*, Section E.4.8.3 a.  
 Established 2009-08-15-122 by the 40th General Council

**Revision History**

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2015-11-23	2015-11-21-020	Added section 4 members	Executive of the General Council

## 2.03 - Audit Committee

Page 1 of 3

### 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, 2016*)

#### E. General Council

**4.8.3 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) Enquire 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 chairperson and other members shall, to the extent appropriate, maintain an open avenue of contact with resource staff, other committee chairs and other key committee advisors 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 chairperson
  - (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 advisors 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, 2016, Section E.4.8.3 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

Page 1 of 2

### Purpose Statement

**Appeals from decisions of a Court 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, 2016*)

#### E. General Council

**4.8.3 c. Judicial Committee:** The Judicial Committee is responsible for dealing with all appeals of:

- (i) decisions of other courts to the General Council;
- (ii) decisions of the Executive of the General Council; and
- (iii) 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, 2016*, of The United Church of Canada, refers to a formal request for reconsideration of a decision made by a court or a court-appointed Formal Hearing Committee, and includes the process leading to that request; or a formal request for reconsideration of a ruling made by the General Secretary
4. A decision within this policy and in compliance with *The Manual, 2016*, of The United Church of Canada means any disposition of a matter by a court, or by a body authorized to act on behalf of the court.
5. Decisions that are not subject to appeal are listed in *The Manual, 2016*, section J.13.3.
6. The Judicial Committee Executive is responsible to:
  - (1) appoint panels, with at least one member of the Judicial Committee Executive to be a member of each panel, to hear appeals under section J.13.5 of *The Manual, 2016*;
  - (2) provide appropriate orientation, interpretation, and guidance to each panel, which duty shall be the joint responsibility of the member of the Judicial Committee Executive on the panel and the executive secretary of the Conference involved or such other person as the Conference may designate;
  - (3) study the procedures of panels and to 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 panels and to report to the General Council all actions of the Judicial Committee

### ***Panel Chairperson***

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

### ***Members***

8. After consultation with each Conference, the General Council will elect four persons from each Conference to the Judicial Committee
9. Each member shall serve for up to three terms of three years each
10. Vacancies occurring between meetings of the General Council shall be filled by the Executive or the Sub-Executive of the General Council, until the next ensuing General Council
11. The General Council will appoint one member of the Judicial Committee as the chairperson

### ***Executive***

12. The Executive of the Judicial Committee will be composed of up to 13 members appointed by the General Council or its Executive
13. The persons appointed to this Executive should have aptitude for and skills in legal processes and/or the governance of the courts of the church.
14. The duties of the Executive shall be:
  - (1) To determine whether an appeal meets the requirements for an appeal hearing
  - (2) To appoint panels to hear appeals
15. The General Council Legal/Judicial Counsel is Resource Staff for the committee

### ***Hearing Procedures***

16. 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 panel hearing that appeal.
  - (2) All members appointed to a panel must be present throughout the hearing for which they are appointed.
  - (3) Any person or court appearing before the Judicial Committee or any panel 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 court appearing by an advocate or legal counsel may be present at the hearing.
  - (5) All hearings of the Judicial Committee and all panels thereof shall be conducted pursuant to the rules of procedure for appeals as provided in sections J.13.1 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 panels 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 panel of the Judicial Committee hearing any matter shall be necessary to reach a decision.
- (8) Decisions of a panel of the Judicial Committee shall be decisions of the Judicial Committee.
- (9) The necessary expenses of each panel of the Judicial Committee, including stenographic or other assistance when required, shall be provided by the General Council.

***Reporting***

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

*The Manual, 2016*, Sections E.4.8.3 c. and J.13  
 Established 2009-08-15-122 by the 40th General Council

<b>Date</b>	<b>Resolution or Minute Number</b>	<b>Description of Modification</b>	<b>Modification Authorized by</b>
2015-11-23	2015-11-21-020	Added sections 8-12 members	Executive of the General Council

## 2.05 - Manual Committee

Page 1 of 1

### 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, 2016*)

#### E. General Council

4.8.3 d. Manual Committee: The Manual Committee is responsible for:

- (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 chairperson 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 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 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, 2016*, Section E.4.8.3 d.

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

## 2.06 - Theology and Inter-Church Inter-Faith Committee

Page 1 of 2

### 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, 2016*)

#### E. General Council

**4.8.3 e. 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 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 congregations;
  - (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 Chairperson 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 chairperson, 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
  - (5) Ethnic/racial minority, Aboriginal and Francophone voices in theological reflection;
  - (6) leadership from schools of theology and centres of education;
  - (7) theological articulation from lay and ordered members;
  - (8) academic and experiential engagement;
  - (9) 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) a 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. 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 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, 2016, Section E.4.8.3 e.*

## 2.07 - Transfer Committee

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### Manual References (*The Manual, 2016*)

#### E. General Council

**4.8.3 f. Transfer Committee:** The Transfer Committee is responsible for transferring members of the order of ministry and candidates from one Conference to another.

*The Manual, 2016*, Section E.4.8.3 f.

### Manual References (*The Manual, 2010*)

**710 Meetings.** The Transfer Committee shall meet annually prior to the annual meetings of the Conferences. An additional meeting may be held at a later date as arranged by the Chairperson and the Secretary.

**711 Membership.** The membership of the Transfer Committee shall consist of:

- (a) the Chairpersons of the Conference Settlement Committees or their alternates;
- (b) two (2) members at large, elected by the Executive of the General Council, of whom one (1) shall be a Diaconal Minister if no other member of the Committee is a Diaconal Minister, and one (1) of whom shall be a lay person; (2010)
- (c) three (3) student observers, who are Candidates and who are not in their first or final year of candidacy, appointed one (1) by each of three (3) United Church theological schools upon the request of the Secretary of the Transfer Committee; (2010)
- (d) a Secretary, who shall be an executive staff person and who has been appointed by the lead staff of the appropriate General Council working unit; and (2010)
- (e) a Chairperson, who shall be appointed by the General Council or its Executive to serve in addition to those members listed in subsections (a) to (d). (2010)

**712 Duties.** The Transfer Committee shall:

- (a) **transfer members of the Order of Ministry and Candidates from one Conference to another** as authorized by the Basis of Union and the enactments of the General Council; (Basis 9.8.1)
- (b) ensure that each application for transfer received by the Secretary of the Transfer Committee has consideration at its annual meeting; and
- (c) take account of the expressed wishes of the Settlement Committees, members of the Order of Ministry, Candidates to be transferred, and Pastoral Charges.

**713 Authority.**



(e) The Transfer Committee, while recognizing that transfers shall normally be made effective at the beginning of the Pastoral Year (July 1), shall give authority to the Secretary of the Committee to effect transfers between meetings of the Committee, providing that the Presbyteries and the Conferences concerned have given approval to the request. All such transfers shall be reported to the Transfer Committee and recorded in its report. (2010)

(g) The Transfer Committee shall have the power to accept, reject, or return the transfer application to the Presbyteries concerned for clarification and further submissions. The Transfer Committee shall notify the Conference Settlement Committees and the Presbytery Pastoral Relations Committees concerned of its decision.

