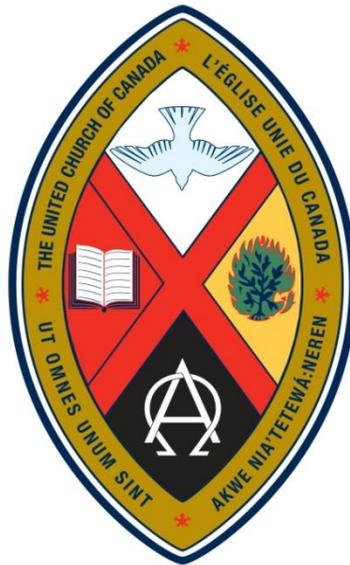


First Dawn Eastern Edge Regional Council

The United Church of Canada

Governance Handbook



February 22, 2021

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MISSION STATEMENT

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

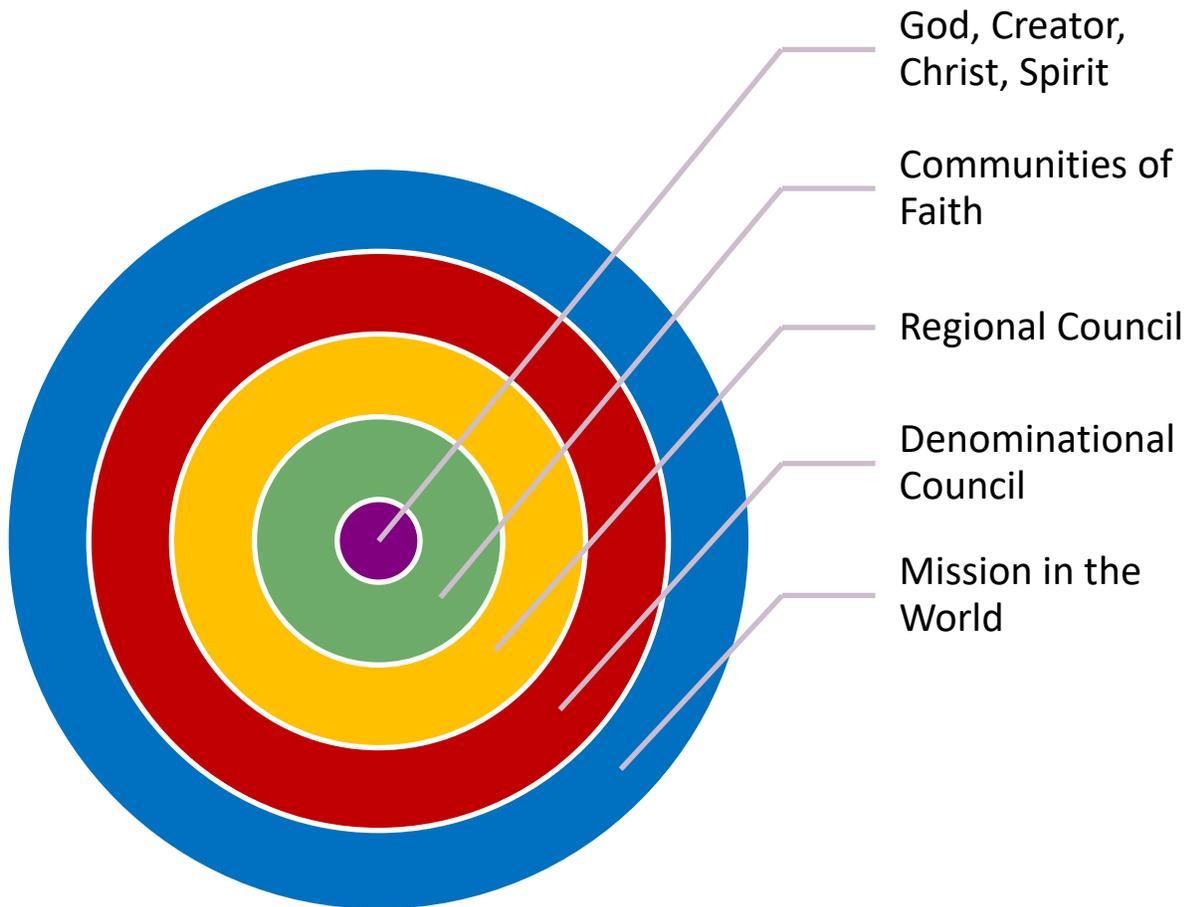
THEOLOGICAL CONVICTION

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

OPERATING PRINCIPLES

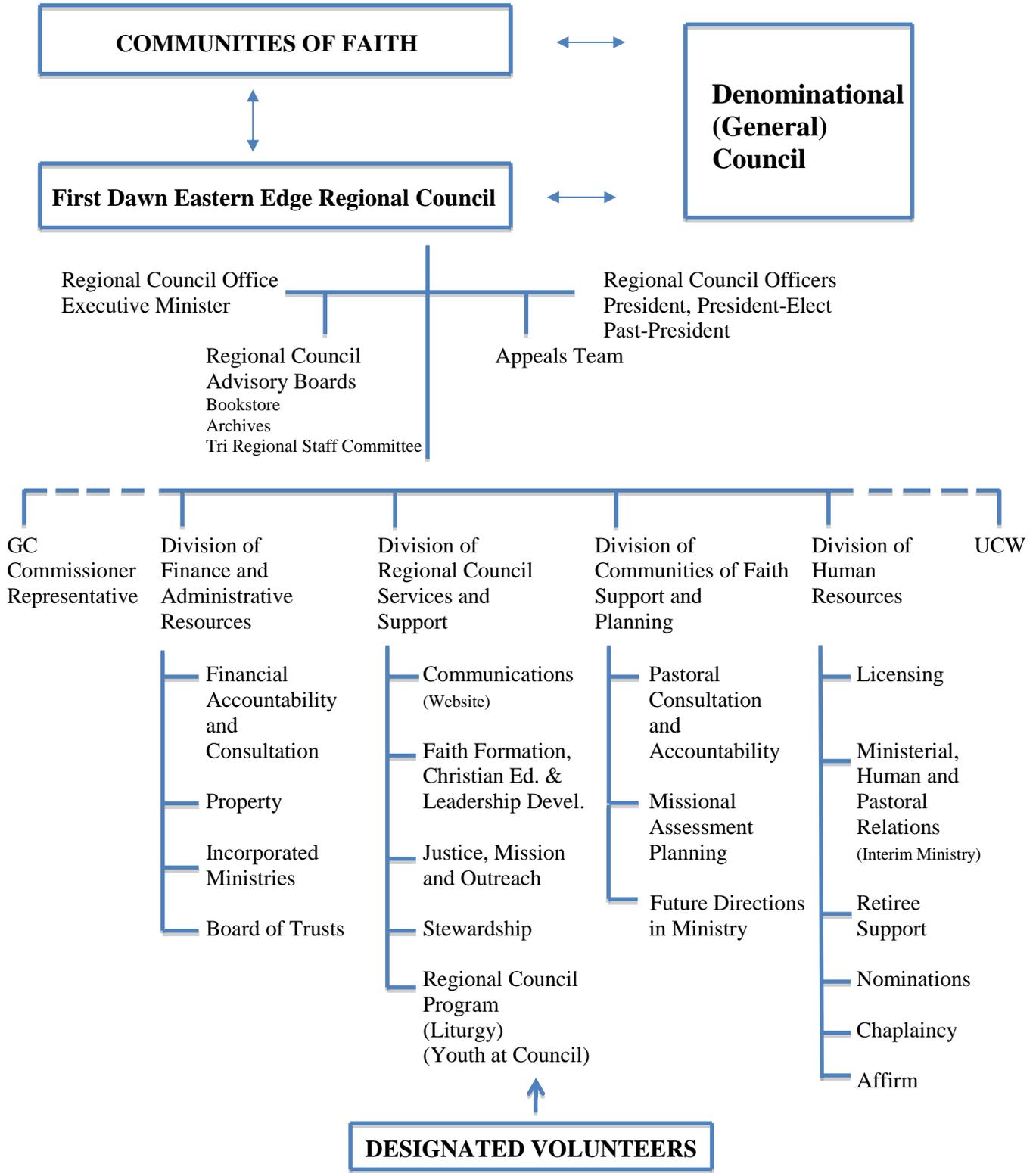
- Faith centered response to the needs of the church
- Meet the needs of the Communities of Faith
- Structure and Function should be an expression of our Mission Statement
- All parts of the structure should be balanced to honour our differences
- Timely, nimble and efficient
- Efficient use of Regional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

STRUCTURE



- We are a Christ-centered church with our Communities of Faith at the core.
- The role of our structure for the First Dawn Eastern Edge Regional Council is to serve the Communities of Faith and fulfill our mission in the world.

