



**NORTHERN WATERS PRESBYTERY
TORONTO CONFERENCE**

Policy Handbook

June 2016

***‘Building connections,
building community’***

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Accessibility Policy

Policy name: Northern Waters Presbytery Accessibility Policy	Approved: 131008 Revised:
Policy type: Accessibility	Review date: April 2017
Purpose of this policy: To outline the accessibility customer service standards to be followed by Northern Waters Presbytery.	

The Executive of Northern Waters Presbytery shall ensure that the accessibility customer service standards as outlined, below, are followed.

Note: This policy contains statements that meet the requirements of the Customer Service Standard and other items that are good practices. This policy will be revised as other standards are introduced under the Accessibility for Ontarians with Disabilities Act (AODA), 2005.

1. Our Mission

The mission of Northern Waters Presbytery is:

Called to serve all in the name of Jesus Christ, Northern Waters Presbytery in Toronto

Conference will work in an inclusive way to build connection and community by encouraging and challenging the congregations and people of our area.

In the mandated work of presbytery, we will take distance into account and will use creative means to enable presbyter participation.

We understand that the work of ministry is done by the congregations. Our focus will be to empower congregational ministry, seeking new life not just survival.

We will communicate effectively before and after decision making.

We will seek to engage the church in the changing culture we live in.

At presbytery meetings, we will provide and model uplifting worship, effective education and community building.

In all aspects of our work, we will recognize that our Presbytery is diverse. We will remember that we include Aboriginal people, seniors, and youth, and that along with traditional congregations, we include outreach ministries, new church development projects and Camp Simpresca.

2. Our Commitment

In fulfilling our mission, Northern Waters Presbytery strives at all times to provide its programs, goods and services in a way that respects the dignity and independence of people with disabilities. Northern Waters Presbytery is also committed to giving people with disabilities the same opportunity to access our programs, goods and services and allowing them to benefit from the same services, in the same place, and in a similar way as other participants.

3. Providing Programs, Goods and Services to People with Disabilities

Northern Waters Presbytery is committed to excellence in serving all participants, including people with disabilities in the following areas:

- Conference annual meeting
- Plenary meetings
- Commission/Committee meetings
- Consultations/events

3.1 Communication

- Northern Waters Presbytery will communicate with people with disabilities in ways that take into account their disability.
- Northern Waters Presbytery will provide information in formats that are accessible for people with disabilities.
- Northern Waters Presbytery will train staff and volunteers on how to interact and communicate with people with various types of disabilities.

3.2 Telephone Services

- Northern Waters Presbytery is committed to providing accessible telephone services to our participants.
- Northern Waters Presbytery will train office staff/volunteers to communicate with participants over the telephone in clear and plain language and to speak clearly and slowly.
- Northern Waters Presbytery will offer to communicate with participants by other means if telephone communication is not suitable to their communication needs, or is not available.

3.3 Assistive Devices

- Northern Waters Presbytery is committed to serving people who use assistive devices to participate in and benefit from our programs, goods and services.
- Northern Waters Presbytery will ensure that people are permitted to use their own personal assistive devices to access applicable programs, goods and services.
- Northern Waters Presbytery will familiarize staff/volunteers with the various assistive devices that may be used by participants with disabilities while accessing our programs, goods and services.

3.4 Accessibility Liaison

- Northern Waters Presbytery designates its Executive as Accessibility Liaison to oversee all issues relating to accessibility.
- As the Accessibility Liaison, the Executive will have several responsibilities:
 - propose policies on providing accessible programs, goods and services to participants with disabilities that are in compliance with the Accessibility Standards for Customer Service, Ontario Regulation 429/07 for approval by the Conference Executive.
 - monitor Northern Waters Presbytery programs, goods and services to ensure that practices and procedures are consistent with our governing policies.
 - coordinate accessibility training and training materials for all relevant staff and volunteers.
 - ensure that assistive devices provided by the Presbytery are in good working order
 - be responsible for developing feedback procedures, reviewing feedback on accessibility and responding to any complaints or concerns.