(h) The Transfer Committee shall have authority to enact any necessary regulations to make effective the discharge of the duties and powers given to it by the Basis of Union and the enactments of the General Council.

*The Manual, 2010, Sections 710 to 712 and Section 713 (e), (g) and (h).*



# **Committees of the Executive of the General Council**

**POLICY SECTIONS 3.01 TO 3.19**



## 3.01 - Sub-Executive of the General Council

Page 1 of 2

### Purpose Statement

**The Executive of the General Council is responsible for the appointment of a Sub-Executive and for determining its duties and powers, exercisable between meetings of the Executive.**

### Manual References (2016)

#### E.4.6 Sub-Executive

##### 4.6.1 Appointment

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

##### 4.6.2 Responsibilities

The sub-executive has all of the responsibilities of the Executive of the General Council, with the following exceptions:

- (a) it may not fulfill the responsibilities of the executive for permanent committees as set out in section E.4.9.2 below; and
- (b) the General Council or its executive may place other limits on the responsibilities of the sub-executive.

##### 4.6.3 Reporting

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

##### 4.6.4 Meetings—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

### **Membership**

4. The Sub-Executive will be composed of the following voting members of the Executive
  - (1) the Moderator presides
  - (2) the immediate Past Moderator
  - (3) the General Secretary
  - (4) seven conference representatives
  - (5) one francophone constituency representative
  - (6) one ethnic ministries constituency representative
  - (7) the Permanent Committee on Governance and Agenda Chair
  
5. In proposing persons described in section 4 subsections (4), (5) and (6) for appointment to the Sub-Executive, the Nominations Committee will attempt to ensure a balance of
  - (1) Order of Ministry and laity
  - (2) females and maleswho are normally second triennium members of Executive and will normally be appointed to the Sub-Executive for one triennium.
  
6. In proposing persons described in section 4, subsection (4), for appointment to the Sub-Executive, the Nominations Committee will ensure that
  - (1) each Conference is represented on the Sub-Executive every second triennium
  - (2) no conference has more than one of its representatives appointed to the Sub-Executive at any given time
  
7. The General Secretary is the senior administrative officer of the Sub-Executive.

### **Meetings**

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

*The Manual, 2016, Section E.4.6*

Established 2005-10-28-301 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

### **Review History**

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by

## 3.02 - Nominations Committee

Page 1 of 2

### **Purpose Statement**

**The Nominations Committee reviews and recommends appointments to General Council Committees, Executive of the General Council Permanent Committees and all other committees, sub-committees and task groups and for representatives of the Church to partner organizations. The recommendations of the Nominations Committee are brought before the General Council Executive of The United Church of Canada for approval.**

### **Policy**

#### *Governed by This Policy*

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

### **Terms of Reference**

#### *Responsibilities*

2. The Nominations Committee has the responsibility to review nominations and recommend appointments to all General Council Committees, Executive Permanent Committees and all other committees, sub-committees and task groups and for representatives of the Church to partner organizations and in carrying out that responsibility will
  - (1) reflect theologically on the basis for elected member participation in the Church
  - (2) discern who is equipped to serve, including developing and testing processes for selecting individuals and for building effective groups
  - (3) define diversity aspirations, monitor and report on progress annually to Executive
  - (4) support and contribute to the continued development of the approach to recruiting, selecting, supporting and recognizing elected and appointed members
3. Members of the Committee have a responsibility to keep communications channels open with their Conference for nominations and appointments and should have a commitment to exploring new ways to discern whom God is calling and selecting to lead the church at this time.
4. In carrying out its responsibilities, the Committee will follow the process described in Governance Policy Committee Membership (Policy 1.08)

#### *Membership*

5. The Nominations Committee will be appointed by the Executive of the General Council. It will be composed of the following:
  - (1) Chair. This person is normally the Immediate Past Moderator or another member of the Executive of the General Council.
  - (2) One representative of each Conference. Normally this person will be one of the elected representatives of the conference to the Executive of the General Council. If neither of the Conference's elected representatives undertakes the commitment of membership on the Nominations Committee the Conference will recommend to the General Council Executive another person as its representative to the Nominations Committee.
  - (3) Up to two other members may be appointed on the recommendation of the Nominations Committee to bring a voice and perspective from the margins of the Church to this committee.

6. The Program Coordinator, Member Engagement is the Resource Staff for the Committee

**Meetings**

7. The Committee will normally meet for at least one day prior to each meeting of Executive. Additional conference call meetings may be required.

*The Manual, 2016, Sections E.4.5.6, E.4.6.2*

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

**Revision History**

<b>Date</b>	<b>Resolution or Minute Number</b>	<b>Description of Modification</b>	<b>Modification Authorized by</b>
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

**Review History**

<b>Date</b>	<b>Have modifications been made (Yes/No?)</b>	<b>Review conducted by</b>	<b>Review Approved by</b>



## 3.03 - Permanent Committee on Finance

Page 1 of 2

### Purpose Statement

**The Permanent Committee on Finance will provide advice on the financial health of the General Council, the General Council Office and its Executive.**

### Policy

#### *Governed by This Policy*

1. The policy applies to the members of the Permanent Committee on Finance.

### Terms of Reference

#### *Responsibilities*

2. The Permanent Committee on Finance is responsible to
  - (1) oversee and monitor the financial life and policies of the General Council including assets, liabilities, income, expenditures, considerations of its short and long-term financial issues, risk management and investment and fund management
  - (2) oversee the long-term financial planning of the General Council
  - (3) work with the Permanent Committee on Governance recommending the assumptions on which the annual budget is prepared
  - (4) recommend the overall expenditure and income budget to the Executive
  - (5) monitor income, expenditures, assets, liabilities, and capital initiatives and report them regularly to the Executive
  - (6) recommend financial strategies
  - (7) ensure accountability for delegated tasks
  - (8) report regularly to the other permanent committees and the General Council Ministers on the General Council's financial health and to ensure that the General Council Ministers brief the working units
  - (9) ensure that the Executive briefs the General Council on a regular basis on its financial health

#### *Membership*

3. The Committee will be composed of
  - (1) a chair. This person is appointed as a voting member of the Executive. This person will have good communication, facilitation and process skills, as well as a broad vision of the financial health and program work of The United Church of Canada
  - (2) 8 to 11 members. These members should have financial experience and skills, theological reflection skills and experience, or stewardship knowledge and experience.
  - (3) three voting members of the Executive appointed by the Executive
4. The Executive Officer, Finance is Resource Staff for the Committee.

#### *Meetings*

5. The Committee meets twice a year at the General Council Office or by conference call, depending on agenda items. Additional committee and task group meetings will be used for items specific to agenda projects where warranted.

