

Newfoundland and Labrador Conference

The United Church of Canada

Governance Manual

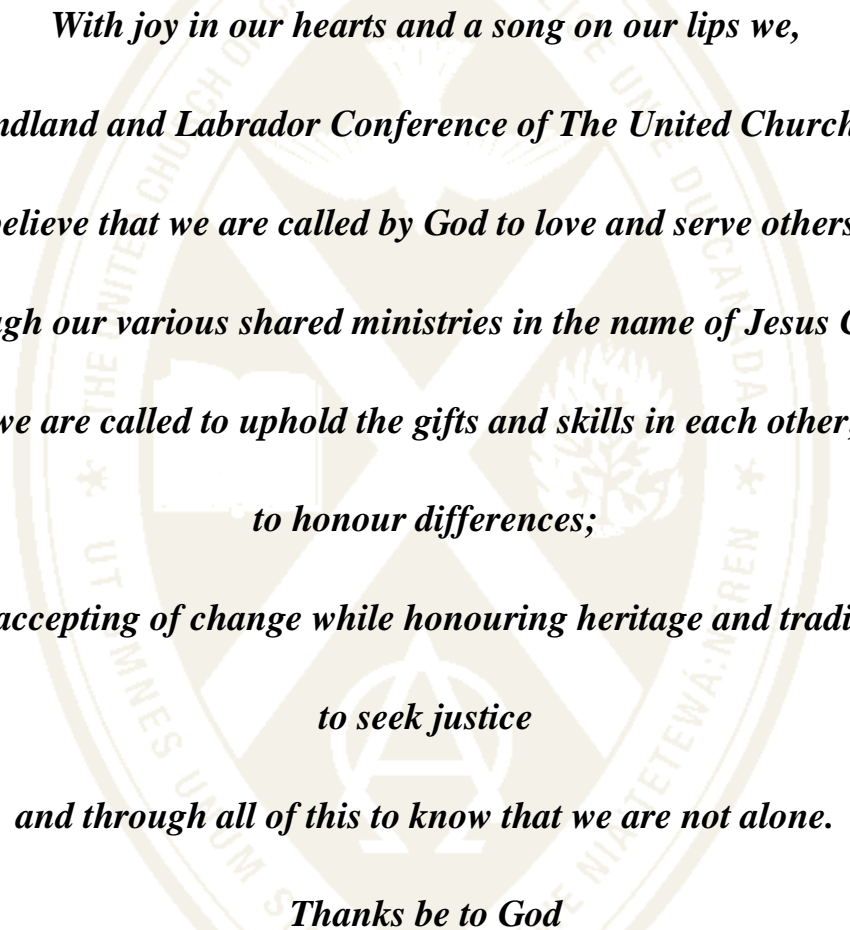


April 5, 2018

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MISSION STATEMENT



*With joy in our hearts and a song on our lips we,
the Newfoundland and Labrador Conference of The United Church of Canada,
believe that we are called by God to love and serve others.
Through our various shared ministries in the name of Jesus Christ,
we are called to uphold the gifts and skills in each other;
to honour differences;
to be accepting of change while honouring heritage and traditions;
to seek justice
and through all of this to know that we are not alone.
Thanks be to God*