ORGANIZATION CHART



FUNCTION

General Terms of Reference

General Skills

- Knowledge of The United Church of Canada in relation to governance.
- Knowledge of First Dawn Eastern Edge Regional Council in relation to its governance and its Communities of Faith
- A commitment to the Education and Theology of The United Church
- Chairs/convenors and secretaries would need to have organization, facilitation and computer skills

Terms of Appointments

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

The following guidelines regarding the function of Regional Council and its Executive, Divisional Committees and Activity Teams, provide the basic framework. Should special meetings over and above these guidelines be required they can be arranged subject to approval either by the President, Regional Executive Minister or the Divisional chair.

Regional Council Meetings

Regional Council will meet once a year in a face-to-face meeting. Delegates to Regional Council will be the Regional Council Executive, representatives from the Communities of Faith and all ministerial personnel. The Regional Council Executive Minister and Regional Council office staff will support this meeting.

Regional Council Executive

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

The Regional Council Executive will be supported by the Regional Council Executive Minister, the Regional Minister and administrative support.

Divisional Committees

Will meet four times per year, one meeting face to face and the other three meetings will be held in an electronic format. Membership of the Division will be the Division chair, secretary and activity team convenors for that Division. Regional Council staff support will be supplied as necessary on discussion between the Division chair and Executive Minister. Division chair must report on all activities within their Division to the Regional Council Executive.

FUNCTION

General Terms of Reference

Activity Teams

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

Quorum

Regional council committees, divisions and executive must have a quorum of 1/3 of the named positions in the governance handbook with a minimum of three persons present.

Minutes/Reports

All committee and division minutes are to be submitted electronically to Regional Council office for filing yearly.

All committees and divisions will provide a report on any decisions within their mandate in writing at least a week prior to next division and executive meetings. This will include noting any decisions that are required to be referred to the next level of governance.

Accountability and Decisions

The power of decision-making is specified for each body in the Regional Council governance structure. Regional Council has full authority to decide on all matters within its jurisdiction. Regional Council Executive has full authority to decide on all matters within the jurisdiction of the Regional Council subject to any limitations imposed by the Regional Council. All meetings of the Regional Council and Executive are open unless otherwise decided. Committees/Divisions are given specific authority to make certain specific decisions (see the power sections). Anything else outside these powers requires ratification by the Regional Council Executive. The decisions within the Committee/Division's powers are final, binding and effective when the Committee/Division makes them.

Formal Appeals

Appeals of decisions of the Regional Council, its Executive or Committees/Divisions are heard by the General Council Judicial Committee. Appeals from Communities of Faith and their governing bodies are heard through the Regional Council.

Throughout this governance handbook we have identified separate Committees within the reporting action and accountability structure. At the same time, all Committees are strongly encouraged to work with similar Committees in other Regions on matters of mutual interest as appropriate.

FUNCTION

Summary Table

	REGIONAL COUNCIL	REGIONAL EXECUTIVE	DIVISIONAL COMMITTEE	ACTIVITY TEAMS
FREQUENCY	Once a year	Twice a year	Four times a year	As required throughout the year
TYPE OF MEETING	Face to face	One face to face One by electronic format	One face to face Three by electronic format	Electronic format
MEMBERSHIP	Regional Executive Representatives of Communities of Faith and Clergy	Conference Officers Division Chairs	Division Chairs Division Secretary Activity Convenors	Activity Convenor Activity Secretary (Designated Volunteers)
REGIONAL COUNCIL SUPPORT	Executive Minister Other staff	Executive Minister Regional Minister Admin. Officer	Regional Council staff support as necessary	Consultation with Divisional Chair and Regional Council staff

NOTE: Each Division has a chair and secretary
 Each Activity Team has a convenor and secretary
 Designated volunteers would be task oriented

TERMS OF REFERENCE

REGIONAL COUNCIL EXECUTIVE

Mandate:

To provide leadership, oversight and guidance to First Dawn Eastern Edge Regional Council for the continuing work of the Regional Council between meetings of Regional Council.

Membership:

- President
- President-Elect
- Past President
- Division Chairs
- General Council Representative(s)
- UCW Representative
- Executive Minister
- Members-at-Large (2) to add diversity to the Executive

Duties:

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

Skill/Experience:

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

Accountability/Reporting:

TERMS OF REFERENCE

DIVISION OF FINANCE AND ADMINISTRATIVE RESOURCES

Mandate:

To provide leadership and guidance within the bounds of First Dawn Eastern Edge Regional Council and its Communities of Faith in its mission, finance and administration.

