



Sudbury Presbytery **Operating Guidelines**

Adopted with Revisions
December 2012

Who We Are

We are:
people
people of God
people of Jesus Christ
people of Sudbury Presbytery, uniquely called, elected
and representative of our various congregations,
people of Manitou Conference within The United Church of Canada,
part of a rich history from sea to sea to sea
people of hope in the midst of challenge
people of the Word, who listen for God's voice
people of our communities, caring for others in need and calling
our congregations to service and accountability
people of the world, putting into action
the love of Christ wherever it is needed
people of faith who serve God and one another
following Christ's example,
enabling the mission of Christ to become real
people of opportunity, enabling others
to be the church in their local setting,
people of the North, sharing a unique vision and common faith
over the region of Manitou
people of Sudbury Presbytery, who share the ministry of the church
through oversight, leadership, and mutual support
of the congregations in this region,
people of Jesus Christ
people of God
people

Our Mission

Seeking Justice

Offering Hope

Celebrating Faith

Within our mission, the role of Presbytery is to bring together pastoral charges, share communication with Conference and the National Church, provide oversight and encourage ministry within Sudbury Presbytery.

Sudbury Presbytery Operating Guidelines

1. MEMBERSHIP

The Presbytery shall consist of membership as per *sec. 310 The Manual*.

EXECUTIVE There shall be an Executive that will meet at regular intervals. It shall include a Chairperson, a Secretary, a Treasurer, the Vice and Past Chair, the Chairpersons of the Standing Committees, the President or a representative of the UCW Presbyterial, an AOTS representative. In the event the Manitou Conference representative to the General Council Executive is from Sudbury Presbytery, that person will be a member of the executive of Sudbury Presbytery.

2.

Responsibilities - see sec. 322 The Manual

The Executive shall have oversight of the work of Committees.

The Executive has responsibility to see that the visioning role is fulfilled.

3. **OFFICERS:** Refers to the Chairperson, Secretary, Treasurer, the Vice Chair and Past Chair and the Chairpersons of the Standing Committees
4. **COMMITTEES:** There shall be standing committees as deemed necessary to accomplish the work of the Presbytery.
5. **PARLIAMENTARIANS:** One or more persons shall be appointed to act as parliamentarians to advise the chairs or Presbytery and Committees regarding rules of procedure and matters of polity. This person shall endeavour to be represented at all meetings of Presbytery.
6. **MEETINGS:**
- A. **COURT OF PRESBYTERY:** to be scheduled regularly

- B. **COMMITTEES:** shall meet at the Call of their Chair and shall meet as frequently as necessary to accomplish their mandate.
Committees shall be accountable to the Court of Sudbury Presbytery.
Committees shall keep an accurate record. (Minutes)
- C. **WORSHIP:** Meetings of presbytery will be held in the context of worshipful work.

D. **CANCELLATION:**

MEETINGS of PRESBYTERY may only be cancelled by the Chairperson of Presbytery or the Chairperson's designate.

COMMITTEE MEETINGS may only be cancelled by the Chairperson of the Committee.

- E. **DECISION MAKING:** Recommendations and Motions from Committees or individuals should be in written form, presented to the Secretary. Written Committee reports are preferred.

- F. **AGENDA PLANNING:** shall be the responsibility of the Presbytery Chair in consultation with the members of the Executive.

The Agenda may include: discussion of current issues
opportunities for education
sharing of congregational highlights
report from Huntington and or other organizations

7. **QUORUM:** The quorum shall be consistent with *001; sec. 304 of The Manual page 40 2010 Manual; not less than one third of settled, retained or appointed members of the Order of Minister and appointed Designated Lay Ministers on the roll of Presbytery and not less than one third of the lay members on the Roll of Presbytery except those appointed as Designated Lay Ministers.*
8. **ORIENTATION:** New members to Sudbury Presbytery need to be well oriented to the work of Presbytery. An Information Package shall be made available. Orientations shall be scheduled as necessary. Responsibility for this orientation shall rest with the Executive.
9. **TERMS OF OFFICE:** Officers shall be elected annually.
No Officer shall hold the same office for more than three

consecutive years unless in 'exceptional' circumstances and at the vote of the Court of Sudbury Presbytery.

On re-nomination every three years, the Treasurer and Secretary may be consistently re-elected without limit.

Members at Large may hold the position for up to six consecutive years.

10. MEMBERS AT LARGE: The Presbytery shall appoint up to ten Members at Large based on its needs for specific gifts and skills. *see Section 310 b, xiii of The Manual.*

11. YOUTH REPRESENTATION: Presbytery shall encourage youth (ages 13 - 18 years) to be represented in the court by appointing up to two youth representatives.
see Section 310 b ix of The Manual

13. BUDGET: By October, the Committees shall provide the Treasurer with their estimated financial requirement for the budget of the coming fiscal year.

14. CHANGES/REVISIONS to SUDBURY PRESBYTERY OPERATING GUIDELINES
Notice of Intention to change or revise the Guidelines must be given in writing at the Presbytery meeting preceding the meeting at which the proposed changes will be considered by the Presbytery. Amendments shall require a two-thirds (2/3) majority to pass.

