



**NORTHERN WATERS PRESBYTERY
TORONTO CONFERENCE**

HANDBOOK

June 2016

*‘Building connections,
building community’*

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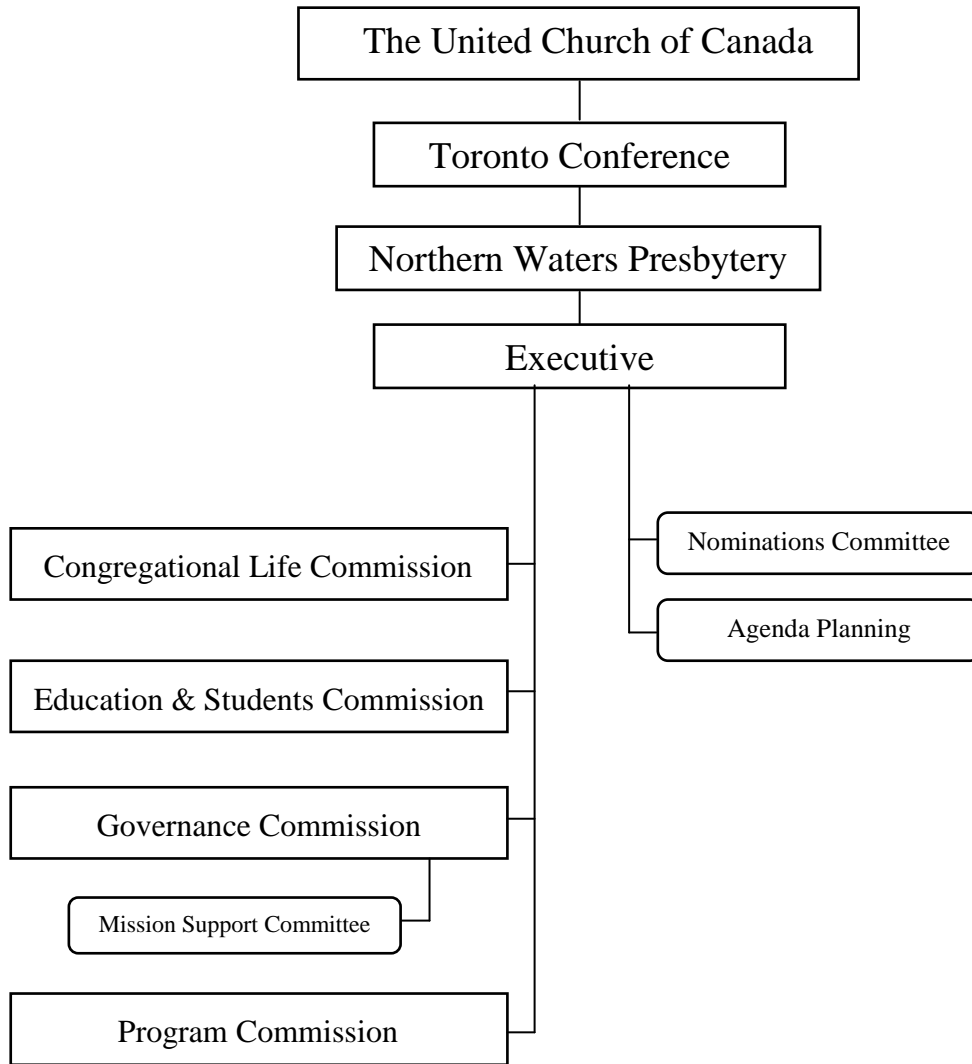
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Holy Manners*

- Keep God at the center of everything we do
- Ensure that everyone has what they need in order to fully participate
- Speak for ourselves
- Speak for a purpose
- Separate people from problems
- Allow for full and equitable participation
- Listen carefully without interruption
- Welcome the conflict of ideas
- Take a future orientation
- Demonstrate appreciation
- Honour the decisions of the body
- Commit to holding one another to account when we do not keep our holy manners
- Keep the discussion at the table
- Watch our body language
- Check in about good use of time
- Provide a process for allowing the quiet people to speak, with an invitation to speak
- Sincerely say what we really feel

* The phrase “holy manners” comes from *Behavioural Covenants in Congregations* by Gil Rendle. United Church Moderator Marion Pardy made extensive use of the term during her time as moderator. There are a number of versions of “holy manners”.

Organizational Chart



Northern Waters Presbytery

P.O. Box 10038

Alliston, ON L9R 0B7

Contact Information

****To contact Presbytery offices, call Toronto Conference and enter the extension you wish to contact. Your call will be forwarded automatically.**

Toronto Conference, The United Church of Canada

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416-241-2677 or 1-800-446-4729 Fax: 416-241-2689

email: tco-office@united-church.ca www.torontoconference.ca

Toronto Conference Officers

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Presbytery Offices

Living Waters

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Northern Waters Presbytery Staff

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Minister of Personnel

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Minister for Ministry Planning & Governance Support

Rev. John Neff..... ext. 6242..... jneff@united-church.ca

Minister for Connection & Community

Rev. Kerrie Perry..... ext. 6241..... kperry@united-church.ca

Listing of Community of Faiths within Northern Waters Presbytery

Community of Faith	Ministry Personnel	Preaching Points	Community of Faith	Ministry Personnel	Preaching Points
Acton: Trinity	1	1	Kemble, Sarawak, Zion-Keppel	1	2
Alliston: St. John's	1	1	Kilsyth-Keady-North Derby	1	3
Angus	1	1	Markdale: Annesley	1	1
Annan-Woodford	1	1	Marsville-Mimosa	1	2
Ballinafad	1	1	Meaford	1	1
Beeton: Trinity	1	1	Midland: St. Paul's	1	1
Bolton	1	1	Mono Mills	1	3
Bond Head	1	1	Monticello	1	1
Caledon East	1	1	Nobleton-Schomberg	1	2
Caledon Village: Knox	1	1	Nottawa-Rob Roy	1	2
Chatsworth-Massie	1	2	Orangeville: Westminster	1	1
Cheltenham	1	1	Owen Sound: Central Westside	1	1
Christian Island	1	1	Owen Sound: First	2	1
Collingwood: Trinity	1	1	Owen Sound: Georgian Shores	2	1
Cookstown/Thornton: Countryside	1	2	Palgrave	1	1
Creemore-New Lowell	1	2	Rosemont: Trinity Centennial	1	1
Dundalk	1	1	Salem-Sandhill	1	2
Durham: Knox	1	1	Shallow Lake	1	1
Elmvale: St. John's	1	1	Shelburne: Trinity	1	2
Erin	1	1	Stayner: Centennial	1	1
Flesherton-Eugenia	1	2	Thornbury: Grace	1	1
Grand Valley	1	1	Tottenham-Rich Hill	1	2
Grenfel	1	1	Walter's Falls-Temple Hill	1	2
Grey Dufferin	1	2	Wasaga Beach	1	1
High Country	1	1	Woodbridge	1	1
Holland Centre	1	1	Wyevalle-Waverley	1	2
Inglewood	1	1	Camp Simpresca		

Total – 53 Communities of Faith with 72 Preaching Points

Introduction

The Presbytery is the Court of the Church which oversees the business of the community of faiths within its boundaries, and assists those communities of faith (CoFs) in carrying out the mission of The United Church of Canada. Northern Waters is one of 4 Presbyteries within Toronto Conference. This handbook is an outline of the specific committees and volunteer positions which help us to do the work of The Presbytery. This handbook should be used alongside The United Church of Canada Manual, commonly called “The Manual”. The Manual gives specific instructions on who is responsible for what work, and how that work is carried out. It is the Presbyters, elected by their congregations or serving as Ministry Personnel within the boundaries of the Presbytery, along with the staff deployed to the Presbytery by Toronto Conference who are responsible for the governance, administration and program related work within the Presbytery.

