

# MANITOU CONFERENCE

The United Church of Canada



## HANDBOOK

Of Conference Structures, Job Descriptions, Committee  
Mandates & Conference Policies

A Guide for Leaders & Committees of  
Manitou Conference Policies

2017 Revision *(as of August 2017)*

**Please Note:**

All matters of Manitou Conference structure and governance will be in compliance with the polity of  
The United Church of Canada as articulated in *The Manual*.



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The United Church of Canada**

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**Conference Officers**

President	Kathie Smith
President Designate	
Past President	Stewart Walker
Treasurer	

**Conference Staff**

Executive Secretary – Will Kunder

Conference Personnel Minister – Lillian Roberts

Conference Minister: Mission & Stewardship Animation (Financial Development Officer) - Melody Duncanson Hales

Office Coordinator – Susan Whitehead

## **MISSION STATEMENT**

*Motion Reference 94-20*

Manitou Conference believes it is called by God through Jesus Christ to assist and join our congregations, presbyteries and our other ministries:

- In nurturing personal and corporate spiritual renewal and growth;
- In expressing personal and corporate Christian discipleship through involvement in the realities of our northern region, Canada and the global community;
- In building community and communication among our congregations, the United Church courts and other faith communities.

## **MISSION PRIORITIES (2017-2019)**

We believe that God's radical hospitality call Manitou Conference:

- To journey into new ways of being church
- To understand and engage with the struggle for dignity and economic justice for our neighbours and God's Creation

## **MISSION DIRECTIONS**

*Motion Reference 94-16*

### Spiritual Growth

Nurture growth in personal and corporate spirituality and biblical literacy in a Christ-centred community of excitement and sharing.

### Congregational Development & Inclusive Church Life

To have congregations that are places of nourishment, healing and challenge, which deliberately include all age groups of people. Congregational development as nurturing, healing and inclusive communities.

### Discipleship & Evangelism

To become a symbol of God's Love in the world, individually and corporately, standing up for what we believe, using our gifts and resources for God's work as God calls us.

### Outward Focus To Community Needs

To understand a Christian approach to social and environmental concerns and to take action faithful to that understanding in our local communities and the world.

### Community And Communication Among Church Courts

To build community and communication among congregations, pastoral charges and presbyteries.

# MANITOU CONFERENCE CREST

For the inauguration of Manitou Conference in 1975, Rita Seccombe of First United Church in Timmins designed and painted a large logo which was constructed by Rev. B. Vanstone. The design is now used as our Conference crest and appears on our Manitou Conference letterhead. (reference: "Pioneer Women of Faith" compiled by Women of The United Church of Manitou Conference)

## COLOURS

The colours used are representative of the Manitou Conference as well as having ecclesiastical interpretation.

Yellow (outer border) or gold - the fall colour and gold - symbolic of divinity and revealed truth.

White (inner band) the snow - symbolic of purity, innocence, and rejoicing.

Blue (the letters) - the lakes and sky - symbolic of heavenly love and truth.

Red (background) - fall colouring and symbolic of Christian zeal and the work and ministry of the church and commemorates the coming of the Holy Spirit.

Thus the colours say; rejoice that through Heavenly love, truth and Christian zeal, the ministry of the church, through the new Conference, will witness to the revealed truth and growth of Christian Life.

## SYMBOLS

The Shape - "the vesica piscis" (fish platter) is used as a conventionalized fish, the symbol used to represent Jesus. Ichthus (fish) stands for the initials in the Greek acrostic - Jesus Christ Son of God, Saviour.

The Canada Goose - typical of the north, is used in place of the dove to symbolize the Holy Spirit - it is shown on a blue back ground for our lakes.

The trees and paper - represent the forests and lumbering. Trees symbolize life.

The fields - represent farming. Earth symbolizes the Church which feeds spiritual faith and offers shelter.

The strawberry plant - the three leaves represent the Trinity - the flower belongs to the rose family and the white rose with five petals symbolizes the Messianic Promise. The berry is the emblem of someone whose fruits are good works.

Rocks - represent the minerals of the north. They symbolize the Lord, as Christ is often referred to as a rock from which flows the rivers of the gospel.

Quartz with gold - represent mining. Gold symbolizes pure light, the Heavenly element in which God lives.

Rita M. Seccombe

# STRUCTURE OF MANITOU CONFERENCE

Conference General Meeting: Vision (establish broad priorities)

Conference Executive: Strategic Planning / Governance (implementation of vision & priorities) Conference

Staff: Resource (support Executive's strategic planning initiatives)

## The Executive

President .....(Elected by Conference General Meeting)

Immediate Past President .....(Ex officio)

President Designate .....(Elected by Conference General Meeting) Executive

Secretary .....(Ex officio)

Two General Council Executive Representatives

Presbytery Chairperson .....(3) (One Appointed/Elected by each Presbytery)

Additional elected presbytery reps ....(3) (One Appointed/Elected by each Presbytery)

(Note: if the presbytery chair is ministry personnel, then the additional elected member will be a lay person and vice versa.)

One Youth Representative .....(Chosen by Manitou Youth Forum, if they wish)

Finance Committee Rep .....

MPESI Rep .....

Staff Committee Rep .....

Living Into Right Relations Rep .....

Affirming Ministry Rep .....

UCW President .....

## The Committees and Sub-Committees (8 Standing Committees)

Archives

Affirming Ministry

Business and Agenda / Neighbours Praising God Event Planning Committee

Finance Committee

Ministry Personnel and Education/Settlement/Internship Committee \*

- Committee on Sexual Misconduct Policy

- Candidacy Pathways Pilot

Mission Support Grant Committee

Nomination Committee

Staff Committee

\*One Committee with three different Chairpersons

## Present Sub-committees, Task Groups and People

Alternate Dispute Resolution Facilitators

(Responsible Body: the Executive)

Archives Convenor

(Responsible Body: the Executive)

Conflict Resolution

(Responsible Body: MPESI)

Youth Forum

(Responsible Body: the Executive)

Camping Ministry

(Responsible Body: the Executive)

Pension Convenor

(Responsible Body: MPESI)

Social Justice Network of Ontario

(Responsible Body: Faithful Public Witness)

(Other ad hoc task persons, groups or sub-committees may be set up from time to time provided that any budget required will come out of the appointing/ responsible body's budget.)

# THE GENERAL MEETING OF CONFERENCE

*updated: October 8, 2009*

## **Responsibilities** (from the Basis of Union):

- to meet annually or biennially (Basis 7.6.1)
- discern Vision for the Conference by establishing broad mission priorities.
- to appoint an Executive (Basis 7.6.1);
- to determine the number and boundaries of the Presbyteries within its bounds, have oversight of them, and review their records (Basis 7.6.2);
- to receive and dispose of appeals and Proposals, subject to the usual right to appeal (Basis 7.6.3);
- to see that, as far as reasonably possible, every Pastoral Charge within its bounds shall have a pastorate without interruption, and that, as far as reasonably possible, every effective member of the Order of Ministry shall have a Pastoral Charge, and to effect this through a Settlement Committee (Basis 7.6.4);
- to ordain or commission each Candidate for the Order of Ministry as examined and approved who has fulfilled the prescribed requirements and has been recommended by a Presbytery; (Basis 7.6.5)
- to admit to the Order of Ministry of the United Church a diaconal minister or the equivalent or an ordained minister from another denomination, subject to the regulations of the General Council (Basis 7.6.6);
- to deal with matters referred to it by the General Council (Basis 7.6.7);
- to elect to the General Council an equal number from each of two groups:
  - members of the Order of Ministry and lay members appointed by a Presbytery to a Pastoral Charge or other Presbytery Recognized Ministry;
  - lay members other than those appointed by a Presbytery to a Pastoral Charge or other Presbytery Recognized Ministry (Basis 7.6.8);
- to have oversight of the religious life of the Church within its bounds, and to adopt such measures as may be judged necessary for its promotion (Basis 7.6.9).

## **Composition**

The Conference shall consist of:

- the members of the Order of Ministry who are on the roll of the Presbyteries within its bounds (Basis 7.1.1);
- the lay persons who are under appointment within its bounds as in sections 6.2.1, 6.2.2, and 6.2.4 (Basis 7.1.2);
  - 6.2 lay members of the United Church:
    - 6.2.1 appointed by the Presbytery as Designated Lay Ministers to serve a Pastoral Charge or other Presbytery-recognized ministry within the bounds of the Presbytery;
    - 6.2.2 who are Candidates appointed by the Presbytery to serve a Pastoral Charge, Mission, or Outreach Ministry within the bounds of the Presbytery;
    - 6.2.4 appointed to administrative or program staff positions by a court of the Church
- the Chairpersons of Conference Committees and the President of the Conference United Church Women, who are not members of any Presbytery but who, at the discretion of the Conference, may be added to its membership (Basis 7.3);
- persons who are corresponding members of Presbytery under sections 6.3.1, 6.3.2, and 6.3.3 shall be corresponding members of the Conference (Basis 7.4);
  - 6.3.1 lay Overseas Personnel for whom it is their home Presbytery;

6.3.2 Candidates for the Order of Ministry sponsored by the Presbytery who are not appointed to a Pastoral Charge or Mission; and

6.3.3 one representative from the Board, or equivalent administrative body, for each camp or outdoor ministry programme within its bounds which is owned or operated by the United Church.

- representatives of lay organizations which may be recognized by the Conference from time to time, with the number of representatives to be determined by the Conference or its Executive (Basis 7.5).

### **Manual Requirements**

*The Manual* (2016) Section D.1 to D.4 (pages 88-101).

### **Staff Support**

Executive Secretary plus all the Conference Staff.

### **Competencies**

A commitment to the Church of Jesus Christ, to the Mission of Manitou Conference and a desire to promote The United Church of Canada.

### **Frequency of Meetings**

Once every two years (Biennially)

**Policy Reference:** *Biennial Meeting of Manitou Conference*  
*Billeting – General Meeting*  
*Candidate Information*  
*Candidates to be Involved in Creating Celebration of Ministry Service*  
*Celebration of Ministry Offering*  
*Childcare*  
*Children at Conference*  
*Congregations to Discuss Major Items Before General Conference Meetings*  
*Conference Liturgies*  
*Election of Commissioners to General Council*  
*Environment*  
*General Meeting Costs*  
*New Funding*  
*Recognition of First Nations Traditional Territory*  
*Use of Microphones*  
*Weekend Conference Meeting*  
*Youth Forum*  
*Youth Involvement*  
*Youth Leadership Training*



# THE CONFERENCE EXECUTIVE

## Responsibility

It is the responsibility of the Executive to provide strategic leadership for the Conference by:

- Being the strategic planning (implementation of vision and priorities) body for the Conference.
- Determining and providing parameters that reflect the Vision and Priorities of the Conference and The United Church of Canada;
- Determining and assigning what needs to be done and by whom in order to help the Conference to accomplish its identified Mission;
- Being accountable to the Conference General Meeting for implementation of mission priorities.
- Establishing and practicing an Executive process which reflects the Vision and Values of the Conference (i.e. worshipful work and decision making);
- Developing and following a systematic monitoring plan of the life and work of the Conference, including its Presbyteries and Congregations, based on what the Conference or its Executive has asked to be done and the parameters it has provided. Such a plan will include monitoring of the Executive as well.

## The Executive

President ..... Kathie Smith

Immediate Past President ..... Stewart Walker

President Designate .....

Executive Secretary .....Will Kunder

Two General Council Executive Representatives..... Erin Todd and Janice Brownlee

Presbytery Chair (or designate)\* .....Tracy Davis (NB), Cindy Desilets (SD), Barbara Nott (SUD)

elected presbytery reps\* .....Barb Cunnington (SD), Linda Saffrey (SUD), Peter Haddow (NB)

Finance Committee Rep .....Bill Jones

MPESI Rep .....Mary-Jo Eckert Tracy

Staff Committee Rep .....Janice Brownlee

UCW President .....Dawn Monroe

One Youth Representative .....(Manitou Youth Forum may name a representative)

## Manual Requirement

The sections of *The Manual* (2016) which pertain to the Executive are D.3.1 to D.3.4; D.4.3.2 (Pages 94-98; Pages 100-101).

## Staff Support

Staff support will be provided by the Executive Secretary who is a full voting member of the Executive and the Conference Ministers provide resource support to the Executive as requested.

## Competencies

- a desire and a commitment to follow the ways of God as revealed in Jesus.
- an ability to discuss matters of faith and theology and apply them to practice.
- a commitment to attend all meetings of the Executive.
- a good understanding of the Mission of the Conference.
- discernment and reflective skills/gifts.
- a willingness and a desire to understand and carry out the responsibilities of the Executive as outlined above.

**Meetings** – 3 to 4 meetings per year.

## **THE CONFERENCE SUB-EXECUTIVE**

The Manitou Conference Sub-Executive will exercise the powers of the Executive to deal with matters requiring immediate action between regular meetings of Conference Executive.

The Sub-Executive will meet at the call of the Conference President and Executive Secretary. Normally, meetings will be conducted by teleconference call.

All actions of the Sub-Executive shall be reported through the Executive to the Conference for information and inclusion in the Minutes.

### **Membership**

*President:* Kathie Smith

*Past-President:* Stewart Walker

*President-Designate:* VACANT

*1 GCE rep:* Janice Brownlee

*Rep from Presbytery(ies) not represented in the above:* Cindy Desilets

*Executive Secretary:* Will Kunder

### **Quorum**

The quorum shall mean a majority of those entitled to vote.

### **Manual Requirement**

The section of *The Manual* (2016) which pertain to the Sub-Executive is D.3.2; D.4.3.2. (Page 95; Pages 100 – 101).