Membership:

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

Duties:

- Ensure consultation between the divisional teams
- Make recommendation on all financial and administrative issues to the Regional Council Executive
- Prepare and recommend budgets
- Approve and recommend Mission Support Grants to the Regional Council Executive;
- Administer all trust funds of the Regional Council according to the terms specified in the bequests and gifts
- Recommend to Regional Council Executive policy changes and suggestions dealing with financial matters
- Recommend on all issues regarding the acquisition, maintenance and sale of United Church property

Skills/Experiences:

- Working knowledge of financial matters
- Sense of the mission of the Church and how finance can facilitate that mission

Accountability/Reporting:

- Regional Council Executive

Authority:

Must refer decisions to the Regional Executive except the following:

- any expenditure within the approved budget
- Mission Support Grants
- Trust Fund administration within specified terms
- Auditors
- Community of Faith requests for Grants and Loans within established parameters

TERMS OF REFERENCE

DIVISION OF FINANCE AND ADMINISTRATIVE RESOURCES

Financial Accountability and Consultation Team

Mandate:

To provide leadership and guidance to the Division of Finance and Administrative Resources with appropriate actions regarding issues pertaining to the finances of Communities of Faith, including requests for grants and loans.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

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

Skills/Experiences:

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

Accountability/Reporting:

- Division of Finance and Administrative Resources

Authority:

Must refer decisions to the Division of Finance and Administrative Resources except the following:

- recommendations regarding Community of Faith financial statements
- disapproving grants and loans that do not fit established criteria

TERMS OF REFERENCE

DIVISION OF FINANCE AND ADMINISTRATIVE RESOURCES

Property Team

Mandate:

To provide oversight, leadership and guidance to Communities of Faith regarding property within the bounds of the Regional Council.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

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

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

Skills/Experiences:

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

Accountability/Reporting:

- Division of Finance and Administrative Resources

Authority:

Must refer decisions to the Division of Finance and Administrative Resources except the following:

- acceptable condition of Manses

TERMS OF REFERENCE

DIVISION OF FINANCE AND ADMINISTRATIVE RESOURCES

Incorporated Ministries Team

Mandate:

To provide oversight, leadership, and guidance to the Incorporated Ministries within the bounds of the First Dawn Eastern Edge Regional Council.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

- The Convenor, along with the Secretary, organizes the work of the Team and reports through the Division of Finance and Administrative Resources
- Consults with the Chair of the Board of each incorporated ministry
- Ensures the Executive Minister receives notices of all board meetings and receives minutes following the meetings
- Team members to ensure that all minutes of board meetings are read and items needing to be highlighted brought to the attention of the Executive Minister and the team
- Receive confirmation that each incorporated ministry has appropriate certified insurance annually
- Visits each incorporated ministry at least once per year
- Responds to requests for assistance from the boards of the various incorporated ministries
- Ensures that the by-laws of each incorporated ministry are updated and that new by-laws are approved by the team and the Regional Council before being sent to the Denominational Council
- Support all recognized incorporated ministries within the Regional Council; to work with them to ensure compliance with the United Church of Canada's Incorporated Ministries policies
- Receive confirmation that all annual forms and reports, required by both provincial government and Church, are submitted prior to deadline
- Ensures that each incorporated ministry submits its Annual Report and Financial Report to the Regional Council office at least 30 days before the spring meeting so that it can be included in the docket for the meeting
- Submits an update on each incorporated ministry to the Regional Council annually through the Division of Finance and Administrative Resources

Skills/Experiences:

- Effective organizational, administrative, consultative and pastoral skills
- A commitment to the outreach ministries of The United Church of Canada
- Knowledge of, or openness to learn, the polity of The United Church of Canada

Accountability/Reporting:

- Division of Finance and Administrative Resources

Authority:

Must refer decisions to the Division of Finance and Administrative Resources except the following:

- to be identified

TERMS OF REFERENCE

DIVISION OF FINANCE AND ADMINISTRATIVE RESOURCES

Board of Trusts Team

Mandate:

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

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

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

Skills/Experiences:

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

Accountability/Reporting:

- Division of Finance and Administrative Resources

Authority:

Must refer decisions to the Division of Finance and Administrative Resources except the following:

- to be identified

TERMS OF REFERENCE

DIVISION OF REGIONAL COUNCIL SERVICES AND SUPPORT

Mandate:

To provide oversight, leadership and guidance to Communities of Faith within Regional Council.