*The Manual, 2016, Sections E.4.5.6, E.4.9*

Established 2001-11-02-0247 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

## Review History

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by
2007-05-04-122	Yes	Executive of the General Council	Executive of the General Council

## **3.05 - Permanent Committee on Ministry and Employment Policies and Services**

Page 1 of 2

### **Purpose Statement**

**The Permanent Committee on Ministry and Employment Policies and Services will assist the Executive of the General Council in its responsibilities as the legal employer of a considerable number of staff and will ensure that all the personnel systems of the Church have fair, equitable, and consistent values.**

### **Policy**

#### ***Governed by This Policy***

1. This policy applies to the members of the Permanent Committee on Ministry and Employment Policies and Services.

### **Terms of Reference**

#### ***Responsibilities***

2. The Committee is responsible to
  - (1) provide oversight of policies in relation to ministry personnel, General Council Office and Conference staff, overseas personnel, KAIROS, and the group insurance plans of the Church
  - (2) provide advice to the Executive regarding ministry and employment policies and services
  - (3) ensure that all the various personnel systems have fair, equitable, and consistent values
  - (4) ensure accountability for delegated tasks
  - (5) maintain regular communication within the ministry personnel network
3. The committee has authority to approve the annual group insurance premiums and report them to the Executive for information

#### ***Membership***

4. The committee will be composed of
  - (1) A Chair. This person is appointed as a voting member of the Executive. This person will have process and conflict resolution skills and will be well-versed in human resource issues.
  - (2) Eleven members. These persons should have experience with conflict resolution, employee relations, the pastoral relations system of the Church, human resources, or experience with overseas personnel.
  - (3) Three voting members of the Executive appointed by the Executive.
5. The Executive Officer, Pastoral and Employment Relations will be the Resource Staff for the Committee

#### ***Meetings***

6. The Committee meets three to four times each year for two days at the General Council Office in Toronto. Additional meetings may be held by conference call.

*The Manual, 2016, Sections E.4.5.6, E.4.9*

Established 2003-10-31-030 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

## Review History

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by
2007-05-04-122	Yes	Executive of the General Council	Executive of the General Council

## **3.06 - Permanent Committee on Programs for Mission and Ministry**

Page 1 of 2

### **Purpose Statement**

**The Executive of the General Council will receive advice on the program life and work of the General Council from the Permanent Committee on Programs for Mission and Ministry.**

### **Policy**

#### ***Governed by This Policy***

1. This policy applies to the members of the Permanent Committee on Ministry, Employment Policies and Services.

### **Terms of Reference**

#### ***Responsibilities***

2. The Committee is responsible to
  - (1) coordinate and integrate the directions and priorities set by the Executive for the program work including resource production and distribution
  - (2) maintain connections with education and outreach personnel and with appropriate committees throughout the church
  - (3) bring to the Executive coherent, integrated, and manageable recommendations regarding program priorities
  - (4) ensure that resources are created and distributed in keeping with the program priorities
  - (5) support the program and resource units as they carry out their work with creativity and collaboration, while maintaining a constructive dialogue with unit leaders of the program and resource production units as well as the Permanent Committee on Governance and Agenda
  - (6)

#### ***Membership***

3. The Committee will be composed of
  - (1) a Chair. This person is appointed as a voting member of the Executive. This person must be theologically articulate and is required to have process and conflict resolution skills.
  - (2) 22 members who have experience with faith formation, congregation development, support to local ministries, institutional ministries, ethnic ministries, francophone ministries, justice, global and ecumenical relations, or Aboriginal ministries.
  - (3) two voting members of the Executive appointed by the Executive
  - (4) two global partners
  - (5) one member of the Theology and Inter-Church Inter-Faith Committee
4. The General Council Officer, Programs is Resource Staff for the Committee.

#### ***Meetings***

5. The Committee meets once or twice each year for two and half days at the General Council Office in Toronto. Additional meetings may be held by conference call.

*The Manual, 2016, Sections E.4.5.6, E.4.9*

Established 2003-10-31-030 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
2013-11-16	099	Terms of Reference amended	Executive of the General Council

## Review History

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by
2007-05-04-122	Yes	Executive of the General Council	Executive of the General Council

## 3.07 - Permanent Committee on Governance and Agenda

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### Purpose Statement

**The Executive of the General Council will receive assistance in practising effective governance consistent with its values and priorities from the Permanent Committee on Governance and Agenda.**

### Policy

#### *Governed by This Policy*

1. This policy applies to the members of the Permanent Committee on Governance and Agenda.

### Terms of Reference

#### *Responsibilities*

2. The Committee is responsible to
  - (1) facilitate the Executive of the General Council in practising effective governance (principles and processes for planning, budgeting and decision making)
  - (2) advise the General Secretary in the planning of the agenda of the Executive of the General Council
  - (3) facilitate each meeting of the Executive of the General Council
3. With regard to practising effective governance, the Committee will
  - (1) recommend governance policies and processes to the Executive of the General Council
  - (2) facilitate the Executive of the General Council in the review of governance policies and processes
4. With regard to agenda planning, the Committee will
  - (1) monitor the planning and flow of the meeting life of the Executive of the General Council through the triennium
  - (2) monitor the calendar of the Executive of the General Council for the three year period, including keeping track of work requested by the Executive of the General Council and their due dates
  - (3) receive requests for agenda time and advise the General Secretary on agenda items and time allocation
  - (4) consult with the Permanent Committee Chairs in the preparation of the agenda
  - (5) evaluate meetings of the Executive
5. With regard to meeting facilitation, the Committee will
  - (1) advise on the best ways for dealing with agenda items (i.e. sessional committees, omnibus motions, referrals, presentations, policy creation, discernment processes)
  - (2) advise on and facilitate the processes and procedures including those of parliamentary rules and of discernment
  - (3) adjust the agenda, processes and procedures for the meeting as required
  - (4) provide assistance to the Moderator and the Executive for the smooth flow of business
  - (5) name voting members of the Executive to act as reference and counsel
  - (6) name a Friend in Court

6. With regard to governance education and evaluation, the Committee will
  - (1) orient members of the Executive of the General Council on the polity of the United Church
  - (2) monitor the Executive of the General Council's commitment to governance evaluation, governance education and planning throughout the triennium (i.e.) 15% of the meeting time over the triennium be committed to these purposes
  - (3) monitor the Executive of the General Council commitment to worship, theological reflection and discernment at every meeting

**Membership**

7. The Committee will be composed of
  - (1) a Chair. This person will have excellent communication, facilitation and process skills; strong skills in organizational planning and proven leadership abilities. This person is appointed as a voting member of the Executive and a Commissioner to the General Council.
  - (2) the Chair of the General Council Planning Committee
  - (3) three voting members of the Executive of the General Council
  - (4) the Moderator
  - (5) the General Secretary, General Council
  - (6) one Conference Executive Secretary
8. Terms of appointment are until the rise of the next General Council.
9. The Program Coordinator, Governance Support is the General Council Staff Resource for this Committee