Mission Statement

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.

Mission Strategy Statements

- 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 in which we live.
- 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.

Definitions

Some Definitions that might be helpful: (see [The Manual](#) page 209 for more complete definitions)

Commission – a group of members with the power to make decisions on behalf of the presbytery, within the areas of responsibility assigned to that commission per their terms of reference. Decisions made by the Commission shall be reported to Presbytery for recording in the minutes of the Presbytery. Such decisions are not debatable.

Committees – a group of individual Presbytery members working with a defined Terms of Reference, with the power to make recommendations to the Commission to which they are accountable.

Corresponding Member – Corresponding members may not move, second or vote on a motion. They are not counted when determining quorum for a meeting.

Executive- The Executive is the appeal body of the Presbytery. The Executive will have oversight of, and receive any appeals against the decisions made by the Presbytery Commissions. The Executive will review decisions of the Commissions, make recommendations as needed and facilitate communication across the commissions. The Executive is responsible for agenda planning for Presbytery plenary meetings.

Ex-officio Membership – means full membership by virtue of office. Privileges for volunteers who are ex-officio are those of full members, unless specified otherwise in the Terms of Reference for the committee, or in their position description. Staff may be Ex-officio Members of Committees/Commissions, in which case they would have voice but no vote, and would attend meetings at the invitation of the Chair. Staff will receive all notices of meetings & minutes for all commissions and committees for which they are ex-officio members.

Member at Large

Presbytery Member at Large:

A Lay member appointed to Presbytery without being a representative of a community of faith.

Executive Member at Large:

Any person elected to the executive who does not serve as chair or representative of a commission.

Commission Member at Large:

Any person elected to the commission who is not the chair of a committee within the same commission.

Secretary – to sign all documents on behalf of the Presbytery, except where the Chair of a Commission has been designated.

Staff – Staff refers to paid staff working in the Presbytery Office. Staff is accountable to the Conference, but is deployed to the Presbytery. (e.g. Administrative Assistant, Conference Program Minister (CPrM), Conference Personnel Minister (CPM))

FAQ's & Fun Facts

The Presbytery: United Church polity (the way we are organised) divides responsibility for running the United Church among four “Courts of the Church.” These are:

- The Governing Body of the Community of Faith (CoF) (or local counterpart e.g., Unified Board, Official Board, Church Council, etc.)
- The Presbytery (We are in [Northern Waters Presbytery](#))
- The Conference (the Northern Waters Presbytery is in [Toronto Conference](#))
- [The General Council](#) (This is the national level)

Are there any good reading materials? Do I need a Handbook?

Okay, so if you're reading this you probably have one, but if you are just borrowing this copy, you should know that each presbyter should have the following important materials: a Presbytery Handbook, a current Presbytery Directory, a Policies Handbook, and access to the current [Manual](#). The Presbytery Handbook, Presbytery Directory, Policies Handbook and are available at the Presbytery office. [The Manual](#) is usually available in hard copy from the community of faith or Ministry Personnel, or our Presbytery office. It is also available online at <http://www.united-church.ca/sites/default/files/resources/manual-2013.pdf>

What is “[The Manual](#)?”

[The Manual of The United Church of Canada](#) provides the means by which the Church may do its work; and also safeguards the members. These are the rules of the road to which we all must adhere. The first section of [The Manual](#) is the Basis of Union; this is our basic doctrine and law. It may only be changed by action of the General Council and the Presbyteries - the latter dealing with a remit. Remits are proposals that have been sent to Presbyteries and sometimes to congregations to consider and vote on. The numbered sections of [The Manual](#) A.1 through J.15 are the by-laws, which can be changed by the General Council. Changes are reflected in the latest printing of [The Manual](#). This Handbook refers to the 2013 edition. In the case of a substantive discrepancy between this Handbook and [The Manual](#), [The Manual](#) takes precedence. If there is a discrepancy pertaining to an issue about which [The Manual](#) is not definitive, this Handbook takes precedence.

Presbytery sounds interesting to me. How do I become a member?

People who are Ministry Personnel (Ordained Ministers, Diaconal Ministers, and Designated Lay Ministers) are automatically members of The Presbytery. Each community of faith elects Lay Presbyters from among its members. They begin their term on Presbytery at the beginning of the pastoral year (July 1st). The formula for Presbytery membership is outlined in [The Manual](#). The names of those on the roll of Northern Waters Presbytery are published yearly in The Directory.

When does the Presbytery year begin?

The Presbytery year runs from the rise of Conference (the end of the Conference Annual Meeting when people “rise” to go home) to the rise of the next Annual Conference Meeting. New Presbyters are expected to begin their terms at the start of a new Presbytery year. However, many communities of faith appoint new Presbyters at their Congregational Annual General Meetings (AGMs) in January or February. Those who are newly elected begin their duties with the beginning of the new Presbytery Year, but there is flexibility on this point to accommodate the needs of Presbyters.

Pastoral Year

You should also know that the Pastoral Year runs from July 1 to June 30. This is usually the year used when appointing, settling, or installing new Ministry personnel.

Presbytery Financial Year.

The Presbytery's financial year is the calendar year.

Who gets to talk and when at meetings?

The rules of order and debate used by the United Church are outlined in the Appendix of [The Manual](#). For any point not covered, the Parliamentary Rules accepted in Canada ([Bourinot](#)) are followed.

I am considering serving, or have agreed to serve, in a specific position at Presbytery. How long do the positions last?

The Chairperson of Presbytery is elected biennially. They serve one year as Chairperson Elect, two years as Chairperson, and then one year as Past Chair. The Commission Chairpersons are elected for a three-year term with an optional second term. Commission and Committee members serve for a three year term.

What does a Presbyterian do?

- As a Presbyterian you have responsibilities both to the Presbytery and to your community of faith.
- *Your duties to Presbytery include: [Presbyter Job Description](#)
- Regular attendance and participation in both Full Court (Plenary) and being a part of one or more Committees or Commissions of Presbytery
- Attendance at special meetings such as Covenanting Services for new ministers
- Expressing opinions and voting on issues brought before the Presbytery
- *Your duties to your community of faith include:
- Regularly reporting back to the Charge the decisions, concerns, and activities of Presbytery at Official Board meetings, in your local newsletter or at a Sunday service and write a report to the community of faith Annual Report.