STANDING COMMITTEES

ADMINISTRATION AND PROPERTY

A. Mandate Although people are far more important than property, the holdings of the Church must be efficiently supervised. It is this committee's responsibility to look after the temporal matters of Presbytery and the Congregations within its bounds.

B. Membership Shall have a minimum of five members + the Treasurer

C. Responsibilities

1. Finance - *as per sec. 384 of the Manual*. Interim Financial Statements shall be made available at all regularly scheduled Presbytery meetings
2. Property - *as per sec. 391 of the Manual*
3. Archives - *as per sec. 380 of the Manual*
4. To administer the 'I Have A Dream Fund' in cooperation with the CSM committee.
5. To consider and forward specific Loan/Grant Applications
6. To arrange for the maintenance of the Cairn on the Laurentian University site.

EDUCATION and STUDENTS

A. Mandate This Committee shall have oversight in all matters pertaining to those persons seeking to enter into ministry in the United Church of Canada through Sudbury Presbytery.

B. Membership Shall have a minimum of 4 members, equal number of clergy and lay.
Shall elect and include a representative to the Conference MPESI Committee (Internship) which may be the Education and Students Chairperson.

C. Responsibilities: 1. *as per sec. 382 b and c of the Manual*

2. Licensed Worship Leaders - *as per sec. 344 of the Manual*
3. Recruiting candidates for ministry
4. Maintain and update Pulpit Supply List
5. Receive and interview General Council Youth Forum applicants.

NOMINATIONS

A. Mandate It is the responsibility of the Nominating Committee to discern the gifts and skills of the members of Presbytery and to provide leadership in finding people with appropriate gifts and skills for the various positions within the Presbytery.

B. Membership This Committee shall be a Standing Committee consisting of a minimum of five members who shall meet apart from regular Committee meetings and shall consist of one person from each committee and the past chair of presbytery.

C. Responsibilities

1. Nominations - *as per sec. 375 of the Manual*
2. To suggest a slate of officers for the coming year. Elections should take place at the April meeting of Presbytery and shall be effective at the rise of Conference.
3. To present names for representatives to various Boards/Committees as needed by the Presbytery
4. To appoint/elect a Pensions Convenor - *as per sec. 390 of the Manual*
5. To ensure that Presbytery Members are assigned to Presbytery Committees appropriately.
6. To suggest a slate of nominees for Conference positions
7. To assist members of Presbytery in discerning where their gifts and skills may best be used within the Presbytery.
8. To assist in the nomination of Commissioners to General Council.
9. To maintain an up to date Presbytery Roll with Committee Assignments
10. Encouraging Youth representation in consultation with the CSM Committee.

PASTORAL OVERSIGHT

- A. Mandate** This Committee shall provide regular oversight of all pastoral charges within its bounds and review their records.
- B. Membership** Shall have a minimum of ten members, with a balance of clergy and lay.
- C. Responsibilities**
1. Pastoral Oversight - *as per sec. 388 and 332 of the Manual*
 2. To arrange for triennial visits to pastoral charges.
 3. To arrange for the regular review of pastoral charge records.
 4. To receive and review Annual Reports from pastoral charges.
 5. To provide for supervision of pastoral charges - *as per sec. 341 and 389 b (xi) of the Manual*
 6. To appoint/elect annually a Manse Convenor - *as per sec 386 of the Manual*
 7. To have oversight of all Manses within the Presbytery.

PASTORAL RELATIONS

- A. Mandate** This Committee shall oversee matters pertaining to the relationship between Pastoral Charges and Ministry Personnel.
- B. Membership** Shall have a minimum of 10 members with a balance of clergy and lay
Shall elect and include a representative to the Conference MPESI Committee (Settlement) which may be the Pastoral Relations Chairperson.
- C. Responsibilities**
1. *as per sec. 389 b, except (xi) which is designated to the Responsibilities of Pastoral Oversight.*

COMMUNICATION, STEWARDSHIP and MISSION CSM

- A. Mandate** This Committee shall have the responsibility of promoting communication, stewardship, education and world outreach as well as act to educate and to stimulate involvement of the Presbytery and local congregations in the total mission of the church and inter-church, inter-faith initiatives.
- B. Membership** CSM functions best with a minimum of 12 members
- C. Responsibilities:**
1. Communication - *as per sec. 381 of the Manual*
 2. Mission in Canada - *as per sec. 387 of the Manual*
 3. Inter-Church/Inter-Faith - *as per sec. 385 of the Manual*
 4. Receive and present Mission Support Grant requests - *as per sec. 387 b v of the Manual*
 5. Stewardship - *as per sec. 392 of the Manual*
 6. World Outreach - *as per sec. 393 of the Manual*
 7. Assist A & P with reviewing applications for the "I Have a Dream Fund"
- D. Organization:**
The committee is working through the activities of three subgroups:
- I. Right Relations
 - II. Social and Economic Justice
 - III. Stewardship

OTHER

The Presbytery shall appoint:

A person to conduct a financial review engagement.

Joint Meetings: Any two or more Committees shall meet together through the mutual consent of their respective chairs or at the call of the chairperson of Presbytery. Pastoral Oversight and Pastoral Relations shall meet once a year.