# AFFIRMING MINISTRY COMMITTEE

*Reviewed and revised: August 2017 (DRAFT)*

This standing committee of the Conference Executive was given its mandate by the action of Manitou Conference to become an “Affirming Ministry” in June 2017. It broad terms its mandate is:

- continuing education for being an inclusive church and an affirming ministry
- ongoing advocacy for justice for all people regardless of sexual orientation or gender identity
- providing opportunities for “reconciliation” work, acknowledging past failings and injury and seeking to restore and heal

## **Responsibilities:**

- find ways of living into the vision statement approved and to provide a supportive link and network for pastoral charges and presbyteries regarding Affirming Ministry
- host a consultation related to the “Living Apology” work approved by GC42, during which there will opportunity for story telling in a safe space
- Build connection with regional LGBTQ2S justice coalitions and groups and seek opportunities to partner with and support other justice networks that are committed to diversity as a gift of humanity
- Recruit and support 2 delegates each year to the annual Affirm Conference
- Promote worship resources that celebrate diversity and celebrate related identified Sundays such as International Day against Homophobia
- Explore opportunities for intentional support and gathering for LGBTQ2S leaders within the Conference
- Work with Conference Executive to become intentional about inviting participation by diverse leaders within the committee and work of Conference
- explore with presbyteries and pastoral charges ways in which they are called to “radical hospitality” in their ministry contexts.

**Policy References:** See the Conference Committees resource (August 2013) available from the GCO.

# BUSINESS AND AGENDA OR NEIGHBOURS PRAISING GOD PLANNING COMMITTEE

*Reviewed and revised: April, 2010*

## **Responsibility**

The responsibility of the Business and Agenda / Event Planning Committee is to plan the agenda of the General Meeting of Manitou Conference and the Neighbours Praising God events. This planning shall be done in consultation with the Conference Executive.

## **Composition**

The Business and Agenda Committee is composed of a Chairperson, and Local Arrangements coordinator (appointed by the host Presbytery); the Conference President and President-Designate; a secretary; and a Conference Finance Committee appointee.

## **Manual Requirements**

The section of *The Manual* (2016) which pertains to the life and work of this committee is D.4.

## **Staff Support**

Staff support will be provided by the Executive Secretary or designate.

## **Competencies**

It is desirable that members of this committee have good organizational abilities, and a good understanding of the purpose of the General Meeting and a Neighbours Praising God event.

## **Meetings**

Frequency of meetings: as needed, beginning as early as possible.

The Conference President and Executive Secretary will be responsible for the call of a first meeting.

## **Note**

The 2018 General Meeting is scheduled to be held in North Bay (North Bay Presbytery) on October 19-20, 2018.

**Policy Reference:**     *General Meeting - Biennial Meetings of Manitou Conference*

- *Billeting*
- *Candidates to be involved in Creating Celebration of Ministry Offering*
- *Celebration of Ministry Offering*
- *Child Care*
- *Children at Conference*
- *Conference Liturgies*
- *Costs*
- *Elections of Commissioners*
- *Use of Microphones*
- *Weekend Conference Meeting; The Manual*

*Neighbours Praising God Events*

See the Conference Committees resource (August 2013) available from the GCO.

# FINANCE COMMITTEE

*revised: September 17, 2010*

## **Responsibility**

It is the responsibility of the Finance Committee to have oversight of the financial affairs of Manitou Conference and of the Committees of the Conference.

### SUCH OVERSIGHT SHALL INCLUDE:

- preparing financial forecasts and budgets
- reviewing financial statements
- assessing and receiving Presbytery contributions to Manitou Conference
- disbursing funds at the direction of the Conference or its Executive
- reporting to the General Meeting of Conference and recommending financial policies for the Conference
- acting as the Special Appeals Committee
- oversight of Conference investments
- appointing a representative to the Business and Agenda or NPG Planning Committee

## **Composition**

The Committee is composed of four elected persons: a Chairperson, the Conference Treasurer, and two other persons elected by the General Meeting of Conference – plus one representative from each presbytery, with the power to consult with others for their financial expertise.

There is no requirement with regard to lay/clergy representation.

## **Manual Requirements**

The sections of *The Manual* (2016) which pertain to the life and work of this committee are D.3.6.5 (Page 99).

In addition, see the *Conference Committees resource (August 2013)*, available online from the General Council Office or on the Conference website.

## **Staff Support**

Staff support will be provided by the Executive Secretary.

## **Competencies**

Desirable competencies are: a knowledge of budgeting, ability to read financial statements, and a willingness to work towards consensus decisions. An understanding of and commitment to Christian stewardship or the willingness to develop such is expected of every member.

## **Meetings**

At least twice per year

## **Policy Reference:**

*Conference Funds*

*Conference Funds – Surplus*

*Expense Reimbursement*

*New Funding*

*Recognition of First Nations Traditional Territories*

See the *Conference Committees resource (August 2013)* available from the GCO.

# **MINISTRY PERSONNEL & EDUCATION / SETTLEMENT / INTERNSHIP COMMITTEE**

## **Responsibility**

### **MINISTRY PERSONNEL & EDUCATION**

It is the responsibility of the MP&E Committee to assist in supporting those persons who are in the Order of Ministry, Designated Lay Ministry, and others in paid accountable ministry within the presbyteries of Manitou Conference. The committee is responsible for receiving reports on all candidates for the Order of Ministry and Designated Lay Ministry. The committee shall coordinate with the Conference Assessment Team (Candidacy Pathways) on the examination of candidates recommended for ordination or commissioning, as well as Order of Ministry personnel from other denominations who wish to be recognized in the United Church. The Committee shall assist in interpreting the ministry personnel policies of the General Council to the Presbyteries within the Conference. The Committee ensures that regular training is made available for Licensed Lay Worship Leaders throughout the Conference.

Under the Effective Leadership & Healthy Pastoral Relations Pilot Project operative in Sudbury Presbytery, the Manitou Conference MP&E, was given oversight and responsibility for pastoral relations matters within Sudbury Presbytery, including but limited to:

1. Establishment of Joint Needs Assessment process with congregations and the appointment of representatives in consultation with Sudbury Presbytery
2. Approval of Joint Needs Assessment reports within Sudbury Presbytery and declaration of vacancies as approved.
3. Appointment of representatives, in consultation with Sudbury Presbytery to Joint Search process
4. Approval of calls and appointments within Sudbury Presbytery.

The committee shall appoint members to the following subcommittees and have oversight of their work:

- Candidacy Pathway Pilot Project- (Candidacy Assessment Team and Evaluation Team)
- Committee on Sexual Abuse Policy and Procedures

### **SETTLEMENT**

It is the responsibility of the Settlement Committee to consider communications from Pastoral Charges, including requests from Ministers and Pastoral Charges for a change in pastoral relations, and calls or appointments to Pastoral Charges, Outreach Ministries, or other United Church institutions, together with such representations as may be made concerning them. The Committee is charged with the responsibility of settling persons to the pastoral ministry or presbytery-accountable ministry within the Conference and shall report to the Conference for information only. It is the practice of the Manitou Conference Settlement Committee to complete the settlements of the Ordinands/Commissionands as soon after the meeting of the National Transfer Committee as possible. The Committee, from time to time, may conduct workshops or other educational events related to the pastoral relations functions of Conference, Presbyteries or Congregational committees. The Settlement Committee through its Chair, shall prepare a Settlement Committee Report detailing all actions for presentation to each General Meeting of the Conference.

### **INTERNSHIP AND SUPERVISED EDUCATION**

It is the responsibility of the Internship Committee to work in consultation with the Presbytery Education and Students' Committees, the Candidacy Pathways Pilot, and the General Council Committee on Ministry Vocations (MEPS) to provide oversight of all aspects of internships and supervised ministry education. The responsibilities of the Internship Committee shall be to:

- recruit and encourage sites for internship and supervised ministry education among Pastoral Charges and institutions:
- recruit individuals to take appropriate training recognized by the General Council and to offer additional training of supervisors:
- assess applications from Pastoral Charges and institutions which have been approved by Presbytery, and to transmit those which are approved by the Conference Internship Committee to the Committee on Ministry Vocations;
- organize and hold orientation events for supervisors, interns and lay supervision teams
- have oversight of the internship and supervised education experience of Pastoral Charges, supervisors and interns. This will include a review of the evaluations from the internships, on-site visits and consultations;
- consider applications from students for internship equivalency and in those cases to approve the learning setting and supervisor; and
- make decisions. with concurrence of MEPS regarding the termination of an internship or unresolved conflicts.

### **Composition**

The Ministry Personnel & Education/Settlement/Internship Committee shall be composed of 10 people:

- a chairperson of MP&E, elected by the Conference General Meeting
- a chairperson of Settlement, elected by the General Meeting
- a chairperson of Internship, elected by the General Meeting;
- a secretary who serves MP&E, Settlement, and Internship, elected by the Conference General Meeting;
- two representatives, one Lay and one Order of Ministry, selected by each of the three Presbyteries, one from the Education and Students Committee, and one from the Pastoral Relations Committee (preferably the committee convenors or their representatives) .
- The President of Conference shall be an Ex Officio member.
- The Personnel Minister of Conference shall be a corresponding member.

### **Manual Requirements**

*The Manual* (2016) sections pertaining to the life and work of the Committee are:

- MP&E: D.2.8; D.2.10; I.Pastoral Relations (Page 93; Pages 160-173)
- Internship: D.3.6.5 (Page 99)
- Settlement: I1.1. to I.1.2.5 (Pages 160-162)
- Effective Leadership Pilot I.Pastoral Relations (Pages 160-173)

In addition, see the *Conference Committees resource (August 2013)*, available online from the General Council Office or on the Conference website.

### **Staff Support**

Staff Support will be provided by the Conference Personnel Minister.

### **Competencies**

Desirable competencies for members of this committee are:

- a willingness to engage with the polity of The United Church of Canada;

- ability to participate in interviews and discern readiness for vocational ministry;
- an openness to people and ideas;
- passion and gift for the ministry of administration;
- a willingness and capacity to listen;
- a willingness to be a team player;
- a commitment to attend all meetings; and
- the ability to inform and education Presbytery committees.

## **Meetings**

The Committee meets 3 times per year, or as needed. Technology (emails, conference calls) will be used when deemed appropriate.

## **Directed Goals**

- to help Ministers who are new to this Conference become acquainted with the special nature that is uniquely Manitou. It is noted that that some exposure to French/English relations issues will be an integral part of the Orientation Tour. (Motion Reference: Page 489-1984 ROP)
- to provide supervision to the training congregations and their interns within the Conference.
- to provide training opportunities to Pastoral Relations Committees, Ministry and Personnel Committees, Education and Students Committees. and others involved in MP&E/Settlement/Internship responsibilities within the Conference.
- to support Presbyteries in the responsibility of having oversight of those in paid accountable ministry and Pastoral Charges.
- to be supportive of the Presbytery Committees responsible for MP&E matters and to provide networking among them.
- to create the Celebration of Ministry service in consultation with the candidates, the Conference President, and the Business and Agenda Committee (References 26-27 – A87).
- to work with the candidates and the Business and Agenda Committee, to ensure that the candidates' biographical information is submitted for the Annual Meeting packet of information. (Reference A90-156 (no motion, just a recorded request), Reviewed September, 2010);
- to submit an annual budget to the Finance Committee on a regular basis, and request a detailing of the disbursement of funds on an annual basis.
- to fulfill all other responsibilities as required by *The Manual*.

**Policy Reference:** *Candidates and Candidate Assessment Team*  
*New Funding*  
*Orientation Tour: Some exposure to French/English relations issues*  
*be an integral part of the Orientation Tour*  
*Recognition of First Nations Traditional Territories*  
 See the Conference Committees resource (August 2013) available from the GCO.



## CANDIDACY PATHWAY TRANSITION

(September 7, 2012)

### **Background**

In 2011, Manitou Conference was included in the Candidacy Pathway Pilot Project, along with Bay of Quinte and British Columbia Conferences. The pilot is an attempt to streamline Education and Student's work at both the Presbytery and Conference Levels. There is currently a Remit before the Church regarding the adoption of Candidacy Pathways as the operative process for recruitment, equipping, and recognition of those offering themselves for paid accountable ministry.

Since the beginning of the pilot project, General Council 42 authorized a remit that would make the "Candidacy Pathways" the normative process for Education and Students work within the United Church. The remit has been approved by the majority of pastoral charges and presbyteries and final approval is before GC43 in July 2018. With that approval, Candidacy Pathways will cease to be a "pilot project" and will continue as the process for the whole church.

### **Accountability**

The Candidacy Pathway Pilot Project is accountable to the Manitou Conference through the MPESI committee.

### **Responsibility**

With the emerging duplication of work, it was recommended by the MPESI committee, and approved by Conference Executive, that the existing Conference Interview Board/Interim Ministry Committee be disbanded. The work of interviewing prospective candidates and assessing applicants for Interim Ministry has been handed over to the Candidacy Pathway group.

The Candidacy Pathways Implementation and Evaluation Group met in 2013, and at that time with the procedures in place, left the Conference Assessment Team to do the work.

- The Candidacy Assessment Team (CAT) interviews applicants and candidates throughout their educational process. They will also handle the work of the Interim Ministry Committee. The CAT group has six members.

### **Staff support**

Staff support will be provided by the Conference Personnel Minister.

### **Meetings**

The Conference Assessment Team will meet to conduct initial interviews of expressing interest in ministry and will meet to conduct annual interviews with candidates for Ordered Ministry and applicants for Designated Lay Ministry.

**Policy Reference:** *Candidate and Candidates Assessment Team*

See the Conference Committees resource (August 2013) available from the GCO.