Note: Be sure to record your attendance at Presbytery meetings and have your regrets conveyed if you must be absent.

Does being a member of Presbytery make me a member of other Courts in the church?

All Presbyters (as well as some other church members) are eligible to be named as Members of Conference. All Members of the Order of Ministry (ordained and commissioned) on the roll of Presbytery, lay people appointed to serve community of faith or other Presbytery Recognized Ministries are automatically Conference members. The Presbytery also names lay members of Conference. A list is circulated in January for Lay Members; those signing are then named by motion. They may register to attend the Conference Annual Meeting.

The General Council meets every three years. Commissioners are elected by Conference from nominations, including those submitted by Presbytery, requested in February of the year preceding the meeting.

What do all the initials and abbreviations stand for?

Presbytery and Presbyters sometimes use abbreviations assuming everyone is familiar with the meaning (e.g., M&S is the Mission and Service Fund). Please ask for clarification when you don't recognise an abbreviation or jargon. Your Commission chairperson may be a good resource for this.

Does the Presbytery own or operate a church camp?

The ownership of [Camp Simpresca](#) property and buildings is vested with [Toronto United Church Council \(TUCC\)](#). [TUCC](#) acts as a trustee for [The United Church of Canada](#). The ownership of the camp programs and equipment are vested with the Camp Corporation. The Corporation meets annually and reports to [Toronto Conference](#). A Board of Directors appointed by the Corporation is responsible for the operation of the camp as well as the maintenance and development of the buildings. Presbytery has oversight of the program of camps.

The Officers of Presbytery

The Chairperson

The Presbytery elects biennially a Chairperson from among its members. The Chairperson presides at Presbytery and Executive meetings, conducts covenanting services, consults with Ministers and community of faiths, and generally directs the business of the Court. The Chairperson sets the agenda for meetings in consultation with the Agenda Planning Team of the Executive. It is important to know that many matters arise which take her/his attention and time in addition to those listed here.

The Secretary

The Secretary serves as the chief recording officer of Presbytery. The Secretary keeps the minutes and signs documents on behalf of the Presbytery.

The Treasurer

The treasurer prepares budgets and authorizes Presbytery expenses as necessary. The Treasurer is also available to answer basic financial questions from the commissions and committees when requested.

The Chairperson Elect

The Chairperson Elect will be elected for the second year of the Chairperson's term to observe the duties and responsibilities of the Chairperson. The Chairperson elect may act as the Chairperson in the absence of the Chairperson.

The Past Chairperson

The Past Chairperson will be there to assist the Chairperson in their 1st year as Chair. The Past Chairperson will usually act as the Chairperson in the absence of the Chair.

Presbyter Job Description

The role of a presbyter/alternate in Northern Waters Presbytery is to live out the mission statement of the presbytery. The mission statement of Northern Waters Presbytery is:

Called to serve in the name of Jesus Christ, we will work inclusively to build connection and community by encouraging and challenging the congregations and people of our area.

Within the mandate given to Northern Waters Presbytery by the United Church of Canada and Toronto Conference, our task is to listen to the congregations and community and to encourage, challenge, inspire, support and strengthen the congregations and the people of this Presbytery and to build connections between people, congregations and with the wider church and community. We are guided by God's love and are called to be inclusive and to nurture faith through uplifting worship, fellowship and education.

It shall be the duty of the Congregation to elect representatives, in full church membership, of the Congregation to the Presbytery. (2010) (Manual 2013, The Basis of Union: Polity 5.8.4)

A presbyter lives this out by:

- Attending the four, full court gatherings of presbytery each year for the purpose of education, fellowship and worship. These practices build strong, healthy connections between presbytery members, enabling us to work more effectively as we live out our call as God's people.
- Attending covenanting services for new clergy settled, called and appointed to the presbytery.
- Attending the Annual General meeting of Toronto Conference as a voting delegate of the presbytery and their home congregation.
- Corresponding regularly with the presbytery office regarding:
 - attendance at meetings
 - work of the committees and commissions
 - congregational needs
- Acting as a liaison between the congregation and the presbytery, communicating joys, challenges and needs between the two courts. This requires keeping current with policies and decisions of the presbytery as recorded in the notes and minutes for meetings.
- Prayerfully discerning how they may serve on a committee or commission of the presbytery according to their gifts and passions, to further the mission of the presbytery. This may include assisting the presbytery to live out its mission statement at various other tasks and duties as identified periodically or through special initiatives.
- To represent the presbytery on Conference and National committees on a nominated or volunteer basis as needed.
- Providing information on workshops, educational initiatives, mission and service projects, and other opportunities to the local congregation.
- Practicing discernment in decision-making, attempting to live as Christ's people in this place and this time.

The Presbytery

The purpose of Presbytery as exercised through the Court or Plenary is to enable good, faithful and effective ministry within its community of faiths. In order to support life-giving ministry, the Presbytery must also be a prayerful, worshipping body, rooted in shared faith in God, who has created and is creating. In its plenary form it will do this by fostering fellowship among member churches and ministry personnel, encouraging inter-relations between our Congregations, providing forums for raising awareness of programs, policies and practices of The United Church of Canada, practicing public witness to matters of faith and justice, and sharing meaningful worship. The Presbytery Plenary also establishes policies and practices for administration and public witness that are not already defined by the General Council, its Executive and Permanent Committees, or the Toronto Conference.

Membership

The presbytery consists of members of the order of ministry (active and retired) and lay members of the United Church appointed as representatives.

For detailed information see The Manual section C.1.1, C.1.2, and C.1.3

**Terms of Reference
Northern Waters Presbytery**

Chairpersons

Position: Chairpersons	Approved: 120701 Revised: 130530
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To oversee and facilitate the work of the body on which they sit.	

Accountable to: Executive of Presbytery, Court of Presbytery, and Toronto Conference

Membership On: Executive; Commission, Ex Officio to all committees on their Commission

Skills:

- Excellent organizational skills
- Good communicator
- Problem solving
- Experience in and knowledge of the various courts of The United Church of Canada
- Familiar with the structure, polity and handbooks of The United Church of Canada
- Ability to chair meetings, provide oversight, delegate, empower volunteers
- Spiritual Gifts of Leadership, Administration, Discernment, Pastoring and Wisdom

Tasks

- Chair all meetings (or select a delegate)
- Provide leadership and direction
- Work closely with Presbytery staff
- Delegate appropriate work as needed
- Liaise with the Secretary of presbytery to ensure information is communicated and decisions are made
- Ensure the Commission/Committee fulfils its mandate
- Has contact information printed in the Presbytery directory as a requirement of their position
- Work within the policies of Northern Waters Presbytery and the polity of The United Church of Canada
- Communicate personal holiday schedules to the Presbytery office and name an alternate

Terms of Office:

Executive Chair: 4 years. 1 year as Chair Elect, 2 years as Chair, and 1 year as Past Chair.