4. Use of Service Animals

- Northern Waters Presbytery is committed to welcoming people who are accompanied by a service animal on parts of our premises that are open to the public.
- Northern Waters Presbytery will ensure that all staff, volunteers and others dealing with participants are trained on how to interact with people who are accompanied by a service animal.

5. Support Persons

- Northern Waters Presbytery is committed to welcoming people who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter the premises with his or her support person.
- Fees will not be charged for support persons accompanying a participant.

6. Notice of Temporary Disruption

Northern Waters Presbytery will provide participants with notice in the event of a planned disruption in the facilities or services usually used by people with disabilities, and will make every effort to provide notice in the event of any unexpected disruption. This notice will include information about the reason for the disruption, the anticipated duration, and a description of alternative facilities or services, if available. The notice will be delivered to participants by the most suitable means.

7. Training for Staff and Volunteers

As the Accessibility Liaison, the Executive will be responsible for coordinating training for all employees, volunteers and others who deal with participants or other third parties on our behalf, and all those who are involved in the development and approvals of accessibility policies, practices and procedures.

8. Feedback Process

Northern Waters Presbytery strives to meet or surpass expectations while serving participants with disabilities.

Comments on our programs, goods and services regarding how well those expectations are being met are welcome and appreciated.

- Feedback regarding the way Northern Waters Presbytery provides programs, goods and services to people with disabilities can be made by the means most suitable to the person providing feedback.
- All feedback will be directed to the Executive as the Accessibility Liaison.
- Participants can expect to hear back within two weeks.
- Confidentiality will be respected.

Complaints will be addressed according to the procedures outlined by the Executive as Accessibility Liaison. Complaint procedures will be documented by the Executive as Accessibility Liaison and made available to the Presbytery.

9. Modifications to this or Other Policies

Northern Waters Presbytery is committed to developing accessibility policies that respect and promote the dignity and independence of people with disabilities.

- No changes, therefore, will be made to this policy before considering the impact.
- Any policy of Northern Waters Presbytery that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

10. Questions about This Policy

This policy seeks to achieve service excellence to participants with disabilities. If anyone has a question about the policy, or its purpose, an explanation or reply will be provided by the Accessibility Liaison..

NW Accessibility Practices and Procedures

Procedures:

Northern Waters Presbytery will provide a greeter for all events to assist with entering the event location.

Practices:

A staff or volunteer will be assigned as a greeter for all events. This task will be included in the preparatory information sent out to all those planning or hosting an event for the Presbytery.

Procedures:

Northern Waters Presbytery will ensure all access to the building is clear and safe to navigate. A general information sheet will be prepared and sent to event hosts outlining good practices for safe meeting spaces and best set up for accessibility needs.

Practices:

In inclement weather, staff or a volunteer will ensure door way and path is salted and clear of snow.

Events will include a staff or volunteer to serve as a greeter to assist with accessibility. Staff will collaborate to prepare and implement best practices for safe meeting spaces and meeting room set up for accessibility needs. They will ensure all event hosts receive this information prior to their event.

All event hosts, staff and volunteers will be encouraged to ask “How may I help you?”

Procedures:

Northern Waters will train chairs of groups on holy manners – we don’t talk over one another, we listen, no side conversations

Northern Waters will train chairs to repeat things said so everyone can hear

Northern Waters will try to eliminate background noise/echoes etc. (projectors, traffic,)

Practices:

Chairs will ask at the beginning of meetings: “We want to ensure that accessibility needs are met and that everyone can hear, see and communicate effectively – is there anything we need to know or do so everyone can participate fully?” or “Tell us of any difficulties you may face participating today”

Chairs will preface meetings with accessibility statements

Staff will have conversations regarding best practices for meetings. A document will be developed collaboratively to remind chairs of accessibility issues they need to consider when hosting an event.

Written formats will be employed at all meetings. (PowerPoint, Flip Chart, Prepared Minutes, etc.)

