

# Presbytery Committees

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October 2016

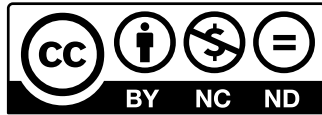


The United Church of Canada  
L'Église Unie du Canada

Presbytery Committees (October 2016)



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## **About This Resource**

This resource contains

- policies and procedures for standing presbytery committees that must be followed.
- information, guidance, and advice for additional committees, task groups, steering groups, teams, commissions, or other bodies that the presbytery may establish to fulfill its responsibilities. You are encouraged but not required to follow these best practices.

This resource expands on the policy about presbytery committees found in Section C.4.5 of *The Manual*. Please refer to the current edition.

There are no substantive changes from the August 2013 edition of this resource.

# Standing Presbytery Committees

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## Policies and Procedures

This section contains policies and procedures that are mandatory and must be followed.

Under *The Manual* and other approved policies and procedures, responsibilities have been assigned to the presbytery

- Education and Students Committee;
- Pastoral Oversight Committee;
- Pastoral Relations Committee, and
- Stewardship Committee.

This section sets out those responsibilities. The presbytery must have committees in place to fulfill those responsibilities or provide for their work to be done in some other way. For a presbytery with these committees, this section sets out committee membership and organization.

**The presbytery is also required to have a standing Nominations Committee.** There are no mandatory requirements for its membership, organization, and responsibilities. It is up to the presbytery to set all the governance requirements for its Nominations Committee.

<b>Committee</b>	<b>Number of Members</b>	<b>Other Membership Requirements</b>	<b>Organization</b>
Education and Students	Minimum of four.	Must consist of an equal number of lay people and members of the order of ministry, where possible.	Presbytery elects a convener and a secretary.
Pastoral Oversight	At presbytery's discretion.	At presbytery's discretion.	At presbytery's discretion.
Pastoral Relations	Minimum of four.	Must consist of at least two lay people and at least two members of the order of ministry.  Must include the presbytery's representatives on the Conference Settlement Committee.	Presbytery appoints one of its representatives on the Conference Settlement Committee as the convener of the Pastoral Relations Committee.

<b>Committee</b>	<b>Number of Members</b>	<b>Other Membership Requirements</b>	<b>Organization</b>
Stewardship	At presbytery's discretion.	<p>Must include three representatives elected by the presbyterial United Church Women.</p> <p>Must include one representative of the presbytery Mission in Canada Committee or equivalent.</p> <p>Must include additional people who are not required to be members of the presbytery.</p>	<p>Presbytery elects a convener at the last regular presbytery meeting in each calendar year.</p> <p>Convener is also a member of the presbytery executive, presbytery Committee on Congregational Life and Work or equivalent, and presbytery Finance Committee.</p>

## Standing Committee Responsibilities

The committees have the following responsibilities:

### 1. Education and Students Committee

- (a) Assisting members of the order of ministry and governing bodies of local ministry units to seek out people to become candidates for the order of ministry;
- (b) supporting the discernment process in pastoral charges;
- (c) investigating whether an inquirer is suitable for ministry;
- (d) making a recommendation to the presbytery on whether to receive an inquirer as a candidate for the order of ministry;
- (e) supervising and nurturing candidates throughout the candidacy period;
- (f) making a recommendation to the presbytery on whether to continue each candidate;
- (g) determining whether the internship requirements have been met satisfactorily for each candidate;
- (h) making a recommendation to the presbytery on whether to recommend to the Conference that a candidate be commissioned or ordained; and
- (i) investigating the suitability of people and making recommendations to the presbytery for the following:
  - (i) admission or readmission to the order of ministry;
  - (ii) appointment as designated lay ministers;
  - (iii) recognition as designated lay ministers;
  - (iv) licensing as licensed lay worship leaders;
  - (v) other presbytery appointments; and
  - (vi) removing names from the Discontinued Lay Ministry Appointment List.

## **2. Pastoral Oversight Committee**

- (a) Reviewing the annual report and related information from each local ministry unit annually and taking any appropriate action in response;
- (b) supporting the sharing of property between congregations;
- (c) conducting the triennial visit to pastoral charges and other local ministry units;
- (d) reviewing the reports from the triennial visits and taking any appropriate action in response; and
- (e) ensuring that all pastoral charges complete and return the annual pastoral charge statistical and information forms as required.

