



Revised Governance Handbook May 30, 2020

Nakonha:ka Regional Council of the United Church of Canada

This handbook contains an outline of the Regional Council's Governance Structure; descriptions of its Leadership Teams; and terms of reference for its Policies.

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Introduction

This policy and practice document has been prepared by the Regional Council Transition Commission, then Executive (effective January 1, 2019) with the recognition that the Regional Council Executive will regularly review all of the policies.

The Regional Council will set policies for the Executive and commissions/committees. Staff will be empowered and trusted to execute that policy.

The structure will consist of commissions/committees supported by staff and by task groups of skilled and trained volunteers to carry out policy (e.g. liaisons with individual communities of faith).

All of the policies can be measured against the Regional Council's Vision:

- Supporting and enhancing the life of Communities of Faith where ministry takes place
- Nurturing Social Justice and Outreach programs
- Building Communications

GOVERNANCE STRUCTURE

Regional Council Living Mission

POLICY NAME: Regional Council Living Mission	Date Approved: May 25, 2019
	Review date:
Purpose: This policy outlines the purpose / mission / vision of the Region, the authority and compliance, membership, responsibilities and annual meetings.	

Living Mission

The Living Mission of the Regional Council is

- Supporting and enhancing the life of Communities of Faith where ministry takes place and is emerging
- Nurturing Social Justice and Outreach programs
- Building and supporting Communications

Purpose

The Manual C.2.4

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.

Authority / Compliance

The Regional Council and Regional Council Executive will follow all policies outlined or referred to in The Manual of The United Church of Canada, or as required by federal, provincial or municipal laws.

Limitations

The Manual C.2.14

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.

Membership

The Manual C.1 (includes C.1.1. – C.1.3)

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.

Members of the Order of Ministry and Other Ministry Personnel

The Manual C.1.1

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.

Lay Members

The Manual C.1.2

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;
 - 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.

Leaders of Associate Member Ministries

The Manual C.1.3

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.

The Region has power / authority to add members to the Regional Council.

Responsibilities

Covenanting

The Manual C.2.1

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.

Services for Communities of Faith

The Manual C.2.2

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.

Service, Support, and Oversight of Communities of Faith

The Manual C.2.3

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.

Policy and Finance

The Manual C.2.5

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.

Property

The Manual C.2.6

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.

Preparation for Ministry

The Manual C.2.7

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.

Some responsibilities are delegated and some are the responsibility of the Regional Council.

Annual Meeting

The Regional Council will meet in person for the first year 2019 and the Executive will make a recommendation to the Regional Council regarding future annual meetings.

Annual Meeting Requirement

The Manual C.4.1

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.

Meetings: General

The Manual C.4.2

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.

Minimum numbers of members

Minimum Number of Members at Meetings

The Manual C.4.3

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.

The Executive may make a recommendation to the Regional Council in 2020 regarding minimum numbers of members.

Relationships with Regional Councils 11, 12 & 13

POLICY NAME: Relationship with Regional Councils 11,12 & 13	Date Approved: May 25, 2019
	Review date:
Purpose: This policy is the covenant between Regional Council 11, 12 & 13.	

Memorandum of Understanding

Regional Councils Sharing Executive Minister and Program Assistant to the Executive Minister

Participants

East Central Ontario Regional Council (11)

And

Eastern Ontario Outaouais Regional Council (12)

And

Conseil Régional Nakonha:ka Regional Council (13)

Terms

The three participating Regional Councils agree to enter into a cooperative arrangement to share the services of the Executive Minister and the Program Assistant to the Executive Minister as assigned.

1. This will be an opportunity to test strengths and weaknesses of a different way of working while living into new times, and adjustments may be made as needed with the approval of all the participants.
2. The Executive Minister will serve each Regional Council 1/3 time,
3. The Program Assistant to the Executive Minister will serve each Regional Council 1/3 time.
4. Travel costs and administrative expenses for the Executive Minister and the Program Assistant to the Executive Minister will be shared equitably between Regional Council 11, 12 & 13, through a travel expense pool where each Regional Council contributes an equal percent.
5. The Regional Council will share equally in the cost of the salary, benefits, and office related costs for the Executive Minister and Program Assistant to the Executive Minister.
6. The Executive Minister will be responsible for
 - i) Support and Leadership for Executive meetings
 - ii) Relationship building including Regional Council visits and support
 - iii) Support to the President
 - iv) As per. Executive Minister Job Description
7. The Regional Council Program Assistant to the Executive Ministers will be responsible for supporting the work of the Executive Minister
8. Any Regional Council concerns about the Executive Minister will be raised with the General Secretary, General Council, so that it may be resolved following the United Church's human resource policies.

9. The Regional Council Executive Minister may raise any concerns he/she has about the arrangement with Regional Councils 11, 12 and 13, with the General Secretary, General Council, who will be responsible for working with the Regional Councils.
10. A Regional Council Staff Committee may be created, to begin after the first Regional Council meetings, to be made up of two members of each Regional Council Executive. The Staff committee would support transition, monitor the workload of the Executive Minister, and Program Assistant to the Executive Ministers, address any concerns/disputes between the Regional Councils and if not resolved, contact the General Secretary for support.

Each of the participating Regional Councils will sign a separate copy of this Memorandum of Understanding and return it via PDF document to the General Secretary, General Council. The Memorandum of Understanding will be considered effective when the General Secretary, General Council, has received such copies from all participating Regional Councils and has also signed the Memorandum of Understanding.

Regional Council Executive

POLICY NAME: Regional Council Executive	Date Approved: May 25, 2019
	Review date:
Purpose: This policy provides direction to the Executive that continues the work of the Regional Council when the council is not meeting.	

Mandate

The Regional Council Executive will do the continuing work of the Regional Council when the Regional Council is not meeting.

The Manual Section C.3.1.3

The Executive has all of the responsibilities of the Regional Council, unless the Council has decided otherwise.

Membership

Full voting Members

- The President (2 years term)
- President-Elect (2 years term)
- Past President (Elected in “off year” for one year term)
- Treasurer

Representative of the following Leadership Teams (the Chair unless the Leadership Group decides otherwise – 2 years term):

- Property and Finance
- Pastoral Relations
- New Ministry Development and Support/Visioning
- Representative of La Table
- Youth and Family Ministries
- Right Relations
- Justice and Community Ministries
- Granting and Enabling Leadership Team
- Four (4) Full Voting Members at Large chosen for their experience, wisdom etc.

Corresponding Non-Voting Members

- Executive Minister
- Program Assistant to the Executive Minister
- Pastoral Relations Minister
- Communications Staff Person
- Finance and Extension Board
- Regional Network Minister (on request)
- Property, Finance and Administration Manager (on request)
- AGM Coordinator (on request)
- Nominations (on request)
- General Meeting Planning Coordinator (on request)
- YAYA (on request)
- Elected representatives to the Denominational Council (on request)

The Manual C.3.1.2.

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

- Order lay balance
- Gender diversity
- Linguistic diversity
- Provide Geographic representation
- And the diversity of the Region

The Executive Minister and the Executive Minister's Administrative Assistant will provide support to the Executive.

Regional Council Staff shall be corresponding members of the Executive.

The Executive's sole official connection to the operational organization, its staff and work will be through the Executive Minister.

Terms of office

President: beginning in June 2019, the president will be elected at the June 2019 annual meeting for a two-year term and two years as past president.

Past President: at the June 2019 annual meeting, a member of the 2018/2019 Transition Commission will be elected to the position for one year.

President Elect: at the 2020 annual meeting, the President Elect will be elected to serve for one as President Elect, followed by two years as President and up two years as Past President.

Members-at-large will be elected for a three-year terms, renewable once.

Members-at-large will be elected at the June 2019 annual meeting. The Nominating Committee will recommend members to be elected for 1, 2 or 3 year terms.

In the event of the death, resignation or removal of a President Elect or Past President of the Regional Council, or in the event that the President Elect or Past President assumes the office of President, the Executive is authorized to name a member at large to fulfil the duties of the President Elect or Past President.

Meetings

The Executive will normally meet monthly in person or by videoconference call.

Minimum number of members

Corresponding members are not counted for this purpose.

The Executive may change the requirement for quorum.

The Regional Council Executive May meet only if a minimum of $\frac{1}{3}$ of its members are present. There must be at least one ministry personnel and one lay member present in order for there to be quorum.

