

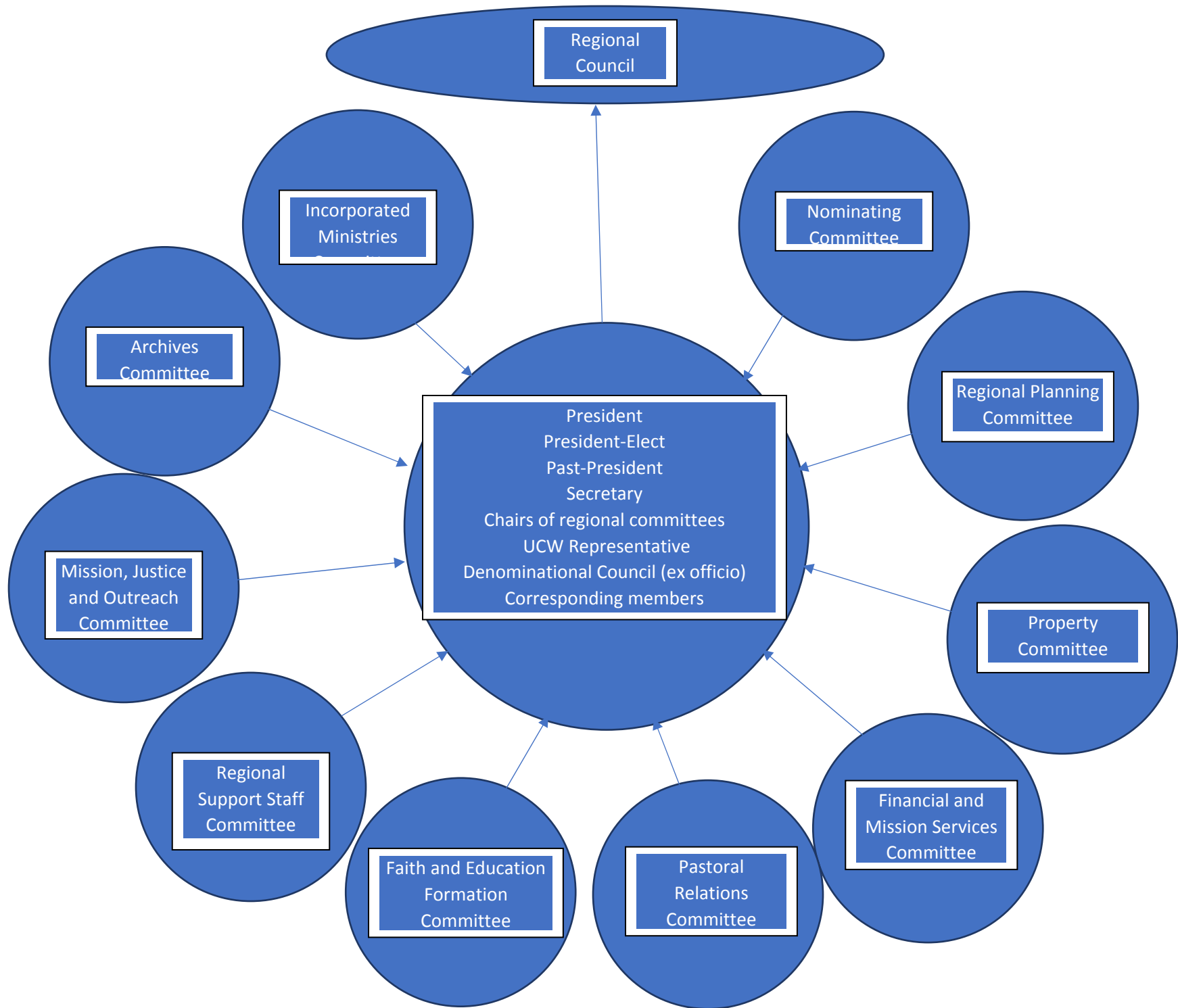
The United Church of Canada¹

FUNDY ST. LAWRENCE DAWNING WATERS REGIONAL COUNCIL

Governance Manual



¹ Approved May 2019



INDEX

Regional Council	1
Meetings: Policy, Guidelines, and Quorum	11
Executive of Regional Council	13
Nominations Committee	15
Regional Council Planning Committee	17
Property Committee	18
Financial and Mission Services Committee	19
Pastoral Relations	20
Faith and Education Formation	22
Tri-Regional Staff Support	23
Justice, Mission and Outreach	24
Archives	25
Incorporated Ministries Committee	26
Role of President, President-elect, Past-President	28
Policy re stole presentation	30

TERMS OF REFERENCE FOR REGIONAL COUNCILS²

C.1 Membership

The regional council consists of members of the order of ministry, other ministry personnel, lay members of the United Church, and leaders of associate member ministries, all as set out in sections C.1.1 to C.1.3 below.

“Ministry personnel” is a general term that refers to members of the order of ministry, designated lay ministers, candidates serving under appointment, diaconal supply, and ordained supply. For more information on these categories of ministry personnel, see Entering Ministry H.1.1 and H.1.2.

There must be a balance between the members in the membership categories in section C.1.1 and C.1.2 below where possible.

C.1.1 Members of the Order of Ministry and Other Ministry Personnel

The following ministry personnel are members of the regional council:

- a) members of the order of ministry within the bounds served by the regional council; and
- b) other ministry personnel in a covenantal relationship with a community of faith within the bounds of the regional council.