Commission / Committee Chair: 3 years. Chair may serve two consecutive terms and then must take 1 year off. The Chair may continue to serve on the Commission/Committee.

Time commitment:

- Regular meetings as determined by the Executive/Commission/Committee Terms of Reference
- Presbytery Plenary meetings quarterly
- Executive meetings (10 annually and at the call of the Chair) (Chair of Executive & Commissions)
- Attend Toronto Conference Chairs and Secretaries meetings (Chair of Executive)
- Attend Executive meetings as requested (Chair of Nominations Committee).
- Attendance at required meetings of other Courts of the Church from time to time
- Meetings may be in person, by Conference call or other technology as it develops.

Nominations Plan:

- Nomination in accordance with the presbytery nominations policy and election by Court of Presbytery.

Secretary of Presbytery

Position: Secretary of Presbytery	Approved: 090701 Revised: 130530; 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To accurately record and report the proceedings of Northern Waters Presbytery	

Accountable to: Executive of Presbytery, Court of Presbytery, and Toronto Conference

Skills

- Excellent organizational skills
- Good communicator
- Problem solver
- Ability to delegate
- Computer Skills

Tasks

- Attend all meetings of the Executive & the Presbytery
- Fulfil the role of secretary as defined in the The Manual
- Attend agenda planning meetings
- Record the proceedings of all meetings of the Presbytery and the Executive according to the template provided by the Administrative Assistant and transmit to the Administrative Assistant for annual review by the Conference;
- Work closely with the Administrative Staff member to ensure timely and accurate minutes are sent following all meetings of the Presbytery
- To ensure that all paperwork related to Presbytery is duly signed and distributed accordingly.
- Perform such other secretarial duties as may be assigned by the Presbytery
- Track correspondence and send Correspondence Report to the Administrative Assistant to merge with correspondence received at the Presbytery Office.
- The Presbytery secretary and chair of Presbytery will prepare a Presbytery report for the TC Annual general meeting workbook.
- Work within the policies of Northern Waters Presbytery and the polity of The United Church

Terms of Office:

Term of office will be for 3 years. Members may serve two consecutive terms and then must take 1 year off.

Time commitment:

- Plenary meetings (4 annually)
- Executive meetings (10 annually and at the call of the Chair)
- Agenda Planning meetings (8 annually and at the call of the Chair)
- Toronto Conference Chairs and Secretaries meetings (2 annually)
- Preparation and review of minutes, correspondence, signing of forms and documents (5-10 hrs per month)
- Meetings may be in person, by Conference call or other technology as it develops.

Nominations Plan:

Nomination in accordance with the presbytery nominations policy and election by Court of Presbytery.

Presbytery Executive

Position: Presbytery Executive	Approved: 120701 Revised: 130530 140506
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To provide visioning, oversight, and communication between the commissions and presbyters as we live out our mission.	

Accountable to: Northern Waters Presbytery and Toronto Conference.

Membership: Chair of Presbytery, Chair Elect or Past Chair of Presbytery, Secretary of Presbytery, Chairs of Commissions, 1 rep from each commission, Parliamentarian (non-voting), 2 Members at Large

Skills: The following gifts and skills will be present within the membership

- Spiritual Gifts of Administration, Communication, Apostleship, Encouragement, Leadership and Faith

Tasks:

- Engages in visioning for ways to best live out our mission
- Reviews all Commission decisions, in conjunction with the parliamentarian, to ensure they comply with United Church polity and reflect the Mission of Northern Waters Presbytery.
- Recruits nominations committee Chair in accordance with the Nominations Policy
- Receives appeals concerning decisions of the Commissions.
- Refers matters related to the work of the Presbytery to the appropriate Commission or Committee.
- Plans the agenda for the plenary meetings of presbytery.
- Consult with the Conference Office, General Council or legal Counsel as required to make informed decisions.
- Commitment to speaking with one voice regarding the policies and decisions
- Prepare a budget to be submitted annually to the Governance Commission for inclusion in the Presbytery budget
- Works within the policies of Northern Waters Presbytery and the polity of The United Church of Canada
- Ensure that the Presbytery, and each of its Commissions, Committees and teams work according to all Government regulations.

Terms of Office: Term of office will be for 3 years. Members may serve two consecutive terms and then must take one year off.

Time Commitment:

- Plenary meetings (4 annually)
- Executive meetings (10 annually and at the call of the Chair)
- Related work 6 - 8 hours per month
- Meetings may be in person, by Conference call or other technology as it develops.

Nominations Plan:

- Chair, Chair Elect or Past Chair, Secretary, Parliamentarian, and Commission Chairs are appointed by virtue of their office.

- Members at large will be nominated in accordance with the presbytery nominations policy and elected by Court of Presbytery. Members of the Executive must be presbyters.

Decision Making Authority: The executive will have decision making authority on matters referred to them and will address the business of the presbytery that may arise between plenary meetings.

Limitations: The Executive is empowered with the full authority of the court between plenary meetings unless otherwise established through Presbytery, Conference or United Church polity.

Nominations Committee

Position: Nominations Committee	Approved: 120701 Revised: 130828; 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To recruit, train, support and manage the volunteer needs of Northern Waters Presbytery.	

Accountable to: Nominations Committee Chair, Presbytery Executive, Court of Presbytery, and Toronto Conference.

Membership: Chair

Secretary

Minimum number of members as determined in consultation with the Executive

Skills: The following gifts and skills will be present within the membership:

- Knowledge of the Presbytery, Conference and General Council
- Strong organizational skills
- Interpersonal skills
- Discernment of other people's gifts
- Ability to communicate easily
- Computer literacy/technological abilities
- Volunteer management skills/human resources
- Spiritual Gifts of Administration, Leadership, Wisdom, Discernment
- Conflict Resolution skills

Tasks:

- Sends a report to Executive updating the work of the committee.
- Prepares a nomination report for the June meeting of the Presbytery
- Prepares an orientation program for volunteers
- Recruits, trains and supports volunteers and ministry personnel as they perform their roles within the Presbytery
- Arranges for appreciation of volunteers and ministry personnel
- Prepares a budget to be submitted annually to the Governance Commission for inclusion in the Presbytery budget
- Works within the policies of Northern Waters Presbytery and the polity of The United Church of Canada

Terms of Office: Term of office will be for 3 years. Members may serve two consecutive terms and then must take 1 year off.

Time Commitment:

- Attend Nominations meetings at the call of the Chair
- Relevant committee work (4-6 hours per month)
- Meetings may be in person, by Conference call or other technology as it develops.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.
- Members of committees may include both presbyters and non-presbyters.

Congregational Life Commission

Position: Congregational Life Commission	Approved: 130701 Revised: 130529; 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: Support community of faiths with mission articulation; nurture healthy pastoral relationships; and support and nurture ministry personnel.	

Accountable to: Executive of Presbytery, Court of Presbytery, and Toronto Conference.