Procedure:

Meeting material will be prepared material early enough to be emailed/mailed out.

Practices:

Chairs will provide material 2 weeks prior to meeting and admin staff will prepare accessible formats as needed and distribute one week before the meeting.

Any additional information brought to a meeting must be less than one page in length. This material will be provided for participants according to their accessibility requirements. (I.e. orally, written, etc.)

Common backgrounds and font size/style for presentations will be prepared for use in Toronto Conference and Northern Waters presbytery.

Northern Waters will develop and implement standard PowerPoint practices, including a review of how PowerPoint can be communicated well for those with visual disabilities. Facilitators of events will be reminded that they can't just talk about what is on the screen. We will encourage the use of described video or captioning, flip charts, prepared minutes, etc. If written material are recorded during a meeting, these will be transcribed and made available according to accessibility needs.

Procedures:

All paperwork and correspondence for Northern Waters will include the statement of Commitment from the Northern Waters Accessibility Policy, item # 2.

Practices:

Staff will prepare templates for all correspondence.

Procedures:

Northern Waters will provide assistance for registration and the sharing of meals to meet accessibility needs.

Practices:

Admin staff will track accessibility related information in ACS.

Registration options will be communicated and staff or volunteers assigned to meet accessibility needs as requested.

Procedures:

Criteria for good meeting set up and management will be prepared and distributed to event hosts.

Practices:

Staff will create a best Practices Worksheet and distribute to event hosts and planners.

Training will be scheduled for all those in leadership positions in the Presbytery.

Communication Policy

Policy name: Northern Waters Presbytery Communications Policy	Approved: 100614 Revised: 130604 (Gov)
Policy type: Governance	Review date: April 2017
Purpose of this policy: To establish how Northern Waters Presbytery communicates.	

- 1) Information for ministry personnel, presbyters and Communities of Faith will be sent from the Presbytery office according to the following guidelines:
 - a) E-mail will only be used for time-sensitive matters that relate to the United Church of Canada, Toronto Conference or Northern Waters Presbytery and require an action or decision. These messages should be brief and to the point.
 - b) The monthly Presbytery newsletter will be used for short articles or notices that relate to Presbytery, the larger church, or individual Communities of Faith. These articles should be no more than one page in length.
 - c) Where a submission is longer than can be accommodated by the newsletter, the Chair of Communications will edit where necessary and arrange with the Presbytery office to have that submission posted on the presbytery website. These articles will be posted for a term of one month, unless there are specific reasons to extend that length of time. Links will be provided in each newsletter for the newly posted items. Also, the Presbytery office will send a periodic email listing the subject lines for those articles that have recently been placed on the web page. (Therefore, to enhance readership, articles should include subject lines that are both catchy and descriptive.)
 - d) Physical mail and fax will be used only where necessary. This may apply in matters of a legal nature.
- 2) Administrative staff has the authority to send other necessary and appropriate information to Communities of Faith, lay and ordered presbyters. Administrative staff can confer with their supervisor, an appropriate Conference Staff or the Chair of the Communications Committee for clarification.
- 3) In so far as possible all electronic communication shall be done using plain text or *RTF*, not HTML format. Documents shall be circulated in Adobe Acrobat and/or MS Word 97 format.

Food Practices Policy

Policy name: Northern Waters Presbytery Food Practices Policy	Approved: 091130 Revised:
Policy type: Governance	Review date: April 2017
Purpose of this policy: To clarify Presbytery's commitment to just and environmentally friendly food practices..	

It will be the policy of the Northern Waters Presbytery that just and environmentally friendly practices for food and serving utensils be used where possible at all Presbytery gatherings. (091130 Gov.)

Grant Applications Policy

Policy name: Northern Waters Presbytery Grant Applications Policy	Approved: ?? Revised: 150617
Policy type: Governance	Review date: April 2017
Purpose of this policy: To outline the communications channel for grants applications outside of the Presbytery.	

Any commissions or committees making grant applications to agencies other than within the Presbytery must provide a copy to the Governance Commission.