The Council may change the requirement for a quorum of the Executive.

Responsibilities

The Manual C.3.1.3

The Executive has all of the responsibilities of the Regional Council between meetings of the Regional Council.

The Executive must report actions to the Regional Council for information and inclusion in the minutes for the Regional Council. *The Manual C.3.1.4*

The Executive will propose actions for approval by Council where appropriate.

Agenda

Each agenda will include time to

- worship and listen to God
- build community
- learn about governance and to develop, monitor and regularly review all policies
- evaluate how the Executive is making a difference to the life of the church.

LEADERSHIP TEAMS

Nominations Leadership Team

POLICY NAME: Nominations Leadership Team	Date Approved: May 25, 2019
	Review date:
Purpose: This policy outlines the mandate and responsibilities of the Nominations Leadership Team.	

Mandate

The Nominations Leadership Team recommends appointments for the Regional Council Executive, and other leadership teams, boards, task groups, or United Church representatives, as requested by the Regional Council, its Executive, or the Executive Minister.

Membership

The Nominations Leadership Team will consist of a minimum of four and up to eight members and:

- two members of the Executive. The president elect or the past president will chair the committee
- six members of the United Church not serving on the Executive.

The composition of the Nominations Leadership Team will reflect the intercultural church.

There should be some geographic representation and knowledge of a variety of people.

The members and chair of the Nominations Leadership Team 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 Appointment

Members will serve for a term of three years, corresponding with the term of each General Council, with the possibility of reappointment for a second term. The length of the terms may be staggered in the first year.

Meetings

The Nominations Leadership Team will meet as needed, primarily by videoconference call. As needed, and possible, the committee may meet in person.

Quorum

The Nominations Leadership Team may meet only if a minimum of members is present.

The Manual Section C.4.3

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

Responsibilities

The Nominations Leadership Team is responsible for reviewing nominations and submitting to the Regional Council, its Executive, or the Executive Minister, as appropriate, recommendations for appointment.

In carrying out this responsibility, the committee will

1. reflect theologically on the basis for appointed member participation in the church
2. discern who is equipped to serve
3. develop and test processes for selecting individuals and developing effective groups
4. strive to meet the church's commitments to
 - becoming an intercultural church
 - the full inclusion of people with disabilities
 - developing new and young leadership
 - the United Nations Declaration on the Rights of Indigenous Peoples
 - any future commitments regarding the appointed leadership of the United Church

Members of the Nominations Leadership Team will actively seek out and encourage nominations from across the diversity of the church.

Pastoral Relations Leadership Team

POLICY NAME: Pastoral Relations Committee	Date Approved: May 25, 2019
	Review date:
Purpose: This policy outlines the authority, membership and responsibilities of the Pastoral Relations Leadership Team and the relationship with the Communities of Faith	

Purpose of the Leadership Team

The Pastoral Relations Leadership Team will provide support for ministry personnel throughout their ministry, including equipping, covenanting, pastoral relationships and retirement.

Authority

The Pastoral Relations Leadership Team is established in accordance with the direction provided in November 18-20, 2017 General Council Executive New Covenant Policy.

The Pastoral Relations Leadership Team will be appointed by the Regional Council or the Executive. The Committee will report recommendations to the Regional Council Executive and the Regional Council. **The Manuel C.3.2**

Membership

A Chair and 6-10 people, some trained as liaisons to allow for some regional representation with a balance of ministry personnel and laity to work with the Pastoral Relations Minister.

Staff Support

The Pastoral Relations Ministers will provide support to the Leadership Team.

Terms of Office

The term will be three years with a renewal for one term.

Meetings

The Leadership Team will meet by phone at least monthly and perhaps once or twice face to face annually.

Responsibilities delegated by the Regional Council and the Executive

Covenanting

The Manual C.2.1

The Pastoral Relations Committee'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 **The Manual G.1**.

The Pastoral Relations Leadership Team will be responsible for

- a) recognizing a new pastoral relationship by entering into a covenantal relationship with it;
- b) living in a covenantal relationship with ministry personnel.

Pastoral Relations

The Manual C.2.8

The Pastoral Relations Leadership Team 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. **The Manual Pastoral Relations I.1.5**

Support to Retirees and Celebrating Retirements

The Manual C.2.10

The Regional Council is responsible for celebrating the retirements of ministry personnel. The Pastoral Relations Leadership Team will offer support.

Ministry Personnel

The Manual C.2.11

The Pastoral Relations Leadership Team 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.

Pastoral Relations Regional Council Liaisons

PRACTICE NAME: Pastoral Relations Practice: Regional Council Liaisons	Date Approved: May 25, 2019
	Review date:
Purpose: This practice outlines the authority, appointment, responsibilities, support and accountability of the Pastoral Relations Regional Council Liaisons	

Authority & Responsibilities

(General Council Handbook) Pastoral Relations: Regional Council Liaisons (January 2019).

Appointment

The Pastoral Relations minister is responsible to recruit and resource / train a team of Liaisons (ministry personnel and laity) to resource / work with the new pastoral relations process.

The Regional Council Executive will be responsible to appoint the liaison officers, based upon the recommendations of the Pastoral Relations Minister.

Support and accountability

The Liaisons will be trained and supported by the Pastoral Relations Minister.

The Pastoral Relations Minister will support the parties of the covenant moving forward.

Accountability

The Liaisons are responsible to report to the Pastoral Relations Minister.

Licensed Lay Worship Leaders Leadership Team Mandate

PRACTICE NAME: Licensed Lay Worship Leaders Leadership Team	Date Approved: May 25, 2019
	Review date:
Purpose: This practice outlines accountability, authority, appointment, responsibilities, and support of the Licensed Lay Worship Leaders (LLWL) Leadership Team.	

The LLWL Leadership Team will organize, with the Pastoral Relations minister for the annual reviews and trainings of all LLWL within the Regional Council. (Refer to LLWL Handbook for guidelines and timing requirements)

The names of the approved LLWLs are to be forwarded to Regional Council EM Support annually by October 1st.

Accountability

The LLWL Leadership Team is accountable to the Regional Council Executive.

Authority

The Leadership Team does not have decision-making authority to licence LLWLs. The Manual I 1.11.5 The Leadership Team will make recommendations to the Regional Council Executive with respect to candidates for licensing as an LLWL.

Appointment

A Leadership Team of seven (7) individuals with geographic balance, including two LLWLs

Terms of Office

The term will be for three years with a renewal for two terms.

Property & Finance Leadership Team Mandate

MANDATE NAME: Property & Finance Leadership Team Mandate	Date Approved: May 25, 2019
Purpose: Property	Review date: before December 31, 2020

The Property and Finance Committee is responsible (as per the 2019 UCC Manual) for

Property

- (a) receiving, reviewing and making recommendations to the regional council executive for requests from communities of faith to acquire, sell, mortgage, exchange, lease, or otherwise deal with property of communities of faith;
- (b) receiving, reviewing and making recommendations to the regional council executive for funding proposals and loans to communities of faith, in cooperation with the “Finance & Extension Board”;
- (c) Making recommendations to the regional council executive for deciding which communities of faith property is considered “other major assets” for the regional council as described in G.2.1.2 (2019 UCC Manual) “Other Major Assets”; and
- (d) Making recommendations to the regional council executive
 - (i) on the meaning of “major renovations” for the regional council as described in G.2.1.3 (2019 UCC Manual) “Major Renovations”; and
 - (ii) Informing the communities of faith within the bounds of the regional council of the meaning of “major renovations”.

Finance

- (a) Establishing and making recommendations to the regional council executive for the annual budget based on
 - i) revenue from the denominational assessment;
 - ii) revenue from the “Finance & Extension Board”;
 - iii) expenditures for Governance & Shared services;
 - iv) expenditures for Mission & Ministry including those of Mission Support; and
 - v) other matters within the agreed disbursement amount
- (b) Working with the Trustees of the Restricted Funds to ensure oversight and compliance within their terms of reference;
- (c) Receiving and reviewing financial statements for the Region and passing this information to the regional council executive for information or approval as required; and
- (d) Generally providing oversight for the financial affairs and contractual obligations of the Regional Council.