**Meetings**

10. The Committee normally meets
  - (1) twice a year via Conference Call to develop an agenda prior to each meeting of the Executive of the General Council
  - (2) twice a year via Conference Call following each meeting of the Executive of the General Council
  - (3) for one or two days in addition to each meeting of the Executive of the General Council
  - (4) additionally as required
11. Committee members attend the meetings of the Executive of the General Council, which are typically three days twice per year

*The Manual, 2016*, Sections E.1.1(f), E.4.5.3(e), E.4.5.6, E.4.9  
 Established 2008-11-26-367 by the Executive of the General Council

**Revision History**

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by
2011-05-07	2011-05-05-07-138	Changed point 6 - membership	The Executive of the General Council

**Review History**

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by



## 3.10 - The Committee on Indigenous Justice and Residential Schools

Page 1 of 2

### Purpose Statement

**The Committee on Indigenous Justice and Residential Schools, with partners, will coordinate the response to issues related to Indigenous justice, the legacy of residential schools, and the Calls to Action issued by the Truth and Reconciliation Commission including aspects related to legal requirements, pastoral care, communication, healing, advocacy, education, reflection, spiritual renewal, and building right relations.**

### Policy

#### *Governed by This Policy*

1. This policy applies to the members of The Committee on Indigenous Justice and Residential Schools.

### Terms of Reference

#### *Responsibilities*

2. The Committee is responsible to
  - (1) co-ordinate all aspects of the issues related to residential schools, including the legal, pastoral, communications, alternate dispute resolution possibilities, healing and reconciliation initiatives and financial planning
  - (2) assist the church to live out its apologies, through theological reflection and Indigenous knowledge and wisdom; and through education and advocacy for Indigenous justice issues including but not limited to land, rights, treaties, the impacts of colonialism, and racism
  - (3) call the whole church to address the 94 Calls to Action issued by the Truth and Reconciliation Commission of Canada, June 2015;
  - (4) work in partnership with the Aboriginal Ministries Council and collaborate with KAIROS, ecumenical partners and Indigenous organizations
  - (5) make full reports and recommendations as required to the General Secretary and to each meeting of the Executive of the General Council

#### *Membership*

3. The committee members will have a general awareness of Aboriginal justice issues and familiarity with the legacy of the Indian Residential School System.
4. The Committee will be composed of
  - (1) two members appointed by All Native Circle Conference
  - (2) two members appointed by B.C. Native Ministries Council. These members serve for terms of three years that coincides with the schedule of the committee and are an exception to *Policy 1.08 Committee Membership*.
  - (3) two members from the Ontario and Quebec Native Ministries that are a part of Conferences other than the All Native Circle Conference. These people serve for terms of three years that coincides with the schedule of the committee and are an exception to *Policy 1.08, Committee Membership*.
  - (4) one member of the Executive
  - (5) one honorary elder

5. One member appointed under section 4, subsection (1), (2) or (3) will be appointed as committee Chair; and, ideally one of the members appointed under each of subsections (1), (2) (3) will be a former residential school student or a descendant.
6. The Executive Minister, Aboriginal Ministries Circle and Indigenous Justice is resource staff for the Committee, and any other designated positions.
7. The Moderator and the General Secretary are ex-officio members of the committee.

### **Meetings**

8. Normally, the Committee meets two times each year for three days. Additional meetings may be held by conference call.
9. Occasionally, members of the committee may be called upon to represent the Committee at conferences or meetings with representatives of government, Aboriginal organizations or other churches and to participate in short-term project-oriented task groups.

*The Manual, 2016, Section E.4.5.6*

Established 1998-06-26 by the Executive of the General Council

### **Revision History**

<b>Date</b>	<b>Resolution or Minute Number</b>	<b>Description of Modification</b>	<b>Modification Authorized by</b>
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
2010-11-13	2010-11-13-099	Name and Terms of Reference amended	Executive of the General Council
2015-11-23	2015-11-21-020	Purpose statement, section 2 responsibilities and section 4 membership updated.	Executive of the General Council

### **Review History**

<b>Date</b>	<b>Have modifications been made (Yes/No?)</b>	<b>Review conducted by</b>	<b>Review Approved by</b>
2007-05-04-122	Yes	Executive of the General Council	Executive of the General Council

## 3.14 - Pension Board (Draft Policy)

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### PENSION BOARD TERMS OF REFERENCE

#### A. GENERAL

The United Church of Canada (the “Church”) has established and maintains the Pension Plan of The United Church of Canada (the “Plan”), as Plan sponsor acting through the General Council. The Plan is a multi-employer pension plan maintained for the benefit of eligible employees of participating employers. The General Council Executive (the “GCE”) is the Plan Administrator pursuant to the *Pension Benefits Act* (Ontario), and has established the Pension Board (the “Board”) to support the GCE in governing, managing and operating the Plan and the assets of the Plan (the “Fund”) in accordance with the provisions set out below.

#### B. SCOPE OF RESPONSIBILITIES OF THE BOARD

To carry out its mandate to support the GCE in governing, managing and operating the Plan and the Fund, the Board has the responsibilities listed below.

##### 1. *Plans Subject to the Authority of the Board*

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

***Commentary: The GCE is fully responsible for the governance, management and operation of any retirement plans other than the Plan (i.e., the registered pension plan). This includes supplementary plans (whether funded or unfunded) which are intended to provide benefits in excess of those provided by the Plan.***

##### 2. *The Board’s General Governance Responsibilities*

The Board’s general governance responsibilities are as follows:

- (a) to recommend to the GCE, for its approval, the pension governance system and any changes thereto;
- (b) to recommend to the GCE, for its approval, appointments to the Board as specialists, GCE reps and members at large, all as defined in Section E;
- (c) to recommend to the GCE, for its approval, governance policies necessary for the effective governance of the Plan and any changes thereto<sup>1</sup>;
- (d) to initiate, periodically and at the Board’s discretion, an assessment of the performance of various elements and governance policies, and the effectiveness of these elements and policies in guiding the handling of functions by the Board and its committees; and
- (e) to review:
  - (i) compliance with all policies adopted by the Board and the GCE and compliance with legislation;
  - (ii) compliance with all applicable Codes of Conduct (e.g., Church, Plan, Fund and the Association for Investment Management Research (“AIMR”)); and
  - (iii) compliance with the Board’s terms of reference.

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<sup>1</sup> Governance policies refer to four categories of policies; namely, member selection criteria (currently set out in Section F), orientation and ongoing education policies and guidelines (currently required in Section J), reporting policies (currently set out in Section K) and periodic performance review policies (currently set out in Section L).

***Commentary: The GCE continues to be responsible for overseeing all aspects of the Plan and the Fund, as well as the activities of its delegates (i.e., the Board). Throughout these terms of reference, “oversee” or “oversight” means to supervise at a strategic level by establishing and following procedures to ensure the satisfactory performance of functions which have been delegated and to act, as necessary, on information provided.***

**3. *The Board’s Plan Design Responsibilities***

The Board’s responsibilities with respect to the design of the Plan are as follows:

- (a) to recommend to the GCE, for its approval, plan design beliefs and principles and any changes thereto;
- (b) to recommend to the GCE, for its approval, the establishment of any new retirement arrangements or termination of the existing Plan;
- (c) to approve amendments to the Plan (other than those necessitated by the GCE’s decisions pursuant to Section 3(a) and 3(b));
- (d) to ensure that documents and reports relating to plan design and amendments thereto required by applicable legislation are filed with the regulators; and
- (e) to assess new ideas for plan design.