Membership:

- Chair
- Secretary
- Convenor – Communications Team
- Convenor – Faith Formation, Christian Education and Leadership Development Team
- Convenor – Justice, Mission and Outreach Team
- Convenor – Stewardship Team
- Convenor – Regional Council Program Team

Duties:

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

Skills/Experiences:

- A passion for, and a commitment to, the work of the Church
- Leadership skills
- Organizational skills

Accountability/Reporting:

- Regional Council Executive

Authority:

Must refer decisions to the Regional Council or its Executive except the following:

- items referred for decision unless Regional Council or Executive decision is specified

TERMS OF REFERENCE

DIVISION OF REGIONAL COUNCIL SERVICES AND SUPPORT

Communications Team

Mandate:

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

Membership:

- Convenor
- Secretary
- Website Administrator
- Designated Volunteers

Duties:

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

Skills/Experiences:

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

Accountability/Reporting:

- Regional Council Executive

Authority:

Must refer decisions to the Division of Regional Services and Support except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

DIVISION OF REGIONAL COUNCIL SERVICES AND SUPPORT

Faith Formation, Christian Education and Leadership Development Team

Mandate:

To provide leadership and resources compatible with United Church ethos, to Communities of Faith within the bounds of the Regional Council.

Membership:

- Convenor
- Secretary
- Designated Volunteers

Duties:

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

Skills/Experiences:

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

Accountability/Reporting:

- Division of Regional Council Services and Support

Authority:

Must refer decisions to the Division of Regional Council Services and Support except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

DIVISION OF REGIONAL COUNCIL SERVICES AND SUPPORT

Justice, Mission and Outreach Team

Mandate:

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

Membership:

- Convenor
- Secretary
- Designated Volunteers

Duties:

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

Skills/Experiences:

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

Accountability/Reporting:

- Division of Regional Council Services and Support

Authority:

Must refer decisions to the Division of Regional Council Services and Support except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

DIVISION OF REGIONAL COUNCIL SERVICES AND SUPPORT

Stewardship Team

Mandate:

To provide leadership and resources to Communities of Faith within the bounds of the Regional Council in the areas of Community of Faith Stewardship, Mission & Service and Legacy Giving.

Membership:

- Convenor
- Secretary
- Designated Volunteers

Duties:

Community of Faith Stewardship, Mission & Service

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

Legacy Giving

- To share information and resources on Legacy Giving and the United Church Foundation with Communities of Faith in the Regional Council
- To ensure that Communities of Faith have access to training and in-service on new resources

Skills/Experiences:

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

Accountability/Reporting:

- Division of Regional Council Services and Support

Authority:

Must refer decisions to the Division of Regional Services and Support except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

DIVISION OF REGIONAL COUNCIL SERVICES AND SUPPORT

Regional Council Program Team

Mandate:

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

Membership:

- Convenor
- Secretary
- President of Regional Council
- Liturgy Coordinator
- Proposals Coordinator
- *Youth at Regional Council* Coordinator
- *Children at Regional Council* Coordinator
- Registration Coordinator
- Local Arrangements Coordinator
- Milestones in Ministry Coordinator
- One (1) Member at Large

Duties:

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

TERMS OF REFERENCE

DIVISION OF REGIONAL COUNCIL SERVICES AND SUPPORT

Regional Council Program Team - continued

Duties (continued):

- Proposals Coordinator is responsible for receiving and presenting proposals
- *Youth at Regional Council* Coordinator is responsible for the *Youth at Regional Council* Programming
- *Children at Regional Council* Coordinator is responsible for the *Children at Regional Council* Programming
- Registration Coordinator is responsible for all items with registration
- Local Arrangements Coordinator liaison with the Host Community of Faith and the Regional Council Program Team
- Milestones in Ministry Coordinator is responsible for the Banquet program

Skills/Experiences:

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

Accountability/Reporting:

- Division of Regional Council Services and Support

Authority:

Must refer decisions to the Division of Regional Council Services and Support except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

DIVISION OF COMMUNITIES OF FAITH SUPPORT AND PLANNING

Mandate:

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

Membership:

- Chair
- Secretary
- Convenor of Pastoral Consultation and Accountability Team
- Convenor of Missional Assessment Planning Team
- Convenor of Future Directions in Ministry Team

Duties:

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

Skills/Experiences:

- Commitment to the future of The United Church of Canada and its ministries
- An understanding of the operations of and challenges facing Communities of Faith

Accountability/Reporting:

- Regional Council Executive

Authority:

Must refer decisions to the Regional Council Executive except the following:

- any matters covered within approved budgets
- any matter referred by a Division Committee

TERMS OF REFERENCE

DIVISION OF COMMUNITIES OF FAITH SUPPORT AND PLANNING

Pastoral Consultation and Accountability Team

Mandate:

To provide leadership and resources to Communities of Faith and designated volunteers within the bounds of Regional Council with respect to sections of the Manual dealing with annual reports and conducting visits to Communities of Faith.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

- To receive and review the non-financial elements annual reports submitted by Communities of Faith, using the Missional Articulation Plan and historical annual reports as reference points for the review
- To recruit and train designated volunteers to conduct visits, using the Missional Articulation Plan and historical annual reports as reference points for the discussions
- To receive and review reports from designated volunteers with respect to their visits
- To coordinate with the Division of Finance and Administrative Resources with respect to the financial aspects of annual reports when required
- To coordinate with the Boundaries Team should discussions regarding closure or amalgamation be needed
- To recommend to the Missional Assessment Planning Team action as needed based on the contents of annual reports and reports from designated volunteers

Skills/Experiences:

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

Accountability/Reporting:

- Division of Communities of Faith Support and Planning

Authority:

Must refer decisions to the Division of Communities of Faith Support and Planning except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

DIVISION OF COMMUNITIES OF FAITH SUPPORT AND PLANNING

Missional Assessment Planning Team

Mandate:

To provide leadership and resources to Communities of Faith and designated volunteers within the bounds of Regional Council with respect to creating and maintaining the Missional Articulation Plan (MAP) for each pastoral charge.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

- Keep a pool of trained liaisons to assist Communities of Faith with Mission Articulation Plans (Living Faith Story)
- Recruit and train designated liaisons as needed to keep a pool of people
- Match designated volunteers with Communities of Faith
- Ensure all Pastoral Charges have completed their initial MAP (Living Faith Story) and assist Pastoral Charges with any subsequent MAPs as needed or requested
- Receive the summary report of the MAP (Living Faith Story)
- Act as a resource for designated volunteers in dealing with unusual situations

Skills/Experiences:

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

Accountability/Reporting:

- Division of Communities of Faith Support and Planning

Authority:

Must refer decisions to the Division of Communities of Faith Support and Planning except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

DIVISION OF COMMUNITIES OF FAITH SUPPORT AND PLANNING

Future Directions in Ministry Team

Mandate:

To provide oversight, leadership, and guidance for the boundaries within the Regional Council.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

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

Skills/Experiences:

- A commitment to future directions of the First Dawn Eastern Edge Regional Council of The United Church of Canada
- An understanding of the challenges facing Communities of Faith
- Effective organizational, administrative and pastoral skills

Accountability/Reporting:

- Division of Communities of Faith Support and Planning

Authority:

Must refer decisions to the Division of Communities of Faith Support and Planning except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

DIVISION OF HUMAN RESOURCES

Mandate:

To provide leadership, oversight and guidance to the activities of the teams that supports human resources in the Regional Council.

Membership:

- Chair
- Secretary
- Convenor of Licensing Team
- Convenor of Ministerial, Human and Pastoral Relations Team
- Convenor of Retiree Support Team
- Convenor of Nominations Team
- Convenor of Chaplaincy Team
- Convenor of Affirm Team
- Three (3) Members at Large

Duties:

- To ensure that all teams are fulfilling their mandates
- To coordinate interactions among the teams of the Division
- To ensure that the team handbooks and resources are up to date
- To ensure that the teams are providing appropriate training to the designated volunteers needed for each team's mandate
- Inform the Executive Minister when a license is required

Skills/Experiences:

- An understanding of the policies and procedures of The United Church of Canada with respect to human resources
- People skills and pastoral skills
- An understanding of the intricacies of human resources
- Organizational skills

Accountability/Reporting:

- Regional Council Executive

Authority:

Must refer decisions to the Regional Council Executive except the following:

- any matters covered within approved budgets
- any matters referred from Divisional Committees

TERMS OF REFERENCE

DIVISION OF HUMAN RESOURCES

Licensing Team

Mandate:

To receive, review and recommend appropriate action on requests for designation and licensing outside the Candidacy Pathway.