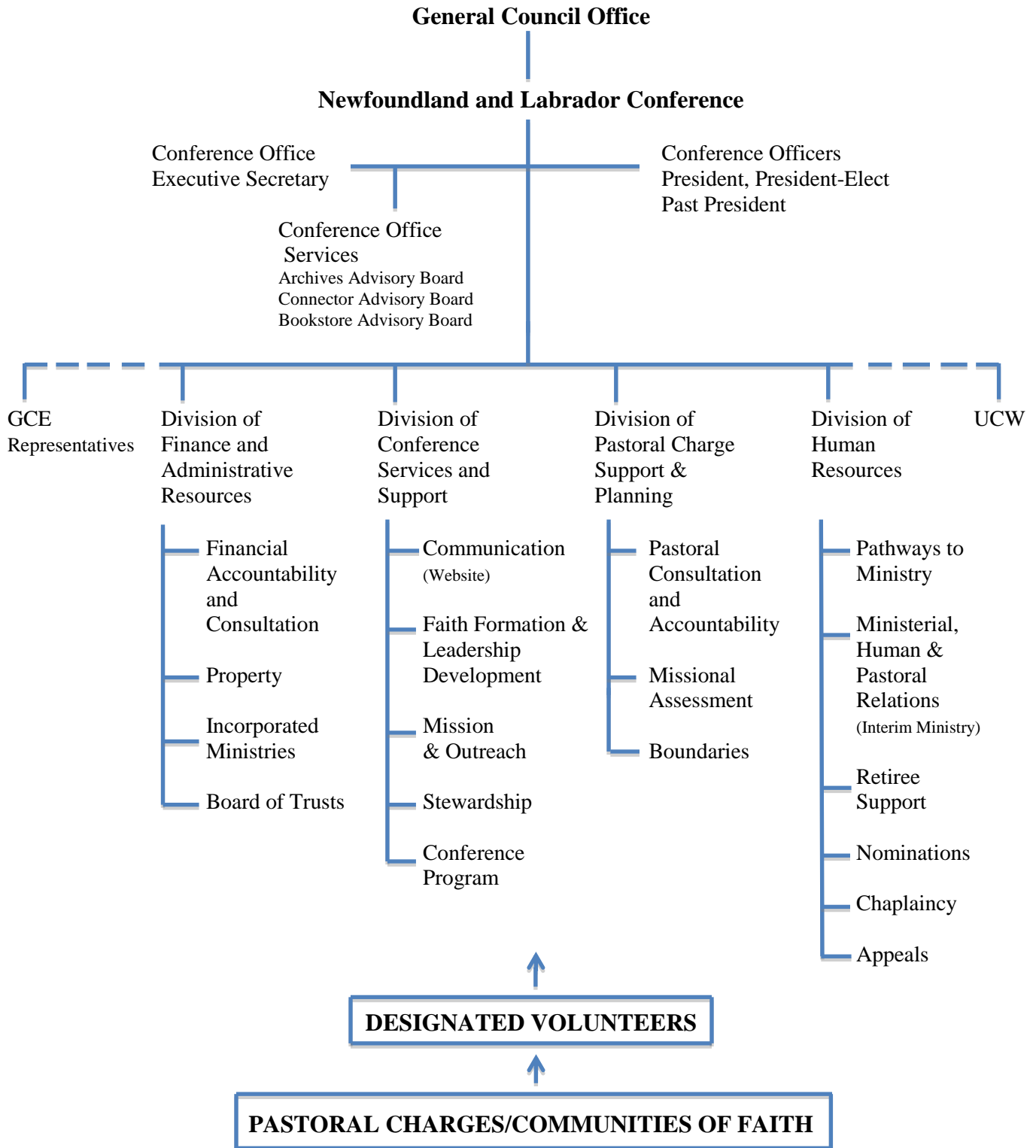
THEOLOGICAL CONVICTION

Through Jesus Christ, and with the guidance of the Holy Spirit, we believe God is gracious and generous, and provides all that is needed for the church to participate fully and effectively in God's mission. Therefore we, as Newfoundland and Labrador Conference believe church governance to be a sacred trust and that we have a responsibility to use what God has provided and therefore we follow these operating principles.

OPERATING PRINCIPLES

- Faith centered response to the needs of the church
- Meet the needs of the Pastoral Charges/Communities of Faith
- Structure and Function should be an expression of our Mission Statement
- All parts of the structure should be balanced to honour our differences
- Timely, nimble and efficient
- Efficient use of Conference resources
- Three-way flow of information between The United Church of Canada, Conference and Pastoral Charges/Communities of Faith
- Cost-effective
- Limits the number of face to face meetings by increased usage of conference calls and webinars
- Task oriented team approach to Conference activities, thus reducing the number of committees and the size of the Executive

ORGANIZATION CHART



FUNCTION OF NEWFOUNDLAND AND LABRADOR CONFERENCE

General Terms of Reference

General Skills

- Knowledge of The United Church of Canada in relation to governance.
- Knowledge of The Newfoundland and Labrador Conference in relation to its governance and its Pastoral Charges (Communities of Faith)
- A commitment to the Education and Theology of The United Church
- Chairs/convenors and secretaries would need to have organization, facilitation and computer skills

Terms of Appointments

All appointments of chairs, convenors and secretaries will be for two years. Initially, one of the chair/secretary for a division and convener/secretary for a team would be appointed for three years to create a cascading membership and reappointment process.

The following guidelines regarding the function of Conference and its Executive, division and its activity teams provide the basic framework. Should special meetings over and above these guidelines be required they can be arranged subject to approval either by the President, Executive Secretary or the Divisional Chair.

Conference Meetings

Conference will meet once a year in a face to face meeting. Delegates to Conference will be the Conference Executive, representatives from the Pastoral Charge and all ministerial personnel. The Executive Secretary and Conference office staff will support this meeting

Conference Executive

Conference Executive will meet twice a year. One of these meeting should be face to face, and the other meeting will be in an electronic format. The membership of the Executive will consist of the Conference officers, the Division Chairs and a representative of the UCW.

The Conference Executive will be supported by the Executive Secretary, the Conference Personnel Minister and administrative support.

Divisional Committees

Will meet four times per year, one meeting face to face, and the other three meeting will be held in an electronic format. Membership of the division committee will be the Division Chair, secretary and activity team conveners for that Division. Conference staff support will be supplied as necessary on discussion between the Division Chair and Executive Secretary. Divisional Chair must report on all activities within their Division to the Conference Executive.

General Terms of Reference - continued

Divisions must ensure that the teams provide appropriate training to the designated volunteers for the tasks assigned.

Activity Teams

Activity Teams will meet as required throughout the year. Meetings will be largely conducted using electronic format. Membership of the Activity Teams will consist of a convener, a secretary who will be supported by designated volunteers. The work of the designated volunteers will be predominately task orientated and such designated volunteers will be recruited based on the length of time necessary to undertake the specific task. Necessary support for the activity teams will be provided through consultation between the team convener, the Divisional chair and Conference office staff. Activity Team Conveners must report all activities and the designated volunteers who undertake each activity to the division. Activity Team Conveners will need to notify Nominations regarding the need for designated volunteers to undertake specific tasks.

FUNCTION OF NEWFOUNDLAND AND LABRADOR CONFERENCE

SUMMARY TABLE

	CONFERENCE	CONFERENCE EXECUTIVE	DIVISIONAL COMMITTEE	ACTIVITY TEAMS
FREQUENCY	Once a year	Twice a Year	Four Times a Year	As Required throughout the year
TYPE OF MEETING	Face to Face	-One Face to Face -One by Electronic format	- One Face to Face - Three by Electronic format	By Electronic format
MEMBERSHIP	- Conf. Executive - Representatives of Pastoral Charges and clergy	- Conference Officers - Division Chairs	- Division Chairs - Division Secretary - Activity Conveners	- Activity Convener - Activity Secretary (- Designated Volunteers)
CONFERENCE SUPPORT	Executive Secretary + Other Staff	- Executive Secretary - CPM - Admin Officer	By Conference Staff Support as necessary	Consultation with Divisional Chair and Conference Staff

NOTE Each Division has a Chair and Secretary
 Each Activity has a Convener and Secretary
 Designated volunteers would be task oriented

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE CONFERENCE EXECUTIVE

Mandate:

To provide leadership, oversight and guidance to The Newfoundland and Labrador Conference for the continuing work of the Conference between meetings of Conference

Membership:

- President
- President-Elect
- Past President
- Division Chairs
- General Council Representative(s)
- UCW Representative
- Executive Secretary

Duties:

- To provide for the work of the Conference as detailed in the United Church Manual
- To meet quarterly, in addition to special meetings as required
- To decide on recommendations for action brought forward by the Divisions
- To recommend to Newfoundland and Labrador Conference, through its annual meeting matters for decision by Conference
- To ensure communication of decisions made to the wider church in Newfoundland and Labrador
- To consult with General Council Office as required

Skill/Experience:

- Experience in governance in The United Church of Canada
- Decision making skills
- Communication skills
- Understanding of how to reach a consensus

Accountability/Reporting:

- Newfoundland and Labrador Conference

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES

Mandate:

To provide leadership and guidance within the bounds of the Newfoundland and Labrador Conference and its Pastoral Charges (Communities of Faith) in its mission, finance and administration.

Membership:

- Chair
- Secretary
- Convenor, Financial Accountability and Consultation Team
- Convenor, Property Team
- Convenor, Incorporated Ministries Team
- Convenor, Board of Trusts

Duties:

- Fulfill, in a timely manner, the following duties of the Division:
- Ensure consultation between the divisional Teams
- Make recommendation on all financial and administrative issues to the Conference Executive
- prepare and recommend Budgets;
- approve and recommend Mission Support Grants to the Conference Executive;
- administer all trust funds of the Conference according to the terms specified in the bequests and gifts;
- recommend to Conference Executive policy changes and suggestions dealing with financial matters;
- recommend on all issues regarding the acquisition, maintenance and sale of United Church property.

Skills/Experiences:

The following skills are desired for members of the Division of Finance and Administrative Resources:

- working knowledge of financial matters;
- a sense of the mission of the Church and how Finance can facilitate that mission

Accountability/Reporting:

- Conference Executive

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES

FINANCIAL ACCOUNTABILITY AND CONSULTATION TEAM

Mandate:

To provide leadership and guidance to the Division of Finance and Administrative Resources appropriate actions regarding issues pertaining to the finances of Pastoral Charges/congregations, including requests for grants and loans.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

- To examine Pastoral Charge/congregational annual financial reports and consult as necessary
- To recommend on all Pastoral Charge requests for grants and loans
- To assist the Division of Finance and Administrative Resources in drafting the annual Conference budget
- To recommend on the efficient administration of the Conference finances
- To recommend on financial disbursements, including Mission Support Grants within the Conference

Skills/Experiences:

- Experience in managing financial matters
- Consultative and pastoral skills
- Ability to produce financial reports

Accountability/Reporting:

- Division of Finance and Administrative Resources

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES

INCORPORATED MINISTRIES TEAM

Mandate:

To provide oversight, leadership, and guidance to the Incorporated Ministries within the bounds of the Newfoundland and Labrador Conference.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

- the Convenor, along with the Secretary, organizes the work of the Team and reports through the Division of Finance and Administrative Resources;
- the Team consults with the Chair of the Board of each incorporated ministry;
- the Team visits each incorporated ministry at least once per year;
- the Team submits a report on each incorporated ministry to the Conference annually, through the Division of Finance and Administrative Resources;
- to respond to requests for assistance in relation to the various options from the boards of Incorporated Ministries;
- to supervise all recognized Incorporated Ministries within the Conference, responding in a supportive way when there isn't compliance with a particular article or by-law;
- to ensure that all annual forms and reports, required by both government and Church, are submitted prior to deadline;
- to respond to new requests for Incorporation from other organizations, outreach projects, etc. of The United Church of Canada within the Conference.

Skills/Experiences:

- effective organizational, administrative, consultative and pastoral skills;
- a commitment to the outreach ministries of The United Church of Canada;
- knowledge of, or openness to learn, the polity of The United Church of Canada.

Accountability/Reporting:

- Division of Finance and Administrative Resources

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES

BOARD OF TRUSTS TEAM

Mandate:

To provide oversight, leadership, and guidance on all Investment and Trust issues within the bounds of the NL Conference.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

- to make recommendations to the Conference Executive, through the Division of Finance and Administrative Resources, regarding investment policy and decision making;
- to provide advice, as necessary, to the Conference or its Executive regarding Investments and Trust Funds;
- to monitor, on a quarterly basis preferably, the financial investments of the Conference.

Skills/Experiences:

- Knowledge of The United Church in relation to investment policies;
- Skill and experience in financial investment matters

Accountability/Reporting:

- Division of Finance and Administrative Resources

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES

PROPERTY TEAM

Mandate:

To provide oversight, leadership, and guidance to Pastoral Charges (Faith Communities) regarding property within the bounds of the NL Conference.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

- To ensure that regular on-site reviews of manses are carried out and to make necessary recommendations to the Pastoral Charge and Pastoral Consultation and Accountability Team.
- To have ongoing oversight of United Church property in the Newfoundland and Labrador Conference.
- To keep an accurate record of the type of construction, state of repair, size, and age of all manses within the Conference.
- To conduct on-site reviews of manse after significant improvements have been completed, and to report its findings to the Pastoral Consultation and Accountability Team.
- To ensure there are active Manse Committees on all Pastoral Charges within the Conference that owns a manse.
- To provide guidance with respect to professional services around all church properties.

NOTE: A call/settlement/appointment may not be approved until the Pastoral Consultation and Accountability Team is assured that the recommendations have been adequately addressed.

Skills/Experiences:

- Knowledge of buildings, structures and their maintenance
- Practical understanding of the housing requirements necessary in a manse
- Consultative and pastoral skills

Accountability/Reporting:

- Division of Finance and Administrative Resources.