Granting and Enabling Leadership Team (GELT)

MANDATE NAME: Granting and Enabling Leadership Team (GELT) Mandate	Date Approved: May 25, 2019
Purpose: consider and recommend any granting or financial assistance	Review date:

1. A single Leadership Group – the Granting and Enabling Leadership Group (GELG) - is established with the exclusive mandate to consider and recommend any granting or financial assistance from the various endowment and other funds of the NRC, with a view to streamlining the granting process and reducing the burden both on the communities of faith and other faith partner recipients and on the volunteer members on the granting and enabling groups involved, while promoting a more informed and overall view of the needs and aspirations of NRC faithful in extending and deepening their ministries, consistent with the mission plan of NRC.
2. All members of the following existing granting and enabling groupings who are in the territory of NRC are the initial members of the GELG: Mission Support Committee of Synode Montreal & Ottawa Conference and Québec Presbytery – Consistoire du Québec (MSF), Good Samaritan Fund (GSF), Erskine & American-Mountainside Trust Fund (EKM), Kelley Fund (KF), with the power to the GELG to add members as needed. GELG must include one person named by Mountainside United Church and one person named by St. James United Church to respect the terms of the EKM. The existing practice for naming the three KF trustees continues in order to respect Dr. Kelley’s will. The initial members of GELG are set forth in the Appendix.
3. The GELG has the exclusive mandate to receive applications for granting and enabling from any and all of the following funds: MSF,GSF,EKM,KF, Ste-Thérèse Fund, Bhal Yun Fund, St. Andrew’s -Trois Rivières Fund (ministry), St. Andrew’s – Trois Rivières Fund (QS),other(if any).
4. In the foregoing cases, except for KF, the power to recommend means that NRC must either accept the recommendation or refer a particular decision on assistance (normally a single grant/assistance application), back to GELG for reconsideration.
5. In the case of KF, the KF Trustees have full decision making authority on their own and their unanimous decisions are reported for information only to the other members of GELG. This is to respect the terms of Dr. Kelley’s will.
6. The terms of the various restricted funds are not amended – these must be respected in accordance with their creation, subject to amendment by NRC where permitted.
7. A single application form for all assistance – except for KF, which shall remain informal – shall be prepared and implemented by GELG.
8. A single reporting/outcomes report for assistance recipients shall be developed by GELG and its completion is a condition for any future assistance.
9. For 2019 only, GSF and EKM are empowered to continue their separate application/ granting processes, but all grants shall be communicated and shared with the other members of GELG. For 2020 onward, the single process shall be followed as directed by the GELG.
10. This mandate does not affect the Sabbatical Leaves Program or the bursaries granted by the Hugh Duncan Trust , the St. John’s Hall Bursary Fund or L’Institut Français Évangélique as administered by the Finance and Extension Board.

Conseil regionale Nakonha:ka Regional Council Meeting Planning Leadership Team

Leadership Team: Regional Council Meeting Planning Team	Date Approved: April 25, 2020
	Review date:
Purpose: To plan and implement at least two (2) Regional Council Meetings each year	

Mandate of the Leadership Team

Our tasks throughout the year are to plan the two regional council meetings held in the fall and spring, coordinate a meeting space, create a theme for the meeting, build the worship around the theme, and lead worship throughout the meeting.

Responsibilities

Our team in collaboration with the sitting President of the regional council create the agenda for the meeting, work throughout the year to secure a physical meeting space, co-ordinate with the meeting space local arrangements team to provide them support as they plan to host the meeting, to work with spaces where remote communication and meeting sites are needed, work with our Regional Council technology team, and be on-site the day/night before the meeting to set up the physical meeting space. Our mission is to ensure that we are living out our call to be the church through worship and work. We seek to create meaningful, spirit-filling, safe spaces at least twice a year for the work of our whole regional council to gather together in community face-to-face and virtually.

Membership

Membership on our team consist of people interested in planning the regional meeting. If a person is interested in joining our team, we invite people to submit their name and their addition to the team will be discussed and voted upon at the next meeting. Our membership includes the sitting President of the Regional Council, the Executive Minister, the Assistant to the Executive Minister, the Communications Officer of the Region, a chair for planning team, as well as a mix of lay and ordered people with a range of skills, including technologically inclined people, people with good organizational skills, people connected to other networks/leadership teams, large event planning skills, people who enjoy creative and creating dynamic worship, people who play instruments, people who work well under pressure, people who speak a variety of languages.

Terms of Office

Our Leadership team has no set terms of office at this point with the exception of the President who holds their term on our team for 3 yrs (Yr 1 – President elect, Yr 2 – President, Yr 3 – Past President).

Meetings

Our Team meets once a month for 2 hours, online, using the platform ZOOM. Our meetings are normally the second Tuesday or Thursday of the month. Some months may require a couple of meetings. We use email to communicate with each other outside of our monthly meeting time.

Youth and Family Leadership Team Terms of Reference

Leadership Team: Youth and Family Leadership Team	Date Approved: April 25, 2020
	Review date:
Purpose: To develop and support ministries for children, youth, young adults and their leaders.	

Mandate of the Leadership Team

Our leadership team is responsible for the vision and steering the Youth, Young adult and family ministries of the Nakonha:Ka regional council.

Responsibilities

- Create and uphold events for children, youth and young adults of the Nakonha:ka region.
- Nurture children, youth, young adults and their leaders' faith development.
- YaYA will report to the regional council.

Membership

Membership is voluntary and open to anyone who is connected to the ministry.

Terms of Office

1 year renewable mandate for the chair (and co-chair if applicable) of the team for a maximum of 3 mandates (to be confirmed by a vote at the next meeting of this team).

Meetings

We will meet 4-8 times a year, mostly by ZOOM (or other teleconferencing technology) with a goal of 1 face to face gathering.

Community and Justice Leadership Team Terms of Reference

Leadership Team: Community and Justice Leadership Team	Date Approved: April 25, 2020
	Review date:
Purpose: Focus on community and justice issues, locally and abroad	

Mandate of the Leadership Team

Theological Rationale – Realizing that God is calling us to expand our faith and theological understanding of a world-community where human dignity is defended, creation is mended, and gifts are shared for the good of all. This keystone of God's vision of justice, compassion, and action leads us deeper into the world and requires us to be present in our communities.

The mandate of this leadership team is to find ways of planting ourselves firmly in our neighbourhoods, listening to the people there, offering encouragement, and hope. We are called to build transformative communities of hope.

Responsibilities

The responsibilities of the team are to provide support and accountability to Community Ministries in our region, Right Relations committee, address social issues, build connections with community and environment networks, support BUC initiative (Philippines), and the Literacy Centre in Haiti (and others as they evolve).

The Community and Justice Leadership Team is accountable to the Regional Council and reports regularly.

Membership

1. People interested in addressing social justice issues in our region;
2. Creating a cluster or clusters that will move faith to action;
3. Strengthening individual and community relationships;
4. Having fun.

Terms of Office

None specified

Meetings

The Community and Justice Leadership Team will have two face to face meetings annually and have zoom meetings as needed.

POLICIES

Authorization to Perform Marriage and Voluntary Associate Minister (VAM) Policy

PRACTICE NAME: Authorization to Perform Marriage and Voluntary Associate Minister (VAM) Policy	Date Approved: May 25, 2019
	Review date:
Purpose: The purpose of this practice outlines the relationship and responsibilities of a ministry personnel and the Community of Faith. <i>The Manual I.2.5.3</i>	

1. As Christian marriage is a pastoral function, Christian marriages, performed by United Church Ministers, should be related to a Christian community of faith.
2. This pastoral function comes under the oversight and discipline of a Regional Council. In terms of marriage itself, it would come under the oversight of a Session or its equivalent and members of the Order of Ministry would work through and with a Session or its equivalent as outlined in United Church Polity. Marriages shall be recorded in the records of a Community of Faith.

Ministers who are retired or not in a covenant relationship must be formally aligned with a Community of Faith if they are to be licensed to perform marriages. (see below re: Voluntary Associate Ministers*).

3. Each year the Regional Council will prepare a list of those eligible to perform marriages. The Executive Minister of the Regional Council will inform the Provincial Authorities of additions and removals.
4. These principles will also be followed in the case of Ministers requesting a temporary license to perform marriages within the bounds of the Conseil Régional Nakonha:ka Regional Council.