C.1.2 Lay Members

Communities of faith that are congregations or pastoral charges continue to elect representatives to the regional council in the same way they elected representatives to the presbytery prior to January 1, 2019. They may also change the way in which they elect representatives within denominational policies, with the agreement of the regional council, and by including it in the covenant between the community of faith and regional council.

The lay members of the regional council are members of the United Church who are not ministry personnel and who are

- a) elected by communities of faith on the following basis:
 - I) one representative from each community of faith with 100 or fewer members;
 - ii) two representatives from each community of faith with 101 to 200 members;

² Taken from the United Church of Canada *The Manual*. Where *The Manual* of the United Church of Canada and this Regional Council governance manual conflict, *The Manual* takes precedence. The Regional Council governance document is intended to be a living document.

- iii) three representatives from each community of faith with 201 to 300 members;
 - iv) four representatives from each community of faith with more than 300 resident members; and
- b) additional lay members as determined by the regional council if necessary to respect a balance of ministry personnel and lay members who are not ministry personnel in the membership of the regional council.

C.1.3 Leaders of Associate Member Ministries

The regional council includes people in formal ministry leadership in those communities of faith of other denominations

- a) that have been granted associate membership in the United Church based on policies set by the Executive of the General Council; and |
- b) that are located within the bounds of the regional council.

A community of faith of another denomination may be granted associate membership in the United Church based on policies set by the Executive of the General Council.

C.1.4 Corresponding Members

The regional council may include corresponding members as determined by the regional council.

C.1.5 Regional Council Roll

The Board of Vocation is responsible for

- a) assigning each ministry personnel to a regional council for membership purposes;
- b) informing each regional council of the ministry personnel who are members of that regional council; and
- c) informing each regional council of any changes in its ministry personnel membership.

The regional council is responsible for keeping a roll of all its members and corresponding members.

C.2 Responsibilities

C.2.1 Covenanting

The regional council is responsible for

- a) recognizing a new community of faith by entering into a covenantal relationship with

- it;
- b) living in a covenantal relationship with each community of faith, with mutual responsibilities for the life and mission of the community of faith, and fulfilling its responsibilities under the covenant;
- c) approving changes to the covenantal relationship with the community of faith from time to time, including structural changes, amalgamations, realignments, and disbanding of communities of faith; and

The regional council's responsibilities in the life cycle of a community of faith that is a congregation or pastoral charge are set out in more detail in Congregational Life G.1.

- d) living in a covenantal relationship with ministry personnel.

C.2.2 Services for Communities of Faith

The regional council is responsible for

- a) providing support, advice, and services to communities of faith in human resource matters;
- b) providing support, advice, and services to communities of faith in dealing with congregational property;
- c) managing regional archives;
- d) providing ongoing leadership training for ministry personnel and lay people; and
- e) providing funding partnerships with United Church educational and leadership training centres and camps as determined by the regional council.

C.2.3 Service, Support, and Oversight of Communities of Faith

The regional council is responsible for

- a) reviewing the self-assessments of communities of faith in light of the covenant between the community of faith and the regional council;
- b) supporting emerging new ministries;
- c) supporting communities of faith in their life and work;
- d) promoting articulation of mission and ministry;
- e) ensuring compliance with the policies and polity of the United Church and reviewing any relevant records;

The "polity" of the United Church means the form of organization and government of the United Church as it is set out in these bylaws.

- f) hearing appeals from communities of faith and their governing bodies; and

- g) assuming control of a community of faith in extraordinary circumstances where the community of faith is unable to or refuses to meet its responsibilities or acts outside of denominational policies.

C.2.4 Purpose

The regional council is responsible for encouraging and engaging in

- a) joining our collective hearts, voices, and resources to witness to the gospel and vision of Jesus for a compassionate and just society, both in Canada and around the world;
- b) local, regional, national, and global initiatives and partnerships (community, ecumenical, and interfaith) for ministry, mission, and justice work;
- c) ministry with children, youth, and young adults;
- d) honouring and living into intercultural mission and ministry; and

Honouring and living into intercultural mission and ministry is described in Vision for Becoming an Intercultural Church, a resource available from the General Council Office.

- e) living in covenant with Mother Earth and All My Relations in the Earth community.

C.2.5 Policy and Finance

The regional council is responsible for

- a) administering policy set by the General Council, and setting appropriate regional policy;
- b) participating in determining priorities for mission and ministry work through the Mission & Service fund; and
- c) setting and managing its annual budget, including revenue from the denominational assessment, and setting any additional regional assessment for any additional services the regional council wishes to undertake.

C.2.6 Property

The regional council is responsible for

- a) co-operating with the community of faith in buying, selling, leasing, and renovating community of faith property, and distributing any proceeds within denominational policies and guidelines, including
 - I) making decisions on requests from communities of faith to buy, sell, mortgage, exchange, renovate, lease, or otherwise deal with community of

faith property;

The regional council makes decisions relating to the property of amalgamating congregations. See Congregational Life G.1.4.5.

- ii) making decisions on the meaning of the terms “other major assets” and “major renovations” for that regional council;

The terms “other major assets” and “major renovations” are explained in Congregational Life G.2.1.2 and G.2.1.3.