**4. *The Board’s Funding Responsibilities***

The Board’s responsibilities with respect to the funding of the Plan are as follows:

- (a) to recommend to the GCE, for its approval, funding beliefs and principles and any changes thereto;
- (b) to approve the Plan’s funding policy and any changes thereto;
- (c) to appoint the actuary and sign all related contracts;
- (d) to approve the economic, financial and demographic assumptions and the methods employed to calculate the value of the Plan’s assets and liabilities and any changes thereto;
- (e) to monitor and evaluate the consistency of the Plan’s funded status with the funding policy and the consistency of the contributions deposited to the Fund with the recommendations in the Actuarial Valuation Report;
- (f) to approve the Actuarial Valuation Reports and Cost Certificates;
- (g) to approve the taking of any contribution holiday; and
- (h) to ensure that documents and reports relating to funding required by applicable legislation are filed with the regulators.

**5. *The Board’s Financial Controls Responsibilities***

The Board’s responsibilities with respect to the financial controls of the Plan are as follows:

- (a) to appoint the Plan’s custodian/trustee of the Fund and the Plan’s auditor and sign all related contracts;
- (b) to approve the audit plan for the financial statements of the Plan/Fund, as applicable;
- (c) to accept the audited financial statements for the Plan/Fund, as applicable;
- (d) to respond to the auditor’s recommendations; and
- (e) to receive and approve the Auditor’s independence letter.

**6. *The Board’s Operating Expense Responsibilities***

The Board’s responsibilities with respect to the Plan’s operating expenses are as follows:

- (a) to approve the annual budget for the payment of Plan and Fund operating expenses from either the assets of the Plan or of the Church;
- (b) to approve the chargeback expense policy for the Plan; and
- (c) to monitor and evaluate expense performance relative to the budget.

7. ***The Board's Investment Responsibilities***

The Board's responsibilities with respect to investing the Fund are as follows:

- (a) to recommend to the GCE, for its approval, investment beliefs and principles and any changes thereto;
- (b) to approve investment policies and any changes thereto;
- (c) to appoint investment managers and other investment-related advisers and service providers and to sign all related contracts;
- (d) to monitor and evaluate the investment performance of the fund and investment managers relative to investment objectives and mandates;
- (e) to monitor and evaluate the performance of external investment agents and their compliance with contracts, mandates and applicable legislation;
- (f) to monitor the allocation of new funds to the investment managers and the rebalancing of asset mix relative to the rebalancing policies adopted by the Board;
- (g) to monitor and evaluate the voting of proxies;
- (h) to ensure that documents and reports relating to investments required by applicable legislation are filed with the regulators; and
- (i) to assess new ideas for investment.

8. ***The Board's Plan Administration, Legal and Communications Responsibilities***

The Board's responsibilities with respect to the administration, legal and communications aspects of the Plan are as follows:

- (a) to approve Plan administration policies and any changes thereto;
- (b) to approve communication policies and any changes thereto;
- (c) to appoint external agents that provide plan administration services, such as a third-party administration service provider(s), consultants and legal advisers and sign all related contracts;
- (d) to monitor and evaluate the performance of the external agents engaged to provide administration services to the Plan and their compliance with contracts, mandates and applicable legislation;
- (e) to oversee the calculation and remittance of contributions;
- (f) to oversee routine Plan communications to Plan members, their spouses and beneficiaries, participating employers and relevant regulators;
- (g) to approve non-routine Plan communications to Plan members, their spouses and beneficiaries, participating employers and relevant regulators;
- (h) to approve Plan interpretations and appeals;
- (i) to oversee the maintenance of member records and the enrolment of eligible members;
- (j) to approve and monitor Plan administration service standards;
- (k) to oversee eligibility requirement waivers;
- (l) to oversee the administration of participating employers;
- (m) to ensure that documents and reports relating to the Plan's administration required by applicable legislation are filed with the regulators; and
- (n) to assess new ideas for Plan administration.

9. ***Delegation by the Board***

The Board may delegate the performance of certain functions to others internally or externally as it sees fit and may establish such committees, working groups or other bodies as it deems necessary from time to time. Where the Board has seen fit to delegate in accordance with this paragraph in order to meet its responsibilities, the Board will oversee the performance of such external or internal agents, advisors, committees and staff with pension responsibilities.

### **C. OBJECTIVES OF THE BOARD**

1. To safeguard the assets of the Fund.
2. To support the Church's human resources objectives through the design and operation of the Plan.
3. To comply with plan design, funding and investment beliefs and principles and any other objectives that have been set by the GCE from time to time.

### **D. OPERATING GUIDELINES FOR THE BOARD**

In the pursuit of its objectives, the Board will at all times:

1. comply with applicable legislation;
2. comply with the terms of the Plan, all relevant policies adopted by the Church, the GCE and the Board;
3. utilize only methods and processes which are prudent and exercise the care, diligence and skill that a person of ordinary prudence would exercise in dealing with the property of another person;
4. use any special and relevant knowledge and skill that members of the Board possess or, by virtue of their profession, business or calling, ought to possess;
5. maintain legal title to all assets of the Plan in the name of, or for the account of, the Plan;
6. maintain the integrity of financial reporting and administration systems and associated records;
7. utilize methods or processes that fulfill fiduciary obligations arising from the Plan; and
8. act in the best interests of the Plan members at all times when making decisions of a fiduciary nature (namely, in the areas of investment, administration and compliance), but also take into consideration the broader interests of the Church and participating employers when making "employer" decisions (namely, in the areas of plan design and funding).

### **E. BOARD COMPOSITION**

1. The Board will consist of nine to eleven members.
2. The GCE will appoint at least 5 members to the Board each of whom possesses one or more of the attributes described in Section F.1(b) (the "specialists").
3. The GCE will appoint one member from the MEPS Permanent Committee to the Board (the "MEPS rep").
4. The GCE will appoint at least one (and no more than two) members to the Board who are also members of the GCE (the "GCE rep(s)").
5. The GCE will appoint at least two (and no more than three) other members to the Board (the "members at large").
6. Board members will serve for a term of three years. The maximum number of terms that may be served consecutively by members is three. Appointments will be reviewed every August by the Board. Wherever possible, the appointments of the GCE reps and the MEPS rep will be coordinated with the GCE's three-year cycle. Further, wherever possible, terms should rotate in such a manner as to promote continuity on the Board.
7. The GCE will appoint the Chair of the Board. The Chair's appointment will be for a two-year term, unless otherwise resolved by the GCE.