Policy for Voluntary Associate Ministers

- A. Communities of Faith acting through the Session, Official Board or Unified Board could approve an application for Voluntary Associate status for a retired or other minister not in a covenanted relationship and would apply to the Regional Council to have this person appointed to this office.
- B. A retired minister or a minister not in a covenanted relationship could present a request for Voluntary Associate status to a Session, Official Board or Unified Board. There is a requirement of the ministry personnel to have a current Police Records Check and all United Church of Canada mandatory trainings completed. The Office of Vocation can confirm such information and provide a letter of Good Standing.
- C. The Regional Council will receive each completed application if satisfied that the following conditions were being fulfilled, namely:
 - 1) That all Christian marriages performed by United Church Minister be related to a Community of Faith;
 - 2) That this pastoral function come under the oversight and discipline of the Regional Council;
 - 3) That all marriages be registered in record books that remain the property of an ongoing Community of Faith.

- D. Having met the requirements in C above, the Executive will instruct the Executive Minister of the Regional Council to include this person so appointed on the list of those eligible for certification to perform marriages.

- E. The Regional Council will review these appointments annually. This is done to ensure that those who have moved from the Community of Faith or who have ceased to be willing or able to fulfill the pastoral responsibility be removed from the list. The VAM forms will normally be processed in the spring and voted upon at the same meeting as the Roll of the Regional Council.

Community of Faith Supervisors Practice and Policy

PRACTICE NAME: Community of Faith Supervisors	Date Approved: May 25, 2019
	Review date: January 31, 2020
Purpose: The purpose is to outline the roles and responsibilities of a Community of Faith supervisor, of the Community of Faith and the compensation for such ministry. <i>The Manual 1.2.5.2</i>	

Appointment

If a community of faith that is a pastoral charge has no called or appointed member of the order of ministry or designated lay minister who has been recognized by the regional council, the regional council is responsible for appointing a member of the regional council to the pastoral charge as a pastoral charge supervisor.

The regional council may also appoint a pastoral charge supervisor in any other situation where the regional council decides it is appropriate.

Responsibilities

The pastoral charge supervisor is responsible for

- i. supporting any ministry personnel serving the pastoral charge;
- ii. general supervision of the work of the pastoral charge;
- iii. ensuring that a chair is elected for the pastoral charge governing body, the trustees, and meetings of the congregation and pastoral charge;
- iv. ensuring that the sacraments are administered and new members are received following the requirements of these bylaws;
- v. if there are ministry personnel serving the pastoral charge, delegating responsibility for the functions of ministry in the pastoral charge to the ministry personnel as appropriate; and
- vi. reporting to the regional council on the state of the pastoral charge.

Compensation for Ministry Site Supervision Policy

The Community of Faith receiving supervision, or the equivalent, will be responsible to pay for the supervision. The costs will be

- i. \$30 per hour (hours include meeting plus travel time), plus the Regional Council determined cost of travel (\$0.42/km) to and from the meeting site – *per diem* to be reviewed annually.
- ii. If the supervisor is in full-time ministry at another Community of Faith site, the payment of the supervisor's time will be paid to the supervisor's Community of Faith in recognition of the time taken away from their ministry.
- iii. If the supervisor is a retired, a part-time minister, or a lay person, the supervised ministry site will pay the supervisor directly.
- iv. All mileage will be paid to the supervisor by the Community of Faith being supervised.
- v. If individuals receiving remuneration do not wish to receive payment, they are free to donate the payments at their discretion, but in no way does this excuse the receiving ministry site from making the payment.

Policy Regarding Financial Appeals at Annual Meetings

POLICY NAME: Policy regarding Financial Appeals at the Annual Meeting of the Regional Council	Date Approved: May 25, 2019
	Review date:
Purpose: The purpose of this policy is to clarify limits of the budget process. <i>The Manual C.2.5.</i>	

Preamble

This document outlines the Conseil régional Nakonha:ka Regional Council’s policy and best practices regarding requests for funding outside of the approved annual budget at the annual meeting.

Policy

It is the policy of the Conseil régional Nakonha:ka Regional Council to affirm and uphold the use and function of the Business Committee for matters coming to the floor of the Annual Meeting of the Regional Council.

It is the policy of the Conseil régional Nakonha:ka Regional Council that any motion committing the Conseil régional Nakonha:ka Regional Council to the expenditure of non-budgeted sums of money be required to have a budget attached;

It is the policy of the Conseil régional Nakonha:ka Regional Council that any motion committing the Conseil régional Nakonha:ka Regional Council to non-budgeted expenditures which are presented during the Annual Meeting be automatically referred to the Executive who may request input from the Property and Finance Team first before making the decision;

It is the policy of the Conseil régional Nakonha:ka Regional Council that in the interests of fairness and justice, requests for funding of projects or groups not covered in the existing Financial budgets be subject to conditions and criteria similar to those that are currently expected of requests for Mission Support, and other funds available within the Regional Council.

Mileage Policy for Ministry Personnel, Lay Worship Leaders, and Ministry Site Supervisors

POLICY NAME: Mileage Policy for Ministry Personnel, Lay Worship Leaders, and Ministry Site Supervisors	Date Approved: May 25, 2019
	Review date:
Purpose: The purpose of this policy is to set travel expense reimbursement rate	

Policy

For work carried out by Ministry Personnel, Lay Worship Leaders, and Ministry Site Supervisors the Regional Council has deemed that the Community of Faith will pay an amount per kilometer as set by the Conseil régional Nakonha:ka Regional Council (which is .42/km as of January 1, 2019).

This amount will be equal to or greater than the amount named in the guidelines issued by the General Council which is currently set at reimbursement of .40/km. This rate will be reviewed from time to time.

2019-07-16_143 MOTION (F. Braman/G. Barratt-Lemay) that the Conseil régional Nakonha:ka Regional Council Executive approves the amended Travel Policy which includes participation in wider regional gatherings:

The Conseil régional Nakonha:ka Regional Council adopts a travel policy of reimbursing travel at 100% the General Council Rate for individuals traveling to networks, staff lead trainings, leadership team meetings and meetings of the Regional Council by themselves and further compensates 2 cents per kilometer per passenger for those travelling with more than one person in the vehicle.

Ministry Personnel Involvement in a Former Community of Faith Policy

POLICY NAME and PRACTICE: Ministry Personnel involvement in a former Community of Faith Policy	Date Approved: May 25, 2019
	Review date:
Purpose: The purpose of this policy and practice outlines the relationship and responsibilities of ministry personnel who have left a Community of Faith. <i>The Manual 1.2.5.3, 1.2.5.4</i>	

Preamble

This document outlines the Conseil régional Nakonha:ka Regional Council’s policy and best practices regarding ministry personnel * transitioning out of pastoral relationships (appointment or call). The goal is to create a smooth transition from the departing minister to the incoming minister. Ending pastoral relationships can be anxious times for both the minister and the community of faith. Denominational policy (provided at the end in Appendix A) and the policies and best practices that follow are meant to create healthy endings and new beginnings.

Ministers who are leaving a pastoral relationship will hopefully have an awareness of important boundaries that honour and respect the new pastoral relationship, thereby strengthening the Body of Christ (the church) to carry out its mandate in the world.

Conseil régional Nakonha:ka Regional Council - Contact with Former Community of Faith

The Manual (2019) provides policies around a minister returning to a former community of faith to carry out ministerial duties (see Appendix A) but does not speak to the issue of ministry personnel attending worship at a previous community of faith, visiting occasionally, conducting weddings and funerals, or attending special events/occasions. This policy is meant to cover these situations.

The following practices help to promote the best possible conditions for the establishment of a new pastoral relationship:

- a) That the minister ensures that a proper “goodbye” is made to the community of faith. A “returning of the symbols” or an “end-of-covenant ceremony” can be helpful.
- b) That the minister not return to their former community of faith in any non-professional capacity (to visit, attend worship or other services) for a period of three years with the exception of the following situations:
 - iii) The minister is invited to a wedding as a guest.
 - iv) ii) The minister attends a funeral.
 - v) ii) The minister is invited by the governing body (session, council, board)
 - vi) to attend a special event.
 - vii) In situations where a minister has served in an isolated rural community of faith, remains living in the area, and where there are no other United Church communities of faith easily accessible, the minister shall contact the Regional Council Pastoral Relations Minister to facilitate a dialogue with the incumbent minister to determine if the past minister may worship there, and establish terms of the relationship.
 - viii) If the need arises, there may be a case-by-case decision - in consultation with the Regional Council Pastoral Relations Minister, incumbent minister and local Church Council/Board – as to how the needs of the community of faith are best met.