- iii) communicating the meanings of those terms to each community of faith within the bounds served by the regional council; and

There are three exceptions to the regional council’s responsibility for making decisions about the property of communities of faith that are congregations. They are set out in Congregational Life G.2.2.2, G.2.2.3, and G.2.2.4.

- b) making decisions on the property of communities of faith remaining after the communities of faith cease to exist; and
- c) buying, selling, leasing, and renovating regional property, and distributing any proceeds within denominational guidelines.

C.2.7 Preparation for Ministry

The regional council is responsible for

- a) celebrating the approval of applicants for candidacy;
- b) ordaining and commissioning members of the order of ministry;
- c) recognizing designated lay ministers;
- d) licensing licensed lay worship leaders; and
- e) celebrating admissions and readmissions.

C.2.8 Pastoral Relations

The regional council is responsible for co-operating with communities of faith in

- a) recruiting, choosing, calling, appointing, and covenanting with ministry personnel and communities of faith;
- b) ending calls, appointments, and covenants with ministry personnel and other staff; and

- c) appointing a regional council liaison officer to assist a community of faith in pastoral relations matters at designated times.

For more information on the regional council liaison officer, see Pastoral Relations I.1.5.

C.2.9 Licence to Administer the Sacraments

The regional council is responsible for granting a licence to administer the sacraments to diaconal ministers, designated lay ministers, people who retired while serving as designated lay ministers, and sacrament elders, as set out in Pastoral Relations I.2.4.

C.2.10 Celebrating Retirements

The regional council is responsible for celebrating the retirements of ministry personnel.

C.2.11 Ministry Personnel

The regional council is responsible for

- a) encouraging and supporting ministry personnel toward health, joy, and excellence in ministry practice; and
- b) assisting with informal conflict resolution processes.

C.2.12 Participation in Denominational Life

The regional council is responsible for

- a) electing members to serve on General Council based on the following:
 - i) **Number:** it elects five members plus an additional number allocated to it based on the proportion of communities of faith within the bounds of that regional council to the total number of communities of faith in the United Church;
 - ii) **Lay/ministry personnel balance:** a minimum of 1/3 of the members elected must be ministry personnel on the roll of the regional council and a minimum of 1/3 of the members elected must be lay members of communities of faith within the bounds of the regional council who are not ministry personnel;
 - iii) **Diversity:** attention is given to diversity of gender and age, racial and cultural identities, and sexual expressions, as provided in policies set by the General Council;
 - iv) **Timing:** the election takes place, where possible, at least one year before the next regular in-person meeting of the General Council;
 - v) **Eligibility of ministry personnel:** the ministry personnel who are elected

must be members of the regional council that elected them both at the time of the election and at the time that the General Council holds its next regular in-person meeting;

- vi) **Eligibility of lay members:** the lay members who are elected must be members of a community of faith within the bounds of the regional council both at the time of the election and at the time that the General Council holds its next regular in-person meeting;
- vii) **Method of election:** the regional council is responsible for deciding how to elect its representatives to the General Council; and
- viii) **Alternates:** it must also elect a number of alternate representatives;

The General Council holds an in-person meeting every third year. See General Council D.3.1.

- b) naming a leading Elder or presiding officer of the regional council to serve as a member of the General Council;

The regional council has the flexibility to determine its own officers, except that there must be a leading Elder or presiding officer to fill this role.

- c) receiving, dealing with, and forwarding proposals from members of the community of faith to the General Council; and
- d) promoting and fostering direct dialogue between communities of faith and the General Council.

C.2.13 Incorporated Ministries

The regional council is responsible for

- a) deciding whether to approve applications to incorporate ministries that will carry on activities in the region;
- b) serving, supporting, and providing oversight of the incorporated ministries that carry on activities in the region; and
- c) serving, supporting, and providing oversight, if assigned by the General Council, of incorporated ministries that carry on activities in more than one region.

C.2.14 Limitations

All responsibility of the regional council is subject to

- a) policies set by the General Council on membership, governance, pastoral relations, candidacy, ministry personnel, property, and any other area within the authority of the General Council; and

- b) the authority of the General Council to assume control of the regional council in extraordinary circumstances where the regional council is unable to or refuses to meet its responsibilities or acts outside of denominational or regional council policies.

C.3 Organization

C.3.1 Executive

C.3.1.1 Appointment

The regional council is responsible for appointing an executive to do the continuing work of the regional council when the regional council is not meeting.

C.3.1.2 Membership

The executive must consist, to the extent possible, of a balance of ministry personnel and lay members who are not ministry personnel.

C.3.1.3 Responsibilities

The executive has all of the responsibilities of the regional council, unless the regional council has decided otherwise.

C.3.1.4 Reporting

The executive must report its actions to the regional council for information and for inclusion in the minutes of the regional council.

C.3.2 Committees and Other Bodies

The regional council may fulfill its responsibilities with the help of officers, committees, task groups, steering groups, teams, and other bodies, as determined by the regional council. The regional council must designate a member to fill the role of the leading Elder or presiding officer under section D.1.1 d).

C.3.3 Commission

C.3.3.1 Acting by Commission

The regional council or its executive may appoint one or more United Church members as a commission

- a) to take on a specific responsibility for the regional council or its executive; and

- b) to make decisions on behalf of the regional council or its executive.