## COMMITTEE ON SEXUAL MISCONDUCT POLICY

### **Accountability**

- a Sub-committee of the Conference MP&E/Settlement/Internship Committee
- appointed by and accountable to the Conference MPE/S/I Committee

### **Responsibility**

- to raise the awareness of people within the Conference on issues related to sexual misconduct:
- to make their existence and consultant's existence well known in the Conference:
- to become familiar with resources within the Conference and share this information with others (e.g. secular consultants, educational centres, distress centres, women's centres, legal and medical advisors);
- to be available to the designated officers of church courts for consultation regarding the wisdom of placing a respondent on leave with pay when criminal charges related to sexual assault or child abuse have been laid or when a Formal Hearing has been requested on a complaint of sexual abuse, sexual harassment, sexual exploitation, or pastoral sexual misconduct;

### **Composition**

- 3-5 persons who are willing to make a 3-5 year commitment
- at least 2/3 of the members should be women (2 of 3; 3 of 4; 4 of 5) - one of the members should be a man

### **Manual Requirements**

*The Manual* (2016) sections pertaining to the life and work of this Sub-committee are J.1.4 and the Sexual Misconduct Prevention & Response Policy handbook.

### **Staff Support**

Staff support will be provided by the Conference Personnel Minister.

### **Competencies**

- Similar to competencies of the MP&E/Settlement/Internship Committee;
- all members need to be familiar with the issues involved in sexual misconduct and be committed to keeping up-to-date on these issues;
- able to provide training and support for the Officers of the Court.

### **Meetings**

The Sub-committee will meet at least twice annually: one meeting to become updated on the policies and procedures of the United Church relating to Sexual Misconduct; a second meeting with the Officers of the Court to provide ongoing training and support for them.

**Policy References:** See the Conference Committees resource (August 2013) available from the GCO.

# MISSION SUPPORT GRANT COMMITTEE

## Responsibility

It is the responsibility of the Mission Support Grant Committee to be familiar with and to implement the procedures of the National Church concerning Mission Support Funding and to scrutinize, approve and administer requests (for funds) originating in Manitou Conference in consultation with the Presbyteries of Conference or the Executive of Conference under the following categories:

- Mission Support Grants for Pastoral Charges
- Mission Support Grants for Outreach Ministries
- Manse Modernization Grants
- Capital Assistance Funds
- Church Development Capital Funding
- Emergency Funding to Pastoral Charges
- Other Special Funds of the General Council Support to Local Ministries

The Mission Support Grant Committee is the decision-making body concerning the above and reports to the Conference (Executive and/or General Meeting) for information only.

## Composition

The Committee is composed of four persons:

- a chairperson elected at the Conference General Meeting - a representative from each of the three Presbyteries.

At least 50% of the Committee should be lay persons.

## Manual Requirements

The Sections of *The Manual* (2016) which pertain to the life and work of this committee are J.1.3 (b); J.1.4; (Pages 188-189); I.1.2.5 (e) (Page 163).

In addition, see the *Conference Committees resource (August 2013)*, available online from the General Council Office or on the Conference website.

## Staff Support

Staff support provided by the Conference Minister: Mission & Stewardship Animation.

## Competencies

Desirable competencies for members are:

- ability to assist mission units in completing applications
- budgeting skills
- ability to constructively critique a project
- appreciation and understanding of the various ministries in Manitou Conference - ability to clearly and concisely present information

## Meetings

Regular Meetings - 2 per year: A June meeting to receive and review anticipated grant requests from the Mission Units, and to suggest realistic possibilities to Mission Units based on the total amount of available funding and the expected requests. To deal with any Technology Grant requests.

A November meeting to make decisions on Presbytery-approved requests within the limitations of available funding and to make projections and establish priorities for future requests.

Special or sub-committee meetings - when funding requests or committee action requires action between the regular meeting dates.

### **Other Duties**

- meet with the administrative bodies of Mission Units requesting funds to go over details of the requests and ask or answer relevant questions;
- present and speak to the Mission Unit application at Presbytery and Conference committee meetings;
- develop, review and approve the Manitou presentation to the annual Mission Support Grant Consultation of the national church to be made by the chairperson and staff support person.

### **Policy Reference:** *New Funding*

*Recognition of First Nations Traditional Territories*

See the Conference Committees resource (August 2013) available from the GCO.

### **Criteria:**

The purpose of Manitou Mission Support Grant is to provide financial support to pastoral charges, outreach and community ministries, and other identified projects that need financial assistance. This is mission support, not life support.

1. Primary consideration will be given to applicants demonstrating commitment to Manitou Conference priorities:
2. Mission support grants are limited in their scope and availability; they are intended as temporary, bridge or seed grants. Such grants will normally have a declining value, over a maximum five-year duration. By year six, the value of support will normally have declined to zero.
3. Outreach and community ministry projects must demonstrate financial support from United Church and other partners.
4. Mission support grants are intended to support mission and ministry, not physical plant or capital funding projects. Congregations seeking mission support grants must support paid accountable ministry.
5. Applicants must use standardized Manitou Conference financial reporting forms when appropriate (congregational reporting forms are in development).
6. Applicants must submit a clear and concrete revenue generation/stewardship strategic plan (template in development).
7. Applicants must make a representative available to reviewing bodies (usually presbytery) to speak to or present the application as needed.
8. Applicant congregation members who are also delegates to presbytery and conference Mission Support Grant review bodies must declare conflict of interest and recuse themselves from grant application review and award decision processes.

# NOMINATION COMMITTEE

*Revised 2010*

## **Responsibility**

It is the responsibility of the Nomination Committee to give leadership in the process of identifying and assisting in the nomination of people who are willing and competent to serve in the structures of Manitou Conference and/or other regional or national bodies of The United Church of Canada in accordance with the guidelines of Manitou Conference. (See Conference Officers: Responsibilities & Term of Office in this Handbook).

This committee's work will be guided by the "Nominations Process for Manitou Conference" (approved by Conference Executive May 2008).

The Nomination Committee shall, in consultation with the presbyteries of Conference, solicit and prepare a list of nominations for each Conference position open to election for presentation to the General Meeting of Conference. Nominations may also be made at the General Meeting prior to a specific deadline determined by the Nomination Committee. Where more than one nomination is received there will be an election by ballot. Where only one nomination is received there may be a Yes/No ballot to affirm the will of the Conference, or an acclamation of the position.

The Nomination Committee shall act to fill vacancies that may occur or new positions that may be created between the General Meetings of Conference.

## **Composition**

The Nomination Committee is composed of 5 persons:

- the GCE rep who sits on the General Council nominations committee will serve as Conference Chairperson
- a representative from each of the presbyteries (usually the Presbytery Nomination person) - Past-President of Conference

## **Manual Requirements**

See the *Conference Committees resource (August 2013)*, available online from the General Council Office or on the Conference website.

## **Staff Support**

Staff support will be provided by the Executive Secretary.

## **Competencies**

Desirable competencies are a familiarity of the structures of the United Church at the Conference and National levels and knowledge of the "people resources" in the Conference.

## **Meetings**

Once or twice a year.

**Policy Reference:** *New Funding*

*Recognition of First Nations Traditional Territories*

See the Conference Committees resource (August 2013) available from the GCO.

## **LIVING INTO RIGHT RELATIONS COMMITTEE (2017-2019)**

As a part of the healing and reconciliation of The United Church of Canada, Right Relations Home Groups were established in each conference in 2008. At the 2013 General Meeting of Manitou Conference, the LIRR's five-year mandate was extended and this standing committee established for a four-year term (2013-2017). At the 2017 General Meeting, this committee's mandate was extended.

### **Responsibility**

To explore, develop and nurture just and respectful relationships between Aboriginal and non-Aboriginal people by:

- Consciousness-raising among the non-Aboriginal United Church population in relation to the Indian Residential Schools and the legacy left with the present Aboriginal population;
- Responding to emergent issues that impact Aboriginal peoples;
- Listening for, responding to and creating opportunities for cross-cultural dialogue;
- Acknowledgment of Traditional Territory;
- Collaborating with KAIROS, the national ecumenical organization in their educational and advocacy work towards living in right relations.

This Committee would have a 4-year mandate, give an interim report in 2015, and a final report in 2017. The Committee would report to each Executive meeting as a standing item.

There would be an annual budget allocation.

Report to the meetings of Conference Executive.

Report to the Conference General Meetings.

### **Composition**

Members of the former Right Relations Home Group, supplemented by Conference Executive to ensure Presbytery representation.

### **Manual Requirements**

In addition, see the *Conference Committees resource (August 2013)*, available online from the General Council Office or on the Conference website.

### **Staff Support**

Staff support provided by the Conference Executive Secretary.

### **Meetings**

This committee will meet 3-4 times per year.

**Policy References:** See the Conference Committees resource (August 2013) available from the GCO.

# **STAFF COMMITTEE**

*Accepted at Manitou Conference Executive March 9, 2006*

## **Purpose**

The Staff Committee will ensure that the current personnel policies for General Council and Conference Staff are known and implemented in Manitou Conference.

Working within the guidelines of these policies, the Staff Committee:

- oversees the staffing model
- develops and recommends policy and guidelines to Conference or its Executive to support and ensure proper and effective staff services
- frames the work of the committee and the Conference Staff in terms of the Mission of Manitou Conference: Spiritual Growth, Christian Discipleship, and Congregational Development

## **Accountability**

The Staff Committee is accountable to the Executive of Manitou Conference and the General Meeting of Manitou Conference.

The Executive Secretary is accountable to the General Council through the General Council Minister, Regional Relations and in Manitou Conference through the Conference Executive and the Conference Staff Committee.

The Conference Ministers and Office Coordinator are accountable to the Conference through the Staff Committee and supervised by the Executive Secretary.

## **Staff Committee Areas of Consultation with the Executive Secretary**

Acknowledging the Executive Secretary's responsibility for the supervision of Conference Staff and the oversight of the Conference Office, the Staff Committee and Executive Secretary will consult on:

- major changes or decisions in the operation of the Conference Office including the need for support staff services; (The Executive Secretary is responsible for the day-to-day supervision of the Conference Office within the parameters of "approved number of staff" and established budgets.)
- recommendations to Manitou Conference, or its Executive, for any significant changes in staff position descriptions or finances for staff services to the Conference;
- continuing education and extended study leave for staff;
- budget forecasts and recommending budget requests to the General Council Office and to Manitou Conference (Finance Committee) for the total operation of staff services; budget requests for the operation of the Staff Committee and budget requests to Manitou Conference (Finance Committee) for the Conference portion of funding for continuing education for Conference staff;
- procedures for and scheduling of performance reviews for staff;
- adequacy and efficiency of office facilities and equipment;
- general well-being of all staff
- other issues that may become apparent from time to time.

## **Responsibilities**

The Staff Committee will:

- it is recommended that the Staff Committee Chairperson invite an impartial person qualified in personnel management to orient the staff committee each September;

- receive and offer comment on any reports/feedback/ input from the Conference staff;
- provide input and feedback from Presbyteries to staff;
- ensure that performance reviews for staff are carried out on a regular basis. (The Executive Secretary has the responsibility to do this through a major review every two years and a review of work goals on an annual basis);
- participates in the performance review for the Executive Secretary, according to the schedule of the General Secretary. (Currently this is scheduled to take place every two years);
- participate in the search and selection process for new staff as described in The United Church of Canada Human Resources Policy Manual;
- interpret the work of the Conference Staff to the constituency;
- report on the work of the Staff Committee to the Executive and the General Meeting of Manitou Conference.

### **Composition**

Chairperson - elected by the General Meeting of Conference.

Secretary – elected by the General Meeting

One Representative from each presbytery (3)

The Executive Secretary - as a non-voting staff resource

### **Support Persons**

- Each member of the Conference Staff are encouraged to have Support Person(s)/Network of their choosing.
- The Support Person may be invited to attend meetings of the Staff Committee as a corresponding member at the request of the Staff Committee or the Staff Person.

### **Term of Office**

The Chairperson is elected for a term of two years and may serve two consecutive terms.

The Secretary is elected for a term of two years and may serve a maximum of two consecutive terms.

Representatives from the Presbyteries are appointed as the Presbytery decides. (Consultation might take place between Presbytery representatives and the Presbytery Nominating Committee to provide for a rotation in membership so that there will be continuity in the "corporate memory" of the committee.)

### **Manual Requirements**

The sections of *The Manual* (2016) which pertain to the life and work of this committee are D.3.4.2; D.3.5 (Pages 97-98).

In addition, see the *Conference Committees resource (August 2013)*, available online from the General Council Office or on the Conference website.

### **Staff Support**

Staff support is provided by the Executive Secretary.

### **Competencies**

Members should have, or be prepared to gain, a working knowledge of the structures, policies and practices of the United Church especially as they relate to Manitou Conference and the place and role of the Conference Staff within the Conference.

### **Meetings**

The Committee shall meet at least twice a year to conduct its business. Written and telephone consultation may be necessary from time to time.

**Policy Reference:** *New Funding*  
*Recognition of First Nations Traditional Territories*  
 See the Conference Committees resource (August 2013) available from the GCO



# PRESBYTERY RESPONSIBILITIES

## Responsibilities

By the action of the 1996 General Meeting of Manitou Conference the program work of the Conference was moved to the Presbyteries, in partnership with the congregations of Manitou Conference and the Conference Staff. It is hoped that program work will not be duplicated at Presbytery and Conference.

Presbyteries and their Committees are encouraged to plan and hold appropriate workshops, forums, mission festivals, training and educational events that will benefit the congregations within their bounds, and help fulfill the Conference MISSION. Presbyteries may wish to open up such events to other parts of the Conference as well. Presbytery Committees are also encouraged to develop whatever networks are necessary to effectively carry on these responsibilities.

## Composition

Each Presbytery already has a committee structure or some other plan of operation related to each of the designated responsibilities. Such committees are encouraged to put more time and effort into their work in order to help fulfill the MISSION of Manitou Conference. In some cases, such committees may need to be expanded and/or make use of ad hoc groups both from within and beyond the Presbytery membership.

## Manual References

The Section of *The Manual* (2016) which pertains to these responsibilities of Presbytery is “C” (Page 73-87).

## Staff Support

Staff support for Presbytery Executives is provided by the Conference Executive Secretary. Staff support for Presbytery Committees provided by the Conference Ministers and Conference Executive Secretary as availability permits and/or need requires.