- c) After at least three years has passed, the former minister may return to their former community of faith *after consulting* with the incumbent minister and the Church Council/Board concerning expectations and the level of involvement with which both parties would be comfortable. A covenant between former minister, the incumbent minister and the community of faith is one strategy that could be used. It is recommended that the ministers and the community of faith review arrangements and understandings periodically as circumstances often change.
- d) Below is a check list of things to remember for departing ministers:
- Minimize your influence and presence with members of the congregation and other staff during the period after you leave. Don't say "*I'm not allowed*" but rather indicate that you are declining in the interests of the community of faith and in support of the establishment of a new healthy pastoral relationship.
 - After three years, no ministerial contact with community of faith members or other staff until a covenant is made between you, the incumbent minister and the community of faith. Remember to define the nature and limits of your participation.
 - Prepare the community of faith while you are still with them to understand the need for disengagement and how that might affect them. Often, the minister leaving a pastoral relationship is asked back by community of faith members. If you think your leaving may be particularly difficult for your community of faith, request the assistance of the Regional Council to explain the importance of disengagement before you leave.
 - Ending a pastoral relationship might also mean an end to ties that your family members have with the community of faith.

Interim Ministry

In circumstances where the community of faith enters into a period of Interim Ministry or Transitional Ministry, the length of time that the former minister should be absent from the community of faith includes both the interim/transitional ministry period and a subsequent two years of the new call or appointment.

Conseil régional Nakonha:ka Regional Council – Current VAM Policy

(January 2019)

“Whereas some ministry personnel who leave a ministry site due to retirement or change in pastoral relations continue to live within the area, and whereas in-coming ministry personnel need time and opportunity to develop relationships with the community of faith, therefore the Conseil régional Nakonha:ka Regional Council Executive has determined that in order to be eligible, the ministry personnel in the categories of non-settled ordained or diaconal minister, retired ordained or retired diaconal minister may apply to be a volunteer associate minister after a lapse of at least three years before they can serve as a Voluntary Associate Minister for their former community of faith.

“It is recommended that ministry personnel allow for a period of three years from the end date of their pastoral relationship before they become a VAM in a former community of faith where they served in call or appointment. Becoming a VAM is at the discretion of the incumbent minister.” Carried

Minister Emeritus/Emerita

In the United Church of Canada, there is no formal practice of naming a minister emeritas/emerita. Some communities of faith will chose to honour retired clergy in this way. There are some mixed messages being sent to both parishioners and minister when a community of faith names someone as “emeritas/emerita” but the Regional Council restricts a retired minister from pastoral functions in that specific congregation. Therefore a community of faith is expected to let the requisite three year period

pass before naming a retired minister to this role. It is expected that the retired minister will actively discourage former parishioners if they request his or her services. The church in which the retired minister has worked long and hard to nurture and sustain now needs the retired minister's help in establishing a healthy relationship with its new leader.

Ethical Standards and Standards of Practice for Ministry Personnel

All ministry personnel, both active and retired, shall follow The United Church of Canada's "*Ethical Standards and Standards of Practice for Ministry Personnel*".

<https://united-church.ca/sites/default/files/ethical-standards-practice-ministry-personnel.pdf>

Police Records Check

All retired ministry personnel, whether in paid or voluntary positions, shall adhere to the United Church of Canada's policies regarding Police Records Checks.

http://www.united-church.ca/sites/default/files/handbook_police-records-checks.pdf

The Family of Ministry Personnel

In the event of the retirement of ministry personnel, a particular concern arises for the needs of other family members, especially the minister's spouse. Quite often family members have joined the community of faith at which their spouse/parent was serving and have become involved in the community of faith's life and programs, as well as establishing personal friendships with other church members. The Regional Council has no direct jurisdiction over the lay members of ministers' families, but it strongly urged that the spouse, in the context of those relationships, not do anything that would undermine the transition necessary for the community of faith or the development of a relationship with Interim, Supply or newly called or appointed ministry personnel. It would be wise to consider not worshipping with the former community of faith at all during the period of pastoral vacancy or while an Interim Minister is present.

Appendix A

THE MANUAL (2019) - RETURNING TO A FORMER PASTORAL CHARGE

Section I.2.5.3 (Functions of Ministry -- Outside Pastoral Relationship)

Section I.2.5.4: (Request of Previous Pastoral Charge)

I.2.5.3 FUNCTIONS OF MINISTRY—OUTSIDE PASTORAL RELATIONSHIP

At any time that ministry personnel are not settled in or appointed to a community of faith, they may carry out the functions of ministry in the United Church only if

(a) they have a formal association with a community of faith, are acting on behalf of that community of faith, and have the approval of the community of faith's governing body; or

An example of a "formal association" with a pastoral charge would be where the minister has been designated as a "voluntary associate minister" or "honorary associate minister" by the pastoral charge or its governing body.

(b) they have been appointed to a community of faith to exercise the functions of ministry associated with it.

2.5.4 REQUEST—PREVIOUS PASTORAL CHARGE

If a ministry personnel is asked by a member or adherent (or their families) of a community of faith where they had previously been settled or appointed to preside at a baptism, communion service, wedding, or funeral, the ministry personnel

(a) must refer the request to a member of the order of ministry who is settled in or appointed to that community of faith; **and**

(b) may preside only with the approval of the community of faith's governing body.

Policies on Leases, Major Renovations and Other Major Assets with delegation

POLICY NAME and PRACTICE: Leases, Major Renovations and Other Major Assets with delegation	Date Approved: May 25, 2019
	Review date:
Purpose: The purpose of this policy establish rules governing property	

WHEREAS under the United Church of Canada Manual 2019, section G.2 , Trustees may lease Congregational Property or undertake Major Renovations of Congregational Property or deal with Other Major Assets only with the consent of the applicable Regional Council, the Conseil Régional Nakonha:ka Regional Council adopts this policy applicable to all communities of faith within its bounds, in order to remove any ambiguity.

Leases

With regard to consent for the leasing of any Congregational Property, any lease which falls under **at least two** of the following categories, must apply for Regional Council approval prior to its coming into effect:

- A) The duration of the lease is one year or more
- B) The lease if for \$12,000 or more annually
- C) The lease involves the use of the sanctuary

Leases include all agreements or arrangements regarding the use of Congregational Property even though the word lease is not used.

Significant changes to the terms and conditions of all renewals of such leases require Regional Council consent.

In the case of Communities of Faith failing to conform to the above, the Regional Council reserves its prerogative to declare render any such lease null and void and the Trustees may be liable for the consequences.

The Regional Council may, in exceptional circumstances, limit the use of proceeds for the foregoing leases to particular activities of the Community of Faith.

Major Renovations

With regard to consent for Major Renovations of Congregational Property, any renovation project which meets **any one** of the following conditions, must receive Regional Council consent:

- A) The footprint of the structure is to be changed
- B) The physical envelope (basic physical appearance) is to be changed
- C) The project cost is greater than \$100,000. In this case the request for consent must include a statement regarding the source of funding for the project.

Consent is not required for:

- A) standard maintenance
- B) renovations to existing roofs or other features etc to restore same in substantially the same or improved state
- C) Items A and B are subject to available funds being at the discretion of the Trustees

Other Major Assets

For greater certainty, no Regional Council consent is required for Trustee transactions in publicly traded securities or other investment grade securities.

Delegation

The Regional Council delegates to its Property and Finance Leadership Group as a Commission of the Regional Council, all decisions in regard to its consent for Leases, Major Renovations and transactions involving Other Major Assets, provided this delegation shall not apply to any sale or long term lease of more than ten years, of a Church building, as such will require explicit Regional Council consent.

Licensed Lay Worship Leader Policy & Guidelines

POLICY NAME: Licensed Lay Worship Leader Policy & Guidelines	Date Approved: May 25, 2019
	Review date:
Purpose: The purpose of this policy is to clarify expectations of Communities of Faith regarding the sale of Church Property. <i>The Manual C.2.6.</i>	

Introduction

Purpose of this Handbook

The purpose of this handbook is to outline the policy of Conseil régional Nakonha:ka Regional Council regarding Licensed Lay Worship Leaders.

The Conseil régional Nakonha:ka Regional Council appreciates the willingness of lay people who come forward to offer their faith, insight and skill as worship leaders in congregations. The Licensed Lay Worship Leadership program is intended to honour and encourage members of the Laity to share their gifts and express their faith while meeting the vital need of congregations to gather for worship.