Handbook Changes Policy

Policy name: Northern Waters Presbytery Handbook Changes Policy	Approved: 110524 Revised: 150617
Policy type: Governance	Review date: April 2017
Purpose of this policy: To outline how changes are made to the Handbook and its contents.	

The Governance Commission, with staff, will ensure the Terms of Reference and Policies are updated in accordance with their review dates. Updated handbooks will be made available.

Hosting Presbytery Meetings Policy

Policy name: Northern Waters Presbytery Hosting Presbytery Meetings Policy	Approved: June 10, 2014 (Exec) Revised:
Policy type: Governance	Review date: April 2017
Purpose of this policy: To provide guidelines to hosting churches of Northern Waters Presbytery Plenary meetings.	

It is the practice of Northern Waters Presbytery, in compliance with the Accessibility Policy, to seek host churches that are accessible and provide adequate meeting space.

This includes space for:

- 100 participants (sanctuary)
- Registration
- Book Room
- Workshops (1 or 2; *i.e. technology, spiritual practices*)
- Lunch/dinner

Host churches are encouraged to consider what, if any, costs may be deemed a donation to the greater work of presbytery.

Hosting Presbytery plenary meetings shall be governed by the following:

Meals

Shall be at a cost of no more than \$12.00.

(A \$12.00 limit for meals being served at Northern Waters Presbytery meetings as recommended by Northern Waters UCW Presbyterial. (091027 Gov.) Consideration should be given to lunch vs. dinner cost and type of food served.)

- shall take into account and provide options for specified special dietary needs
- shall include refreshments (coffee, tea, muffins, etc.)

The number of meals for which a host church may charge will be calculated by the administrative assistant based upon:

- registrants indicating the need for meals by the published deadline
- number of staff and guests,
(Northern Waters Presbytery pays the number of guaranteed meals to the host congregation starting in 2010 including all guests as named by Open Doors Committee. (091130 Gov.))

Note: Meals will **not** be provided for those who did not register by the published deadline.

(It will be the policy of the Northern Waters Presbytery that just and environmentally friendly practices for food and serving utensils be used where possible at all Presbytery gatherings. (see Food Practices Policy))

Additional costs to be negotiated before a final decision is made.

- Administrative support
- Musicians
- Custodian
- Sound Technician

Interim Ministry Reporting Policy

Policy name: Northern Waters Presbytery Interim Ministry Reporting Policy	Approved: 091124 (PCS) Revised: 150617
Policy type: Governance	Review date: April 2017
Purpose of this policy: To outline the reporting expectations for Interim Ministries.	

In order for Congregational Life Commission to do their oversight of an Interim Ministry, an annual written report shall be provided by the Presbytery representatives on the Transition team for Interim Ministry, reflecting on movement towards the goals established for the Interim Ministry, and that a six-month verbal check-in with the Congregational Life Commission be given.

Minimum Requirements Policy for a Community of Faith

Policy name: Northern Waters Presbytery Local Ministry Minimum Requirements Policy	Approved: 091027 Revised: 160413 (Gov)
Policy type: Governance	Review date: April 2017
Purpose of this policy: To indicate the minimum requirements of Presbytery in determining the viability of a Community of Faith.	

1. Establish a covenantal relationship with:
 - a. Presbytery
by electing a lay presbyter to participate in the life of the Presbytery and paying presbytery dues in a timely manner.
 - b. Ministry personnel
by calling or appointing a minister to at least ¼ time or contracting with a neighbouring pastoral charge for the services of a minister to oversee the spiritual life of the congregation, provide pastoral care and offer quorum to meetings of the governing body & trustees of the local Community of Faith (CoF).
2. Articulate a sense of ministry and mission, update at least bi-annually, and provide a copy to Presbytery.
3. Be enrolled in the National Payroll system if paying a minister directly
4. Operate with a functional governance structure, as outlined in [The Manual](#)
5. Ensure adequate insurance is acquired
6. Ensure an annual meeting is held and a copy of the annual report is provided to Presbytery.