Membership: Chair
Secretary
Membership of no less than 10 people

Skills: The following gifts and skills will be present within the membership:

- Knowledge of the Presbytery, Conference and General Council structure and process
- Knowledge of The Manual as it pertains to Communities of Faith
- Knowledge of the Trustee Handbook
- Conflict resolution
- Ability to listen
- Interpersonal skills
- Ability to communicate
- Financial expertise
- Spiritual Gifts of Leadership, Communication, Administration, Discernment, Encouragement, Pastoring, Intercession, and Wisdom.

Tasks:

- Establishes a relationship with every community of faith.
- Assists communities of faith in articulating how God's mission is lived out in their context
- Ensures every community of faith has an active Ministry & Personnel Committee.
- Appoints community of faith supervisors.
- Ensures all communities of faith complete an Annual Review of mission articulation and compliance.
- Reviews a copy of community of faith's Annual Reports (110426 Gov.)
- Assists Community of Faiths with policy and process surrounding the pastoral relationship, including issues of property, governance structure, insurance, preparation for vacancies, etc.
- Forwards recommendations of ministry personnel needs to the Conference Settlement and Pastoral Relations Committee.
- Provides oversight of communities of faith in accordance with The Manual.
- Provides oversight and opportunities for training of Board of Trustees of communities of faith.
- Assists communities of faith with awareness and compliance of government regulatory issues
- Encourages opportunities for ongoing learning, theological reflection, spiritual renewal, development of sustained friendships, and mutual support for ministry personnel.
- Ensures provision and oversight of presbytery chaplaincy services.
- Provides support for retired ministry personnel.
- Provides oversight of Volunteer Associate Ministers (VAMs) in accordance with Toronto Conference policy.
- Commitment to speaking with one voice regarding the policies and decisions made

- Prepares a budget to be submitted annually to the Governance Commission for inclusion in the Presbytery budget
- Works within the policies of Northern Waters Presbytery and the polity of The United Church of Canada

Terms of Office: Terms of office will be for 3 years. Members may serve two consecutive terms and then must take 1 year off.

Time Commitment:

- Commission meets monthly (10 times per year) and at the call of the Chair
- Related commission work 6 – 8 hours per month
- Attendance at meetings of other Courts of the Church that may be called from time to time.
- Meetings may be in person, by Conference call or other technology as it develops.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.
- Members of working groups may include both presbyters and non-presbyters.

Education and Students Commission

Position: Education and Students Commission	Approved: 120701 Revised: 130529; 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To assist in the recruitment and oversee the training of suitable candidates for Ministry.	

Accountable to: Chair of Commission, Executive of Presbytery, Court of Presbytery, and Toronto Conference

Membership: Chair

Secretary

Membership of no less than 10 people including 2 members at large.

Skills: The following gifts and skills will be present within the membership:

- Knowledge of the Presbytery, Conference, and General Council structure and process
- Knowledge of The Manual as it pertains to Education and Students
- Strong Organizational Skills
- Human Resources skills
- Conflict Resolution Skills
- Interpersonal skills
- Presentation Skills
- Ability to Communicate
- Computer literacy/technological abilities
- Minute taking and committee communication
- Spiritual Gifts of Discernment, Communication, Administration, Faith, Hospitality, Pastoring, Wisdom, and Service.

Tasks:

- Fulfills the responsibilities of the Education & Students Commission as described in The Manual (section C.4.5.3 (a)) and the related Presbytery Committees Handbook.
- Ensures minutes of the meeting are kept, including a correspondence log, and are distributed to the Presbytery Executive, Commission Chairs, staff in the presbytery office, and Education and Students Commission members
- Ensures all correspondence is distributed to Education and Students Commission members.
- Establishes a solid working relationship with Conference Minister for Personnel and Administrative Support Person in the presbytery office.
- Processes paperwork in a timely manner.
- Conducts annual reviews for all Candidates
- Reviews and re-licenses Lay Worship Leaders
- Provides training for members to serve on Discernment Committees
- Provides training and licensing for Sacrament Elders
- Works with the Congregational Life Commission to ensure suitable supervision for communities of faith where Candidates, Designated Lay Ministers in Training (DLM) and Student Supply ministers are appointed.
- Interviews ministers seeking readmission to the United Church of Canada or admission from other denominations.
- Recommends and evaluates sites suitable for Internship
- Recruits and encourages potential supervisors
- Recruits and approves sites for student supply and DLM candidates.
- Provides training for Interns / DLMs and Lay Supervision teams.

- Visits Learning Sites during the course of the appointment to assess site and supervision.
- Communicates with site (Lay Supervision Team) and supervisor to extend thanks.
- Commitment to speaking with one voice regarding the policies and decisions made
- Prepares a budget to be submitted annually to the Governance Commission for inclusion in the Presbytery budget
- Works within the policies of Northern Waters Presbytery and the polity of The United Church of Canada

Terms of Office: Term of office will be for 3 years. Members may serve two consecutive terms and then must take 1 year off.

Time Commitment

- Commission meets monthly (10 annually)
- Related Commission work (4 hours per month)
- Meetings may be in person, by Conference call or other technology as it develops.

Frequency of Meeting: The Commission meets monthly and at the call of the Chair. Meetings may be in person, by Conference call or other technology as it develops.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.
- Members of working groups may include both presbyters and non-presbyters.

Governance Commission

Position: Governance Commission	Approved: 120701 Revised: 130530; 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: Provide leadership and direction to the Finance, Communication, and Mission Support committees of the Presbytery and provide a forum for discussion of issues common to those committees and the congregations within the Presbytery.	

Accountable to: Executive of Northern Waters Presbytery, Court of Presbytery, Toronto Conference

Membership: Chair, Secretary
Treasurer + 1 financial representative
Chair + 1 member from Mission Support
4 members at large

Skills: The following gifts and skills will be present within the membership:

- Knowledge of the Presbytery, Conference and General Council structure and process
- Knowledge of The Manual
- Conflict resolution
- Ability to communicate
- Computer literate (Microsoft Word, Excel, PowerPoint, Adobe, email, etc.)
- Good technological ability (use of projectors, tele/video conferencing, etc.)
- Proficient in use of Social Media (Facebook, Twitter, etc.)
- Knowledge of the Manual and related handbooks as it pertains to Finance.
- Conflict Resolution Skills
- Accounting, investment and money management skills
- Good Stewardship practices and resources
- Spiritual Gifts of Leadership, Communication, Administration, Discernment, Encouragement, Pastoring, and Wisdom

Tasks:

- Receives recommendations from the Governance Committees and approve motions as required.
- Oversees the work of the Governance Committees and to provide direction and support when needed.
- Enables communication among the committees, commissions and the Presbytery at large.
- Approves PTCC grants in compliance with the PTCC policy and presbytery rulings.
- Commitment to speaking with one voice regarding the policies and decisions made
- Ensures terms of reference for presbytery positions in consultation with the Commissions, Committees and Program Staff
- Provide information, assistance, and training in the use of technology
- Regular review and update Communications Policy
- Encourage the use of technologies available to lessen carbon footprint
- Oversight of presbytery website look and ease of use, Newsletter, Photographer, and Snippets
- Prepare and run projection at Presbytery meetings
- Provides an annual report to the Presbytery on the budget and finances of the Presbytery
- Designated member of Governance Commission and an appointed alternate have signing authority for the presbytery in matters related to finances and approval of cheque requisitions.
- Monitors expenditures of the Presbytery and its Committees
- Develops and monitors a process for approval of invoices and expense forms to be sent to the Conference office for payment

- Sends monthly financial statements to the chairs of commissions and committees (110426 Gov.)
- Prepares a budget to be submitted annually to the Governance Commission for inclusion in the Presbytery budget
- Works within the policies of Northern Waters Presbytery and the polity of The United Church of Canada

Terms of Office: Term of office will be for 3 years. Members may serve two consecutive terms and then must take 1 year off.