## Competencies

Members of the Presbytery Committees should have a genuine interest and passion for the work of their committee along with a willingness to undertake a fair share of the tasks to be done.

**Policy Reference:**   *Assessments by Conference*  
                              *Congregations to Discuss Major Items Before General Conference Meetings*  
                              *French/English Dialogue*  
                              *French Language Training*  
                              *Oversight of Ministers and Pastoral Charges*  
                              *Recognition of First Nations Traditional Territories*

# GENERAL PARAMETERS FOR ALL COMMITTEES & THE EXECUTIVE

- All Committees and the Executive are expected to do their work within their approved budgets.
- All voting members of Committees and the Executive shall be United Church Members in good standing.
- No one person should serve on more than one Committee or the Executive, i.e. voting members of the Executive should not serve on Standing Committees – Presidents: past, present, designate, and the Treasurer excepted. This does not include sub-committees and task groups.
- Place and frequency of meetings, and the costs to be covered are to be determined by the Committee or Executive concerned, keeping in mind the work to be done and the limitations of their budgets.

## CONFERENCE OFFICERS RESPONSIBILITIES & TERM OF OFFICE

### President, President Designate, Past President

- The President Designate shall be elected by the delegates to the General Meeting of Conference.
- The term of office as President Designate shall be from the installation at the Meeting of Conference until the installation as President. The term of office as President shall be from one General Meeting to the following General Meeting, at which time the President becomes the Immediate Past President for a term between General Meetings.
- The President Designate and President are members of the Conference Executive. The Immediate Past President is also a member of the Mission Oversight and Communications Committee.
- The President and President Designate are members of the Business and Agenda/Event Planning Committee. They are expected to attend and participate in its work.
- The President is an ex-officio member of all Conference committees and may attend, as a voting member, any committee meeting (*The Manual* D.3.4.1.e). Unless requested the President is not expected to attend committee meetings other than those noted above.
- The President will preside at and constitute the Conference General Meetings and the Conference Executive Meetings (*The Manual* 431(a) (b)) following her/his installation, and until the installation of a successor. (See responsibilities of Chairpersons below.)
- The President may preside at all Communion Services at all Conference meetings (*The Manual* D.3.4.1.f) or ask the Executive Secretary to make other acceptable arrangements.
- The President may preside, including the right to preach, at all Celebration of Ministry Services or ask the liturgist to make other arrangements.
- The President may assign responsibilities to the President Designate or the Past Presidents through mutual agreement.
- The President, in consultation with the Conference Staff will develop and implement a plan of pastoral oversight to Manitou Conference through its Presbyteries and Pastoral Charges.
- A budget line of \$1,000/year is available to support the President during his/her time in office. This budget line may be used for travel expenses and for pulpit supply (if the President is ministry personnel serving in a pastoral charge).

### Treasurer

- The Conference Treasurer shall be elected by the delegates to the General Meeting of Conference.

- The term of office shall be from one General Meeting to the next General Meeting. The Treasurer may be re-elected without limit.
- The Treasurer, through the Conference Bookkeeper, is to receive and disburse all monies under Conference control in accordance with the instructions of the Conference.
- The Treasurer is a member of the Conference Finance Committee and the Business and Agenda/Event Planning Committee. The Treasurer is expected to attend and participate in the work of these committees when possible.

### **Conference Archives Convenor**

- The Conference Archives Convenor will be appointed by the Executive.
- The Archives Convenor will co-operate and work with the General Council Committee on Archives and History in arranging for the preservation, gathering and transmission of archival material from within the Conference to permanent archival repositories keeping the appropriate records (*The Manual* 460). This includes advising congregations, pastoral charges, presbyteries and conference on matters of records management for documents of archival interest.
- The Archives Convenor will be accountable to the Executive but not a member of the Executive.
- The Archives Convenor's operating costs will be part of the Executive budget.

### **Committee Chairpersons**

- Chairpersons of Conference Committees shall be elected by the delegates to the General Meeting of Manitou Conference.
- The term of office for chairpersons shall be from the rise of the General Meeting until the rise of the next General Meeting.
- Chairpersons may serve a maximum of two consecutive terms.

### **Notes on Committee Members**

- It is the intention of Manitou Conference that no one person should serve on more than one committee or the Executive. Presbyteries and other appointing/electing bodies are asked to honour this intention when considering membership to the Conference Executive or its Committees. (This does not apply to the Conference Presidents or the Treasurer. Nor does it apply to Task Groups, Subcommittees and other such Ad Hoc undertakings.)
- The term of office for elected or appointed members of Conference Committees (other than the chairpersons) shall be determined by the electing or appointing bodies. It is highly recommended that such election or appointment should be done with the best interests of the work of the Conference Committees in mind and that due consideration should be given to the need for continuity in the membership of the committee concerned.
- The Nominations Committee of Conference may be consulted on questions of continuity and turnover of Presbytery representatives or appointees.
- In the event that a person is unable to complete a term of office the replacement member continues the term of office already begun by their predecessor. A partial term of office served in such circumstances shall not be counted as a "term of office" as described above.
- Committees have power to add to their membership when this is necessary to accomplish the work of the committee provided they can do so within their existing budgets.

- Committees will have members of the Conference Staff as resource persons as designated by the Conference Staff Committee.

### **Task Forces and Sub-committees**

- Committees and/or the Executive may appoint Task Forces or Sub-committees for a period of up to one year without consultation provided they can do so within their existing budgets.
- Committees may appoint Task Forces or Sub-committees for a period of more than one year only with the approval of Manitou Conference.
- The term of office of members of Task Forces or Sub-committees shall be determined by the appointing body. Membership of Task Forces or Sub-committees will be reviewed by the Nominations Committee of Conference on a biennial basis.

### **Committee Secretaries**

- Most Committees may appoint their own secretaries in a manner that suits their work.
- The Secretaries of the Ministry Personnel & Education/Settlement/Internship and Staff Committee shall be elected by the delegates to the General Meeting of Manitou Conference.
- The term of office for the MPE/S/I Secretary shall be from the rise of the General Meeting until the rise of the next General Meeting.
- The MPE/S/I Secretary may be re-elected without limit.

# Chairperson of a Committee Job Description

## Purpose

To organize and facilitate the work and meetings of a Conference Committee.

## Results Expected

The Committee members will have a clear understanding of what they are to do along with a process as to how they will go about doing their work.

## Time Commitment

To organize and facilitate the meetings of the Conference Committee from the rise of the meeting which elected/appointed the chairperson to the rise of the meeting which elects/appoints a successor. Normally this would be a two-year term between General Meetings of Conference, with the possibility of being renewed once (maximum four-year term). Most Conference Committees meet three to four times a year; some meet only once or twice a year.

## Duties

- To review past minutes, receive directives from the Conference, Conference Executive and its related bodies, and to prepare a tentative Agenda for the Committee Meetings. Whenever possible this Agenda should be circulated among the Committee members prior to the Committee Meeting concerned.
- To arrange for the time and place of meetings for the Committee.
- To inform, or arrange to have informed, Committee members of the time and place of meetings well in advance of those meetings.
- To Chair the Committee Meetings in such a manner as to allow for full participation by all the Committee members in an orderly and appropriate fashion.
- To arrange for appropriate records of the Committee Meetings to be kept and circulated.
- To prepare and submit reports to the Conference, Conference Executive and other appropriate bodies as requested, being careful to be faithful to the Committee concerned.
- To make sure assigned tasks get done, both those tasks assigned to or taken up by the Committee, and those tasks assigned to individual Committee members.

PLEASE NOTE: Only Committees have the authority to make decisions about its work. The Chairperson has no authority to make such decisions apart from the Committee or its specific direction!

- To attend, or name someone to attend all Conference General Meetings (normally a three-to-four-day General Meeting at least once every two years) and upon request of the Executive periodic Conference Executive Meetings or portions thereof.
- In some cases, to attend meetings as required or requested by the General Council Office.

## Accountability

Chairpersons of Committees are accountable to the Conference and the Conference Executive.

## Support

Every Committee has a Conference Staff Person assigned to it for guidance and support as a resource person.

## Resources

*The Manual* of The United Church of Canada, the Handbook of Manitou Conference, Minutes of the Committee, and various other booklets, articles, videos etc. which pertain to the Committee concerned.

## Training

On the job or as requested.

## Suitable Person

Someone who is keenly interested in the work of the Committee, and who is prepared to devote the necessary time and effort to fulfill the responsibilities named above. Good leadership, inter-personal and communication skills are desirable, or a willingness to develop them.

# Secretary of a Committee Job Description

## Purpose

To record and prepare for circulation an accurate record of the actions arising from the meetings of the Conference Committee. To write and send correspondence as requested by the Conference Committee.

## Results Expected

The Conference Office and Committee members will have a readable and accurate record of what the Committee has done, and that all necessary correspondence will be taken care of effectively.

## Time Commitment

The Committee names, elects, or appoints its own Secretary except for the Executive, the Settlement Committee and the Mission Oversight and Communications Committee where the Conference elects the Secretary. There is no set term for the Committee members since they are appointed by Presbyteries according to Presbytery procedures. Committee Secretaries would be expected to attend every meeting of the Committee. Most Conference Committees meet three to four times a year for one or two days, some meet only once or twice a year.

## Duties

- To record an accurate set of Minutes of the Committee's meetings.
- To prepare and circulate a set of Minutes to all Committee members and the Conference Office, and any other persons named by the Committee. (The Conference Office may assist in the duplicating and mailing of such Minutes, if requested by the Secretary.)
- To prepare and send all correspondence as directed by the Committee.

## Accountability

Secretaries of Committees are accountable to the Conference Committee. The Secretary of the Settlement Committee and the Secretary of the Mission Oversight and Communications Committee are accountable also to the Conference.

## Support

Every Committee has a Conference Staff Person assigned to it for guidance and support as a resource person.

## Resources

*The Manual* of The United Church of Canada, the Handbook of Manitou Conference Minutes of the Committee, and various other booklets, articles, videos etc. which pertain to the Committee concerned.

## Training

On the job or as requested.

## Suitable Person

Someone who is keenly interested in the work of the Committee, and who is prepared to devote the necessary time and effort to fulfill the responsibilities named above. Keyboard, computer, and word processing experience and skills are a definite asset. Good leadership, interpersonal and communication skills are desirable, or a willingness to develop them.

# Member of a Committee Job Description

## Purpose

To constructively contribute to the work of a Committee

## Results Expected

- Members will attend all meetings of the Committee.
- Members will make arrangements for appropriate alternates in the event of absence.
- Members will be appropriately prepared to participate in, and fulfill, the responsibilities of the Committee.

## Time Commitment

- Committees normally meet two to four times a year for a day or two at a time.
- Complete work assignments between meetings as mutually agreed.
- Committee members appointed by Presbyteries will have a term set according to their Presbytery procedures. Committee members added by committee action will have a term as set by the committee concerned.

## Duties

- To attend Committee meetings
- To participate actively and appropriately in the Committee meetings.
- To accept a fair share of the tasks to be done between meetings.
- To carry out effectively any specific responsibilities assigned.

## Accountability

Committee members are accountable to the Committee and their appointing Presbytery (if any).

## Support

Every Committee has a Conference Staff Person assigned to it for guidance and support as a resource person.

## Resources

*The Manual* (2016) of The United Church of Canada, the Handbook of Manitou Conference Minutes of the Committee, and various other booklets, articles, videos etc. which pertain to the Committee concerned.

## Training

On the job or as requested.

## Suitable Person

Someone who is keenly interested in the work of the Committee. Good leadership, inter-personal, and communication skills are desirable, or a willingness to develop them.

# EXECUTIVE SECRETARY POSITION DESCRIPTION

*as of August, 2003*

INCUMBENT: The Rev. Dr. Will Kunder

## **JOB SUMMARY**

The Conference Executive Secretary, an appointee of the General Council to Manitou Conference, provides leadership, counsel, and general oversight as Manitou Conference fulfills its mission. The successful candidate will serve as the Executive Officer of Manitou Conference and its committees and as chief liaison with General Council and the Presbyteries. The Executive Secretary is responsible for co-ordination and supervision of the staff team in the Conference and for the implementation of policies, plans and programs of the General Council and the Conference.

The Executive Secretary must be passionately committed to providing leadership to Manitou Conference in its visioning, directions, and its processes, as the Conference seeks to be faithful to God's mission in the context of Northeastern Ontario and Northwestern Quebec.

## **KNOWLEDGE, EDUCATION AND EXPERIENCE**

- Active membership in The United Church of Canada with a theological degree (M.Div.) or equivalent.
- Thorough knowledge, understanding and appreciation of the doctrine, polity and policies of The United Church of Canada, and ability to share this knowledge clearly within the conciliar system that has evolved in Manitou Conference.
- Ability to build trust with colleagues and volunteers in Manitou Conference, and to energize Manitou Conference as it follows its mission and ministry as part of The United Church of Canada.
- Have knowledge of all the courts of The United Church of Canada, including General Council.
- A strong faith commitment and theological fluency.
- A vision with courageous hope for the Church in the 21st century.
- Sensitivity to the social and cultural realities of the Conference.
- Demonstrated administrative and supervision skills, that include a collegial consultative leadership style and the ability to develop and monitor budgets.
- Ability to deal with media relations.

## **COMPLEXITY/JUDGEMENT**

- Ability to discern appropriate pathways through complex issues, problems and opportunities.
- Ability to work with many different people to accomplish diverse tasks under conditions that can be difficult.
- Ability to discern the impact and implications of decisions and actions.
- Willingness to explore new initiatives and new learnings and the flexibility to respond to the changing needs of the church.
- Excellent analytical skills and judgment in dealing with critical issues is required as is the ability to plan ahead.

## **HUMAN RELATIONS**

- Ability to work with staff and volunteers with sensitivity and flexibility.
- Ability to build and maintain effective relationships within Manitou Conference and its Presbyteries.