C.3.3.2 Decision Is Non-debatable

A commission's decision is as effective as a decision of the regional council or executive that appointed it. The regional council or its executive may not debate a commission's decision and come to a different decision.

The same right of appeal is available for a commission's decision as for a decision made by the regional council or its executive. See Oversight, Conflict Resolution, and Discipline J.10.2 and J.10.3.

C.3.3.3 Reporting

The commission is responsible for reporting its decisions to the body that appointed it. The decisions must be included in the minutes of that body.

C.3.4 Staffing

The regional council has staff to assist it in meeting its responsibilities based on the following:

- a) staffing numbers are based on assessments, grants from the United Church Mission & Service fund, and any other regional income;
- b) staffing is based on priorities and needs as determined by the regional council;
- c) each regional council has a secretary as the senior staff and administrative officer of the regional council
 - I) who reports to the General Secretary of the General Council and relates to the regional council executive;

The General Secretary of the General Council is the senior staff and administrative officer of the General Council, its Executive and Sub-Executive. See General Council D.4.2.

- ii) who may serve more than one regional council; and
 - iii) whose responsibilities include the hiring and managing of other regional council staff;
- d) regional councils with more resources are free to retain more staff; and
- e) sharing of all resources across the church is encouraged.

C.4 Meetings

C.4.1 Annual Meeting Requirement

The regional council must meet at least annually.

The annual meeting may be a meeting of the entire regional council or the executive of the regional council, as determined by the regional council.

C.4.2 Meetings: General

The regional council must decide

- a) whether and, if so, how often it will meet regularly between annual meetings as the entire regional council or the executive;
- b) the time and place for the annual and other regular meetings, and the procedure for calling annual and other regular meetings; and
- c) how it will hold special meetings for urgent business between regular meetings.

C.4.3 Minimum Number of Members at Meetings

The regional council may meet only if a minimum number of members is present. For meetings of either the regional council or its executive,

- a) if there are fewer than 60 members, at least 1/3 of them must be present;
- b) if there are 60 or more members, at least 20 members must be present; and
- c) there must be at least one ministry personnel and one lay member who is not ministry personnel present.

Corresponding members are not counted for this purpose.

MEETINGS - POLICY, GUIDELINES, AND QUORUM

1. Executive meetings of the Fundy St. Lawrence Dawning Waters Regional Council shall be held at least quarterly. Although at least one of these quarterly meetings each year shall be face-to-face, the Executive is encouraged to exercise wise stewardship and use available and appropriate electronic resources in accordance with denominational policy as it attends to its work. The new Executive will meet following the close of the annual meeting to fix its meeting dates for the ensuing year and post the dates on the Council website as soon as possible thereafter.
2. Chairs of the Standing Committees of the Regional Council shall be voting members of Executive. If a Chair cannot attend a meeting of the Executive, a member of that committee should be designated as an alternate and serve as corresponding member with voice but no vote at that Executive meeting.
3. Meetings of the Regional Executive and its Standing Committees, including electronic meetings, shall be governed by the guidelines found in the Appendix to **The Manual (2019)** 'Procedures for Holding a Meeting and Decision Making.' Special attention shall be given to the regulations and guidelines governing decisions being made by email in **section 3.4.2** of that Appendix.
4. The quorum for all meetings of the Regional Council, Regional Council Executive and its Standing Committees shall be as defined in **The Manual (2019) C.4.3** which states in part:
 - a) *if there are fewer than 60 members, at least 1/3 of them must be present;*
 - b) *if there are 60 or more members, at least 20 members must be present; and*
 - c) *there must be at least one ministry personnel and one lay member who is not ministry personnel present.*

Corresponding members are not counted for this purpose."
5. The Standing Committees of the Regional Council shall meet as required to attend to the responsibilities assigned to them. Although at least one of these meetings shall be face-to-face each year, the Committees are encouraged to exercise wise stewardship and use available and appropriate electronic resources in accordance denominational policy as they attend to their work.
6. All Standing Committees are afforded the authority to make decisions within polity of the United Church of Canada as defined in **The Manual** and its *Handbooks and Policy Manuals* and in accordance with the mandate, direction and budget provided to the Standing Committee by the Fundy St. Lawrence Dawning Waters Regional Council or its Executive. For those matters outside of written policy and mandate of a Standing Committees, and/or which require expenditures beyond its budget, a Standing Committee must seek approval of the Executive or Regional Council. In those situations requiring Executive approval, the Standing Committee shall present a brief report describing the circumstances requiring

approval, provide documentation as appropriate, and offer a specific proposal for Executive's consideration.

7. Each Standing Committees is encouraged to develop specific written guidelines governing its work in accordance with the policy of the United Church of Canada, and with the mandate given the Standing Committee by Fundy St. Lawrence Dawning Waters Regional Council or its Executive. Following approval of the Committee Guidelines by the Regional Council or its Executive, the guidelines shall form the framework within which the Standing Committee attends to its work.
8. The Executive must report its actions to the Regional Council for information and for inclusion in the minutes of the Regional Council.
9. All Standing Committees shall maintain minutes in accordance with **The Manual (2019) section A.6**, and shall submit these minutes, as requested, to the Executive for review by the Archives Committee or the Regional Council secretary. In addition, each Standing Committee shall make regular reports on its work and ministry to the Regional Executive and shall prepare written reports as directed by the Regional President to become part of the annual record of the work of the Region.