### **F. BOARD MEMBER SELECTION CRITERIA AND APPOINTMENT PROCESS**

1. Specific Selection Criteria.
  - (a) No person shall be eligible to serve as a Board member if he or she is a member of the General Council Office staff.
  - (b) Each specialist must possess at least one of the following attributes:
    - i) possess skills, knowledge, experience and expertise related to investment concepts and principles applicable to pension plans (preferably an actively employed or recently retired senior investment professional or senior business executive); or

- ii) possess skills, knowledge, experience and expertise related to actuarial concepts and principles applicable to pension plans (preferably an actively employed or recently retired actuary); or
- iii) possess skills, knowledge, experience and expertise related to legal concepts and principles applicable to pension plans (preferably an actively employed or recently retired lawyer); or
- iv) possess skills, knowledge, experience and expertise related to human resources concepts and principles applicable to pension plans (preferably an actively employed or recently retired human resources professional or consultant); or
- v) possess skills, knowledge, experience and expertise related to pension governance concepts and principles.

It is the intention of the GCE to appoint members to the Pension Board who possess, in the aggregate, all the skills, knowledge, experience and expertise referenced in this 1(b).

- (c) The aggregate skills, knowledge, experience and expertise of the membership will include the capacity to articulate the theological values and perspectives of the United Church.
- (d) In addition to seeking the expertise referenced in 1(b) above, the GCE should aim for a balanced slate based on gender and geographic and ethno cultural perspectives in making appointments to the Board, particularly in the appointment of the members at large.

## 2. General Selection Criteria

A member of the Board is expected to:

- (a) participate in all Board meetings;
- (b) be available, dedicated and willing to invest the time to be educated and otherwise obtain the knowledge necessary to discharge his or her obligations as a Board member;
- (c) be willing to submit to, and clear, background checks concerning conflicts of interest, criminal record or civil suits and credit history; and
- (d) be bondable.

## 3. Focus of Board

All members of the Board should focus on strategic issues and avoid performing work that is the responsibility of other groups, including managerial and operational responsibilities assigned to Church staff.

## 4. Appointment Process

- (a) All appointments will be made by the GCE.
- (b) Specialists and members at large will be nominated for appointment to the Board by the GCE or members of the Board.
- (c) The MEPS rep will be nominated for appointment to the Board by the GCE or the Permanent Committee on Ministry and Employment Policies and Services (PC-MEPS).
- (d) Nominations and appointments may be made in advance of known vacancies, to be effective when the vacancy occurs.
- (e) If the number of members of the Board at any point in time is less than nine, the GCE will appoint the number of members necessary to achieve at least nine and such appointments will be made in accordance with the requirements of Sections E and F.

## **G. RESIGNATION, TERMINATION AND REMOVAL OF BOARD MEMBERS**

1. A member may resign from the Board by notifying the Chair in writing. In the event of the resignation or removal of a member, the Chair shall immediately commence the appointment process to fill the vacancy.
2. The Board membership of the member will be automatically terminated on:

- (a) the date the member's term expires, subject to subparagraph 4 below;
  - (b) the death of the Board member;
  - (c) the date it is determined that the member is unable to fulfill his/her duties by reason of physical or mental incapacity; or
  - (d) the date the member's appointment is revoked by the GCE for issues of poor performance, conflict of interest or any other reason that the GCE deems has interfered with the Board member's ability to make a meaningful contribution to the Board.
3. In the event the Chair resigns by notifying the GCE in writing, is incapacitated or removed by the GCE, the GCE will appoint a new Chair as soon as possible.
  4. The membership of a specialist or a member at large reaching the end of each of his or her first two consecutive terms will be automatically renewed for another term, unless such member advises the Chair of his or her intention to resign at the end of the term. The membership of the GCE reps and the MEPS rep can only be renewed upon formal re-appointment by the GCE.

## **H. BOARD MEMBER REMUNERATION**

1. Board members are entitled to re-imbursement from the Fund of reasonable expenses incurred personally in the conduct of their duties, in accordance with the Board's expense chargeback policy.
2. Board members are not entitled to compensation, in addition to their normal compensation as employees, for the time spent on the conduct of their duties.
3. Board members may be paid an honorarium out of the Fund as determined by the GCE, the amount of which will be reasonable in relation to the duties and obligations of the Board members.

## **I. OPERATING/PROCESS POLICIES**

1. The Board will meet at least four times a year and the Board will adopt meeting processes and procedures.
2. A meeting will be properly constituted only if at least five of the members are present in person or participating by means of a telephone or video conference hook-up or other comparable technology. No proxies will be permitted at any time.
3. No motion at a meeting will be adopted unless it receives an affirmative vote from a majority of the Board members participating in the meeting. Should a motion be proposed by circulating hard copies, use of e-mail, web thread or comparable technologies outside of a meeting, it will not be adopted unless it receives an affirmative vote from a majority of all Board members.
4. In the event the Chair cannot attend a particular meeting of the Board, the remaining members present will appoint a member to act as interim Chair for the purposes of that meeting.
5. Minutes will be prepared in draft form and provided to the Board for verification and approval at the following meeting. Church staff will be assigned to take minutes at the meeting and act as Secretary to the Board.
6. The Board will adopt a forward agenda to assist in preparing agendas for each of its meetings.
7. The Board, where necessary, will develop supplementary code of conduct policies and guidelines that will apply to its pension activities and the activities of its delegates.



8. The Board will adopt, from time to time, any additional operating/process policies it deems necessary for the efficient and effective discharge of its obligations under these Terms of Reference.

**J. ORIENTATION AND ONGOING EDUCATION POLICIES AND GUIDELINES**

The Board will develop, for the approval of the GCE, policies regarding orientation of Board members and ongoing education policies and guidelines for its members.

**K. REPORTING POLICIES AND GUIDELINES**

1. Reporting by the Board

Because the GCE retains the responsibility to oversee its delegates (the one responsibility that the Plan Administrator cannot delegate to others), it is necessary for it to receive information from the Board to enable the GCE to discharge those oversight responsibilities.

The Board will provide an annual report to the GCE, at each regular fall meeting of the GCE. The report will address:

- (a) recommendations regarding any changes to plan design beliefs and principles;
- (b) recommendations regarding any changes to funding beliefs and principles;
- (c) recommendations regarding any changes to investment beliefs and principles;
- (d) any changes in the Statement of Investment Policies and Procedures;
- (e) the investment performance of the Fund;
- (f) the previous year's audited financial statements for the Plan;
- (g) any changes in the Plan's auditor, actuary and external legal counsel;
- (h) any material administration activities, including a change from third-party to internal administration or vice versa;
- (i) administration services performance as measured against service standards;
- (j) 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;
- (k) any amendments to the Plan since the previous report;
- (l) compliance;
- (m) the results of any pension governance reviews referred to under Section B.2(d);
- (n) any other information that the GCE requests to be reported by the Board; and
- (o) any other information that the Board feels is appropriate.

The annual report will be in the form of an executive summary and will include a compliance certificate to be signed by the Chair of the Board on behalf of the Board members.