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF CONFERENCE SERVICES AND SUPPORT

Mandate:

To provide oversight, leadership and guidance to Pastoral Charges within Newfoundland and Labrador Conference.

Membership:

- Chair
- Secretary
- Convenor – Communications Team
- Convenor – Faith Formation and Leadership Development Team
- Convenor – Mission and Outreach Team
- Convenor – Stewardship Team
- Convenor – Conference Program Team

Duties:

- To ensure that all teams under its Division are fulfilling their mandates.
- To ensure that the team handbooks and resources are up to date
- To ensure that the teams are providing appropriate training to the designated volunteers needed to fulfill each teams mandate.
- To ensure consultation between Divisional Teams and with other Divisions as necessary and appropriate
- To provide information and advice for Conference Executive and to make recommendations on all issues coming within the ambit of the Division of Conference Services and Support

Skills/Experiences:

- A passion for, and a commitment to, the work of the Church
- leadership skills
- organizational skills

Accountability/Reporting:

- Conference Executive

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF CONFERENCE SERVICES AND SUPPORT

COMMUNICATIONS TEAM

Mandate:

To provide leadership, oversight and guidance to the Newfoundland and Labrador Conference to communicate effectively internally between the Newfoundland and Labrador Conference and the Pastoral Charges and externally between the Newfoundland and Labrador Conference and The United Church of Canada and the general public.

Membership:

- Convenor
- Secretary
- Convenor of Connector Advisory Board
- Website Administrator
- Designated Volunteers

Duties:

- To recommend on communications vision, policies and matters relating to the Newfoundland and Labrador Conference.
- To promote and cultivate the use of the most effective of technology (communications and audio/visual) for the meetings of the Newfoundland and Labrador Conference and in its communications with the Pastoral Charges.
- To use VOWR Radio Station and similar radio and television outlets to inform members of The United Church of Canada and the general public of the policies, positions, events and stories of the Newfoundland and Labrador Conference.
- To encourage the Newfoundland and Labrador Conference, the Pastoral Charges and congregations to use the publications and resources of the United Church; particularly the *United Church Observer* and *Connector*.
- To recommend on the most appropriate social media platforms to communicate and receive feedback on matters of interest and importance to the Newfoundland and Labrador Conference.
- To recommend on the use and materials related to the Newfoundland and Labrador Conference website.
- To advise on branding, format, messaging and content in print media.

Skills/Experiences:

- Have a vision for effective communications
- Knowledge in communications and marketing
- Knowledge and experience in the use of the various social media platforms
- Understanding of United Church policies and procedures

Accountability/Reporting:

- Conference Executive

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF CONFERENCE SERVICES AND SUPPORT

FAITH FORMATION TEAM

Mandate:

To provide leadership and resources compatible with United Church ethos, to Pastoral Charges (Communities of Faith) within the bounds of the Newfoundland and Labrador Conference.

Membership:

- Convenor
- Secretary
- Designated Volunteers

Duties:

- to inform and promote Conference and Faith Communities concerning faith formation resources recommended by or compatible with The United Church of Canada ;
- to provide leadership development events related with faith formation and consistent with the educational/theological approach of The United Church of Canada;
- to provide faith formation events to broaden the knowledge/insights of participants concerning biblical/theological/social justice/inter-church and inter-faith education;
- to educate committee members re A Song of Faith and all other recommended educational and theological resources of The United Church of Canada;
- to liaise with Communities of Faith sharing resources and responding to requests for information including webinar opportunities from national;
- to arrange a fall learning event for pastoral charge personnel;
- to engage in leadership development for clergy and lay including speakers and life-long learning opportunities;
- to actively promote collaboration and engage with other mission units in leadership and faith formation.

Skills/Experiences:

- A passion for the work of the team with all ages
- A passion to be a learner (continuing education)
- Ability to engage people where they are and offer leadership/education
- Possession of facilitation, communication, organizational, and group dynamic skills

Accountability/Reporting:

- Division of Conference Services and Support

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF CONFERENCE SERVICES AND SUPPORT

STEWARDSHIP TEAM

Mandate:

To provide leadership and resources to pastoral charges (communities of faith) within the bounds of the Newfoundland & Labrador Conference, in the areas of Congregational Stewardship, Mission & Service and Legacy Giving.

Membership:

- Convenor
- Secretary
- Designated Volunteers

Duties:Congregational Stewardship, Mission and Service

- To keep up-to-date on Congregational Stewardship Resources produced and/or recommended by General Council Office.
- To share information, congregational statistics and resources with Pastoral Charges (Communities of Faith) in the NL Conference.
- To ensure that pastoral charges have access to training and in-service on new Resources.
- To communicate with pastoral charges about their stewardship needs and Mission and Service contributions and help them access the resources and support they need.
- To seek feedback from pastoral charges on programs, resources and initiatives they utilize.
- Give leadership to Conference in initiating and developing plans for raising the profile of Mission & Service.
- To ensure that the pastoral charges have access to training and in-service on new Mission & Service resources.
- To develop and carry out a communication plan for sharing Mission & Service information, contributions and resources.
- To keep an up-to-date list of Mission & Service Enthusiasts and Stewardship point people (in some cases the same person would fulfill the two roles)
- To help set up/plan workshops on stewardship and Legacy Giving and the United Church Foundation.

Legacy Giving:

- To share information and resources on Legacy Giving and the United Church Foundation with pastoral charges in the NL Conference.
- To ensure that pastoral charges have access to training and in-service on new resources.

Skills/Experiences:

- A passion for stewardship
- Facilitation, communication, and organizational skills are important for the team.

Accountability/Reporting:

- Division of Conference Services and Support.