Fundy St. Lawrence Dawning Waters Regional Council

EXECUTIVE

Mandate:

To give leadership, oversight and guidance with decision-making powers for the continuing work of the region between annual meetings.

Composition:

The Executive shall consist of:

- a) a president elected by the members of the annual meeting;
- b) a secretary with responsibility for taking minutes of each meeting and for ensuring minutes are passed and recorded with the minutes for the region's annual meeting;
- c) chairs of each committee for the region;
- d) the UCW representative;
- e) the Past-President and President-elect;
- f) General Council (Denominational Council) member Executive Minister (*ex officio*).
- g) Corresponding members: Office of Vocation, Stewardship, regional staff;
- h) up to five members at large; and
- i) consist, to the extent possible, of a balance of ministry personnel and lay members who are not ministry personnel.

Duties:

- 1) Upon appointment by the regional council an executive will carry out the continuing work of the Regional council between regular meetings, subject to any limitation of powers specified by the regional council.
- 2) The executive must report its actions to the regional council for information and for inclusion in the minutes of the regional council, and undertake tasks assigned to it by the Fundy St. Lawrence Dawning Waters Regional Council annual meeting.
- 3) Participate in determining priorities for mission and ministry work through Mission and Service.
- 4) To plan, organize and facilitate the annual meetings of the region including requesting the Nominating Committee to appoint members to a planning committee to work with the Executive in organizing the annual meeting of the regional council.
- 5) The executive may meet by conference call on a regular basis to be decided by the executive with one in-person meeting during its annual term of office.
- 6) The executive will receive reports from any committee during each of its regular meetings and on an as-needed basis in between regularly scheduled meetings.
- 7) Responsibility of pastoral care by sharing among the Executive members within the

region for attending funerals, celebrations (anniversary, covenanting services, etc.), closing of churches, amalgamation, etc., provided the person asked to attend feels they are equipped to handle the situation they are asked to attend.

- 8) Encourage ecumenical theological work.
- 9) If the Executive feels a sub-executive is necessary to deal with urgent or emergent matters between meetings, it would have the authority to appoint one and to determine the appropriate number of members.

NOMINATIONS COMMITTEE

Mandate:

The Nominations Committee recommends appointments for the regional council Executive, and other committees, boards, task groups, or United Church representatives, as requested by the regional council, its Executive, or the Executive Minister.

Responsibilities:

Members of the Nominations Committee will actively seek out and encourage nominations from across the diversity of the church as well as requesting completion of the gifts and interest forms.

In meeting their obligations, the Committee will strive to meet the church's commitments to:

- a) becoming an intercultural church;
- b) the full inclusion of people with disabilities;
- c) developing new and young leadership;
- d) the United Nations Declaration on the Rights of Indigenous Peoples;
- e) to have a gender balance as well as a balance of ministry and lay representatives on the committees;
- f) have rural and urban balance in membership; and

Once a slate of positions are filled, the Nominations Committee would submit its recommendations for appointment to the regional council or its Executive, as appropriate and having regard to the time line involved and the necessity of filling the position(s) quickly. In addition, nominations for the following must be sought: Atlantic Christian Training Centre (1); Atlantic School of Theology Senate (2); Camp Wegesegum Board (2); Mount Allison Board of Regents (four-year term [2 people]); Mount Allison Sharpe Scholarship Committee from Prince Edward Island only (two-year term [2 people]).

Composition:

Membership of the Nominations Committee shall consist of eight members comprised of:

- a) two members from the Executive; and
- b) six members not on the regional council Executive, appointed by the regional council to serve until the first annual meeting of the Region;
- c) members would be eligible for re-appointment by the regional council.

The Committee will have the autonomy to select a chair or to rotate the leadership role and will be appointed by the Regional council. Vacancies on the committee may be filled by the Executive until the next meeting of the regional council.

Terms of office:

All committee members including chairs and secretaries will be appointed for two years with half of the members initially appointed for three years to provide further continuity.

REGIONAL COUNCIL PLANNING COMMITTEE

Mandate:

The Planning Committee organizes the annual meeting of the Region and recommends to the Regional council Executive an agenda, prospective meeting site, dates, speaker(s), reports, election process for Commissioners (if a year before General Council meets), and all other details for the annual meeting for approval/other recommendations, etc.

Responsibilities:

The Planning Committee is responsible for planning all aspects of the annual meeting of the Regional council and to report its progress to the Executive and the Executive Minister, as appropriate, for input and/or approval. The Committee has the ability to add teams of persons with certain abilities to perform certain tasks as necessary as long as a member of the Planning Committee assist the team. Teams dealing with local matters can utilize local people and with regional issues, to utilize more diversity in personnel.

Composition:

Eight members comprised of:

- a) Two members appointed by the Executive from the Executive;
- b) Six members from the membership of the Regional council having regard to a gender balance as well as a balance of ministry and lay representatives on the committees.

Terms of office:

All committee members including chairs and secretaries will be appointed for two years, and then with half of the members initially appointed for three years to provide further continuity.

PROPERTY COMMITTEE

Mandate:

The Property Committee receives and reviews all property matters, and in consultation with the Executive Minister makes a decision according to the policies of the United Church of Canada.