## **CONFIDENTIALITY**

- A high respect for confidentiality is expected of the Conference Executive Secretary.

## **CONSEQUENCE OF ERROR**

- Significant embarrassment to, and loss of confidence in The United Church of Canada.
- The potential for legal action that is financially costly, publicly disruptive and/or embarrassing.

## **WORKING CONDITIONS**

- Considerable travel is required. Attendance at evening and weekend meetings is also required on a regular basis.
- Manitou Conference supports the Conference Executive Secretary in efforts to balance the work of the church with personal and family nurture.

## **ACCOUNTABILITY**

- The Conference Executive Secretary is accountable to the General Council through the General Council Minister, Regional Relations, and to Manitou Conference through the Conference Executive and the Conference Staff Committee.

## **CONTEXT**

The following priorities inform the work of all Conference staff:

- Support to ministry personnel;
- Serving as resource persons to presbyteries and congregations and the national church; - Helping to ensure a mission focus for Conference, presbyteries and congregations.

## **SUPERVISION**

- Positions Supervised - All Conference staff.
- Reporting Relationship - Reports to the General Council Officer, Conciliar Relations and Conference Executive

## **MACHINES AND WORK AIDS USED**

Computer - word-processing software, local area network software, internet software, financial software. Presentation and communication tools - overhead projectors, power-point, TV, VCR, etc. Office Equipment such as facsimile, copy machines, etc.

## **JOB DUTIES AND RESPONSIBILITIES**

### **GENERAL COUNCIL RESPONSIBILITIES AND RELATIONSHIPS**

Overall % of job: approx. one-third of time (1/3)

Duties/Activities Involved

- attends and participates in meetings of General Council Executive and Conference Executives, dialoguing and sharing information relative to Manitou Conference.
- fulfills all functions and duties as required by General Council and *The Manual*.
- communicate and interprets the concerns of Manitou Conference and its Executive to General Council and its Executive.

- communicates and interprets the concerns of General Council and its Executive to Manitou Conference.

### **ADMINISTRATION, SUPERVISION AND OVERSIGHT OF CONFERENCE OFFICE**

Overall % of job: approx. one-third of time (1/3)

#### Duties/Activities Involved

- ensures collegiality of all personnel (staff and volunteer) through modeling, mentoring, and consultation.
- conducts performance reviews as required.
- supervises the overall budget of the Conference.
- ensures accurate Record of Proceedings for Conference and its Committees.
- ensures administration matters are conducted in accordance with *The Manual* and established policy and procedure.

### **RESOURCE PERSON TO CONFERENCE AND PRESBYTERIES**

Overall % of job: approx. one-third of time (1/3)

#### Duties/Activities Involved

- encourages participation of volunteers in Conference missions and ministries. - provides support and counsel to the President and other Conference Officers.
- seeks opportunities for training of volunteers to perform the Conference responsibilities.
- provides a visible pastoral presence.
- identifies need for social justice and initiates appropriate action.
- joins with laity and clergy in Manitou Conference to kindle the imagination of the church.
- assists and supports congregations as they seek to fulfill ministry.
- relates to and supports Presbyteries in the discharge of their functions.
- fulfills all functions and duties as required and prioritized by the Conference and its Executive.

# **CONFERENCE MINISTER: Mission and Stewardship Animation POSITION DESCRIPTION**

*as of September 12, 2007*

INCUMBENT: Rev. Melody Duncanson Hales

## **FUNCTION**

The Conference Minister for Mission and Stewardship Animation will develop Mission and Stewardship strategies in consultation with the constituency. He/she will encourage and develop appropriate leadership within the constituency to carry out the Mission of Manitou Conference.

As part of the staff team serving Manitou Conference, the Conference Minister for Mission and Stewardship Animation will work to promote the health and well-being of presbyteries and congregations in relation to the polity, practice and ongoing initiatives of The United Church of Canada.

## **ACCOUNTABILITY**

The Conference Minister shall be accountable to Manitou Conference through the Conference Staff Committee and shall be supervised by the Executive Secretary.

There shall be a biennial review of the position and the incumbent's performance. Such review shall be undertaken by the Executive Secretary who may consult with the Conference Staff Committee.

## **CONTEXT**

The following priorities inform the work of all Conference staff:

- Support to ministry personnel;
- Serving as resource persons to presbyteries and congregations and the national church; - Helping to ensure a mission focus for Conference, presbyteries and congregations.

## **RESPONSIBILITIES**

- To animate a mission focus within the Conference.
- To be a resource to all levels of the constituency of Manitou Conference, assisting to develop stewardship programs and workshops.
- To work in close relationship with the Conference committees to which s/he relates by reason of function.
- To resource the appropriate Presbytery committees.
- To be aware of emerging trends and new resources that will assist ministry throughout the conference, to communicate these to the constituency, and upon request, assist in their implementation through education and animation.
- To interpret Conference and General Council policies and procedures and work collaboratively with Conference staff, and General Council Units: Congregational, Educational and Community Ministries, Support to Local Ministries, Financial Stewardship.
- to provide administrative support to committees (Conference & Presbytery) and pastoral charges in the areas of Mission Support Grants, Capital Assistance, Manse Modernization, and Church Development;
- to work in close relationship with all committees (Conference & Presbytery) related to Mission and Stewardship;
- to assist in developing stewardship programs and workshops;
- to develop an increasing awareness of the meaning and need for Christian Stewardship in Manitou Conference and its relationship to the Mission of The United Church of Canada
- to provide, in co-operation with other staff members, additional resources and services as required.

# **CONFERENCE MINISTER: Personnel Minister**

## **POSITION DESCRIPTION**

*as of November 2014*

INCUMBENT: Rev. Lillian Roberts

### **FUNCTION**

To provide pastoral care and counsel to all those in paid accountable ministries and their families, to provide staff leadership, support and liaison in the areas of church life that are served by the General Council Human Resources Unit. The incumbent will be expected to be the primary person to manage the tasks listed in this position's portfolio, offering leadership that assures goals are defined, plans are conceived, initiated, developed, maintained and evaluated so the mission of the Conference and its constituent parts is achieved.

### **ACCOUNTABILITY**

The Conference Personnel Minister shall be accountable to Manitou Conference through the Conference Staff Committee and shall be supervised by the Executive Secretary.

### **CONTEXT**

The following priorities inform the work of all Conference staff:

- Support to ministry personnel;
- Serving as resource persons to presbyteries and congregations and the national church; -  
Helping to ensure a mission focus for Conference, presbyteries and congregations.

### **RELATIONSHIPS**

The Conference Personnel Minister shall be:

- a staff resource to the Conference Executive;
- a staff resource to the Conference Committees to which s/he relates by reason of function. (MPE/Settlement/Pastoral Relations, E&S Internship, Conference Assessment Team/Interim Ministry Committee, Conference Committee on Sexual Abuse Policy, including support for Sexual Abuse Consultants and Officers of the Court);
- in close working relationship to General Council units with respect to specific work areas as described in "Responsibilities";
- an active participant within the national Conference Personnel Ministers' network.

### **RESPONSIBILITIES**

Work in close relationship with all committees related to personnel matters by:

- interpreting to Conference the policies and procedures of the following General Council units: Communities in Mission and Human Resources (including Duty of Care; Sexual Abuse Policy);
- providing support and counsel to ministry personnel and their families (both active and retired);
- resourcing the work of Presbytery committees in the areas of: Pastoral Relations; Education and Students; and Oversight;
- working with Conference MPESI to facilitate teaching and learning in the above areas;

- establishing (where appropriate) collegial groups of persons in paid accountable ministries, to enable mutual support;
- sharing the role of initiating pastor-to-pastor relationships;
- establishing relationships with Candidates for the Order of Ministry and with Designated Lay Ministers in order to provide guidance and support;
- offering guidance and education to congregational Ministry & Personnel committees; and congregational bodies in the pastoral relations process;
- providing, in cooperation with other staff members, additional resources and services as required;
- serving as the Conference's Global Personnel Facilitator.

# OFFICE COORDINATOR POSITION DESCRIPTION

*Revised June 2011*

INCUMBENT: Susan Whitehead

## **JOB SUMMARY**

This position provides clerical and administrative support to the Executive Secretary and Conference Ministers. It oversees and provides for the general upkeep of the office building; monitors, coordinates and initiates office systems and procedures and provides receptionist services. The work is detailed, varied and often confidential, requiring an understanding of the work of The United Church of Canada in all its courts and committees.

## **CONTEXT**

The following priorities inform the work of all Conference staff:

- Support to ministry personnel;
- Serving as resource persons to presbyteries and congregations and the national church;
- Helping to ensure a mission focus for Conference, presbyteries and congregations.

## **JOB CONTENT**

### Secretary to Conference Ministers and Executive Secretary

Overall % of Job (40%)

#### **ALL STAFF:**

- Processes and distributes incoming and outgoing mail for staff. This involves daily e-mail process through computer, fax transmissions, use of electronic postage meter, knowledge of postal regulations and daily delivery to outdoor mail box.
- Answers correspondence related to this portfolio and of Staff as appropriate.
- Maintains mailing lists for general mailings, Conference Executive, Conference Committees and any networks and newsletters which involve the work of the Staff.
- Workshop or special project consultation, preparation and involvement.
- Creates & maintains Records Management and filing systems, particularly GCO forms & their related processes through the offices of Ministry & Employment Policies and Services, Faith Formation and Education, Justice Global and Ecumenical Relations, Congregational Learning Grants and Financial (Mission Support Grant portfolios), Technology and Statistics and Information.
- Organizes arrangements (accommodations and catering) related to meetings of Conference Executive and Committees.
- Performs other duties as delegated by and negotiated with the Conference Ministers which are deemed appropriate for and consistent with the job specifications for this staff position.

#### **SPECIFIC TO THE EXECUTIVE SECRETARY**

- Maintains the Roll of Conference through ongoing correspondence with congregations, Ministry Personnel, Presbytery Secretaries and Nomination Chairpersons.
- Prepares materials for meetings of the Executive and final drafts of minutes for distribution and archive purposes.

- Prepares material for national Archives – collection, recording and shipping to Toronto. Discussions with Archivist as necessary, related to records management.
- Sets up, maintains and circulates the Conference Directory, compiled from General Council, Presbytery and Conference information.
- Throughout the year, updates information on Order of Ministry Personnel and boundary changes for the Department of Statistics and Information for inclusion in the Year Book of the United Church.
- Prepares marriage license applications for designated ministry personnel to send to the Office of the Registrar General, within the province of Ontario as well as a different specialty licensing system for Quebec licenses issued to Manitou Conference ministry personnel performing marriages in that province. Maintains correspondence and up-to-date lists for both provinces.
- In close liaison with part-time bookkeeper, purchasing financial soft-ware packages, technology/computer updates, preparing bills for payment, and cheques for mailing, financial relationships with all Conference Committees and Office suppliers, establishing budget setups and deadlines, and maintaining filing systems of Conference financial documents. (daily)
- Determining payment schedules for presbytery assessments to Manitou Conference. Additional correspondence and liaison with Presbytery treasurers as payments are tracked, accounts receivables, appropriate filing systems, establishing new accounts and reserves with the bookkeeper.
- Preparation of financial statements and related supporting documents of full Conference Office Accounts for examination by the auditor. (yearly)

#### GENERAL MEETING TASKS

- Prepares the final draft of minutes of General Meetings of Conference, for distribution to Conferences, General Council Office, General Council examination and the General Council Archives.
- Serves as a corresponding member of the Business & Agenda Committee to facilitate preparations for General meetings of the Conference.
- Coordinates administrative arrangements for General Meetings of the Conference.
- Designs & accumulates all material and prepares the delegate packet (including all reports) for the General Meeting. In consultation, sets deadlines for Packet content and all materials related to the General Meeting and Celebration of Ministry Event/NPG.
- Maintains liaison with “major participants” prior to and during the General Meeting, including ordinands and families, the representative from the General Council, special guests, book display consultants, the Moderator (on occasion) and any publicity officer.
- Receives petitions prior to General Meetings, sets them up in proper style, as required by General Council, forwards petitions to the General Council Office in the final required format, hard and soft copy. (in General Council Year)
- Coordinates appropriate administrative arrangements for “Neighbours Praising God” alternate event. (biennial)
- Organizes communication with Commissioners to General Council for their orientation and preparation for meetings of General Council.

#### SPECIFIC TO THE PERSONNEL MINISTER

- Monitors, receives, compiles and distributes monthly General Council Availability and Vacancy Lists.
- Coordinates planning tasks for the Manitou Conference Orientation Event. (annual)
- Extensive monitoring of Ministry Personnel forms, applications and processes. (for Conference and GCO purposes)

## SPECIFIC TO THE CONFERENCE MINISTER: MISSION & STEWARDSHIP ANIMATION

- Provides clerical support for Continuing Education Fund Applications, Mission Support Grants, and Capital Assistance processes.

### Office Manager

Overall % of Job (40%)

- Monitors and purchases office equipment and supplies, in consultation with Executive Secretary. Maintains ongoing “relationships” and “networks” with various local and regional businesses in order to stay current.
- Initiates and maintains an overview of general office systems, procedures and equipment, including computers, to monitor their efficiency and recommend new systems, procedures and equipment as necessary.
- Prepares invoices for some services – resource purchases, photocopying.
- Maintains up-to-date office inventory for insurance and record purposes.
- Ensures that the guidelines for Occupational Health and Safety are followed.
- Prepares and coordinates large general mailings and email postings to all constituents.
- Maintains date slips and master office calendars for appointments and meetings, tracking all staff activities for a 6-month to one-year block.
- Coordinates set-up and operation of temporary Conference Office at the site of the General Meeting.
- In consultation with the Executive Secretary, arranges for and allocates workload for casual staff, (bookkeeper and janitorial) and volunteer help from time to time, providing orientation, training and supervision as necessary.
- Oversees general aspects of the care, maintenance and janitorial upkeep for the office space.
- Provides leadership in implementing the Conference’s Communication Strategy.
- Training conference committees, presbyteries, and congregations using electronic communication, virtual meeting concepts (video conferencing, web conferencing, etc.) and social media to further the Church’s mission.