Manse Funds Policy

Policy name: Northern Waters Presbytery Manse Funds Policy	Approved: 100525 (Gov.) Revised: 140902
Policy type: Governance	Review date: April 2017
Purpose of this policy: To outline the use of Manse Funds.	

Congregations may request from the Congregational Life Commission approval to use a portion of the principle in the manse fund. Each application will state the reason for encroaching on the principle and a business plan for replacing the amount used. Each application will be considered on its own merit and decisions shall be made without prejudice.

Mileage Policy

Policy name: Northern Waters Presbytery Mileage Policy	Approved: 090918 (Gov.) Revised: 101026 (Gov.)
Policy type: Governance	Review date: April 2017
Purpose of this policy: To outline reimbursement for mileage.	

Presbytery members are eligible to be reimbursed for mileage at the current General Council rate for doing the work of Presbytery if not covered by the Pastoral Charge (090918 Gov.; 101026 Gov.)

Mission Support Policy

Policy name: Northern Waters Presbytery Mission Support Policy	Approved: ?? Revised: 120221
Policy type: Governance	Review date: April 2017
Purpose of this policy: To outline the process for Mission Support grants.	

Presbytery Mission Support Grants will be made available to Community and Social Justice Ministries, Hospital, College and University Chaplaincies, Camping Ministries, Training and Educational Ministries and Communities of Faith/Congregations within Northern Waters Presbytery. The grants will be funded by the interest income from the Presbyteries of Toronto Conference Corporation.

Net Annual Revenue grant applications are available at www.ptccorp.org.

The Presbytery Administrative Assistant lhewson@united-church.ca will receive the grant application request, which include:

Purpose of the grant; Name and address of the Applicant and Payee; Registered Charitable number

The Governance Commission will review the applications and forward them to the full court of the Presbytery, which meets in April, June, September and November for approval.

The PTCC will issue the grant payment through Toronto Conference.

Nominations Policy

Policy name: Northern Waters Presbytery Nominations Policy	Approved: 130618 Revised: 140531
Policy type: Governance	Review date: April 2017
Purpose of this policy: To give clear directions for the guidelines and process of nominations within Northern Waters Presbytery.	

Northern Waters Presbytery will be responsible for the recruitment, training, and care of volunteers serving within the Presbytery. Generally, the following principles will be used in the Northern Waters Presbytery Nomination process.

In an effort to maintain the health of the committees and to be responsive to the instructions of the church Courts, Northern Waters Presbytery adopts the following to be used in the nominations process:

1. The Presbytery will endeavour to find people with skills appropriate to the tasks.
2. The Presbytery will not appoint a person who is under discipline by any Court of the church if the discipline warrants such action.

In the event of difficulty or negligence in the performance of duties by a Presbyter the Nominations Committee will:

- Have a meeting with the Presbyter to listen, understand difficulty, and discuss next steps
- Clarify understanding of the Terms of Reference
- Provide a mentor to facilitate the fulfilment of responsibilities or recommend a change in position or removal from position.

Positions:

- Members of the Executive may be a member of any Commission, Committee, or Team as long as they do not serve on the Executive in multiple roles.
- Commission Chairs may not be a member of any committee under the authority of that Commission.
- Commission Chairs may be a member of any committee not under its direct authority, but not a chair of the committee.
- Committee Chairs may also serve on another committee or team as long as one role does not impinge upon the other.

Nominations Process

- Position vacancies will be sent regularly encouraging presbyters to discern.
- Presbyter completes [Spiritual Gift Inventory](#) / [Passions Audit](#) to determine gifts.
- Presbyter confers with a colleague and friends to discuss and confirm gifts.
- Have discussion with Nominations Committee
- Clear and detailed Terms of Reference are provided.
- Nominations committee forwards names of those interested to the Executive for comment.
- Opportunity is given to check out the position without obligation (1st Date) as appropriate.
- Nominees have a discerning conversation with Nominations Committee.
- Nominations Committee brings to Presbytery Executive names for appointment and/or names to be brought to the floor of Presbytery for elected positions.