Responsibilities:

The Property Committee is responsible for receiving, reviewing and deciding all property requests from communities of faith, and incorporated bodies of the United Church of Canada within its bounds and in consultation with the Executive Minister decides all property matters before it.

Request from communities of faith would include buying, selling, leasing, and renovating community of faith property, and distributing any proceeds within denomination policies and guidelines, and making decisions in consultation the Executive Minister on requests to buy, sell, mortgage, exchange, renovate, lease, or otherwise deal with community of faith property in regard to major renovations to church property, selling, leasing, purchasing, building, mortgaging, renting premises.

The Property Committee would be responsible for developing and communicating to the region guidelines in addition to any policy guidelines on property that the United Church of Canada has.

Composition:

Members comprised of:

- a) The Executive Minister (*ex officio*);
- b) Four members appointed by the Nominating Committee in consultation with the Executive Minister having regard to a gender balance as well as a balance of ministry and lay representatives on the committee and having regard to provincial property laws within each province of the region;
- c) the Past President and President-elect of the Region.

The Committee has power to add members with a particular expertise from time to time as required, with reference to supporting communities of faith in various geographical areas and the laws governing property in those provinces.

Terms of office:

All committee members including chairs and secretaries will be appointed for two years with half of the members initially appointed for three years to provide further continuity.

FINANCIAL AND MISSION SUPPORT SERVICES

Mandate:

To develop an annual operating budget and to review all mission support applications, loan applications, (learning grants) having regard to need, and financial support to the life and growth of the church and its people within the region.

Responsibilities:

Develop an annual operating budget for the region;

Develop an investment plan for all monies received (i.e. from Presbyteries and Maritime Conference) and develop a plan for long term investments;

Receiving and reviewing all applications for support, loans, and learning grants having regard to the criteria outlined in each category of support, loan and learning grant, and to make recommendations to the Executive for decision.

Report annually to the annual meeting of the region.

Appoint a Special Ministries Committee that would have mandate to oversee ministries for chaplaincies who have received grants from presbyteries to ensure applications submitted to Financial Support Committee annually for funding;

Composition:

Membership comprised of:

- a) The Executive Minister (if required);
- b) Six members appointed by the Nominating Committee in consultation with the Executive Minister having regard to a gender balance as well as a balance of ministry and lay representatives and regional representation where possible on the committee.

The Committee will have power to add additional members with particular expertise.

Terms of office:

All committee members including chair and secretary will be appointed for two years, with half of the members initially appointed for three years to provide continuity.

PASTORAL RELATIONS COMMITTEE

Mandate:

To work in conjunction with the Regional Minister in pastoral relations matters including but not limited to assisting communities of faith with preparation of profiles, search for ministry personnel and to assist with scheduling covenanting services following the call/appointment of ministry personnel.

Responsibilities:

Communities of Faith:

- 1) With communities of faith, recruit, choose, call, appoint, and covenant with ministry personnel and communities of faith.
- 2) End calls, appointments, and covenants with ministry personnel and other staff;
- 3) Appoint members from the pool of Pastoral Relations Liaison Officers to assist a community of faith in pastoral relations matters at designated times.
- 4) Liaison with and assess a community of faith's capability to be a learning site following clear guidelines to ensure site meets all criteria required for a candidate's supervised ministry educational requirements in conjunction with the Office of Vocation Minister. (**Note:** Education supervisors are selected by the Office of Vocation Minister who trains Lay Supervision Teams.)
- 5) Oversee communities of faith/pastoral charges including review of records on a regular basis and when an issue arises, to recommend an appropriate action.
- 6) Assist communities of faith in any other aspects of meeting their ministry personnel needs.
- 7) To maintain a list of people with particular qualifications who may be called upon to offer pastoral care for groups or individuals in need.
- 8) Assist communities of faith in any other aspects of meeting their ministry personnel needs or other needs as may arise from time to time.
- 9) Encourage and support ministry personnel toward health, joy, and excellence in ministry practice.
- 10) Assist with informal conflict processes.
- 11) Celebrate retirements of ministry personnel.
- 12) Responsibility for specialized ministries such as chaplains in the Forces or working on Universities.

Liaisons:

- 13) The Regional Minister will train the liaison persons chosen to work with communities of faith in compiling their living faith stories.
- 14) The liaisons will work with the communities of faith in their search for ministry personnel that suit their needs.
- 15) Once a minister is chosen, the liaisons will arrange for a covenanting service for the

community of faith which will include a member of the Executive of the Fundy St. Lawrence Dawning Waters Regional Council who will preside at the service.

Licensed Lay Worship Leader:

- 16) To work with lay people interested in taking the licensed lay worship leader course, and upon completion of the course to celebrate their completion and present their license to them, maintain a list of licensed lay worship leaders and to make same available to all communities of faith on a regular basis.

License to Administer the Sacraments:

- 17) The region is responsible for granting a licence to administer the sacraments to diaconal ministers, designated lay ministers, people who retired while serving as designated lay ministers, and sacrament elders, as per the Manual, section I.2.4.
- 18) In situations where there is no ministry personnel, the Region may train and license a sacramental elder to administer the sacraments as per the Manual.