### Receptionist

Overall % of Job (20%)

- Answers telephones, redirects incoming calls, takes messages or provides appropriate response. Checks office voice mail and email daily.
- Greets and assists service people and visitors to the Conference Office.



# POLICIES AND PROCEDURES

## RULES OF DEBATE AND ORDER

### A) PROPOSALS

Within Manitou Conference there is varied experience in the use of a “Proposal method” to assist with decision making. At this general meeting, we intend to take another step in using this modl by introducing the use of “warm” and “cool” cards as we move from the stage of printed proposals to a final motion which will be voted on in the court, using Parliamentary Procedures.

Purpose: Using the Proposal Method is to make improvements to a proposal that will allow a greater number of people to live with a decision.

- A modified decision-making process which allows for the principals of discernment before resorting to parliamentary rules of order was introduced at the 39<sup>th</sup> General Council
- This process – called the Proposal Method – enables the free and fair exchange of ideas, and a collaborative effort to find the will of God upon an issue.
- The proposal method invites decision makers to engage in open conversation on the nature and scope of the presenting problem or opportunity which proposal seeks to address

Question: What is needed to help you to be able to support this proposal?

Note: The process is not for wordsmithing.

#### Advantages of “Proposal” system

- Provides a context for discernment/discussion without the cumbersome use of amendments to make changes to the course of action
- Provides opportunity for individuals to express support or opposition to a proposed course of action without speaking at the microphone through the use of “warm/orange” and “cool/blue” cards. Those not familiar with parliamentary procedure will rarely make amendments or amendment to amendments and are thus disadvantaged. The proposal system makes it easier to propose changes.
- The goal is to achieve consensus before moving to motion, or where there is not consensus, assurance that the matter before the court has been felly considered.
- The proposal system, when utilized effectively, provides greater flexibility for discussion and discernment; however, when unclear, the system has a greater capacity for confusion and chaos.

#### Seven Options to “dispose” of a Proposal

1. Accept Proposal as presented, move to motion to adopt the action.
2. Change the Proposal and then move to motion to adopt the action.
3. Develop a “new” proposal addressing the same topic, move to motion, adopt the new action and then take “no action” on the original proposal since a different action has been adopted.
4. Take “no action” because, while the topic and/or idea was worthy of consideration, the proposed action is not one the court is prepared to take (essentially a more polite way of defeating).

5. Defeat the Proposal. This is done by moving the motion and then voting against the proposed action. Such usually occurs in cases when there are enough persons in the court who are supportive of the action, and hope for its adoption at the motion stage.
6. Refer the proposal for further work, study and/or clarification, either to the originators of the proposal or an alternative person/committee. Given that there is an expectation that the proposal will return, a timeline and reporting mechanism are to be identified. If a matter is not urgent, this can be a direction taken in order to create more time for the court to gain a greater degree of consensus.
7. Refer the proposal to inform other work already identified/undertaken which is related to the proposal. Since there is no intention to do further work on this specific proposal, no timeline or mechanism for reporting back need be identified.

#### Testing the sense of the Court through the use of warm/orange and cool/blue cards

- This methodology empowers the chair to garner a “sense” of the room and not only the views of those at microphones.
- Remind participants to indicate if they are “warm” or “cool” at the same time (this distinguishes the testing from voting).
- Remind participants to only use their cards when asked by the Chair. This avoids “cheering” or “booing” the view of a particular speaker.
- There are three primary questions the chair will ask, i) are you “generally warm” or ‘generally cool’ to the proposed action in its present form? ii) are you “warm” or “cool” to the change just proposed? iii) are you “warm” or “cool” to move to motion on this proposal.

#### Responses to “Are you generally ‘warm’ or generally ‘cool’ to the proposed action?”

- Yes (display orange card). You may have a non-substantive change or improvement to make; however, still display “orange card” and propose the change before agreeing to move to motion.
- Yes, but only if there are substantive changes or improvements to the proposal (display blue card and be prepared to “propose” the substantive change desired);
  - If the change is agreed to by the court, then be prepared to display an orange card
    - You may find yourself supportive of the proposal in spite of no change (orange card).
    - You may wish, in the motion stage, to propose your change as an amendment, especially if the court seemed divided, or you may feel there is value in having the amendment recorded in the official minutes. While the latter is not encouraged, at times it may be important.
    - You may be supportive of taking “no action”.
    - You are ready for the proposal to become a motion (orange card) at which time you will vote to defeat the proposed action.
- No (display blue card because you do not support the proposal).
  - If a majority of the court agrees with you, there may be a proposal to “take no action” or to create a different proposal on the same topic
  - There may come a time when you display an orange card to indicate your readiness to move to motion and vote on the proposal, even though your vote will be against the proposed action.
- I don’t know because I need more information (display blue card until you have received the information either through table group discussion or by asking a question at the microphone);

- I don't know because I am undecided and need the benefit of the discernment/discussion process (display blue card until you have heard sufficient discussion to help you determine your position).

\*\*\*Please note that utilizing the "I don't know" options only if you really "don't know". If you do know that you are "generally warm" or "generally cool" then it is helpful for the chair if you indicate such. As you move into the discussion phase, ensure either through table group or at the microphone that you get the information you desire.

## **B) PARLIAMENTARY PROCEDURES**

[Excerpts from Appendix of *The Manual (2016)* – Pages 211-215]

A member of any court of the Church should at all times therein conduct her/himself with dignity, fairness and understanding. The prime concern should be the good order and welfare of the Church.

### **1. PRESIDING OFFICER (P.O.)**

To preside with all that that implies. He/she should not attempt to control the decision of the court, but may express her/his opinion on any matter before the court. As P.O. he/she does not vote except in the event of a tie.

### **2. QUESTIONS OF PRIVILEGE AND ORDER**

A point of order may be raised while a matter is pending or while another member has the floor. When a point of order is raised, it must be dealt with by the P.O. without debate. If a member has the floor when a point of order is raised by another member, he/she must yield the floor until the P.O. has made her/his ruling.

A question of privilege may be raised while a matter is pending or while another member has the floor. The P.O. shall immediately deal with such question of privilege.

### **3. ORDERS OF THE DAY**

Where an agenda has been adopted which specified the time for particular items, such time shall be strictly adhered to unless the court decides otherwise by a 2/3rds majority of those voting. A call for order requires no seconder.

### **4. ORDER OF PRIORITY ON MOTIONS**

- to fix the time to adjourn
- to adjourn
- to lay on the table
- to take an immediate vote (2/3rds vote required)
- to limit or extend limits of debate (2/3rds vote required)
- to postpone definitely
- to commit or refer
- to amend
- to postpone indefinitely
- to deal with main

### **5. PROCEDURE ON MOTIONS**

- A member of the court proposes a motion.

- It is seconded. If there is no seconder, it fails.
- When duly moved and seconded, the P.O. states the motion and declares it open for discussion. The mover, if he/she has not already done so, has the right to introduce the discussion.
- A motion is out of order when it conflicts with a resolution previously passed at the same session unless it is a motion to reconsider.
- Without the permission of the court, no member may speak more than once on any motion or any amendment thereto.
- The mover of a motion has the right of reply before any vote taken thereon or on any amendment thereto. Even when the court has directed that an immediate vote be taken on a motion, the mover still has the right of reply.
- When a motion has two or more clearly defined parts or points of issue, and any two members request that it be divided, a separate vote must be taken on each part.
- Any motion may be withdrawn but only with the consent of its mover and seconder.
- After a motion is under consideration, a question of order cannot be raised against it unless the motion is ultra vires.

## 6. PROCEDURES ON AMENDMENTS

- Any member except the mover or the seconder of the motion may move a relevant amendment thereto.
- An amendment must be seconded, and if there is no seconder it fails.
- An amendment which merely negates a motion before the court is out of order.
- There may be an amendment to the amendment provided it has been duly seconded.

## 7. PROCEDURE ON VOTING

A vote is generally taken *vice voce* or by a show of hands. The P.O. may at her/his discretion ask for a standing vote. Upon motion duly passed, the vote shall be taken by ballot.

## 8. MOTION TO REFER

A motion to refer is debatable but only as to the wisdom and manner of the proposed referral. It requires only a majority of those voting.

## 9. MOTION TO LAY ON THE TABLE

When in order, the motion must be put without debate. If the motion is lost it cannot be repeated or reconsidered. If carried, the motion along with all amendments, is laid on the table. At any time when there is not business before the court, it may be taken from the table by motion duly seconded and carried. In such case, the question is before the court, in exactly the position it held at the time it was laid on the table. A motion to lay on the table can have no conditions attached to it. If a time is specified, it immediately ceases to be a motion to lay on the table and becomes a motion to postpone definitely' and is debatable.

## 10. MOTION TO TAKE AN IMMEDIATE VOTE

If a motion to take an immediate vote (for which a 2/3rds vote is required) is carried the vote shall be taken immediately. The mover of the main motion, however, shall have the right to reply before the vote is taken. If such a motion fails, debate on the main motion continues. A motion to take an immediate vote is not debatable.

## 11. MOTION TO ADJOURN

A motion to adjourn is not debatable. If, however, any conditions, such as time or place or reassembling are attached, the motion to adjourn loses its priority and becomes a main motion. If there is no provision for reassembling, a motion to adjourn becomes debatable.

# POLICY & PROCEDURE FOR LICENSING TO PRESIDE AT THE CELEBRATION OF THE SACRAMENTS

## Rationale and Faith Base Statement:

The United Church of Canada acknowledges two sacraments, Baptism and Communion, instituted by Christ and part of the ongoing ministry of Jesus Christ. Sacraments are a shared celebration within the community of faith. To partake of these Sacraments is to experience a means of grace. The regular celebration of sacraments enlivens the church community and quickens the faith of individuals.

## POLICY

Manitou Conference policy regarding administration of the Sacraments is consistent with the polity set forth in *The Manual (2016)* Section D.2.9 (Page 93).

Permission for the administration of the Sacraments normally will be granted to the following persons:

1. Diaconal Ministers – where:
  - i. the Diaconal Minister is part of a team where the administration of the sacraments is seen as part of the shared function of the team;
  - ii. the Diaconal Minister is the only member of the Order of Ministry on the Pastoral Charge; iii. the Diaconal Minister is involved in pastoral care functions such as chaplaincy in hospitals or other institutions or visitation to shut-ins; or
  - iv. the position description and the needs of the context in some other way are deemed to warrant it.
2. Designated Lay Ministers, Candidate Supply, Intern Supply, Student Intern, Student Supply, or Diaconal Supply in a Presbytery Appointment to administer the sacraments on a specific Pastoral Charge for the duration of their appointment. A licence to administer the sacraments may, at the discretion of the Conference, permit the Designated Lay Minister to administer the sacraments within the jurisdiction of the Presbytery to which the Designated Lay Minister is accountable.
3. Sacraments Elder [see *The Manual (2103)* Section I.2.4 (Pages 178-179); D.2.9 (Page 93).
4. Lay or Diaconal Presidents of Conference have permission to administer the Sacrament of Holy Communion as defined in Section D.3.4.1 (f) (Page 96) of *The Manual (2016)*.
5. Lay or Diaconal Chairpersons of Presbytery have permission to administer the Sacrament of Holy Communion at regular meetings of the Presbytery or its Executive while in office. [*The Manual (2016)* Section C.4.4.1 (c) (Page 82)].

## PROCEDURES

### FOR DIACONAL MINISTERS AND DESIGNATED LAY MINISTERS

#### Presbytery Action:

Before approving a Call or Appointment to a Pastoral Charge, the Presbytery will assess the need for sacraments on the basis of the request of the Pastoral Charge and the prospective celebrant, Presbytery shall so inform the Conference Office.

#### Conference Action:

By Conference policy the Executive Secretary is authorized and shall grant a licence, in accordance with *The Manual (2016)*.

### FOR ALL OTHER APPOINTMENTS

#### Presbytery Action:

Before approving a Call or Appointment to a pastoral charge, the Presbytery will assess the need for sacraments on the basis of the request of the Pastoral Charge and the prospective celebrant and will establish whether the ministry person has completed the educational requirements for the celebration of the sacraments. When education is required the Presbytery, using established criteria, will arrange and monitor a course of study. (See following: Criteria for Educational Requirements)

When the Presbytery is satisfied that the educational requirements have been met, the Presbytery recommends to the Conference Executive Secretary that the ministry person be licensed to preside at the celebration of sacraments.

#### Conference Action:

By Conference policy the Executive Secretary is authorized and shall grant a license, in accordance with *The Manual (2016)*.

### **CRITERIA: EDUCATIONAL REQUIREMENTS FOR THE LICENCE TO PRESIDE AT THE CELEBRATION OF THE SACRAMENTS**

#### Education shall include:

- Theology and practice of sacraments within The United Church of Canada
- United Church of Canada history and traditions of the celebration of sacraments
- Contextual considerations of the celebration of sacraments, including the administration of sacraments
- Essential agreement with Article 2.16 of the Basis of Union.