Section One provides the policy guidelines approved by the Conseil régional Nakonha:ka Regional Council Executive, and for use throughout the regional council to ensure that expectations regarding the practice of Licensed Lay Worship Leadership are consistent.

Section Two and **Section Three** of this document quote information about Licensed Lay Worship Leadership from the General Council handbook *Licensed Lay Worship Leaders* and *The Manual of the United Church of Canada (2013)*.

The contents of this document does not replace, but is meant to complement, the policies for Licensed Lay Worship leaders as outlined in *Licensed Lay Worship Leaders*, The United Church of Canada, August 2013.

Section One

Conseil régional Nakonha:ka Regional Council Standards of Practice

- based on *Licensed Lay Worship Leaders*, The United Church of Canada, August 2013
- approved by the Conseil régional Nakonha:ka Regional Council May 2019

Preparation and Licensing

Annual Renewal In the Conseil régional Nakonha:ka Regional Council, the license of a Licensed Lay Worship Leader shall be renewed each year at the discretion of the Executive.

Course of Study In the Conseil régional Nakonha:ka Regional Council, the Licensed Lay Worship Leaders Leadership Team is responsible for setting out the prescribed course of study which is based on the requirements set out by The United Church of Canada.

LLWL Leadership Team The Conseil régional Nakonha:ka Regional Council shall appoint a “*Licensed Lay Worship Leader Leadership Team*” to oversee the program for the initial and ongoing training of Licensed Lay Worship Leaders, as well as the support and supervision of the Licensed Lay Worship Leaders themselves.

Licensing The Conseil régional Nakonha:ka Regional Council has responsibility for licensing an individual as a Licensed Lay Worship Leader.

Ethical Standards Those participating in a Licensed Lay Worship Leader educational program are expected to observe accepted educational standards with respect to the work involved in becoming a Lay Licensed Worship Leader. This includes, but is not limited to, attendance at all events for Licensed Lay Worship Leaders, participation in all required components of the course, the timely completion of required assignments, an acceptable quality of assignments submitted, and the appropriate use of resources, including being aware of the risk of plagiarism. Any action deemed to be a breach of accepted educational standards may jeopardize the successful completion of the course and subsequent licensing.

Recommendation for Licensing An individual is recommended for licensing, or subsequent renewal of licensing, after an interview process conducted by the LLWL Leadership Team, including a determination of the person's understanding of the ethos, theology and practice of The United Church of Canada.

Letter from Home Community of Faith When seeking licensing or renewal, individuals are asked to provide a letter from their home community of faith's Session, Official Board or Church Council affirming their membership in good standing in their home community of faith and suitability in this role within the wider church.

Police Records Check The LLWL Leadership Team are required to exercise due diligence by requesting to see a Police Records Check (Vulnerable Sector) issued within the past 6 months before recommending granting initial license, and every 6 years subsequently. Licensed Lay Worship Leaders are expected to meet the same standard as Ministry Personnel. <http://www.united-church.ca/files/handbooks/police-records-checks.pdf> Failure to provide a current Police Check at the appropriate intervals will result in non-renewal of one's license.

Annual Licensing At first licensing and then on an annual basis, Licensed Lay Worship Leaders will be recognized at a public service to be held under the direction of the President of the Conseil régional Nakonha:ka Regional Council. The criteria for annual renewal shall be based on the policy contained in this resource.

Ongoing Support and Renewal of Licensing

LLWL meets regularly with each LLWL The LLWL Leadership Team will arrange, at least bi-annually, a meeting with each Licensed Lay Worship Leaders to provide support and opportunity to discern if renewal of the license is appropriate. Annual renewal shall be assessed based on the policy contained in this resource.

Current Validity of Licensing A current license remains valid while a Lay Worship Leader remains a member of any Community of Faith within the Conseil régional Nakonha:ka Regional Council.

Ongoing Learning The LLWL Leadership Team is expected to provide opportunity for Licensed Lay Worship Leaders to be engaged in ongoing learning. Licensed Lay Worship Leaders are expected to participate in Continuing Education events on a regular basis.

Attending Home Community of Faith In addition to being a full member of The United Church of Canada, when not conducting a service it is expected that Licensed Lay Worship Leaders will regularly attend worship and other congregational activities at their sponsoring community of faith.

Stewardship of Licensed Lay Worship Leadership Resources

Offering Leadership throughout the regional council Licensed Lay Worship Leaders are encouraged to assist in meeting the needs of all Communities of Faith which are without ministry personnel. It is therefore intended that Licensed Lay Worship Leaders will circulate in the regional Council so that a number of Communities of Faith can benefit from their leadership.

Frequency of Worship Leadership The Licensed Lay Worship Leader may cover two Sundays a month, to a maximum of ten services per year, in one Community of Faith. If asked to lead worship for more Sundays than this, the Licensed Lay Worship Leader and the Community of Faith must seek the approval of the LLWL Leadership Team and the Pastoral Relations minister before doing so.

Submission of Annual Preaching Log Licensed Lay Worship Leaders, prior to the annual renewal of the license, are required to provide the LLWL Leadership Team with a complete list of the dates and locations of all services of worship led in the previous year. As well, included in this report will be a list of continuing education events attended. Individuals may also wish to submit a list of relevant books that were read as part of their ongoing education as a Lay Licensed Worship Leader.

Community of Faith Evaluation of LLWLs As a part of Regional Council's oversight of Licensed Lay Worship Leaders, occasionally Communities of Faith may be asked to provide the LLWL Leadership Team with an evaluation of the leadership offered by Licensed Lay Worship Leaders.

Mentors for Newly Licensed LLWLs Following initial licensing, the Regional Council will assign Licensed Lay Worship Leaders a mentor for a minimum of one year in order that they might reflect together on their role and effectiveness. The LLWL Leadership Team may, at its discretion, assign a mentor to a Lay Licensed Worship Leader at any time should it feel that this is necessary.

Following Local Practices and Traditions Licensed Lay Worship Leaders lead worship at the invitation of a local community of faith. It is expected, therefore, that when preparing for worship, Licensed Lay Worship Leaders respect the community of faith they are serving with regard to local traditions and practices, worship format, hymnody, language and style of worship leadership.

Remuneration for LLWLs The Community of Faith is expected to remunerate Licensed Lay Worship Leaders appropriately based upon the General Council rate for supply. The "Worship Leadership and Preaching" rate, including travel, in the current *Salary and Allowances Schedule* issued by General Council each year is the base standard.

LLWLs Preaching at Home Community of Faith Each community of faith which annually sponsors a Licensed Lay Worship Leader is expected to invite their Licensed Lay Worship Leader to lead worship, and remunerate them appropriately, at least once each year as a sign of support of the Licensed Lay Worship Leader. When leading worship within one's home community of faith, it is expected that the Licensed Lay Worship Leader be paid in accordance with the rate set by the General Council.

Limitations to Role of LLWLs The Licensed Lay Worship Leader is not, by virtue of the role, permitted to serve as Pastoral Charge Supervisor or Regional Council representative at Official Board/Church Council meetings. Neither are they permitted to apply to or fill pastoral vacancies.

Pastoral Care Although it is recognized that there is an element of pastoral care in worship leadership, the Licensed Lay Worship Leader is not, by virtue of the role, permitted to enter an ongoing relationship of pastoral care with the Community of Faith or individual members of a congregation. It is expected that the Licensed Lay Worship Leader will refer any requests or requirements for pastoral care (counselling,

home visitation, hospital visitation) to the called or appointed Ministry Personnel or the Pastoral Charge Supervisor for follow-up.

Funerals Presiding at funerals for members or adherents of a Community of Faith (including at a funeral home) shall be done only at the invitation of the called or appointed minister, the Pastoral Charge Supervisor, or the governing body of the pastoral charge. Conversation with the called or appointed Ministry Personnel or the Supervisor of the Community of Faith must happen prior to making any agreement with a family, an individual or a funeral home. If the Licensed Lay Worship Leader conducts a funeral, they must ensure that the information about the service is properly entered in the Burial Register of the Community of Faith.

Relationship between LLWLs and Funeral Homes The conduct of funerals, other than as noted above, is not within the purview of the Licensed Lay Worship Leader. Licensed Lay Worship Leaders are not to be “on call” with local funeral homes. All funerals require competency in the area of pastoral care for which Licensed Lay Worship Leaders are not normally trained. Therefore, keeping in mind the duty of care by which all Licensed Lay Worship Leaders are bound, conducting funerals as a side business may be grounds for non-renewal of one’s license.