Pensioners:

- 19) One or two members (regional participation encouraged) to have the responsibility of checking in with pensioners at least on an annual basis or more often as required to assess their and their partner's needs, including offering dialogue about options if there is a need for a care facility or financial assistance, and assisting with contacting a financial planner to discuss options.

Composition:

The membership of the Pastoral Relations Committee will consist of:

- a) The Regional Minister (*ex officio*);
- b) Eight members, one of whom will act as secretary of the Committee and who will ensure all necessary documentation is prepared;
- c) The eight members will be regionally based and should have knowledge of the communities of faith in their area;
- d) The membership may be expanded to meet the needs of the number of communities of faith searching for ministry personnel.

Terms of Office:

Members will be appointed for a three-year term with four members being appointed for a four-year term in order for continuity of members for their work and experience.

FAITH AND EDUCATION FORMATION

Mandate:

To encourage persons with an interest in special ministries (i.e. camps, youth ministries, Atlantic Training Center, Tatamagouche Center) and to encourage those persons who may have a call to ministry to discern their call to ministry.

Responsibilities:

- a) To identify needs and types of ministry;
- b) Encourage those within communities of faith who may have an interest in leading worship or sense a call to ministry to provide information to assist them and to consider learning opportunities;
- c) Encourage learning events for communities of faith for lay leaders and encourage youth to become more involved in their communities of faith and their church as a whole;
- d) Identify learning opportunities and share with other communities of faith;
- e) Encourage development and production of webinar learning events on new roles within regions;
- f) Encourage networking between communities of faith for learning;
- g) Produce a webinar or information pamphlets for region on opportunities within the region and encourage completion of interest form for appointment to area of interest on a committee with the region;
- h) Learning opportunities for youth, children and intermediates and the Youth and Young Adult Minister be consulted and be an *ex officio* member of the committee.

Composition:

A steering group of eight people from various parts of the region with half appointed for a two year term and the other half for a three year term. The group may be able to meet by conference call rather than a face-to-face meeting to brain storm on ideas on how to carry out their mandate.

THE TRI-REGION STAFF SUPPORT COMMITTEE

Mandate: The participating Atlantic Regions will jointly form a Regional Staff Support Team with two elected representatives from each of the three Regions. The assigned individuals will be a supportive committee, similar to a Community of Faith's ministry and personnel committee for all Regional staff personnel. Guidelines for this committee are found in a Memo of Understanding (MOU) document approved by the three Atlantic Regions.

Membership:

- Two designated individuals from Fundy St. Lawrence Dawning Waters Region (one of the two individuals designated as the Chair, to be a reporting member to/of the Regional Council Executive)
- Liaison persons if chosen by each staff (as per MOU)
- Executive Minister - Staff Support (will also report to Regional Executive periodically on the work of the Staff Support Team).

Duties:

- Monitor and evaluate the effectiveness of this model, including how the cost-sharing arrangement is working
- Share experiences and insights about transitional work, including the possibility of any other shared projects
- Provide support for all staff employed by the Regions
- Work with the Executive Minister in regards to working conditions and duties
- Maintain current Memoranda of Understanding between the Regions
- Report to the Regional Executive through the Chair regarding any issue or concern identified for action.

Skills/Experience:

- Awareness of the range of duties and inter-relation of staff functions
- Broad awareness of the ministry of the Region(s)\
- Listening and empathy.

Accountability Reporting:

Through the Regional Council and Regional Council Executive on a regular basis (as often as needed or required). The individuals on this committee will be working mainly in a joint UCC Eastern Region team arrangement following the MOU agreement and human resource policies of the United Church of Canada.

JUSTICE, MISSION AND OUTREACH COMMITTEE

Mission:

To speak out publically on justice issues in line with United Church of Canada's policies and positions. To call attention to emergent issues and work with the appropriate bodies (in particular Regional Councils or Executives) to help establish positions or policies, as needed.

Responsibilities:

- a) To educate and organize the Region and communities of faith regarding social justice issues and provide opportunities for them to respond;
- b) To speak out publically in line with United Church of Canada's policy and to seek approval and guidance from the Region's Executive when it is apparent no clear United Church policy exists;
- c) To take part in webinars presented by the United Church of Canada on outreach and justice initiatives and share information with communities of faith;
- d) To report to the Region on outreach and justice initiatives on a regular and annual basis;
- e) To encourage communities of faith to appoint a person through which information can channel to the faith community and to provide guidance to the appointed person;
- f) To develop opportunities for cluster formation among groups of communities of faith to further educate and inform people on social justice issues.

Composition:

Chair
Secretary
Volunteers
Mission and Justice Minister - Staff Support

Must have passion for outreach and mission; facilitation, communication, and organizational skills are important for the Committee. Encouraged to work with similar Committees in other Regions on matters of mutual interest as appropriate.

ARCHIVES AND RECORDS COMMITTEE

Mission:

To provide leadership and support to communities of faith in preservation of church artifacts and records (i.e. recording of church meetings, weddings, baptisms etc.)

Responsibilities:

- a) To work with the Regions' archivist in the oversight of the Regions' archives in cooperation with the Denominational Council Committee on Records;
- b) To actively support the appropriate record keeping of records of the various Regional Councils' Committees and of the communities of faith;
- c) To work with the Archivist in developing appropriate policies and guidelines for the preservation of records;
- d) In cooperation with Region 15 work with the Archivist to seek funding for educational projects for communities of faith on preservation of artifacts and records;
- e) To report to annually to the Regional Council on the Committee's work and budget expenditures;
- f) To set a schedule to review community of faith's records on a triennial basis and to conduct such reviews.