## **3. Pastoral Relations Committee**

- (a) Maintaining a close relationship between the presbytery and the pastoral charge through the pastoral charge's Ministry and Personnel Committee;
- (b) providing confidential consultation and advice regarding the pastoral relationship;
- (c) supporting the needs assessment process for the pastoral charge;
- (d) supporting the search process for ministry personnel for the pastoral charge;
- (e) making appropriate recommendations to the presbytery when the beginning or ending of a pastoral relationship has been initiated; and
- (f) determining the suitability of applicants seeking designation as interim ministers, supporting the process for beginning an interim ministry in a pastoral charge, and evaluating a period of interim ministry after it ends.

## **4. Stewardship Committee**

- (a) Advising the presbytery on why funds are needed and how they will be used;
- (b) ensuring that pastoral charges are aware of all aspects of the mission of the United Church and encouraging them to participate in it;
- (c) ensuring that pastoral charges have arranged for local stewardship work to be done;
- (d) encouraging pastoral charges to organize periodic visits for stewardship purposes;
- (e) reporting regularly to the presbytery on the funds given by the pastoral charges to the Mission and Service Fund;
- (f) analyzing annually the proportions spent locally and regionally as compared with the amount forwarded to the Mission and Service Fund; and
- (g) encouraging other presbytery committees to encourage the use of appropriate study materials.

# Suggested Presbytery Committees

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## Best Practices

This section contains information, guidance, and advice on the best ways to live out mandatory policies and procedures. You are encouraged but not required to follow these best practices.

The Conference may fulfill its responsibilities under *The Manual* with the help of committees, task groups, steering groups, teams, commissions, and other bodies. This section contains suggestions for committees that the Conference may wish to establish for this purpose, including their membership, organization, and responsibilities.

<b>Committee</b>	<b>Number of Members</b>	<b>Other Membership Best Practices</b>	<b>Organization</b>
Archives	Minimum of four.	Should include secretary of presbytery.  Should include at least one active member of the order of ministry.	Presbytery appoints/ elects convener.
Communication	At presbytery's discretion.	Should include members who have knowledge and interest in various communication media.	At presbytery's discretion.
Extra Campaigns	At presbytery's discretion.	Should include convener of presbytery Finance Committee and convener of presbytery Stewardship Committee.	At presbytery's discretion.
Finance	At presbytery's discretion.	At presbytery's discretion.	Presbytery elects convener and treasurer.
Inter-Church and Inter-Faith	At presbytery's discretion.	Should include lay people and youth.	Presbytery appoints/ elects convener.
Manse	At presbytery's discretion.	Should include representatives from the presbyterial United Church Women.  Should include people with knowledge and skill in the building trades, project financing, and building insurance.	Presbytery appoints/ elects a convener who should be a member of the presbytery.
Mission in Canada	At presbytery's discretion.	At presbytery's discretion.	At presbytery's discretion.

<b>Committee</b>	<b>Number of Members</b>	<b>Other Membership Best Practices</b>	<b>Organization</b>
Pension and Group Insurance	Minimum of five.	Two members (including convenor) should be members in good standing with United Church pension and group insurance plans.	Committee should have a convenor who is a member in good standing with United Church pension and group insurance plans.
Property	At presbytery's discretion.	At presbytery's discretion.	At presbytery's discretion.
World Outreach	At presbytery's discretion.	Should include people committed to mission of church in its global dimension.  May include representatives from other presbytery committees.	At presbytery's discretion.

## Suggested Committee Responsibilities

The committees should have the following responsibilities:

### 1. Archives Committee

- (a) Encouraging the presbytery and pastoral charges to keep full and accurate records;
- (b) inspecting and certifying all records of pastoral charges within the presbytery;
- (c) gathering and forwarding all non-current records of the presbytery and pastoral charges;
- (d) working with the Conference Archives Committee and the General Council Archives and History Committee in developing criteria and guidelines for the designation of United Church historic sites,
- (e) seeking appropriate designation of United Church historic sites within the presbytery; and
- (f) organizing historical committees in pastoral charges to prepare accurate histories of the pastoral charges.

### 2. Communication Committee

- (a) Giving leadership in pastoral charges and the presbytery in using mass media to provide information about the United Church;
- (b) encouraging pastoral charges to use the resources of the United Church, particularly *The United Church Observer*;
- (c) promoting the use of audiovisual media in meetings and worship;



- (d) developing understanding in the United Church of the different kinds of modern communication and their potential for use; and
- (e) engaging with people who work in the media to increase their understanding and expression of current social concerns.