Sacraments and Marriages Licensing does not include permission to preside at the sacraments or license to perform marriages. In keeping with the ethos and practice of The United Church of Canada regarding the laity, Licensed Lay Worship Leaders may not seek to be recognized by or affiliated with outside organizations in order to perform these functions. Doing so may result in non-renewal of one’s license.

Use of Social Media Individual Licensed Lay Worship Leaders are not permitted to advertise their services or solicit invitations to lead worship through the use of any social media or on the internet, except via appropriate venues designed by the Conseil régional Nakonha:ka Regional Council for such purpose.

Prevention of Sexual Misconduct Policy For their own awareness and protection, Licensed Lay Worship Leaders are encouraged to review on a regular basis the Sexual Abuse Policy of The United Church of Canada. (see: *Sexual Abuse Prevention and Response: Policy and Procedures*, The United Church of Canada, August 2013)

Mandatory Workshops In the Conseil régional Nakonha:ka Regional Council, all Licensed Lay Worship Leaders are required to have completed the Sexual Abuse Awareness/Boundaries workshop and the Racial Justice workshop offered by The United Church of Canada.

Liability Insurance For liability insurance purposes, a Licensed Lay Worship Leader is covered by Conseil régional Nakonha:ka Regional Council for their worship leadership services only.

Governance of Licensed Lay Worship Leaders

Composition of LLWL Leadership Team The Conseil régional Nakonha:ka Regional Council Licensed Lay Worship Leader leadership Team shall be comprised of six (6) individuals with geographic balance, including two LLWLs and the term will be for three years with a renewal for one term.

Collection and Circulation of Names of Licensed Lay Worship Leaders The LLWL Leadership Team shall, on an annual basis, forward to the Conseil régional Nakonha:ka Regional Council Executive the list of Licensed Lay Worship Leaders licensed within the bounds of the regional council. These names shall be circulated as those who are approved to preach throughout the regional council.

Section Two

Role and Characteristics of Licensed Lay Worship Leaders

(from: *Licensed Lay Worship Leaders*, The United Church of Canada, August 2013)

In 1925, when the Methodist, Presbyterian, and Congregationalist churches joined to form The United Church of Canada, lay preachers, as a leadership designation, became a part of this union. Today, rather than the designation “lay preachers,” the term “Licensed Lay Worship Leader” is used to designate those who offer occasional worship leadership that continues to be part of our life as a church.

Specifically, a **Licensed Lay Worship Leader** is a person who:

- has completed a course of study and, after appropriate recommendation and evaluation processes by presbytery, is licensed to offer occasional worship leadership and preaching within the bounds of that presbytery.
- conducts worship at the invitation of the called or appointed minister, the Pastoral Charge Supervisor, the governing body of the congregation or the presbytery when the appointed or called minister is away due to illness, continuing education course work, or vacation.
- is a member in good standing in a local congregation who has been determined by his/her home congregation and local presbytery to have gifts for worship leadership and preaching. Through participation in a presbytery-approved course of study, these gifts are developed further, giving both the Licensed Lay Worship Leader and the congregation confidence that worship leadership is built upon a theological and biblical foundation consistent with the ethos and practice of the United Church of Canada.

Many lay people in a congregation participate and give leadership in worship, but those who choose to participate in a Licensed Lay Worship Leadership program are choosing to develop their leadership gifts further. They are *not* entering an order of ministry. The term “licensed” indicates that an individual has engaged in a course of study and is considered suitable for this work by a congregational session, board, or council as well as that congregation’s presbytery/district. Licensed Lay Worship Leaders are not eligible for appointment to any paid accountable ministry personnel position, although they may receive standard remuneration for conducting individual worship services on the basis of the “Worship Leadership and Preaching” rate, including travel, in the current *Salary and Allowances Schedule* issued by General Council each year. They are not eligible, by virtue of licensing, to preside at sacraments or to wear stoles or vestments of any kind.

Prior Assessment

Before expressing interest in participating in a Licensed Lay Worship Leader course, and before requesting recommendation to such a course by a congregational session, board, or council, an individual has gifts and experience that lend themselves to a ministry of worship leadership and preaching.

Some people may bring transferable skills from their life and workplace experience, such as written and oral communication, public speaking, and teaching.

In addition, some may indicate budding gifts for worship leadership through such congregational activities as facilitating adult study groups and prayer groups, making presentations at committee meetings, and contributing thoughtful and reflective writing to church newsletters or other publications.

Of course, an individual may clearly demonstrate worship leadership through leading prayers and liturgy, preaching, and conducting entire services.

Personal Qualities

In affirming that an individual has the potential to participate in a Licensed Lay Worship Leaders program, a session, board, or council is saying that this individual has demonstrated a commitment to the ethos of the United Church and is comfortable with that ethos as it is manifested at the levels of pastoral charge, presbytery, Conference, and General Council.

Such an individual may possess a prayerful and integrated spirituality, openness to ongoing development and learning, and a desire to share a relevant faith informed by Christian hope and God's Spirit. Other personal qualities may include:

- the ability to relate sensitively to a wide range of people
- be discreet and trustworthy
- engage with ideas in an open and non-judgmental fashion

Clear written and oral communication skills, as well as organizational skills, are additional assets. While none of us is fully formed, and an individual interested in being a Licensed Lay Worship Leader will not have all the necessary competencies at the beginning of her or his course of study, evidence of budding gifts that can be further honed is part of the assessment process.

Competencies

During a Licensed Lay Worship Leaders course of study, competencies will be explored such as:

- developing knowledge of the scriptural basis for Christian faith
- understanding theological themes
- exploring United Church history and polity
- recognizing and respecting different congregational contexts
- organizing and preparing worship liturgy
- understanding and writing prayers
- becoming familiar with United Church hymnody as singing our faith
- preparing and delivering sermons
- practicing public speaking and presentation

Section Three

The United Church of Canada Policy on Licensed Lay Worship Leaders

(from The Manual of The United Church of Canada (2019), 1.1.11.5)

Licensing

The regional council may licence a person as a Licensed Lay Worship Leader. The following requirements shall apply:

- a) the person must be a member of a Community of Faith in that regional council; and
- b) the license must be for a specified term, which may be renewed.

Regional Council Direction

The person licensed as a Licensed Lay Worship Leader shall serve under the direction of the Regional Council.

Transferability

A Licensed Lay Worship Leader transferring membership in the United Church from one Pastoral Charge to another Pastoral Charge in the same regional council shall continue to be recognized as a Licensed Lay Worship Leader. A Licensed Lay Worship Leader transferring membership to a community of faith in

another regional council, the person must be recognized by that regional council in order to continue serving as a Licensed Lay Worship Leader.

Renewal of Licence

The licence of a Licensed Lay Worship Leader may be renewed at the discretion of the regional council within the jurisdiction of which such Licensed Lay Worship Leader is a member in good standing of a Community of Faith.

A Policy on Licensing Sacraments Elders

POLICY NAME: Regional Council Sacraments Elders Policy	Date Approved: November 23, 2019
	Review date:
Purpose: This policy outlines the procedures for Sacraments Elders <i>The Manual 2019 1.2.4.</i>	

Preamble

This document outlines the Conseil régional Nakonha:ka Regional Council’s Policy on Licensing Sacraments Elders within the Regional Council.

Policy

Individuals may be considered for a license as a Sacraments Elder if:

- a) there are no ministry personnel settled, called or appointed to the community of faith;
- b) there are no other ministry personnel available within a reasonable distance of the community of faith who are able and willing to administer the Sacraments;
- c) the person identified to function as a Sacraments Elder is suitable; and
- d) this person identified has successfully completed a course on the administration of the Sacraments.

Process

1. The community of faith identifies that:
 - a. there are no ministry personnel within a reasonable distance of the community of faith who are able and willing to administer the sacraments; and
 - b. there is a community of faith member whom it believes is suitable to perform this function.
2. The Pastoral Relations Leadership Team reviews the recommendations of the community of faith and, if it concurs, recommends to the Regional Council Executive.
3. The Regional Council Executive decides on the need for a Sacraments Elder and the suitability of the proposed person to be licensed.
4. The Pastoral Relations Leadership Team oversees a training program for the proposed Sacraments Elder.
5. The Regional Council, upon the receipt of confirmation that the training program has been successfully completed, licenses the person as a Sacraments Elder for a period that is the earlier of twelve months or the settlement, call or appointment of a member of the Order of Ministry or the appointment of a Designated Lay Minister to the community of faith.
6. The Regional Council appoints an ongoing mentor for the Sacraments Elder.