Election

- The court votes, by ballot, on the names presented for election. There will be no acclamations.

- Nominations will not be accepted from the floor of Presbytery.
- All nominees will be given 2 minutes to speak to their gifts and abilities for the position.
- If a suitable nominee does not emerge, the position will not be filled.

Note: Discretion is given to the Executive, Commissions, and Committees to recruit individuals or teams for a termed need or specific task without going through the nominations process. Such persons are not Commission/ Committee members but assist in aspects of its work.

Observer Policy

Policy name: Northern Waters Presbytery Observer Policy	Approved: 110618 Revised:
Policy type: Governance	Review date: April 2017
Purpose of this policy: To establish Presbytery's commitment to making the United Church Observer available.	

Northern Waters Presbytery will send the [The Observer](#) to senior care homes, correctional facilities, women's shelters, etc., in the Presbytery. (110618 PRES)

Offering from Covenanting Services Policy:

Policy name: Northern Waters Presbytery Offering from Covenanting Services Policy	Approved: 110222 Revised:
Policy type: Governance	Review date: April 2017
Purpose of this policy: To indicate where offerings from covenanting services will be directed .	

All offering collected at covenanting services are to be used for the needs of the students supervised by the Education & Students Commission. (110222 Gov.)

All collections from covenanting services go to a student fund to help ministry candidates and that a separate fund be set up for this purpose. (110222 PCSC)

Photo Release Policy

Policy name: Northern Waters Presbytery Photo Release Policy	Approved: 111221 Revised:
Policy type: Governance	Review date: April 2017
Purpose of this policy: To clarify Presbytery's assumption of permission regarding photo's.	

Northern Waters Presbytery approves that permission to use photos is assumed unless specified otherwise. (111221 Gov.)

Quorum for Executive & Commissions Policy

Policy name: Northern Waters Presbytery Quorum for Executive and Commissions Policy	Approved: 140429 (Exec) Revised: 160405 (Exec)
Policy type: Governance	Review date: April 2017
Purpose of this policy: To clarify quorum for the Executive and Commissions of Presbytery.	

Quorum be set at 50% for the Commissions and that quorum be set at 66.67% (2/3rds) for the Northern Waters Executive.

Plenary Meeting Cancellation Policy

Policy name: Northern Waters Presbytery Plenary Cancellation Policy	Approved: 141203 (Exec) Revised:
Policy type: Governance	Review date: April 2017
Purpose of this policy: To clarify the process for cancelling a meeting of the Presbytery plenary.	

The decision to cancel a plenary meeting of presbytery will be made by the chair of presbytery or their designate.

In the event of bad weather the Administrative Assistant of presbytery will be informed so that a phone message can be left on the presbytery office phone and an email sent to all presbyters by 7:00 am on the day of the meeting as to whether or not the meeting is cancelled.

Presbyters are encouraged to call the presbytery office (1-800-446-4729 ext. 6240) and check their email prior to leaving for the scheduled meeting if there are questions about a potential cancellation.

Presbyters are encouraged to call their fellow presbyters.

Presbyters are to use their own discretion and consider their own safety based on weather conditions.

Real Property

Policy name: Northern Waters Presbytery Real Property Policy	Approved: 091130 Revised: 150617
Policy type: Governance	Review date: April 2017
Purpose of this policy: To clarify what constitutes major personal property or major renovations..	

In order to meet the requirements of [The Manual](#), section C.3.5, Northern Waters Presbytery has set a benchmark of \$50,000.00 for determining what constitutes major personal property or major renovations. (091130 Gov.)

Supervision Reports for CoF's Policy

Policy name: Northern Waters Presbytery Supervision Reports for Communities of Faith Policy	Approved: 141028 (CLC) Revised:
Policy type: Governance	Review date: April 2017
Purpose of this policy: To outline the reporting procedure for Supervisors of Communities of Faith.	

Quarterly reporting will take place by supervisors assigned to Communities of Faith.