Composition:

Chair

Secretary

Volunteers (throughout the region with an interest in archival matters)

Regional Archivist - Staff Support

Must have an interest in the story and history of the United Church of Canada especially as it pertains to preservation of accessibility of records; making records available to the public.

INCORPORATED MINISTRIES COMMITTEE

Mission:

To provide oversight, leadership, and guidance to the Incorporated Ministries within the bounds of Fundy St. Lawrence Dawning Waters Regional Council as per Manual section C.2.13.

Responsibilities:

- a) To consult with each incorporated ministry within the Regional Council;
- b) To receiving annual reporting information from each incorporated ministry including annual meeting minutes, financial statements, proof of insurance, and any other documents that provide a broad overview of the activities and health of the ministry.
- c) To organize teams in particular areas within the Regional Council and to arrange visits by the teams to each incorporated ministry within their area at least once every two years or more if required;
- d) To ensure the incorporated ministry is following the United Church of Canada guidelines and policies;
- e) To ensure the team submits a report following their visit to the Committee;
- f) To supervise all recognized incorporated ministries within the Region and to respond in a supportive way when there is not compliance with the guidelines and policies of the United Church of Canada;
- g) To respond to new requests for incorporation for a new ministry or to a change in bylaws for incorporated ministries and to work with the ministry to ensure compliance with guidelines and policies.

Composition:

There would be a Chair, secretary, and four members preferably residing in areas close to existing camps for ease of contact and site visitations. The Committee would be able to have designated volunteers to assist in their site inspections and/or expertise from time to time as required to complete their work. The Executive Minister and Staff Support are members of the Committee and available for consultation at any time.

Terms of Office:

Members will be appointed for a three-year term with the Committee deciding which members would be on shorter terms in order that there be continuity in their work and experience.

**The Office of the PRESIDENT of Fundy St. Lawrence
Dawning Waters Region**

President:

- a) Election: The Region is responsible for electing a president from among its members.
- b) Term of Office: The term of office for the President is for term of Regional Council meeting.
- c) President-Elect: The Region shall also elect a president-elect to serve as the next president.
- d) Responsibilities of the President: The president is responsible for:
 - i. formally opening the meetings of Regional Council;
 - ii. president and keeping order at meetings;
 - iii. taking votes and announcing the results;
 - iv. directing the Region's business;
 - v. chairing the executive of the Regional Council;
 - vi. fulfilling other responsibilities as assigned by the Regional Council.
- e) Committee Membership: The president is ex-officio member of all Regional committees.
- f) Right to Preside at Services and Administer Communion: A president who is a diaconal minister or a lay person may:
 - i. preside at services of commissioning and ordination; and
 - ii. administer communion at regular meetings of the Regional Council and its executive.
- g) Acting President: If the president resigns, is removed, dies or cannot serve for any other reasons, an acting president must take their place. If there is a past president, that person will be the acting president. This acting presiding will complete the term.

Fundy St. Lawrence Dawning Waters Expectations

President:

- 1. Chairs the Regional Council Executive. Chairs the Regional Council Annual meeting.
- 2. Coordinates worship/prayers/theological reflection at the meetings of the Executive.
- 3. Prepares the report to Regional Council on behalf of the Executive.
- 4. Serves on the Regional Council Annual Meeting Planning Committee.
- 5. Represents the Region in response to invitations, both ecumenical and community based.
- 6. Represents Regional Council at funerals of Ministry Personnel or arranges for suitable representative.
- 7. Performs such other duties as may be assigned by the Regional Council.
- 8. May attend the AFFIRM Annual Conference.

Past-President:

- 1. Is a member of the Regional Council Executive and the Annual Meeting Planning Committee.

2. Convenes the Retirees and Jubilarians banquet.
3. Hosts the Ecumenical guests to the Region's Annual Meeting.
4. Assumes other duties in consultation with the President.

President-Elect:

1. is a member of the Regional Council Executive and the Annual Meeting Planning Committee.
2. leads early morning worship on the Friday and Saturday of the Regional Council Annual Meeting, if needed
3. receives a complimentary ticket to the Retirees and Jubilarians banquet.

GUIDELINES FOR PRESENTING STOLES

(As approved by the Regional Council Executives, Fundy St. Lawrence Dawning Waters and Region 15)

1. Stoles may or may not be conferred in accordance with the wishes of the ordinands/commissionands.
2. Presentation of the Bible to candidates should precede any vesting with stole.
3. If candidates are to be invested with stoles, the act will be incorporated liturgically in the service.
4. It is the responsibility of candidates to advise the Executive Minister before the Service on the manner of post-ordination/commissioning greeting they wish to receive.
5. Candidates should be advised that Red is the traditional colour for Ordination/Commissioning because historically it has symbolized the Holy Spirit (and Martyrdom). Variation of colour should be allowed, however, as being consistent with the earlier desire to accommodate individual wishes.
6. Candidates should be advised that whatever symbols appear on the stoles should be symbols of the faith to whose ministry candidates have been ordained/commissioned and the congregation baptized.
7. Candidates should advise the Executive Minister who will be presenting the stole.