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF CONFERENCE SERVICES AND SUPPORT

CHURCH IN MISSION AND OUTREACH TEAM

Mandate:

This team is to seek to live, not just as individuals but as community. We are called by Christ to love and serve others, to seek justice, to live with respect in creation, to work with faith communities to act with compassion in a timely manner in our neighbourhoods and in the world.

Membership:

- Convenor
- Secretary
- Designated Volunteers

Duties:

- To educate and mobilize Conference and pastoral charges regarding social justice issues and provide opportunities for pastoral charges to respond.
- To speak out publicly on matters in which there is a clear United Church policy. To seek approval and guidance from the Conference Executive when not apparent. All statements are to be cleared through the Conference Executive Secretary.
- Convenor or appointed member of the Team will liaise with and attend webinar with the Church in Mission Unit at General Council to learn of outreach and justice initiatives and to share with pastoral charges. To share with General Council the Newfoundland and Labrador outreach and justice initiatives within pastoral charges and Conference.
- To prepare and report on outreach and justice initiatives with pastoral charges and Conference.
- To encourage each pastoral charge to select a point person to be called the "The Outreach Advocate" to disseminate information and education, as well as to plan initiatives. To provide guidance through this point person to assist with local congregational initiatives.

Skills/Experiences:

- A passion for outreach and mission
- Facilitation, communication, and organizational skills are important for the team.

Accountability/Reporting:

- Division of Conference Services and Support.

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF CONFERENCE SERVICES AND SUPPORT

CONFERENCE PROGRAM TEAM

Mandate:

To provide leadership, planning and facilitation of effective and respectful meetings of Conference which balances, worship, business and education.

Membership:

- Convenor
- Secretary President of Conference
- President of Conference
- Liturgy Coordinator
- Proposals Coordinator
- Youth at Conference Coordinator
- Children at Conference Coordinator
- Registration Coordinator
- Local Arrangements Coordinator
- Milestones in Ministry Coordinator

Duties:

- In consultation with the President, select the theme of the meeting.
- Facilitate the development of the theme through liturgy, speakers, workshops, etc.
- Arrange for a site for the meeting.
- Visit the host site to determine suitability in meeting the needs of the court.
- Prepare the agenda, keeping in mind the need for balance of spiritual, educational, business and fellowship.
- Schedule requested times for committees and group
- Select and work with guest speakers, etc.
- Arrange for provision and operation of required audio-visual equipment.
- Provide instructions for meeting room set up, display space and bookstore space.
- Facilitate the pre-registration and registration of delegates and guests.
- Designate table groups and facilitators as required.
- Provide information for meals, snacks and accommodations.
- Make arrangements for:
 - New delegate orientation;
 - Table group facilitator orientation;
 - Duty people;
 - Chaplains;
 - Nurse/First Aid Providers.
- Appoint members of the committee to act as the Business Committee.
- The Liturgy Coordinator is responsible for worship during the meetings (including the Celebration of Ministries Worship Service).
- Proposals Coordinator is responsible for receiving and presenting proposals.
- Youth at Conference Coordinator is responsible for the Youth at Conference Programming
- Children at Conference Coordinator is responsible for the children at Conference Programming

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF CONFERENCE SERVICES AND SUPPORT

CONFERENCE PROGRAM TEAM – CONTINUED

- Registration Coordinator is responsible for all items with registration
- Local Arrangements Coordinator liaison with the Host Pastoral Charge and the conference program team.
- Milestones in Ministry Coordinator is responsible for the Banquet program

Skills/Experiences:

- Organizational skills
- Overall understanding of the operation of the system and polity of the United Church and the Conference
- Understanding of the various needs and expectations of participants/delegates
- A sense of preparedness for the unforeseen
- Willingness to work with various groups
- Time management skills
- Problem solving
- Computer skills
- Flexibility

Accountability/Reporting:

- Division of Conference Services and Support.

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF PASTORAL CHARGE SUPPORT AND PLANNING

Mandate:

To provide leadership to and coordinate the activities of the Missional Assessment Planning, Pastoral Consultation and Accountability, and Boundaries Teams.

Membership:

- Chair
- Secretary
- Convenor of Missional Assessment Planning
- Convenor of Pastoral Consultation and Accountability
- Convenor of Boundaries

Duties:

- To coordinate interactions among the teams of the Division
- To promote utilization of the Missional Assessment Planning process and annual evaluations among pastoral charges and accountable ministries.
- To recruit and appoint designated volunteer teams to deal with specific situations that are identified in the work of the permanent teams and that are beyond the capacity of those teams.

Skills/Experiences:

- Commitment to the future of The United Church of Canada and its ministries.
- An understanding of the operations of and challenges facing pastoral charges and accountable ministries.

Accountability/Reporting:

- Conference Executive

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF PASTORAL CHARGE SUPPORT AND PLANNING

PASTORAL CONSULTATION AND ACCOUNTABILITY TEAM

Mandate:

To provide leadership and resources to pastoral charges and designated volunteers within the bounds of Newfoundland and Labrador Conference with respect to sections of the Manual dealing with Annual Reports and conducting Visits to pastoral charges.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

- To receive and review the non-financial elements Annual Reports submitted by pastoral charges, using the Missional Articulation Plan and historical Annual Reports as reference points for the review.
- To schedule and facilitate visits to pastoral charges and accountable ministries as set out in the Manual. Goal is that each charge/ministry be visited at least once every three years.
- To recruit and train Designated Volunteers to conduct visits, using the Missional Articulation Plan and historical Annual Reports as reference points for the discussions.
- To receive and review reports from Designated Volunteers with respect to their visits.
- To coordinate with the Division of Finance and Administrative Resources with respect to the financial aspects of Annual Reports.
- To coordinate with the Boundaries team should discussions regarding closure or amalgamation be needed.
- To recommend to the Division of Missional Assessment and Planning action as needed based on the contents of Annual Reports and reports from Designated Volunteers.