#### Methodology:

With mutual agreement between the learner and the ministry person supervising this education, the educational requirements may be met in several ways:

- assigned readings, followed by discussions with an ordained or licensed ministry person
- written assignments or oral interviews
- practical experience through co-presiding at sacraments with licensed ministry person

Approved: May 8, 2003

Manitou Conference Executive

Revision: Nov. 25, 2003

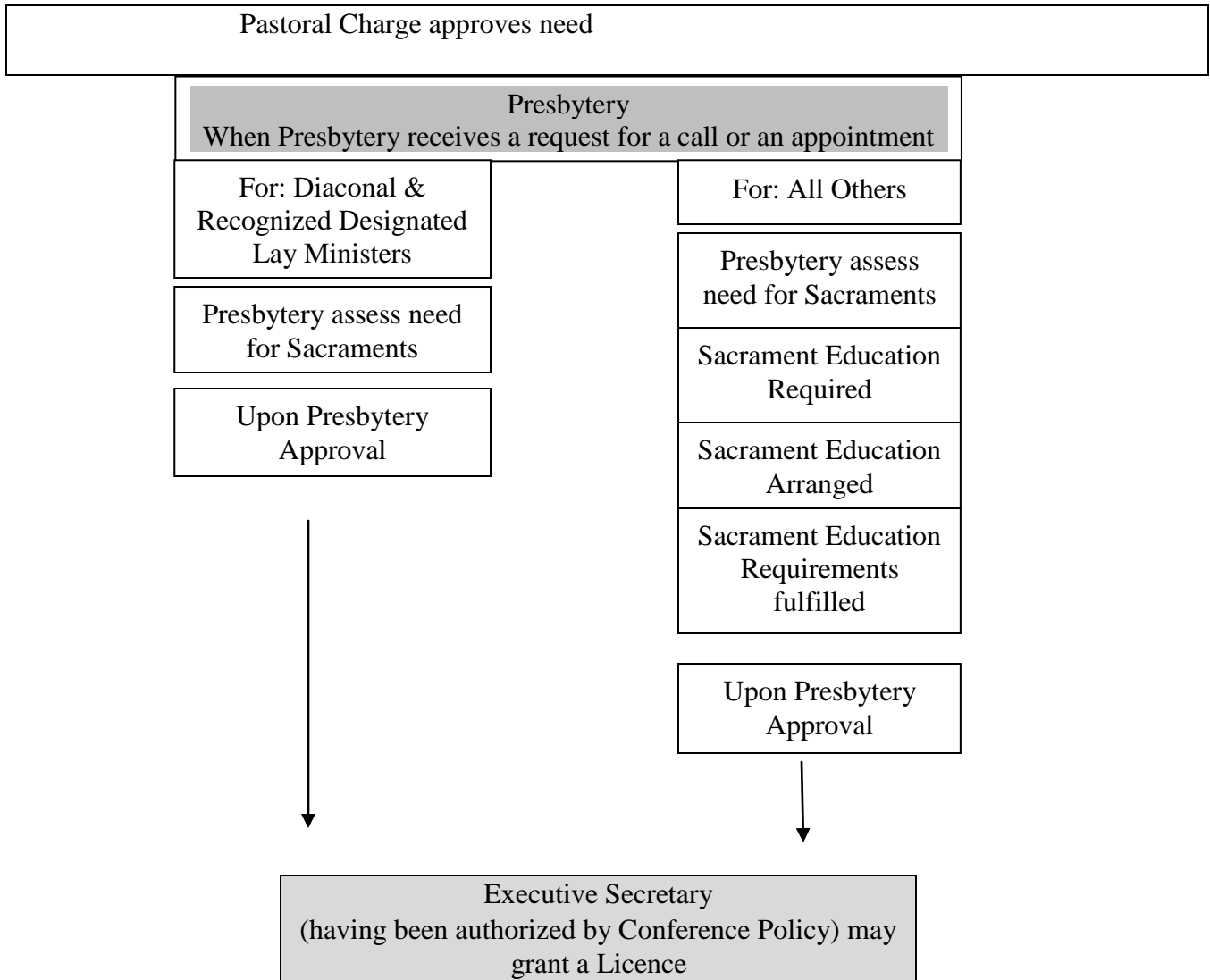
Revision: May 13, 2005

Revision: November 17, 2005

Revision: July 13, 2010

Revision: Sept. 30, 2011

# PROCEDURE FOR APPROVAL FOR LICENSING MANITOU CONFERENCE



# REQUEST FOR THE LICENCE TO PRESIDE AT THE SACRAMENTS IN MANITOU CONFERENCE

Name of pastoral charge or outreach ministry requesting permission: \_\_\_\_\_

Name of person to be licensed: \_\_\_\_\_

Designation of person to be licensed: \_\_\_\_\_

\* Designations: Diaconal Minister; Recognized Designated Lay Minister; Student Supply; Candidate Supply; Student Intern, Intern Supply, Diaconal Supply, Sacraments Elder

## 1. Approval of Pastoral Charge or Outreach Ministry

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Clerk of Session or Equivalent

Date

### a) Approval of Presbytery

\_\_\_\_\_ Presbytery, meeting on \_\_\_\_\_ (date) has

approved and recommends the above application to Manitou Conference that

\_\_\_\_\_ (name) be granted a special license to celebrate the

Sacraments for the duration of her/his appointment/settlement.

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Secretary of Presbytery

Date

[Forward to Conference Executive Secretary]

### b) Approval of Conference

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Executive Secretary of Conference

Date

Distribute copies to:

- a) person being licensed
- b) Clerk of Session or equivalent, Pastoral Charge
- c) Secretary of Presbytery
- d) Conference Executive Secretary



**REQUEST FOR THE LICENCE  
TO PRESIDE AT THE SACRAMENTS IN MANITOU CONFERENCE FOR  
RETIRED DESIGNATED LAY MINISTERS**

Name of person to be licensed: \_\_\_\_\_

Name of pastoral charge or outreach ministry requesting permission: \_\_\_\_\_

**OR**

within the boundaries of Presbytery

Approval of Presbytery

\_\_\_\_\_ Presbytery, meeting on \_\_\_\_\_ (date) has approved and recommends to Manitou Conference that \_\_\_\_\_ (name) be granted a license to celebrate the Sacraments until such time as Presbytery deems it no longer required.

\_\_\_\_\_  
Secretary of Presbytery

\_\_\_\_\_  
Date

Approval of Conference

\_\_\_\_\_  
Executive Secretary of Conference

\_\_\_\_\_  
Date

Distribute copies to:

- a) person being licensed
- b) Secretary of Presbytery
- c) Conference Executive Secretary

# POLICY & PROCEDURE FOR CERTIFICATION TO SOLEMNIZE MARRIAGE

a) Permanent Licences to Conduct Weddings - Those within Manitou Conference who are eligible to hold permanent licences to conduct weddings are:

- i. Ministry Personnel on the rolls of Presbyteries and covenanted in a pastoral charge or Presbytery-recognized ministry;
- ii. Ministry Personnel who are retired, retained on the rolls of Presbyteries, or serving in special ministries who are deemed by their respective Presbyteries to be fulfilling an approved pastoral function in accordance with Section I.2.5.3 (Pages 180-182) of *The Manual (2016)*;
- iii. Ministers of other denominations who are serving as ordained or diaconal supply within a Presbytery when under Presbytery appointment, and when a licence is requested on their behalf by the Session and appointing Presbytery.

A list of those eligible to perform marriages shall be updated annually and reported to the Government of Ontario by the Executive Secretary.

Assumptions regarding Ministry Personnel who have permanent licences within Ontario who are conducting “off-site” weddings:

- i. Ministry Personnel will use the register of the congregation or Presbytery-recognized ministry where they are serving or in formal association; or
- ii. Will have the permission of the closest Pastoral Charge to use its marriage register.

b) Temporary Licences to Conduct Weddings: Those eligible to hold a temporary licence to conduct a wedding within the bounds of Manitou Conference are:

- i. Ministry Personnel from within Manitou Conference who are in good standing.
- ii. Ministry Personnel from other Conferences within The United Church of Canada who are in good standing and reside outside Ontario or do not hold a current marriage licence in Ontario.

Procedures to be followed for United Church Ministry Personnel from outside Ontario or Ministry Personnel within Ontario who do not have a permanent licence:

- i. The Executive Secretary shall ensure that the Ministry Personnel is in good standing within The United Church of Canada;
- ii. Ministry Personnel shall supply a letter of support from the Ministry Personnel serving the congregation in which the wedding is taking place;
- iii. For “off site”, non-church site weddings, Ministry Personnel shall provide a letter of support from a congregation whose marriage register is being used to register the wedding;
- iv. All marriages shall be registered in a marriage register kept by a congregation or Presbytery recognized ministry

**Policy Reference:** *Certification to Solemnize Marriages*

**MANITOU CONFERENCE - THE UNITED CHURCH OF CANADA  
APPLICATION TO OBTAIN/RETAIN A MARRIAGE LICENCE**

**PART 1: (to be filled out by the person wishing to be licensed)**

I, \_\_\_\_\_, ministry personnel within The United Church of Canada, do hereby request through the \_\_\_\_\_ Pastoral Charge (or Presbytery-recognized ministry) and \_\_\_\_\_ Presbytery that I be given permission to obtain/retain a licence to perform marriages within the Province of Ontario according to the rites and usages of The United Church of Canada. I acknowledge that this licence will be applicable for the duration of my formal association with this pastoral charge/Presbytery-recognized ministry.

Signed: \_\_\_\_\_  
(Person applying to obtain/retain a licence to marry) (Date)  
Home Address: \_\_\_\_\_

Former marriage licence # (if applicable): \_\_\_\_\_

**PART 2: (to be completed by the congregation or Presbytery-recognized ministry)**

A motion was passed on \_\_\_\_\_, 20\_\_\_\_ by the \_\_\_\_\_ (Official Board, or its equivalent) of the \_\_\_\_\_ Pastoral Charge (or Presbytery recognized ministry) within \_\_\_\_\_ Presbytery requesting that \_\_\_\_\_ be granted a licence to perform marriages within the Province of Ontario according to the rites and usages of The United Church of Canada. We certify that s/he is fulfilling a pastoral function which would be aided by the granting of such a licence. We further affirm that s/he is in a formal association with this pastoral charge/Presbytery-recognized ministry, as required by *The Manual*, Section 365.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary of Official Board (or its equivalent)

**PART 3: (to be completed by the incumbent ministry personnel)**

I support this application for licensing to perform marriages in \_\_\_\_\_ Pastoral Charge. I will ensure access to the congregation's marriage register as required by Manitou Conference policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 4: (to be completed by the Presbytery of which the person is a member)**

A motion was passed on \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ Presbytery supporting the application of \_\_\_\_\_ and the \_\_\_\_\_ Pastoral Charge (or Presbytery recognized ministry) for him/her to be granted a licence to perform marriages within the Province of Ontario according to the rites and usages of The United Church of Canada. The Presbytery certifies that s/he is fulfilling a pastoral function on the \_\_\_\_\_ Pastoral Charge/Presbytery-recognized ministry which would be aided by the granting of such a licence. We further affirm that s/he is in a formal association with this Pastoral Charge/Presbytery-recognized ministry.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary of Presbytery

*(Instructions: After all four parties have filled out this form; return it to - Manitou Conference, 319 McKenzie Ave, North Bay, Ontario, P1B 7E3)*

# CONFLICT OF INTEREST POLICY FOR MANITOU CONFERENCE

This policy is adopted from a General Council governance policy (1.03).

## **Purpose Statement**

Members of the Conference Executive and others appointed by the Executive, or elected at a Manitou Conference General Meeting to any position, owe a duty of undivided loyalty to The United Church of Canada as represented by the Conference. Individuals must not put themselves in a position where their own interests may conflict with their duty to act in the best interest of The United Church of Canada and, more specifically, the Conference.

## General

1. Definition: "Member" is defined as a person serving on the Conference Executive or appointed by the Executive/Conference to serve on any Conference committee or task group. "Body" is defined as the Executive, committees, task groups, etc.
2. A conflict of interest may be monetary or non-monetary:
  - a) A monetary conflict arises when a member is considering a Decision that may have a monetary effect, either positive or negative, on that member of the Body or a person close to that member, i.e. a relative or friend;
  - b) A non-monetary conflict arises in any circumstance where a member is constrained in any way from acting in the best interest of the United Church and, more specifically, the Conference. That could occur when a member or a person close to that member stands to gain a benefit in some non-monetary way from a Decision the Body is considering.
3. Members must avoid situations where their duty to the United Church and, more specifically, the Conference is in a conflict with a duty they owe to another organization or another part of the United Church. That could happen when a member serves as an employee, contractor, or in an elected leadership role.

## **Responsibilities**

1. Members must not participate in any Decision which could result in direct or indirect benefit to them.
2. Members must not give preferential treatment to relatives or friends or any other organization in which they have an interest.
3. Members must not benefit from the use of information acquired during the course of their participation on that Body, if that information is not generally available to the wider church.
4. Members must not accept or offer, or agree to accept from a person who has dealings with that Body, any reward, advantage or benefit of any kind, either directly or indirectly.
5. Members must not place themselves in a position where they are under obligation to another person who might benefit from special consideration or favour, or who might seek preferential treatment.

## **Exceptions**

6. There are exceptions to situations that might otherwise be considered a conflict of interest:
  - (6.1) Monetary conflicts – A monetary conflict arises where the Executive is considering a decision that may have a monetary effect, either positive or negative, on a member of the Governance Body or a person close to the member (relative or friend). It is not a conflict of interest, if, in the opinion of the Governance Body, the member's monetary interest is

- substantially the same as the monetary interest of all other members of the Governance Body.
- (6.2) Non-monetary conflicts – A non-monetary conflict arises in any circumstance where a member of the Governance Body is constrained in any way from acting in the best interests of the United Church. That would occur where a member of the Governance Body or person close to the member stands to gain a benefit in some non-monetary way from a decision that the Governance Body is considering (e.g. appointment to a particular elected position). It is not a conflict of interest if, in the opinion of the Governance Body, the member's conflict is so remote that it is not likely to affect the member's decision.
- (6.3) Conflicts regarding Presbytery representation: The Conference Executive has been structured intentionally to include Presbytery representation. A Presbytery rep to the Conference Executive brings the perspective of their Presbytery. It is not a conflict of interest for such a representative to participate when the Executive is considering a Decision that affects the particular Presbytery with the exception of the Executive considering a Decision that affects the particular Presbytery with the exception of the Executive considering a Decision to enact Section D.2.2.2 of *The Manual (2016)* in a case where "the functioning of a Presbytery is ineffectual or the Presbytery fails to take appropriate action", or where the Presbytery is requesting an action to be taken by Conference on its behalf.
- (6.4) Waiver of conflicts – In waiving the conflict, the Body must ensure that its Decision will not negatively impact on the transparency and integrity of the Body's Decision-making.