### **3. Extra Campaigns Committee**

- (a) Investigating and making recommendations to the presbytery on any proposal for raising funds in pastoral charges for any purpose other than the Mission and Service Fund; and
- (b) recommending the time for beginning and completing any fundraising in pastoral charges approved by the presbytery, with consideration for combining it with other fundraising initiatives.

### **4. Finance Committee**

- (a) Preparing a budget for the presbytery annually that includes the operating expenses of the presbytery, the Conference assessment of the presbytery, and the amounts for ministries for which the presbytery provides funding;
- (b) recommending a basis of assessment of the pastoral charges to meet the needs of the budget;
- (c) sending assessments to the pastoral charges and collecting their contributions;
- (d) making payments as required under the budget approved by the presbytery, or as directed by the presbytery;
- (e) keeping accounts and submitting an audited statement of receipts and expenditures to the presbytery annually; and
- (f) providing interim financial statements as required by the presbytery.

### **5. Committee on Inter-Church and Inter-Faith Relations**

- (a) Raising awareness in the presbytery about ecumenical affairs, including sharing information about the work of the World Council of Churches and the Canadian Council of Churches;
- (b) assisting ministry personnel and pastoral charges in ecumenical outreach, especially with parishes of the Roman Catholic Church, evangelical groups, and the leaders and members of the Jewish community;
- (c) promoting the use of ecumenical materials in the presbytery and the pastoral charges;
- (d) supporting the formation of local councils of churches and inter-faith organizations and other local inter-church activities;
- (e) initiating ecumenical consultations, workshops, and the use of the communications media for ecumenical outreach; and
- (f) encouraging other inter-church activities.

## **6. Manse Committee**

- (a) Keeping a record of the type of construction, state of repair, size, and age of all manses in the presbytery;
- (b) keeping a record of the furnishings and equipment owned by the pastoral charge in all manses;
- (c) reporting to the presbytery annually on the condition of each manse and the furnishings and equipment owned by the pastoral charge with appropriate recommendations;
- (d) communicating any presbytery recommendations about the manse to the governing body of the pastoral charge;
- (e) inspecting manses after improvements have been completed, and reporting to the presbytery;
- (f) encouraging pastoral charges to form and maintain a Manse Committee if they own a manse; and
- (g) visiting the manse where a change in pastoral relations is about to take place and reporting to the pastoral charge and Joint Search Committee with appropriate recommendations.

## **7. Mission in Canada Committee**

- (a) Developing mission policies and strategies for the United Church within the presbytery, and making recommendations to the presbytery;
- (b) ensuring information is available about programs, plans, and purposes for pastoral charges and other local ministry units in the presbytery;
- (c) receiving requests for financial assistance for local ministry units in the presbytery, and making recommendations to the presbytery and the appropriate Conference committee;
- (d) making recommendations to the appropriate Conference committee for the purchase and maintenance of property that is under the responsibility of the General Council; and
- (e) making recommendations to the appropriate Conference committee on loan and grant requests from the Capital Assistance Fund of the General Council.

## **8. Pension and Group Insurance Committee**

- (a) Informing the presbytery and pastoral charges on matters of current interest concerning the pension and group insurance plans;
- (b) taking an active interest in the welfare of plan members and pensioners living in the presbytery, including visiting pensioners living in the presbytery annually and assisting plan members with disability and retirement benefit applications;
- (c) making recommendations for compassionate assistance to the appropriate General Council working unit; and
- (d) reporting to the presbytery on compliance by plan members, pastoral charges, and other employers with the plans.

**9. Property Committee**

- (a) Investigating and making a recommendation to the presbytery about any proposal from a congregation to purchase or to lease property, or to erect, enlarge, or rebuild a building;
- (b) encouraging congregations that are considering a building project to use the services of the appropriate General Council working unit;
- (c) reporting to the presbytery about any church property in the presbytery that seems to be neglected or is not in use; and
- (d) assisting congregations in placing adequate insurance on their property.

**10. World Outreach Committee**

- (a) Stimulating concern, awareness, and involvement in the church's mission in its global dimensions;
- (b) informing the presbytery about the policies and programs of the appropriate General Council working unit; and
- (c) informing the presbytery about worldwide mission projects with partner churches, and opportunities for people to work in these mission projects.



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