2. Reporting to the Board

Because the 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 to enable the Board to discharge those oversight responsibilities.

Consequently, the Board will establish its own reporting policies and guidelines, describing what information it needs from what parties, how often and in what format.

**L. PERIODIC PERFORMANCE REVIEW**

In addition to the annual reports received from the Board (as outlined under Section K), it is necessary for the GCE to periodically evaluate the performance of its delegates in order to discharge its responsibility to oversee its delegates. At least every five to seven years, the Plan's pension governance system, including the performance of the Board, will be reviewed.

**M. COMMUNICATIONS POLICY**

Given the importance of communication with Plan members and other stakeholders, the Board will adopt a communications policy.

Established 2004-04-23-120

**Revision History**

Date	Resolution or Minute Number	Description of Modification	Modification Authorized by

**Review History**

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by

## 3.15 - General Council Planning Committee

Governance Policy 3.15

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### 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 commissioners 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 agenda where the commissioners 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. The Moderator will preside at the meeting of the General Council.
  - (3) the General Secretary. The General Secretary 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 General Council, works with the Local Arrangements Committee and manages the budget of General Council.
  - (4) the Executive Secretary of the host Conference
  - (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 Aboriginal 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, 2016, Sections E.4.5.6, E.4.8.1, E.4.9.1*  
 Established 2004-04-23-116 by the Executive of the General Council

**Revision History**

<b>Date</b>	<b>Resolution or Minute Number</b>	<b>Description of Modification</b>	<b>Modification Authorized by</b>
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

**Review History**

<b>Date</b>	<b>Have modifications been made (Yes/No?)</b>	<b>Review conducted by</b>	<b>Review Approved by</b>
2007-05-04-122	Yes	Executive of the General Council	Executive of the General Council

## 3.16 - General Secretary's Supervision Committee

Page 1 of 2

### Purpose Statement

**Supervision and accountability for the performance of the General Secretary, General Council will be carried out by the General Secretary 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 towards 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, sets 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 Executive one of whom will be appointed as chair. The Chair will have the following qualifications:
    - (a) supervisory experience;

- (b) an 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 who will have some of the following qualifications:
- (a) an understanding of the structure and the range of work of the General Council and the General Council Offices;
  - (b) an 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, Pastoral and Employment Relations 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, 2016, Sections E.4.2, E.4.5.6*

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

**Review History**

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by

## 3.17 - Moderator's Advisory Committee

Page 1 of 1

### 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 Conferences and the large volume of other invitations, and
  - (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), and
  - (4) a member of the Executiveand 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, 2016, Section E.4.5.6*

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

### Review History

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by
2006-05-23-410	Yes	Sub-Executive of the General Council	Sub-Executive of the General Council

## 3.18 - Joint Grants Committee

Governance Policy 3.18

Page 1 of 2

### 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 the donor expressed in the terms of the 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 the 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% 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% guideline as it determines in 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 congregations, 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) Grants will normally be available to congregations, courts of the church, United Church corporations, (including legacy corporations), affiliated institutions, and ministries that are Presbytery accountable or recognized.
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 Presbytery or an Official Board or the Executive Director or 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, 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 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 the 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 chairperson 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, 2016*, Section E.4.5.6  
 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

**Review History**

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by

## 3.19 - Aboriginal Ministries Council

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### Purpose Statement

**The purpose of the Aboriginal Ministries Council is to be a spiritually discerned decision-making body which takes direction from the National Aboriginal Spiritual Gathering in response to the Creator's plan.**

### Policy

#### *Governed by This Policy*

1. This policy applies to the members of the Aboriginal Ministries Council.

### Terms of Reference

#### *Responsibilities*

2. The Council is responsible to
  - (1) be a decision-making body taking direction from the National Aboriginal 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 Gathering and the documents that reflect the voice of the Aboriginal community

#### *Membership*

3. The Aboriginal Council will be composed of the following twenty-two members:
  - (1) four from British Columbia Native Ministries
  - (2) four from All Native Circle Conference (1 from each Presbytery)
  - (3) four from Ontario and Quebec Aboriginal congregations
  - (4) three others from within The United Church of Canada:
    - (a) one member from the Aboriginal Communities in the Maritimes
    - (b) one member of an Aboriginal Cultural or Traditional community
    - (c) one member of Inuit/Métis community
  - (5) one non-aboriginal from the Executive of the General Council
  - (6) one from The Indigenous Justice/Residential Schools Committee
  - (7) three from the Theological Schools (two from Sandy Sauteaux Spiritual Centre and one from the Native Ministries Program, Vancouver School of Theology)
  - (8) one from the ministries in French constituency
  - (9) one from an intercultural and diverse constituency
4. Of the four representatives named in each of subsections (1) (2) and (3) in section 3, 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/church business.
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 Aboriginal Ministries Council will provide spiritual counsel and may meet during the three years between the National Spiritual Gatherings.

*The Manual, 2016, Section E.4.5.3(f)*

“E.4.5.3 Membership. The Executive of the General Council consists of:

(f) six people from the Aboriginal Ministries Council;”

Established 2007-11-15-350 by the Executive of the General 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	The Executive of the General Council

**Review History**

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by

## 3.20 – National Aboriginal Spiritual Gathering

### Purpose Statement

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

### Policy

#### *Governed by This Policy*

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

### Terms of Reference

#### *Responsibilities*

2. The Gathering is responsible:
  - (1) to be the voice of the Aboriginal community on spirituality and ministry;
  - (2) to provide direction to The Aboriginal Ministries Council, 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 Aboriginal Spiritual Gathering is hosted by the Aboriginal Ministries Council and is comprised of two representatives from each of the congregations named as Native Congregations including British Columbia Native Ministries, All Native Circle Conference and Ontario and Quebec Aboriginal 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 Aboriginal Ministries 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

### Review History

Date	Have modifications been made (Yes/No?)	Review conducted by	Review Approved by

# **Financial Management**

## **POLICY SECTION 6.08**



## 6.08 - Reimbursement of Expenses

Page 1 of 4

### 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, sub-committee, or 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, sub-committee, or task group.
2. Any portion of any expense described in this Policy which 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 which 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 which 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 un-receipted 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 un-receipted allowance.
  - (1) Breakfast should not be charged if travel begins after 7:30 am
  - (2) Dinners should not be charged if travel ends prior to 6:30 pm
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 which 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 traveling on church business.
24. This expense must be approved with Member Engagement staff prior to 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 pre-approval.

### ***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 Expense Claims to the General Council Office within thirty (30) days of completing their travel together with required receipts, a record of kilometres traveled by private vehicle and any other detailed information which 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 five dollars (\$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 prior to the travel beginning by Member Engagement staff.
- 31. Anticipated expenses for international travel must be approved in advance of travel by Member Engagement staff. Member Engagement staff will consult with appropriate Resource Staff.