### **Practice**

7. *Knowledge/awareness of conflicts* – Members must be constantly aware of the need to avoid situations that might result in a conflict of interest. Orientation and education of members is important.
8. *Identifying conflicts* – Members must consider whether any particular item of business presents a conflict of interest for them. If unsure, the members may seek advice in discerning whether a conflict exists.
9. *Disclosing conflicts* – A member informs the Body of the conflict at the earliest opportunity once the member becomes aware of the conflict.
10. *Refrain from all participation* – If the member stands to benefit from a Decision as described in paragraph #2 above, or is in a conflict as described in paragraph #3 above, the member shall refrain from all participation except to answer any questions for clarification that might be possible because of having information which the Body requires to make an informed Decision. When any questions have been asked, the member shall then leave the room while further discussion continues, and shall abstain from the actual vote.
11. *Refrain from voting (but not discussing)* – The conflict of interest may involve a situation where the member's duty to the Body is in conflict with the duty the member owes to another body. In such cases, the member may participate in the Governance Body's discussions on any matters to which the conflict of interest relates. The member must, however, abstain from the actual vote.
12. *Responsibility of other members* – If the member fails to notice, or to declare, a conflict of interest, any other member may raise the matter. Once the issue has been raised, the member with the conflict of interest will acknowledge the conflict and withdraw from participation and/or voting.
13. *Decision by Body* – If a dispute about conflict of interest continues, the chair of the meeting shall call for a vote on whether the member is considered to be in a conflict of interest.
14. *Documenting* – The minutes of the meeting shall record all actions regarding conflict of interest.

# MANITOU CONFERENCE POLICIES FROM CONFERENCE GENERAL MEETINGS

**NOTE: Motion References will change with the new Manual from the National Church (to be updated)**

<b>ABORIGINAL ART</b>	<p>That Manitou Conference designate the individual aboriginal art works comprising “The Manitou Collection” as major personal property as defined under section 267 of <i>The Manual</i> as “major personal property”, the art pieces cannot be sold or otherwise disposed of without prior Presbytery consent. <i>Motion Reference: GM 2007 #2</i> <i>Reviewed April 2010</i></p>
<b>ALGOMA PRESBYTERY</b>	<p>Manitou Conference is to continue liaison with Algoma Presbytery on the request of the Executive of Algoma Presbytery and the action of Manitou Conference. <i>Motion Reference: Page 4 of 1982 ROP</i> <i>Reviewed April 2010</i></p>
<b>ASSESSMENTS BY CONFERENCE</b>	<p>The amount of the assessment sent to each Presbytery in the fall of each year shall be understood to be an assessment of the Presbytery. For 2016, Conference approved a new funding formula based on a % of total congregational revenues. Each Presbytery is free to adopt its own measures to frame the Presbytery Budget (including the Conference assessment) as per <i>The Manual (2016) Section D.2.14</i> Any change in the membership roll of a Pastoral Charge after the Conference Budget has been approved by Manitou Conference (or its Executive) will not alter the amount assessed by the Conference. <i>Motion Reference 94 – 15</i> <i>Reviewed April 2010</i></p>
<b>CANDIDATE INFORMATION</b>	<p>All Candidates for Ordination and Commissioning from Manitou Conference should be profiled in the Conference packet even if being commissioned/ordained by another Conference. <i>Reference: A90-156 (no motion, just a recorded request).</i> <i>Review September 2010</i></p>
<b>CANDIDATES AND CANDIDATE ASSESSMENT TEAM</b>	<p>It is the policy of Manitou Conference that normally all potential candidates for the Ministry be interviewed by the Candidate Assessment Team before beginning theological college. <i>Motion Reference: 46 – A85</i> <i>Revised GM 2009</i> <i>Revised September 2012</i></p>
<b>CERTIFICATION TO SOLEMNIZE MARRIAGES</b>	<p>On recommendation of Presbytery persons eligible for certification are: settled or appointed ordained ministers recognized by the United</p>

Church, and ordained ministers in special ministries approved by Presbytery; at the request of a Session, Diaconal, Designated Lay Ministers and Student Supply Ministers who are settled or under appointment; retired ordained and diaconal ministers; provided that all are associated with a congregation and seek the approval of the Minister and Session of the congregation and use that congregation's marriage register.

*Motion Reference: 20 – A86*

*Revised April 2010*

*Reviewed September 2010*

## **COMMUNICATION**

Manitou has enacted a Communication Strategy. Guiding Principles and Purpose: *“the right information, to the right people, at the right time.”* Policy and strategy to be regularly evaluated and revised.

*Motion Reference: GM 2011-16*

## **CONGREGATIONS TO DISCUSS MAJOR ITEMS BEFORE GENERAL CONFERENCE MEETINGS**

Delegates are urged to discuss major items with their congregations before General Meetings and provide a follow-up report following General Meetings.

*Motion Reference: 59 – A92*

*Reviewed April 2011*

## **CONFERENCE FUNDS**

Conference Funds be kept in a Chartered Bank, or Trust Company, or Credit Union, and that all disbursements be by cheque.

*Motion Reference: 94 – 13*

*Revised April 2011*

## **CONFERENCE FUNDS – SURPLUS**

The Treasurer, in consultation with the President, Chairperson of Finance Committee, or Executive Secretary is authorized to invest any surplus funds in short term securities.

*Motion Reference: Page 8 of 1980 ROP*

*Reviewed April 2011*

## **GENERAL COUNCIL**

Ex-officio Commissioners will be the President of Conference (at the time of GC) and a Manitou Youth Forum nominee.

Each Presbytery is encouraged to nominate at least one lay and one ministry personnel commissioner, taking into consideration the following:

- Nominees represent the interests of the entire Conference
  - Nominees be able to fulfill their term following General Council
- Delegates are encouraged to ensure lay and ministry personnel representation from all Presbyteries. (Ex-officio Commissioners should be considered in achieving representative balance).

Nominations from the floor of the Conference will be called for on the first day of the General Meeting.

In accordance with the requirement of an equal number of ministry personnel and laity [Manual Section E.1.1.] attending General Council, the five (5) lay persons and five (5) ministry personnel receiving the most votes will be elected as Commissioners.

Alternates to attend General Council will be selected, having been ranked according to the number of votes received and appointed as needed in order of this ranking.

*Motion References: 37-44-E89, 21A92, 53-A92, Page 340-1983 ROP, GM 2003-page 53, GM 2011-5*

## **ENVIRONMENT**

Manitou Conference function, and encourage others including presbyteries and congregations to function, in as environmentally friendly a way as possible, including office reduction, recycling, and using environmentally friendly products. *Motion References: 34-36-A91 Revised April 28, 2011*

## **EXPENSE REIMBURSEMENT**

Expenses from the previous year will be reimbursed if requested prior to January 15 of the new year.

*Motion Reference: 28 – A91  
Revised April 2011*

## **FRENCH/ENGLISH DIALOGUE**

Encourage presbyteries and pastoral charges to initiate dialogue among English and French speaking people.

*Motion Reference: 51 – A 90  
Revised April 28, 2011*

## **FRENCH LANGUAGE TRAINING**

All Ministers who are not bilingual but are being settled or appointed to pastoral charges within a French-speaking milieu be encouraged to take French language training.

*Motion Reference: Page 489 – 1984 ROP  
Reviewed April 2011*

## **GENERAL MEETING – BIENNIAL MEETINGS OF MANITOU CONFERENCE**

Manitou Conference will meet biennially (to be viewed by the Vision, Planning and Development Committee between the 1996 and 1998 meetings, reporting to the 1998 meeting).

The Conference Executive is responsible for the Celebration of Ministry Service in the intervening years.

*Motion Reference: 26-A92  
Reviewed April 2010*

## **GENERAL MEETING - BILLETING**

Delegates to General Meetings of Conference will be billeted.

Other types of accommodation to be at the delegate's expense.

*Motion Reference: Page 10 of 1988 ROP  
Reviewed September 2010*



**GENERAL MEETING -  
CANDIDATES TO BE  
INVOLVED IN CREATING  
CELEBRATION OF  
MINISTRY SERVICE**

Motion Reference: 21 – A86  
Reviewed September 2011

**GENERAL MEETING –  
CELEBRATION OF  
MINISTRY OFFERING**

The Conference is to be informed, prior to the service, as to where the offering will be given.  
*Reviewed September 2010*

**GENERAL MEETING –  
CHILD CARE**

Child care for young children to be provided at the General Conference Meetings and the alternate event (could be on a user pay basis).  
*Motion Reference: 100 - A90*  
*Reviewed September 2010*

**GENERAL MEETING –  
CHILDREN AT  
CONFERENCE**

Neighbours Praising God events and Conference General Meetings include programming for children under 12 years of age.  
*Motion Reference: #25 – GM 2009*  
Neighbours Praising God and the Conference GM include programming for children.  
*Revised September 2010*

**GENERAL MEETING -  
CONFERENCE  
LITURGIES**

All formal liturgies (worship, celebration of ministry, installation of the president etc.) of General Meetings are the responsibility of the Business and Agenda Committee.  
The Business and Agenda Committee is to arrange for morning worship services during the Conference General Meeting.  
*Motion References: 26-27 - A87*  
*Reviewed April 2011*

**GENERAL MEETING -  
COSTS**

Cost of Conference General Meeting registration will be included in the Presbytery Assessment levied to all congregations.  
*Motion Reference: GM – 2007 #20*  
*Reviewed September 2011*

**GENERAL MEETING –  
ELECTION OF  
COMMISSIONERS**

Election of Commissioners will be at the Conference General Meeting prior to General Council.

**GENERAL MEETING –  
USE OF MICROPHONES**

That in keeping with our conference commitment to inclusivity, and recognizing that persons who are hard of hearing or deaf have gifts to offer the church but often feel excluded when microphones are not

used, Manitou Conference ensure that microphones are used at all times when conducting the business of the court.

*Motion Reference: GM – 2017 #23*

**GENERAL MEETING –  
WEEKEND CONFERENCE  
MEETING  
THE MANUAL**

The General Meeting of Conference is to include a Sunday.

Motion Reference: Page 9 of 1977 ROP

Reviewed April 2012

All matters of Manitou Conference structure and governance will be in compliance with the polity of The United Church of Canada as articulated in *The Manual*.

*Reviewed September 2011*

**NEIGHBOURS PRAISING  
GOD EVENTS**

The Conference President, in consultation with the Executive, is responsible to ensure the planning of a “Neighbours Praising God” event (educational / training / retreat) to be held in conjunction with the Celebration of Ministry Service in the years between Conference General Meetings.

*Motion Reference: 26-A92*

**NEW FUNDING**

Proposals requiring new or additional funding must be included in the appropriate Conference Committee's budget request to the Finance Committee.

*Motion Reference: 26 - A89*

*Reviewed January 2012*

**OVERSIGHT OF  
MINISTERS & PASTORAL  
CHARGES**

This is a Presbytery responsibility and must not be delegated to the Conference Personnel Minister.

Motion Reference: Page 8 of 1977 ROP

Reviewed January 2012

**PROTOCOL FOR THE  
RELOCATION OF  
MANITOU FIRST  
NATIONS ART  
COLLECTION**

Background: Occasionally a painting from the Manitou First Nations Art Collection needs to be relocated due to church closure. The following criteria will determine a new location:

1. A congregation wanting the painting **does not** already have one from the collection.
2. The painting will be hung in a prominent and secure location. i.e. the sanctuary.
3. The painting will serve as a catalyst for congregational engagement in Right Relations with Indigenous People. i.e. recognition of Traditional Territory in the life and work of the congregation, use of the Minute for Right Relations, engage in other educational and relationship building activities.
4. Adhere to existing Manitou Conference policies regarding the Manitou Art Collection. i.e. the paintings cannot be sold.
5. The availability of a painting looking for a new home will be announced through the Conference networks.

6. Having met the above criteria, a congregation will be randomly selected. i.e. if there is more than one congregation meeting the criteria, pull the name of the congregation from a hat.

**RECOGNITION OF FIRST NATIONS TRADITIONAL TERRITORY**

The recognition of Traditional Territory of First Nation neighbours be encouraged at the gatherings of the courts of The United Church of Canada within Manitou Conference to promote mutual respect, peace and friendship.

*Motion Reference: #24, GM 2009  
Reviewed January 2012*

**SACRAMENTS ELDER**

The Sacraments Elder may offer leadership and preach at the worship service on the Sunday the sacraments are administered by the Sacraments Elder.

*Motion Reference: 2011-6  
Reviewed January 2012*

**TITHING**

Manitou Conference endorses the principle of tithing in our congregations.

*Motion Reference: Page 14 of 1977 ROP  
Reviewed April 2012*

**YOUTH FORUM**

Finance Committee is to budget funds for future Youth Forums.

*Motion References: Page 8 of 1981 ROP*

Manitou Youth Forum may name a representative to the Manitou Conference Executive if the Youth Forum so wishes.

*Motion References: GM-1996, Page 7*

Manitou Youth Forum will meet at the same location and time as the General Meeting of Conference and Neighbours Praising God.

*Motion References: GM – 2005 #20*

**YOUTH INVOLVEMENT**

Recommend to Presbyteries to actively seek more youth involvement in the life and work of the United Church.

*Motion Reference: Page 7 of 1981 ROP  
Reviewed April 2012*

**YOUTH LEADERSHIP TRAINING**

Conference endeavors to hold an annual Conference-wide leadership training program for youth up to age 25.

*Motion Reference: Page 7 of 1981 ROP  
Reviewed April 2012*