Time commitment:

- Attend Governance meetings monthly – (10 meetings per year) and at the call of the Chair
- Relevant commission work- (4-6 hours per month)
- Attendance at meetings of other Courts of the Church that may be called from time to time
- Meetings may be in person, by conference call or other technology as it develops.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.
- Members of working groups may include both presbyters and non-presbyters.

Mission Support Committee

Position: Mission Support Committee	Approved: 120701 Revised: 130530; 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To educate and support communities of faith around mission support, Mission and Service, and stewardship.	

Accountable to: Mission Support Committee Chair, Governance Commission, Executive

Membership: Chair, Secretary

Minimum number as determined in consultation with Governance Commission

Skills: The following gifts and skills will be present within the membership

- Knowledge of the Presbytery, Conference and General Council structure and process
- Organizational & Communication Skills
- Computer literacy/technological abilities
- Knowledge of the Manual as it pertains to Mission Support/M&S
- Understanding of Stewardship practices and resources
- Ability to work within The United Church policies and procedures
- Spiritual Gifts of Administration, Leadership, Giving, Hospitality, Communication and Wisdom

Tasks:

- Review applications from Northern Waters Presbytery for Toronto Conference Mission Support Grants
- Make recommendations concerning Toronto Conference Mission and Service Support Grant applications to the Governance Commission.
- Promote the Mission and Service work of the Presbytery.
- Promote educational opportunities around stewardship.
- Appoint representatives to Toronto Conference Mission Support Consultation
- Offer educational events and workshops about Mission and Support (M&S)
- Prepare a budget to be submitted annually to the Governance Commission for inclusion in the Presbytery budget
- Work within the policies of Northern Waters Presbytery and the polity of The United Church of Canada

Terms of Office: Term of office will be for 3 years. Members may serve two consecutive terms and then must take 1 year off.

Time Commitment

- Attend Mission Support/M&S Meetings quarterly and at the call of the Chair
- Attend 4 Presbytery meetings per year
- 2 members, as named by Presbytery, attend Toronto Conference Mission and Support Consultations
- Chair + 1 member will attend Governance Commission meetings (10 annually)
- Relevant committee work (2 - 4 hours per month)
- Meetings may be in person, by conference call or other technology as it develops.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the Governance Commission.
- Members may include both presbyters and non-presbyters.

Program Commission

Position: Program Commission	Approved: 120701 Revised: 1605?? (Gov)
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To provide leadership and direction to the programs of the presbytery and a forum for discussion of issues common within the communities of faith of the presbytery.	

Accountable to: Executive of Northern Waters Presbytery, Court of Presbytery, and Toronto Conference.

Membership:

Up to 10 members including Chair; Secretary, presbytery members and others called to the ministry of faith formation, women's ministries, peace and justice, worship and spirituality.

Skills: The following gifts and skills will be present within the membership

- Spiritual Gifts of Administration, Leadership, Communication, Discernment, Faith, Knowledge and Wisdom.

Tasks:

Faith Formation:

- Provide education workshops, retreats and events to strengthen and challenge faith formation and to build community
- Nurture faith
- Oversee Youth Leader Network
- Serve as members of the Corporation for Camp Simpresca
- Provide oversight of Faith Formation ministry of Camp Simpresca
- Prepare a budget to be submitted annually to the Governance Commission for inclusion in the Presbytery budget

Women's Ministry

- Connect, strengthen and support the work of Women's Ministries in the Presbytery's local ministry units.

Peace and Justice:

- Advocate, promote and educate Presbyters and other courts of the church regarding Peace and Justice actions
- Promote and implement Kairos initiatives
- Support and collaborate with other community groups doing the work of justice

Worship and Spirituality

- Co-ordinate worship services at Presbytery Plenary meetings, acting as a liaison between groups and individuals leading worship, the Executive and Agenda Planning group and a resource for worship leaders.
- Develop or promote workshops, educational events and opportunities to experience worship and spirituality of interest to the members of presbytery and its local ministry units.

Administrative:

- Receive recommendations from groups or individuals engaged in the above noted tasks and approve motions as required.
- Oversee the work of such task groups and to provide direction and support when needed.
- Communicate the work of the Commission to the Presbytery at large by naming a representative to attend meetings of the Executive and report on behalf of the Commission, and to report at meetings of Presbytery.
- Prepare a budget to be submitted annually to the Governance Commission for inclusion in the Presbytery budget
- Work within the policies of Northern Waters Presbytery and the polity of the United Church of Canada

Terms of Office: Term of office will be for 3 years. Members may serve two consecutive terms and then must take 1 year off.

Time commitment:

- Attend Program Commission meetings monthly (10 meetings per year) and at the call of the Chair
- Relevant commission work (4 - 6 hours per month)
- Meetings may be in person, by conference call or other technology as it develops.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.
- Members may include both presbyters and non-presbyters.

Parliamentarian

Position: Northern Waters Presbytery Parliamentarian	Approved: 140405 (Pres) Revised:
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To provide advice in parliamentary procedure when requested	

Accountable to: Executive of Presbytery, Court of Presbytery, and Toronto Conference

Membership On: Executive (non-voting)

Skills:

- Excellent organizational skills
- Good communicator
- Problem solver
- Experience in and knowledge of the various courts of the United Church Thoroughly familiar with the United Church Manual, as well as the policies and handbooks on The United Church
- Spiritual Gifts of Leadership, Administration, and Wisdom

Tasks:

- Establishes a solid working relationship with the Chair of Presbytery, Secretary of Presbytery and the Presbytery staff
- Advises Chairs of Commissions and Committees upon request
- Submits a monthly correspondence report
- Agrees to have contact information printed in the Presbytery directory as a requirement of the position.
- Communicates personal holiday schedules to the Presbytery office
- Works within the policies of Northern Waters Presbytery and the polity of The United Church

Terms of Office: Term of office will be for 3 years. May serve two consecutive terms and then must take 1 year off.

Time commitment required:

- Plenary meetings (4 annually)
- Executive meetings (10 annually and at the call of the Chair)
- Meetings may be in person, by Conference call or other technology as it develops.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and election by Court of Presbytery.

Chaplains

Position: Chaplains	Approved: 120701 Revised: 130530; 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To provide confidential support to ministers and lay members of Northern Waters Presbytery who are in situations of crisis, conflict, loss or isolation. Services provided by the Presbytery Chaplain(s) will be available to all members of the Presbytery.	