Background

Proposal GCE4, approved at the 39th General Council, stated that the lay presidency at the sacraments arises when two expectations are not met. They were that:

1. there are insufficient ministry personnel available and positioned to administer the sacraments to all congregations; and

2. That congregations shall according to need, i.e., regularly and frequently have access to the administration of the sacraments.

UCC Manual 2019 I.2.4 Licences to Administer Sacraments

The regional council may grant a licence to administer the sacraments to

(c) members of communities of faith without a called or appointed member of the order of ministry or designated lay minister. A member holding a licence to administer the sacraments is called a “sacraments elder.”

There are policies for the qualifications, assessment, and education of lay people to be sacraments elders. *See the Sacraments Elders resource available from the General Council Office.*

The Regional Council:

1. Recognizes that the office of Sacraments Elder was intended for exceptional circumstances. The absence of a settled, called or appointed minister on a community of faith does not, in itself, trigger the licensing of a Sacraments Elder.
2. The Pastoral Relations Leadership Team confirm the need for a Sacraments Elder and the suitability of the proposed person before the training takes place. The Regional Council Executive may not concur with the recommendations.
3. The *Sacraments Elders Workbook* will be the principal guide for instruction on the administration of the sacraments. The Pastoral Relations Minister shall be responsible to provide the training. The training is approximately 16 to 20 hours, timing to be divided between two to four modules with sufficient time between them for reflection.
4. The Pastoral Relations Leadership Team will recommend appointing an ongoing mentor, potentially the pastoral charge supervisor.
5. Upon completion of this process, the Pastoral Relations Leadership Team will bring a motion to the Regional Council Executive for action.

Policy regarding Decision-making by E-mail

POLICY NAME: Regional Council Policy regarding Decision-making by E-mail	Date Approved: November 23, 2015
	Review date:
Purpose: This policy outlines the parameters for making decisions using email. <i>The Manual 2019 - Appendix 3.4.2</i>	

Preamble

This document outlines the Conseil régional Nakonha:ka Regional Council's Policy regarding Decision-making by E-mail and best practices regarding requests for urgent decisions between meetings of the Regional Council Executive.

UCC Manual 2019 Appendix 3.4.2 Decisions by E-mail (extracts pertaining to the R.Council)

At the discretion of the chair, decisions may be made between meetings by e-mail voting in circumstances the chair considers to be exceptional. E-mail voting may be conducted only if every member of the voting body has already provided the voting body with an e-mail address that ensures confidentiality. At the direction of the chair, the secretary circulates a proposed decision and initiates a vote by e-mail on it.

The email must contain a) the proposed decision and sufficient background to inform the other members of the voting body; and b) a specified time for replying to the e-mail, allowing for at least 48 hours from the time that the e-mail is circulated. The e-mail must be circulated to all members of the voting body, with all members' e-mail addresses visible. Members may ask questions of clarification and offer comments by e-mail, ensuring they are visible to all members. Members must vote by e-mail, ensuring their vote is visible to all members. Members must vote in the affirmative or negative without any conditions. A member may object to making this decision by e-mail, and if any two members so object, a meeting must be held in one of the other ways set out in the bylaws. Members may vote before the deadline, and may change their votes up until that time. If the number of votes cast is less than the minimum number of members required to be present for a meeting, the decision is not approved.

Following the deadline, the secretary must inform all members of the voting body of the voting results by e-mail. The secretary must include the proposed decision and the outcome of the vote in the minutes of the next regular meeting of the voting body.

Email Voting Policy

The Policy of Conseil régional Nakonha:ka Regional Council regarding decision making by e-mails is following the specific guidelines from the General Council as outlined in UCC Manual 2019 Appendix 3.4.2 when the President considers the one-item situation exceptional, able to be answered with a YES/NO response and the time-line such that the situation should not wait until the next regularly scheduled meeting of the Executive.

Policy Regarding Proceeds from the Sale of Property (September 2019 revision)

POLICY NAME: Policy regarding Proceeds from the Sale of Property	Date Approved: November 23, 2019
	Review date:
Purpose: The purpose of this policy is to clarify expectations of Communities of Faith regarding the sale of Church Property. <i>The Manual C.2.6.</i>	

Preamble

This document outlines the Conseil régional Nakonha:ka Regional Council’s policy and best practices regarding use of proceeds from the sale of church property with a view to encouraging the sharing of resources within the United Church of Canada, while being respectful of the rights and ongoing contributions of communities of faith.

This policy applies only when Regional Council consent is required and does not affect assets of less than \$50,000.

Policy

Community of Faith that is not disbanding

When Church Property is being sold by a Community of Faith that is not disbanding, the following guidelines for the use of net proceeds* from the sale are meant to encourage a forthright discussion with the Community of Faith as to the opportunities for sharing of resources within the broader Church, and the Regional Council commits to being prayerfully respectful of the continuing needs of the Community of Faith to continue ministry in new and dynamic ways and may waive any or all of the following after such discussion.

- a) 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
- b) 10% be remitted to the Nakonha:ka Regional Council to support the Mission Strategy Fund of the Regional Council held by the Finance and Extension Board with disbursement at the direction of the Regional Council..
- c) The remainder to be retained by the Community of Faith with an approved ministry plan for the use of the proceeds by the Regional Council that is financially sustainable. The Regional Council will normally require that the remaining capital from the sale be protected and invested and that the Community of Faith be limited to drawing up to 5% of the value of the invested capital in any given year to support its operating budget. If the Community of Faith puts before the Regional Council a ministry plan, the Regional Council may allow the Community of Faith to use some or all of the remaining capital from the sale to implement the ministry plan. This may include capital expenses.
- d) Before the distributions above, the Regional Council also asks that consideration be given to donating up to 2% of the net proceeds (but no more than \$5000) from the sale of church property (except when it is the sale of a manse), be remitted to help fund the work of the Regional Council Archives.

Community of Faith that is disbanding

When Church Property is being sold by a Community of Faith that is disbanding, the following guidelines shall apply for the disposition of net proceeds* from the sale, unless the Regional Council concludes that this would be contrary to the basis on which the assets were acquired or built up or otherwise contrary to the interests of the United Church in this instance:

- e) 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
- f) 10% be remitted to the Nakonha:ka Regional Council to support the Mission Strategy Fund of the Regional Council administered by the Finance and Extension Board.
- g) 10% be remitted to the United Church of Canada Mission and Service for on-going support of the ministry of the wider church.
- h) The remainder (subject to I below) be directed for purposes within The United Church of Canada and which is approved by the Regional Council before the disbanding of the Community of Faith. If a Community of Faith disbands without such a plan, it becomes the responsibility of the Regional Council to determine the disposition of the remaining funds.
- i) 2% of the net proceeds, limited to \$5000 from the sale of church property be remitted to help fund the work of the Regional Council Archives. .

*Net proceeds means the amount left over after all expenses directly related to the sale of the property have been paid, e.g.: real estate fees, legal fees, cost of surveys and so on.

This policy shall be administered in a manner to encourage all folk involved to have input into the outcome which is to balance the contributions and continuity of communities of faith with the sharing required with the broader United Church of Canada

NOTE: In the sharing provisions, the Property and Finance Leadership Team recommends that consideration for the United Theological College be included as the only theological college in our Region and the only one in Canada offering education in French.

Travel Policy

POLICY NAME: Travel	Date Approved: November 23, 2019
	Review date:
Purpose: The purpose of this policy is to clarify reimbursement for travel	

2019-07-16_143 MOTION (F. Braman/G. Barratt-Lemay) that the Conseil régional Nakonha:ka Regional Council Executive approves the amended Travel Policy which includes participation in wider regional gatherings:

The Conseil régional Nakonha:ka Regional Council adopts a travel policy of reimbursing travel at 100% the General Council Rate for individuals traveling to networks, staff lead trainings, leadership team meetings and meetings of the Regional Council by themselves and further compensates 2 cents per kilometer per passenger for those travelling with more than one person in the vehicle.