If a supervisor of a Community of Faith is also part of the Commission which receives the reports and verbal reports are given regularly then the minutes of the meeting will be accepted as the written record. Supervisors of students and admittands require a written report.

Public Statements Policy

Policy name: Northern Waters Presbytery Public Statements Policy	Approved: 140610 (Exec) Revised:
Policy type: Governance	Review date: April 2017
Purpose of this policy: To provide guidelines regarding how public statements are to be generated and who can speak on behalf of the Presbytery, Commissions, and committees.	

Both the Conference and Presbytery may issue statements to the church and the wider public.

Statements directed to a higher court

When Northern Waters Presbytery wants the Conference to make a statement or take action that may result in a public statement on behalf of the entire Conference, all four Presbyteries and the Conference Executive must be consulted and must agree with the statement. (All Executives to approve).

Statements initiated from a higher court

Requests from a higher court for Presbytery to make a public statement or take action that may result in a public statement will automatically be distributed by the administrative assistant or given by the approved spokesperson. Any inquiries made toward a request from a higher court will be referred to the higher court.

Statements initiated by Presbytery

All requests for public statements or action that may result in a public statement by Presbytery must come to the Executive for approval.

The spokespersons for Presbytery-initiated statements shall be (in order of priority):

Chair of the initiating Commission (the chair may delegate this authority)

Chair of Presbytery (chair may delegate this authority)

Secretary of the Executive (the Secretary may delegate this authority).

Electronic distribution of such statements will be done through the Administrative Assistant (or a delegate) as directed by the designated spokesperson in consultation with a Program Minister.

Spokesperson(s) and person responsible for distribution will be named at the time of approval of the public statement

Personal contact information will not be given without prior permission.

If Presbytery plans to issue a statement or take action that could result in a public statement, Presbytery informs the other Presbyteries and the Conference prior to general distribution of the statement.

PTCC Policy

Policy name: Northern Waters Presbytery Presbyteries of Toronto Conference Corporation (PTCC) Grant Application and Approval Process Policy	Approved: 131119
Policy type: Governance	Review date: April 2017
Purpose of this policy: To provide principles and process for making decisions regarding disbursement of Northern Waters Presbytery funds from PTCC.	

PTCC Policy gives the Presbyteries total access to the annual interest from their investments for use within the Presbytery and, with the approval of the full court, up to 5% of the capital may also be requested for Presbytery approved projects. This policy will be applied to those funds only.

Grants above 5% and using up to 20% of our capital in one year would also be considered by PTCC for very specific major projects of Church Development/Redevelopment, but their request and approval process will be in addition to this policy.

(The PTCC policy can be seen at <http://ptccorp.org/grants.php>)

Applications:

Capital projects will not be funded from the PTCC Net Annual Grant of Revenue (interest) or the 5% of Capital available to the Presbytery; Requests related to capital projects should be referred to the Toronto United Church Council for consideration.

Money from PTCC will not be set aside in separate accounts for special purposes.

Applications Process:

1. Applications for grants may be made at any time using the appropriate PTCC form. (available on PTCC website <http://ptccorp.org/downloads/grant-app-churches-and-charities.doc>)
2. The application shall be forwarded to the NWP office and will be reviewed by the Governance Commission at their next meeting. The applicant will be advised of the Governance Commission decision. The Governance Commission will:
 - a. Approve to move forward to the full court of presbytery.
 - b. Request revision and resubmission, or
 - c. Decline with a reason.

If a grant request is declined by the Governance Commission the applicant will be advised and given the reason, together with alternative suggestions when possible. This decision may be appealed to the Executive of Presbytery for further review.

3. It will be the practice of Northern Waters Presbytery, for reasons of transparency, to take all approved requests to the next full court of presbytery for final decision.

If requested the applicant will be provided time to speak to the court.

The decision of the full court of Presbytery will be binding on that application. If declined by the full court the request could be revised and resubmitted as a new application.

4. In the event of an emergency request, with Governance approval, the application will be brought to the Executive.