**Schedule Policy 6.08 (Effective January 1, 2016)**

***Use of Private Vehicle***

\$0.41 per kilometre

***Maximum Hotel plus Breakfast Rate***

\$125.00 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***

Supply reimbursement is based on a pro-rated per diem rate. The number of hours required should be discussed ahead of time, but should not be less than 6 hours in accordance with ministry and employment policy.

\$124.50 per 6-hour day

\$166.00 per 8-hour day

\$249.00 per 12-hour weekend supply

In addition, applicable travel and incidental expenses (e.g. meal costs) are reimbursable up to a maximum of \$50.00 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 which 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 used also for audit purposes.

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

### **Revision History**

<b>Date</b>	<b>Resolution or Minute Number</b>	<b>Description of Modification</b>	<b>Modification Authorized by</b>
2008-11-15	333	Section 7 amended as follows: "Travel by air will be reimbursed for economy airfare and taxes including the seat selection charge."  Section 10 amended as follows: "Persons attending meetings are encouraged to use public transportation at the meeting location whenever available."  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"  Section 20 amended as follows: "Meals should not be charged to hotel room accounts."	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.	
2012-01-10	GS	The Pulpit Supply Rates were adjusted at the direction of the General Secretary to be in accordance with HR Policy	The General Secretary
2013-01-14	GS	Travel and Pulpit Supply Rates were adjusted at the direction of the General Secretary to be in accordance with HR Policy	The General Secretary
2015-01-15	GS	Travel and Pulpit Supply Rates were adjusted at the direction of the General Secretary to be in accordance with HR Policy	The General Secretary

### **Review History**

<b>Date</b>	<b>Have modifications been made (Yes/No?)</b>	<b>Review conducted by</b>	<b>Review Approved by</b>
2007-11-16-214	No	Executive of the General Council	Executive of the General Council

# Definitions



## Definitions

Regular print indicates definitions from *The Manual, 2016*, of The United Church of Canada.  
*Italics indicates definitions arising from the Governance Manual.*

1. “**Aboriginal Ministries Circle**” refers to the unit of the General Council Office responsible for working in partnership with The United Church of Canada towards the Aboriginal people’s vision of spiritual healing, stewardship, and economic well-being.
2. “**Aboriginal Ministries Council**” refers to the decision-making body which takes direction from the National Aboriginal Spiritual Gathering and relates to the Executive of the General Council.
3. “**Aboriginal Spiritual Gathering**” refers to the national gathering that takes place a minimum of every three years which provides an opportunity to share and nurture the vision of the Aboriginal Ministries Circle.
4. “**Adherent**” means a person who contributes regularly to the life and work of the congregation but is not a member or full member.
5. “**Appeal**” means a formal request for reconsideration of a decision made by a court or a court-appointed formal hearing, and includes the process leading to that request.
6. “**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 and includes alternates.
7. “**By-laws**” 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. By-laws cannot be amended by either the Executive or the Sub-Executive.
8. “**Cascading appointment**” refers to one or more additional appointments that flow from a single appointment, e.g. that the Chair of group A serves as the group’s representative on group B.
9. “**Church**” means *The United Church of Canada*.
10. “**Commission**” means one or more United Church members appointed by a court or its executive to (i) take on a specific delegated task; and (ii) make decisions on its behalf.
11. “**Commissioner**” means a lay member of the United Church or a member of the order of ministry who is elected to serve as a member of the General Council or who serves as a member of the General Council by virtue of the office they hold.
12. “**Congregation**” is a group of people that meets for public worship. It has been formed by the presbytery as a congregation of the United Church.
13. “**Correspondence**” includes any communication in writing including e-mail.
14. “**Corresponding Members**” means people who have been given one or more of the following privileges by the court:
  - a. receiving notice of a meeting;
  - b. attending a meeting;

- c. taking part in some or all of the court's discussion at the meeting; or
  - d. receiving minutes of a meeting.
15. **“Court”** The United Church is organized into four levels, or courts. The four courts are: (a) the governing body of the pastoral charge; (b) the presbytery; (c) the Conference; and (d) the General Council.
  16. **“Decision”** means any disposition of a matter by a court, or by a body authorized to act on behalf of the court.
  17. **“Elected member”** refers to a person elected by the courts of the Church to serve on the General Council or its Executive and includes alternates named by the relevant court.
  18. **“Ex Officio Membership”** means full membership by virtue of office for all purposes unless otherwise specifically restricted.
  19. **“General Council”** means the General Council of The United Church of Canada. It refers to the court of General Council and includes all the structural functions of the court including but not limited to the General Council Offices, and all elected or appointed “Members.”
  20. **“General Secretary”** means the General Secretary, General Council, and a reference to the General Secretary includes any General Council Officer or other staff person to whom the General Secretary delegates a responsibility.
  21. **“Governance”** is the principles and processes consistent with the values and priorities that guide discernment and decision-making.
  22. **“Governance Body”** refers to the Executive of the General Council, all committees, task groups and commissions accountable to the Executive.
  23. **“Group”** refers to a committee, sub-committee, or a task group formed under Governance Policy 1.07
  24. **“Mandating group”** refers to the body which establishes a committee, sub-committee or task group or which has subsequently been assigned responsibility for the group.
  25. **“The Manual”** refers to the collection of by-laws, based upon, 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 by-laws, the by-laws that appear in The Manual are modified or added every three years, in accordance with the corresponding General Council meeting. These by-laws include rules and regulations in all matters concerning the United Church's doctrine, worship, discipline and government.
  26. **“Members”** refers to persons elected or appointed to the Executive and all committees, sub-committees and task groups as voting and corresponding members.
  27. **“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.

28. 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 Executive or a person close to the member (relative or friend). (See also ‘non-monetary conflict.’)
29. A “**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’)
30. “**Order of Ministry**” refers to diaconal and ordained ministers of the United Church.
31. “**Outreach Ministry**” is an active ministry that (a) is recognized as an outreach ministry by the presbytery, the Conference, or a General Council working unit; (b) relates to that body through supervision or in some other way; (c) may receive funding from that body; and (d) is not a congregation, pastoral charge, or mission.
32. “**Overseas Personnel**” are members of the order of ministry or lay people who have been appointed by the appropriate General Council working unit to work overseas with partner churches or agencies.
33. “**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.
34. “**Pastoral Charge,**” the basic unit of organization in the United Church, consists of one or more congregations. It has been formed by the presbytery as a pastoral charge of the United Church.
35. “**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 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 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).*
36. “**Polity**” means the form of organization and government of the United Church as it is set out in *The Manual, 2016*.
37. “**Procedure**” means a method by which a policy can be accomplished and provides the instructions necessary to carry out a policy statement.
38. “**Proposal**” is a formal request for a court to take action.
39. “**Remit**” is a vote by presbyteries or by presbyteries and pastoral charges to change the Basis of Union.

40. *“**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.*
41. *“**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.*
42. *“**Terms of Reference**” refers to the documented duties and responsibilities, mandate, membership and meetings of a group.*
43. *“**Voting members**” means the commissioners of 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 One: 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