Membership:

- Convenor
- Secretary
- A person qualified in Supervision
- Two ministry personnel
- At least two lay persons who have had significant experience of life and work in the church
- As much as possible, there should be equal representation from across the Regional Council

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

Duties:

Calling Forth

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

Licensing (LLWL)

- Determine that an individual has completed courses of study to be licensed
- Conduct the annual interview with those seeking initial or renewal of licensing as an Licensed Lay Worship Leader and recommend to the Regional Council the names of those deemed suitable for licensing

Sacraments and Licenses

- Receive requests from Communities of Faith for appointment as Sacramental Elder and recommend suitable names to the Division for training
- Receive requests from the Pastoral Charge for the appointment of a sacraments elder and recommend action to the Division of Human Resources
- Ensure training is available for sacraments to those named as suitable

TERMS OF REFERENCE

DIVISION OF HUMAN RESOURCES

Licensing Team (Continued)

Duties (Continued):

Supervised Ministry Education

- Ensure there are training opportunities for new educational supervisors
- Ensure refresher courses are made available for educational supervisors

Skills/Experiences:

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

Accountability/Reporting:

- Division of Human Resources

Authority:

Must refer decisions to the Division of Human Resources except the following:

- any matters covered within approved budgets
- individuals to be licensed or renewed as Licensed Lay Worship Leaders according to Regional criteria
- scheduling and conducting covenanting services
- approval of terms of Call or Appointment within Denominational and Regional criteria
- approval of requests for Sacramental Elders within Denominational and Regional criteria
- appointment of Community of Faith Supervisors within Denominational and Regional criteria

TERMS OF REFERENCE

DIVISION OF HUMAN RESOURCES

Ministerial, Human and Pastoral Relations Team

Mandate:

To provide guidance and oversight to the Regional Council and Communities of Faith with respect to human relations, employment practices, and pastoral relations.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

- Knowledge of church policies
 - To have knowledge of The United Church Sexual Misconduct Prevention and Response Policy and Procedures
 - To have knowledge of The United Church Workplace Violence and Harassment Policy
 - Be a resource to the Regional Council for education in the policies and for training events both in person and through webinar
- To have knowledge of Newfoundland and Labrador Labour Standards
- To maintain a list of trained liaisons to journey with Communities of Faith through their search process
- To have knowledge of Pastoral Relations Policies of The United Church of Canada
 - Remuneration for Ministry Personnel
 - Recommendation to the Regional Council Executive through the division for appointments/calls and licenses to administer the sacraments/weddings for DLM and Diaconal ministers
- Work with Regional Minister to provide training and support for Ministry and Personnel Committees of the Community of Faith
- Liaisons work with Communities of Faith to ensure that a covenanting service happens for each new ministry greater than six months
- To provide assistance with all matters related to Intentional Interim Ministry
- Community of Faith Supervision
 - Receive request for Community of Faith supervisor and name individuals for appointment from a pool of trained pastoral charge supervisors
 - Keep a trained pool of pastoral charge supervisors
 - Set supervisors' rates (user pay/mileage)

Skills/Experiences:

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

Accountability/Reporting:

- Division of Human Resources

TERMS OF REFERENCE

DIVISION OF HUMAN RESOURCES

Retiree Support Team

Mandate:

To provide guidance and oversight to the support to the retirees of the Regional Council.

Membership:

- Convenor
- Secretary
- Designated volunteers

Duties:

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

Skills/Experiences:

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

Accountability/Reporting:

- Division of Human Resources

Authority:

Must refer decisions to the Division of Human Resources except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

DIVISION OF HUMAN RESOURCES

Nominations Team

Mandate:

To provide leadership, guidance, terms of reference and recruitment for all Divisions and Teams in the First Dawn Eastern Edge Region.

Membership:

- Convenor
- Secretary
- One member from Regional Council Executive
- Designated volunteers

Duties:

- To ensure there is a updated Governance Handbook for the Regional Council
- To ensure there are updated terms of reference for all divisions and teams
The Nominations Team will keep a complete and up-to-date file/data base listing all persons who have submitted expressions of interest stating their gifts and skills
- To recruit to fill any vacancies through informing the constituency of vacancies and actively seeking designated volunteers
- To provide “Expression of Interest” forms to potential designated volunteers
- In fulfilling its duties the Nominating Committee shall
 - reflect theologically on the basis for appointed member participation in the church
 - discern who is equipped to serve
 - develop and test processes for selecting individuals and developing effective groups
 - strive to meet the church’s commitments to
 - o becoming an intercultural church
 - o the full inclusion of people with disabilities
 - o developing new and young leadership
 - o the United Nations Declaration on the Rights of Indigenous Peoples
 - o any future commitments regarding the appointed leadership of the United Church
- To bring the names for approval, through the division, to the Regional Council Executive

* In discerning appropriate placements, a person may not serve as Convenor or Chair for more than two teams at the same time. (A person may be a Convenor for one team and a secretary for another)

Skills/Experiences:

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

Accountability/Reporting:

- Division of Human Resources

TERMS OF REFERENCE

DIVISION OF HUMAN RESOURCES

Chaplaincy Team

Mandate:

To provide guidance and oversight for the work of chaplaincy and the chaplains in the Regional Council

Membership:

- Convenor
- Secretary
- Treasurer
- Designated volunteers from geographic regions

Duties:

- Provide a consultative and supportive agency for the chaplains
- Review working conditions and remuneration for chaplains and make appropriate recommendations Division of Human Resources
- Oversee the relationship between the chaplains with respect to their responsibilities and authority
- Consult with chaplains about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and the money and time are made available
- Review and evaluate annually the effectiveness of the chaplains/chaplaincies
- Promote Chaplaincy Sunday
- Promote the Chaplaincy Fund
- Submit annual budget to the Division of Human Resources
- Make application for Mission Support Grant
- Ensure that chaplains have completed any mandatory training required by the United Church of Canada or region

Skills/Experiences:

- Have knowledge of chaplaincy
- Have knowledge of the health care system
- Knowledge of human resources
- Treasurer should have a background in finances

Accountability/Reporting:

- Division of Human Resources

Authority:

Must refer decisions to the Division of Human Resources except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

DIVISION OF HUMAN RESOURCES

Affirm Team

Mandate:

To provide leadership, guidance and dedication to the Region, with respect to understanding about becoming a safe, welcoming, inclusive, and affirming place for all people.

Membership:

- Convenor (This person will be a corresponding visitor to the Regional Council Executive)
- Secretary
- Up to 5 members
- Membership must include people with gender, orientation, and ethnic diversity
- Staff Support – Regional Executive Minister

Duties:

- Become familiar with the Affirm Ministry Network and the requirements to become an Affirming Region
- Provide educational sessions to the Executive, Divisions, teams and communities of Faith about being an affirming Region
- Develop an Affirm Ministry Statement for the Region to discuss
- Provide the Region a progress report for the 2021 Annual Meeting
- Give guidance to the Executive as to when the Region is ready to be presented with the motion for decision making of whether to become an Affirming Region

Skills/Experience:

- Knowledge of the United Church of Canada
- ability to lead education sessions
- ability to facilitate the courageous and difficult conversations
- Experience with diversity, inclusion and equity

Accountability/Reporting

- Division of Human Resources

Authority:

Must refer decision making that is outside of the mandate to the Division of Human Resources

TERMS OF REFERENCE

APPEALS TEAM

Mandate:

To be a pool of trained people to hear appeals when needed.

Membership:

- Designated volunteers (minimum 12)

Duties:

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

Skills/Experiences:

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

Accountability/Reporting:

- Regional Council Executive Minister

TERMS OF REFERENCE

REGIONAL COUNCIL ADVISORY BOARDS

Bookstore

Mandate:

To provide oversight, leadership, and support in the continuing operation of the Regional Council Bookstore.

Membership:

- Convenor
- Secretary
- Designated volunteers
- Staff

Duties:

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

Skills/Experiences:

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

Accountability/Reporting:

- Regional Council Executive

Authority:

Must refer decisions to the Regional Executive except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

REGIONAL COUNCIL ADVISORY BOARDS

Archives

Mandate:

To provide leadership and support in the gathering, categorization, preservation, and availability of historically significant records of the Regional Council of The United Church of Canada.

Membership:

- Convenor
- Secretary
- Designated volunteers
- Regional Council Archivist
- Staff

Duties:

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

Skills/Experiences:

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

Accountability/Reporting:

- Regional Council Executive

Authority:

Must refer decisions to the Regional Executive except the following:

- any matters covered within approved budgets

TERMS OF REFERENCE

REGIONAL COUNCIL ADVISORY BOARDS

Tri Regional Staff 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:

- 2 Designated Individuals from the First Dawn Eastern Edge Region (One of the two individuals designated as the reporting member to the Regional Council Executive)
- Liaison persons if chosen by each staff member (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
- help identify improvements in this arrangement from time to time
- provide support for all staff employed by the Regions
- work with the Executive Minister in regards to working conditions and duties
- maintain current Memorandum 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 Executive on a regular basis. (As often as needed or required.) This is identified as a separate Committee within the reporting action and accountability structure. The individuals on this committee will be working mainly in a joint Atlantic regional team arrangement following the MOU agreement and human resource policies of the United Church of Canada

Authority:

Must refer decisions to the Regional Council Executive except the following:

- any matters covered within approved budgets

Versioning Notes

February 22, 2021 update includes

- Mandate of Affirm Committee
(as per FDEE Executive Minutes February 22, 2021)