Skills/Experiences:

- Commitment to the future of The United Church of Canada and its ministries.
- An understanding of the operations of and challenges facing pastoral charges and accountable ministries.
- Ability to interpret information received in reports and visits
- Understanding of the Missional Articulation Planning process

Accountability/Reporting:

- Division of Pastoral Charge Support and Planning

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF PASTORAL CHARGE SUPPORT AND PLANNING

MISSIONAL ASSESSMENT PLANNING TEAM

Mandate:

To provide leadership and resources to pastoral charges, accountable ministries and designated volunteers within the bounds of Newfoundland and Labrador Conference with respect to creating and maintaining the Missional Articulation Plan for each pastoral charge.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

- Recruit and train designated volunteers who will assist pastoral charges and accountable ministries in creating their Missional Articulation Plans.
- Match designated volunteers with pastoral charges and accountable ministries.
- Act as a resource for designated volunteers in dealing with unusual situations

Skills/Experiences:

- Commitment to the future of The United Church of Canada and its ministries.
- An understanding of the operations of and challenges facing pastoral charges and accountable ministries.
- Experience in organizational planning would be helpful but is not required.

Accountability/Reporting:

- Division of Pastoral Charge Support and Planning.

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF PASTORAL CHARGE SUPPORT AND PLANNING

BOUNDARIES TEAM

Mandate:

To provide oversight, leadership, and guidance for the boundaries within the NL Conference.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

- To encourage congregations and Pastoral Charges in clarifying, strategizing, and acting on their current and possible new visions for ministry of the United Church of Canada in their neighborhood, community and social context.
- To provide guidance and assist Pastoral Charges when boundary changes are needed.
- To facilitate dialogue and analysis between/among congregations or Pastoral Charges regarding closures, amalgamation and boundary changes.
- To offer analysis and feedback regarding possible options to congregations and Pastoral Charges.
- To coordinate its activities in consultation with those of the other related Teams and Divisions.

Skills/Experiences:

- A commitment to future directions of the Newfoundland and Labrador Conference of The United Church of Canada;
- An understanding of the challenges facing Pastoral Charges and congregations;
- Effective organizational, administrative and pastoral skills.

Accountability/Reporting:

- Division of Pastoral Charge Support and Planning.

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF HUMAN RESOURCES

Mandate:

To provide leadership, oversight and guidance to the activities of the Teams that support, Human Resources in the Newfoundland and Labrador Conference.

Membership:

- Chair
- Secretary
- Convenor of Pathways to Ministry
- Convenor of Ministerial/Human and Pastoral Relations
- Convenor of Retiree Support
- Convenor of Nominations
- Convenor of Chaplaincy
- Convenor of Appeals

Duties:

- To ensure that all teams are fulfilling their mandates
- To coordinate interactions among the teams of the Division
- To ensure that the team handbooks and resources are up to date
- To ensure that the teams are providing appropriate training to the designated volunteers needed for each team's mandate.

Skills/Experiences:

- An understanding of the policies and procedures of The United Church of Canada with respect to Human Resources
- People Skills and Pastoral Skills
- An understanding the intricacies of Human Resources
- Organizational Skills

Accountability/Reporting:

- Conference Executive

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF HUMAN RESOURCES

PATHWAYS TO MINISTRY TEAM

Mandate:

To provide oversight and guidance through the help of the Holy Spirit to those following the pathway to ministry. We believe that Jesus Christ as the Supreme Head of the Church has appointed therein an ordained ministry of Word, Sacrament and Pastoral Care and a Diaconal Ministry of Education, Service and Pastoral Care, a Designated Lay Ministry which has set apart lay people who feel called to serve the church and those from other denominations who are called to serve the United Church of Canada in its various regions. And to license those called to provide worship leadership within the Conference. Pathway to Ministry (PTM) team will assess a person's suitability and readiness for ministry in The United Church of Canada.

Membership:

- Convener
- Secretary
- At least one of each - Diaconal Minister, Ordained Minister, Designated Lay Minister
- A person qualified in Supervision
- A professional counselor or equivalent
- At least four lay persons who have had significant experience of life and work in the church
- As much as possible, there should be equal representation from across the conference
- An appropriate Conference Staff Person as a non-voting staff resource
- Such additional specifically qualified persons as the convener, in consultation, may seek to call on from time to time.

Note: A number of extra people usually are often invited to help conduct the interviews, the number being determined by the number of Candidates and the time frame for the completion of the interviews.

Duties:

Calling Forth

- Provided training and support for the Ministry Vocation Recruitment point person
- To provide resources for the Ministry Vocation Recruitment point person so that one Sunday a year could be dedicated to recruitment for ministry
- Liaison with the General Council Recruitment Officer
- Provide training for discernment committees of the pastoral charge and ensure that there is two representatives from the Conference on each discernment committee

Beginning the Journey

The Pathways to Ministry (PTM) team exists to "assist Inquirers and others referred to it in assessing their vocational goals and/or general suitability" for ministry within The United Church of Canada. It is responsible for setting up assessment and supportive measures for:

- Inquirers seeking candidacy for Ordered Ministry or recognition as applicant for Designated Lay Ministry
- Those seeking re-admission to Ordered Ministry in The United Church of Canada
- Those seeking admission from another denomination
- Persons recognized for initial appointment as Ordained or Diaconal Supply

The PTM team interviews inquirers to assess:

- Suitability for ordered ministry or designated lay ministry;

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NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF HUMAN RESOURCES

PATHWAYS TO MINISTRY – CONTINUED

- to examine those who have been recommended by Session (or its equivalent) for ministry within The United Church of Canada.
- Capacity and Appropriateness for a particular educational program:
- Readiness for appointment:
- For those seeking a ministry based education program or student supply appointment “readiness” is for a student appointment, not readiness for ordination.
- Interview those seeking Admissions into the United Church of Canada from a different denomination.