Accountable to: Congregational Life Commission. Secondary support and liaison will be with the Conference Personnel Minister.

Membership: Three Appointees preferably

Skills:

- Extensive experience in pastoral ministry
- Aptitude for conflict resolution
- Good communication and listening skills
- Openness to various points of view
- Knowledgeable of both traditional and contemporary church issues and processes
- Familiarity with the ethos and polity of The United Church of Canada

Tasks:

- Confer with the Conference Personnel Minister on personal matters with the written consent of the member
- Develop trusting relationships with ministry personnel and lay members of Northern Waters Presbytery
- Optional to attend Presbytery meetings, as their schedule allows, in order to facilitate relationship building.
- Provide pastoral care, support and encouragement to Paid Accountable Ministers and their families in times of personal or professional stress
- Provide pastoral care and support for lay members of Presbytery in situations related to their Presbytery responsibilities
- Provide resources or referral for additional help as may be necessary
- Work within the policies of Northern Waters Presbytery and the polity of The United Church of Canada

Terms of Office: The initial term of this appointment shall be for a period of one year, with the option of withdrawal from the terms of the agreement on ninety (90) days' notice given by either of the parties to the appointment.

Time Commitment: Upon request; depends on need.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy in consultation with the Conference Personnel Minister, and appointed by the Congregational Life Commission.

Funding Source:

- The expenses related to this position shall be included in the Congregational Life Commission budget, unless provided by some other designated Presbytery Funds.
- An annual honorarium, to be determined, will be paid to the appointee
- Travel costs will be paid at the Presbytery travel rate
- Telephone and other expenses associated with the position will be reimbursed.
- Office space will not be provided by the Presbytery

Reporting: The Presbytery Chaplain, for reasons of confidentiality and independence, will not be involved in formal reporting to Presbytery or Conference, nor in the making of any formal recommendations to Presbytery or Conference concerning specific members, except with the written consent of the member. Generalized reporting of the number of visits or telephone calls will help keep the Congregational Life Commission aware of the Presbytery Chaplain's work.

Review and Evaluation: After a period of not more than one year, the Congregational Life Commission shall review the effectiveness of the ministry. This review shall include an examination of all terms of employment with both parties.

Toronto Conference Executive Representative

Position: Toronto Conference Executive Representative	Approved: Revised: 150617
Document Type: Terms of Reference	Review date: July 2016
Mandate: to develop and monitor policies which enable the Conference to live out its mission	

Accountable to: Northern Waters Executive, Toronto Conference Executive

Membership: Chair of Presbytery; 2 other members (Ordered or Lay)

Skills: The following gifts and skills will be present within the membership

- openness to change and new ways of doing the work of Christ in the Conference;
- openness to the movement of the Spirit
- an ability to think about the big picture and be future oriented
- understanding of and openness to the role of the Executive
- an ability to develop policies and monitor compliance with those policies
- an ability to differentiate between staff and governance roles
- an ability to work in a collaborative style
- be good communicators and listeners with the ability to report back to their electing presbyteries
- be insightful thinkers
- have relative comfort with uncertainty and not having all the answers
- commitment to full and active participation in the Conference Executive.
- commitment to speaking with one voice regarding the policies and Decisions made by the Executive. Diverse points of view are important in discussion at the Executive, but when a decision has been made, everyone will speak with one voice. (2011)
- willingness to be part of sub-Executive. (2012)
- willingness to be part of the Executive's Nominations Committee. (2012)

Tasks:

Executive

- worship and listen to God
- build community
- evaluate how the Executive is making a difference to the life of the church. (2011)
- learn about governance and to develop, monitor and regularly review all policies
- make the best use of the human and financial resources available.
- ensure oversight and compliance within the polity of The United Church of Canada.
- provide resources in the presbyteries to promote the work in the following areas – program, property, personnel and public witness, with further support from the staff in the central Conference office.

Sub-Executive (2012)

The Executive annually appoints a sub-Executive consisting of the President, Past President or President Elect, Executive Secretary, a representative from each presbytery plus three alternates with the sole mandate to deal with:

- complaints related to violence and harassment in the workplace.
- complaints received through the church's sexual abuse prevention policy.
- oversight, conflict resolution, and discipline matters at the request of a presbytery.

- appeals of presbytery decisions, and Formal Hearings initiated by the Conference or at the request of a presbytery.
- objections submitted regarding ministers in the admissions process.

Terms of Office: Term of office will be for three years.

Time Commitment:

- Meetings are normally held on the second Wednesday in September, November, February, April and June, at a time to be determined by the Executive rotating through the Conference and presbytery offices (2011). Meetings do not take place in Advent and Lent. If additional meetings are required, these are normally held by conference call. (2011)
- Additional meetings as needed if part of the Sub-Executive

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.

Toronto Conference Interview Committee Representative

Position: Toronto Conference Interview Committee Representative	Approved: Revised: 150617
Document Type: Terms of Reference	Review Date: July 2015
Mandate: To conduct interviews to help assess suitability and readiness for Ministry Personnel leadership within The United Church of Canada.	

Accountable to: Northern Waters Executive, Toronto Conference Executive

Membership: 10 members from each Presbytery (to include, if possible, at least one diaconal minister in the active pastorate; an ordained minister in the active pastorate; a designated lay minister; a person qualified in Supervision; a professional counselor or equivalent; at least four lay persons who have had a significant experience of life and work in the church; Ministry Personnel with experience serving as interim ministers and lay persons with experience of interim ministry)

Skills: The following gifts and skills will be present within the membership

- Significant experience of life and work in the church
- Experience with Interim Ministry

Tasks:

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

The Conference Interview Committee will fulfill the responsibilities as outlined in the following *Manual* sections:

- Section D.3.6.3 (b) – Interview Committee
- Section D.3.6.3 (c) – Education and Students Committee
- Section D 3.6.5 (f) – Interim Ministry Committee
- Section H8 and 9 – Admission and Readmission recommendations to the Conference or its Executive

Terms of Office: Term of office will be for three years.

Time Commitment:

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.

Settlement and Pastoral Relations Committee Presbytery Representative

Position: Settlement and Pastoral Relations Committee Presbytery Representative	Approved: Revised: 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: to provide presbytery perspective to the Settlement & Pastoral Relations Committee	

Accountable to: Executive, Toronto Conference Settlement and Pastoral Relations Committee

Membership: 1 ordered; 1 lay

Skills:

- Ability to work using technology (email, conference calls)
- ability to understand and communicate church policies and procedures

Tasks:

- attend committee meetings
- be familiar with *Manual* sections related to the Settlement and Pastoral Relations Committee
- occasionally act as a liaison from the committee to a community of faith seeking new ministry personnel and/or wishing to discuss the pastoral relationship

Terms of Office:

Term of office will be for one year. Presbytery may reappoint an individual on an annual basis.