Continuing the Journey: Accompanying the Student through the Process

Having oversight of each candidate; including the annual interview, reviewing evaluations and making an annual report to Conference, theological schools and the General Council.

- Discussing with each Candidate the internship requirements and considering any requests for an internship
- Considering any request for exceptions to normal policies and making a recommendation to the Conference, and General Council
- Journey with each student to ensure that they are ready for ordination/commissioning and recognition.

Completing the Journey

At this stage the primary role of PTM is, on behalf of the whole United Church, to recommend Candidates for the Order of Ministry to the annual meeting of Conference, Those who have complete the educational and church requirements and have been granted Testamur of a United Church theological school and who have demonstrated readiness for ordination to ordained ministry or commissioning to diaconal ministry. Responsibilities for PTM at this stage of the journey:

- to report their names to the appropriate General Council working unit;
- to examine separately each Candidate for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, either by a team of no fewer than three (3) persons or, at the option of the Committee, by the Committee itself. Where the person being interviewed is a Candidate for the diaconal ministry of education, service, and pastoral care, every effort should be made to include a Diaconal Minister on the interview team. In each case where an interview team is used rather than the Committee, the team shall make a recommendation with respect to the person interviewed to the Committee, and the Committee shall determine the report to be made to the Conference Executive and the Conference as provided in paragraph iv below, and
- to report, to the Conference Executive for information and to the Conference for action, its recommendation concerning each Candidate for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination.

Licensed Lay Worship Leaders

- Determine that an individual has completed courses of study to be licensed
- To recommend to the Conference those who are ready to be licensed as a lay worship leader
- To recommend to Conference to renew licensing yearly following an annual interview.

Supervised Ministry Education

- Identify and encourage Pastoral Charges to consider becoming a learning site

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF HUMAN RESOURCES

PATHWAYS TO MINISTRY – CONTINUED

- Provide training and ongoing support for lay supervision teams
- Assess the viability of learning sites, with a visit once per year
- Match students to learning sites both nationally and locally
- Ensure that an annual gathering of student educational supervisors and lay supervision teams happens
- Ensure there are training opportunities for new educational supervisors
- Ensure refresher courses are made available for educational supervisors

Skills/Experiences:

- Convenor: facilitation and organizational skills are paramount
- Secretary: computer skills are important, keeping up with correspondence to and from students (usually via email).
- For whole board including convenor and secretary: training and experience in effective interviewing and ability to make difficult decisions with sensitivity and care;
- knowledge of polity and procedures of The United Church of Canada, or willingness to study and learn, in relation to Education and Students.

Accountability/Reporting:

- Division of Human Resources

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF HUMAN RESOURCES

MINISTERIAL, HUMAN AND PASTORAL RELATIONS TEAM

Mandate:

To provide guidance and oversight to the conference and pastoral charges with respect to human relations, employment practices, and pastoral relations.

Membership:

- Convener
- Secretary
- Designated Volunteers

Duties:

- Knowledge of Church Policies
 - To have knowledge of The United Church Sexual Misconduct Prevention and Response Policy and Procedures.
 - To have knowledge of The United Church Workplace Violence and Harassment Policy.
 - Be a resource to the Conference for education in the policies and for training events both in person and through webinar.
- to have knowledge of Newfoundland and Labrador Labour Standards
- to have knowledge of and prepared to train search committees and to accompany search committees through the process of hiring ministry personnel
- to have knowledge of Pastoral Relations Policies of The United Church of Canada
 - Remuneration for Ministry Personnel
 - Have knowledge of Restorative Care Plan and Long Term Disability benefits
 - Leaves: such as bereavement, compassionate, maternity, parental, study and sabbatical
 - Recommendation to the Conference Executive through the division for licenses to administer the sacraments
- to provide training and support for Ministry and Personnel Committees of the Pastoral Charge
- to provide assistance with all matters related to Intentional Interim Ministry

Skills/Experiences:

- Training and Facilitation
- In consulting and supporting pastoral relationships
- Conflict management

Accountability/Reporting:

- Division of Human Resources

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF HUMAN RESOURCES

RETIREE SUPPORT TEAM

Mandate:

To provide guidance and oversight to the support to the retirees of the Newfoundland and Labrador Conference

Membership:

- Convener
- Secretary
- Designated volunteers

Duties:

- knowledge of our pension and benefits for retired ministry personnel and their family
- Be able to assist retired participants with administrative issues associated with pension and benefits
- Contact retired ministers at least once per year to identify any issues, to ensure they are receiving updates regarding pension and benefits and to help them stay connected with conference
- Help to set up a cluster for retirees in geographical areas to be a support to one another and maintain a connection with the church
- To ensure retirees receive pastoral care through their home congregations and provide pastoral care if necessary or requested

Skills/Experiences:

- Knowledge of pension and benefits for retired clergy and spouse
- Pastoral

Accountability/Reporting:

- Division of Human Resources.

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF HUMAN RESOURCES

NOMINATIONS TEAM

Mandate:

To provide leadership, guidance, terms of reference and recruitment for all Divisions and Teams in the Newfoundland and Labrador Conference.

Membership:

- Convener
- Secretary
- Designated Volunteers

Duties:

- To ensure there is a updated Governance Manual for the Conference.
- To ensure there are updated terms of reference for all divisions and teams
- To recruit to fill any vacancies through informing the constituency of vacancies, and actively seeking designated volunteers
- To provide “expression of Interest” forms to potential designated volunteers
- To discern and determine the appropriate match to fill vacancies
- To bring the names for approval, through the Division to the Conference Executive

Skills/Experiences:

- Appreciation for recruitment and discernment
- Commitment to the value of designated volunteers

Accountability/Reporting:

- Division of Human Resources

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF HUMAN RESOURCES

CHAPLAINCY TEAM

Mandate:

To provide guidance and oversight for the work of chaplaincy and the chaplains in the Newfoundland and Labrador Conference

Membership:

- Convenor
- Secretary
- Coordinator – St. John's Chaplaincy
- Coordinator – Gander, Grand Falls, Corner Brook Chaplaincy
- Treasurer
- Designated volunteers

Duties:

- Provide a consultative and supportive agency for the chaplains
- Review working conditions and remuneration for chaplains and make appropriate recommendations Division of Human Resources
- Oversee the relationship between the chaplains with respect to their responsibilities and authority
- Consult with chaplains about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and the money and time are made available.
- Review and evaluate annually the effectiveness of the Chaplains/Chaplaincies.
- Maintain close liaison with the Health Boards Pastoral Care and Ethics Department in Eastern, Central and Western Health facilities.
- Promote Chaplaincy Sunday.
- Promote the Chaplaincy Fund.
- Submit annual budget to the Division of Human Resources
- Make application for M&S Grant
- Ensure that Chaplains have completed the mandatory training for racial justice and boundaries and ensure that their annual police check declaration has been completed

Skills/Experiences:

- Have knowledge of chaplaincy
- Have knowledge of the health care system
- knowledge of Human Resources
- Treasurer should have a background in finances

Accountability/Reporting:

- Division of Human Resources

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE DIVISION OF HUMAN RESOURCES

APPEALS TEAM

Mandate:

To provide leadership, guidance and training to a pool of people to hear appeals in the Newfoundland and Labrador Conference.

Membership:

- Convener
- Secretary
- Designated Volunteers (minimum 12)

Duties:

- To be trained in the United Church of Canada's Appeal Process and Procedures.
- To be called upon to form an appeal committee for the court of appeal when/if the need arises,
- To make sure Appeals are heard within specified time within the handbook.
- To consult with the Executive Secretary concerning the Appeal Process and retention of legal Council.
- To report to the court of Appeal the results of the Appeal Hearing within the specified time.
- To notify the Executive Secretary of the Appeals decision for distribution.

Skills/Experiences:

- Knowledge and experience of The United Church of Canada's Appeals process
- Knowledge and experience with legal, human resources, or appeal processes
- Persons with conflict resolution

Accountability/Reporting:

- Division of Human Resources
- Executive Secretary

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE CONFERENCE ADVISORY BOARDS

BOOKSTORE

Mandate:

To provide oversight, leadership, and support in the continuing operation of the Newfoundland and Labrador Conference Bookstore.

Membership:

- Convenor
- Secretary
- Designated Volunteers
- Staff

Duties:

- To establish appropriate policies concerning available resources, ensuring that they are consistent with the educational and theological perspective of the United Church of Canada.
- To provide on-going review and critique of resources, when needed.
- To consult with bookstore staff on helpful ways to assist Pastoral Charges/Communities of Faith to obtain resources.
- To consult with bookstore staff on promotional strategies and the selection of resources.

Skills/Experiences:

- Familiarity with the polity, policy and theology of The United Church of Canada in order to examine, critique, and select resources.
- Interest in educational and printed resources
- Knowledge and interest of promotional strategies

Accountability/Reporting:

- Conference Executive.

TERMS OF REFERENCE

NEWFOUNDLAND AND LABRADOR CONFERENCE CONFERENCE ADVISORY BOARDS

ARCHIVES

Mandate:

To provide leadership and support in the gathering, categorization, preservation, and availability of historically significant records of the Newfoundland and Labrador Conference of the United Church of Canada.

Membership:

- Convenor
- Secretary
- Designated Volunteers
- Conference Archivist
- Staff

Duties:

- To work with the Conference Archivist in the oversight of Region Archives, in co-operation with the Denominational Council Committee on Records.
- To submit an annual budget proposal to the Division of Finance and Administrative Services.
- To actively support the appropriate record keeping of records of the Pastoral Charges/Communities of Faith, Divisions, and other committees, as outlined by the Committee of Records, Archives, and History and the United Church Manual.
- To work with the Archivist on securing funding to carry out the conservation strategies and reference services.
- To actively seek the appropriate transfer of records to the archives from Communities of Faith, Regional Councils and their divisions/committees according to church guidelines.
- To support the work of the Archivist as necessary (offering advice, volunteer assistance, liaison with the courts of the church).
- To work with the Archivist in developing appropriate policies.
- To report annually to the executive of the Conference.

Skills/Experiences:

- Interest in the story and history of The United Church of Canada, Newfoundland and Labrador Conference, especially as it pertains to preservation and accessibility.
- Commitment to ensuring that archival information is preserved in a competent, professional manner.
- Commitment to ensuring that archival material is made available to the public in an inviting, welcoming manner.

Accountability/Reporting:

- Conference Executive.

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NEWFOUNDLAND AND LABRADOR CONFERENCE CONFERENCE ADVISORY BOARDS

CONNECTOR

Mandate:

To provide leadership and support in the preparation and publication of the bi-monthly insert the Connector in The United Church Observer.

Membership:

- Convenor
- Secretary
- Convenor of Communications Team
- Designated Volunteers
- Editor, the Connector
- Staff

Duties:

- To liaise with Pastoral Charges/Communities of Faith to share pictures and stories of their celebrations and significant events.
- To evaluate and edit content (where requested)
- To assist the editor in obtaining content for the publication
- To assist the editor in obtaining funds through advertising to cover publication costs of the magazine.

Skills/Experiences:

- Interest in *The United Church Observer* and the *Connector* as engaging communication resources for the region and for the whole church.
- Skill in layout and design
- Ability to evaluate content
- Ability to solicit donations

Accountability/Reporting:

- Conference Executive.