Time commitment required:

- usually two face-to-face meetings and six to eight brief conference calls
- on average, less than an hour per week

Resources available

- orientation/training by Executive Secretary and/or Executive Assistant and/or committee chair
- travel allowance based on General Council approved rates, plus meals and accommodation if required

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.

Toronto United Church Council (TUCC)

Position: Toronto United Church Council (TUCC)	Approved: 120701 Revised: 120922; 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To work with the church community to connect resources with ministry. Offering access to professional advice, financial support, and leadership development, Council helps our church address the social and spiritual challenges of the day.	

Accountable to: Northern Waters Executive, Toronto United Church Council (TUCC)

Role Description:

Membership: ‘The Toronto Conference Presbyteries shall each be offered the right to designate two (2) Members for a term of one year. Such designation of Members shall be reported to the Executive Director no less than 10 days prior to the date set for the annual meeting.’

Tasks:

- participate in the annual meeting of Council with vote
- participate (with vote) in any additional meeting of members that may be called throughout the year.

Terms of Office: Term of office will be for one year. Presbytery may reappoint an individual on an annual basis.

Time commitment required:

Annual Meeting and other meetings at the call of the chair.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.

(PTCC) Presbyteries of Toronto Conference Corporation

Position: Presbyteries of Toronto Conference Corporation (PTCC)	Approved: 120701 Revised: 120922; 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To have an active and cooperative role in the work of the Presbyteries of Toronto Conference that will benefit from the use of the grants of income and capital grants from the Corporation.	

Accountable to: Governance Commission, Executive

Membership: 3 Members
2 Directors

Tasks:

- To carry on business as a non-profit charitable Corporation and to receive and hold assets
- To make investments authorized by law
- To provide financial management of the assets
- To review, approve and disperse the grant requests of the Presbyteries in accordance with the "Operating Agreement" signed by the Presbyteries and PTCC.

Each member and director shall abide by all rules of law and bylaws or regulations of PTCC governing conflict of interest and shall, where required, declare such conflict and abstain from participating in any discussions or vote on such matter.

Terms of Office: 2 directors of the corporation with a 2 year term
3 members of the corporation with a 3 year term

Time commitment required:

Directors: at least 4 meetings per year
Members: One meeting a year

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.

Officer of the Court: Sexual Abuse Prevention and Response Policy

Position: Officer of the Court: Sexual Abuse Prevention and Response Policy	Approved: 120701 Revised: 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To be the contact person in Northern Waters Presbytery for the purposes of the Sexual Abuse Prevention and Response Policy	

Accountable to: Northern Waters Executive, Toronto Conference Executive

Membership: One Appointee

Skills:

- have an understanding of sexual abuse that is consistent with the values of the Sexual Abuse Prevention and response Policy
- be accepting of all sexual orientations and gender identities.

Tasks: Tasks are outlined in the Sexual Abuse Prevention and Response Policy Handbook.

(http://www.united-church.ca/sites/default/files/resources/handbook_sexual-abuse-prevention-response.pdf)

Terms of Office: The term of this appointment shall be for a period of 3-5 years, with the option of withdrawal from the terms of the agreement on ninety (90) days' notice given by either of the parties to the appointment.

Time Commitment: undetermined.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.

Conference Coordinating Committee on Sexual Abuse Prevention and Response Representative

Position: Conference Coordinating Committee on Sexual Abuse Prevention and Response Representative	Approved: 120701 Revised: 150617
Document Type: Terms of Reference	Review Date: July 2016
Mandate: To carry out responsibilities as necessary to implement the Sexual Abuse Prevention and Response Policy as the policy relates to Northern Waters Presbytery.	

Accountable to: Northern Waters Executive, Toronto Conference Executive

Standards: Representatives are expected to be familiar with the issues related to sexual abuse and the Sexual Abuse Prevention and Response Policy.

Membership: Two Appointees, preferably one male and one female.

Skills: The following gifts and skills will be present within the membership

- have an understanding of sexual abuse that is consistent with the values of the Sexual Abuse Prevention and response Policy
- be accepting of all sexual orientations and gender identities.

Tasks:

All members of the committee are required:

- To become familiar with the issues involved in sexual abuse and commit to keeping up to date on these issues.
- To familiarize themselves with resources (e.g., secular resource people, educational materials, distress centres, women's centres, legal and medical advisors) within the Conference and share this information with the team of consultants and others.
- To promote within the Conference an awareness of issues related to sexual abuse, and the underlying social, political, and theological factors.
- To ensure there is an awareness within the Conference of the role of the committee and the consultants, and to be aware of the names and contact information for all consultants.
- To provide initial and ongoing training and support for consultants.
- To screen and recommend to the Conference Executive nominees for the positions of consultant.
- To be available to the designated officers of the church courts for consultation.
- To carry out responsibilities as necessary to implement this policy.
- Further information is found in the Sexual Abuse Prevention and response Policy Handbook. (http://www.united-church.ca/sites/default/files/resources/handbook_sexual-abuse-prevention-response.pdf)

Terms of Office: The term of this appointment shall be for a period of 3-5 years, with the option of withdrawal from the terms of the agreement on ninety (90) days' notice given by either of the parties to the appointment. A member shall not serve more than two consecutive terms.

Time Commitment: undetermined.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and appointed by the presbytery executive.

General Council Commissioner

Position: General Council Commissioner	Approved: 120208 Revised:
Document Type: Terms of Reference	Review Date: July 2016
Mandate: to serve as a Commissioner to General Council for the triennium beginning with the meeting of General Council. All commissioners must be members of the United Church of Canada.	

Accountable to: Toronto Conference through the Conference Executive; General Council

Skills: The following gifts and skills will be present within the membership

- ability to read and process large volumes of written documentation on proposals to come before the General Council.
- to be familiar with the polity and ethos of the United Church of Canada
- be able to articulate opinions and participate in debate/discussion in both small group and plenary environments

Tasks:

- to prepare for the General Council meeting by reading and familiarizing oneself with all of the material that comes before the meeting.
- to educate oneself on the items of business coming before the court
- to attend the General Council meeting and to be fully present for all business of the court and any Commissions one might be assigned to
- to participate in the discussion and debate on proposals brought to the court in both table group and plenary settings
- to report back to the Conference/Presbytery on the work of the General Council
- to attend meetings of Toronto Conference Commissioners and to support our GCE representatives
- to receive communications following the meeting of General Council, and to remain engaged in the work of General Council

Term of office

- Three years

Time Commitment

- 1 week at the General Council meeting (anywhere in Canada)
- Preparation time prior to the GC meeting
- 2 day long meetings with other Commissioners from Toronto Conference each year immediately prior to a General Council Executive meeting.
- Occasional other times as requested by the General Council Secretary or Toronto Conference to communicate the work of the General Council.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy and recommended by Court of Presbytery to Toronto Conference Annual General Meeting.

Resources available

- Executive Secretary of Toronto Conference will provide an orientation for all delegates to the General Council
- Expenses to attend GC meeting will be covered.

Documents of Interest

Presbyter Information Form

[Presbyter Information form in PDF format](#)
[Presbyter Information form in Word format](#)

Presbyter Involvement Request

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