

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

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*.

2007 Revision
(Last revised: September 2007)

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Manitou Conference of
The United Church of Canada

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Conference Officers

President	Elizabeth Frazer
President Designate	Judith Visser
Past President	Ron Holotuk
Treasurer	George Thompson
Recording Secretary	Doris-Rae Brownlee

Conference Staff

Executive Secretary – Will Kunder

Conference Minister: Mission & Stewardship Animation - vacant

Conference Personnel Minister – Kay Heuer

Office Coordinator – Jennifer Bentley

MISSION STATEMENT

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 DIRECTIONS

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

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. Icthus (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.

STRUCTURE OF MANITOU CONFERENCE

The Executive

President..... (Elected by Conference General Meeting)
Immediate Past President..... (Ex officio)
President Designate (Elected by Conference General Meeting)
Executive Secretary (Ex officio)
Recording Secretary (Elected by Conference General Meeting)

Presbytery Ministry Personnel Representatives (3)
..... (One Appointed/Elected by each Presbytery)

Presbytery Lay Person Representatives (3)
..... (One Appointed/Elected by each Presbytery)

One General Council Executive Representative
(If the President is Order of Ministry then the Lay General Council Representative is on Executive and vice versa)

One Youth Forum Representative (Appointed/Elected by Youth Forum if they so desire)
Corresponding Members (Conference Ministers) (2)

The Committees and Sub-Committees (7 Standing Committees)

Business and Agenda / Neighbours Praising God Event Planning Committee
Finance Committee

Ministry Personnel and Education/Settlement/Internship Committee *
- Committee on Sexual Abuse Policy (with team of Consultants)
- Interview Board / Interim Ministry **

Mission Oversight and Communications Committee
Mission Support Grant Committee
Nomination Committee
Staff Committee

*One Committee with three different Chairpersons

** One body with two different Chairpersons

Present Sub-committees, Task Groups and People

Alternate Dispute Resolution Facilitators	(Responsible Body: the Executive)
Archivist	(Responsible Body: the Executive)
Youth Forum Executive	(Responsible Body: the Executive)
Pension Convenor	(Responsible Body: MPESI)
Social Justice Network of Ontario	(Responsible Body: MOCC)
Voyageur Editor	(Responsible Body: MOCC)

(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.)

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. The training and education for leaders in Christian Development, Church Development, Worship Liturgy, Stewardship, World Outreach/Mission and Inter-Church/Inter-Faith is now the responsibility of the Presbyteries in partnership with the congregations of Manitou Conference and the Manitou Conference Staff. These responsibilities have always been part of the Presbytery work. What is different is that they are no longer duplicated at the Conference level. The hope is that this change will free up former Conference Committee Members to concentrate their time and energy at the Presbytery level and consequently closer to the congregations of Manitou Conference where ultimately the MISSION of Manitou Conference will be fulfilled.

To this end, 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 Sections of *The Manual* which pertain to these responsibilities of Presbytery are: 376, 380, 381, 385, 387, 392, and 393.

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.

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, President, and Immediate Past President are members of the Conference Executive. The Immediate Past President is also a member of the Mission Oversight and Communications Committee. They are expected to attend and participate respectively throughout their terms of office.
- 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 430 I). 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 430 (d)) 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 (The Manual 430 (d)) 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.

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 reasonably possible.

Recording Secretary

- The Recording Secretary 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 Recording Secretary may be re-elected without limit.
- The Recording Secretary will have the same duties as a Committee Secretary (see below) for the General Meetings and Executive Meetings of Conference.

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 (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.
- See Committee Chairperson Job Description for responsibilities.

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, Sub-committees 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.
- See Manitou Conference Job Descriptions for responsibilities.

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 Secretary of the Ministry Personnel & Education/Settlement/Internship and the Secretary of the Mission Oversight and Communication Committee shall be elected by the delegates to the General Meeting of Manitou Conference.
- The term of office for the MPE/S/I Secretary and the MOCC Secretary shall be from the rise of the General Meeting until the rise of the next General Meeting.
- The MPE/S/I Secretary and the MOCC Secretary may be re-elected without limit.
- All committee secretaries should carefully review the Secretary Of A Committee Job Description.

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 fulfil 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 fulfil 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 be appropriately prepared to participate in, and fulfil, 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 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.

THE CONFERENCE EXECUTIVE

Responsibility

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

- Ensuring that the Conference identifies and articulates an operational understanding of its Mission and Vision that is current and useful;
- Determining and assigning what needs to be done and by whom in order to help the Conference to accomplish its identified Mission;
- Determining and providing parameters that reflect the Vision and Values of the Conference and The United Church of Canada;
- 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.
- Being the visioning and planning body for the Conference, bringing its suggestions and ideas to the General Meeting for its consideration and action.

Composition

President	(Elected by Conference General Meeting)
Immediate Past President	(Ex officio)
President Designate	(Elected by Conference General Meeting)
Executive Secretary	(Ex officio)
Recording Secretary	(Elected by Conference General Meeting)
Presbytery Ministry Personnel Representatives (3)*	(One Appointed/Elected by each Presbytery)
Presbytery Lay Person Representatives (3)*	(One Appointed/Elected by each Presbytery)
One General Council Executive Representative	(If the President is Order of Ministry then the Lay
General Council Representative is on Executive and vice versa.)	
One Youth Forum Representative	(Appointed/Elected by Youth Forum if they so desire)
Regular Corresponding Members:	Conference Staff Ministers

*Presbyteries are encouraged to name Alternates.

Manual Requirement

The sections of The Manual which pertain to the Executive are 426, 402 and 403.

Staff Support

Staff support will be provided by the Executive Secretary who is a full voting member of the Executive and the Conference Ministers who are corresponding members of the Executive.

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 – At least 3 and perhaps 4 meetings per year.

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

Past-President

President-Designate

1 GC rep – rotating annually

Rep from Presbytery(ies) not represented in the above – rotating annually

Executive Secretary

Quorum

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

THE GENERAL MEETING OF CONFERENCE

updated: November 7, 2006

Responsibilities (from the Basis of Union):

- to meet annually or biennially (Basis 7.6.1)
- 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, with the proportion of each being determined by their numbers;
 - and
 - 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 Lay Pastoral Ministers, Lay Pastoral Ministers-in-Training, or Staff Associates to serve a Pastoral Charge, Mission, or Outreach Ministry within the bounds of the Presbytery;
 - 6.3.3 who are Candidates appointed by the Presbytery to serve a Pastoral Charge, Mission, or Outreach Ministry within the bounds of the Presbytery;
 - 6.2.3 receiving long-term disability benefits as a result of a disability that occurred at the time they were serving under Presbytery appointment to a Pastoral Charge or other Presbytery-Recognized Ministry within the bounds of the Presbytery;
 - 6.2.4 appointed to administrative or program staff positions by a court of the church or a Division of the General Council;
- lay members elected as provided for in section 6.4.14, at least equal in number to the members in sections 7.1.1 and 7.1.2 (Basis 7.2);

6.4.14 to elect lay members to the Conference, of whom at least a majority shall have been previously elected by a Pastoral Charge to represent them at Presbytery;

- 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 Sections 400 to 470

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)

BUSINESS AND AGENDA OR EVENT PLANNING COMMITTEE

Responsibility

It is the responsibility of the Business and Agenda/Event Planning Committee 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 President of Conference, the Executive and the Local Arrangements Committee of the Host Presbytery.

During the General Meeting of Conference, a revised composition of this committee shall monitor the progress of the meeting and make any necessary modifications to the Agenda.

Composition

The Business and Agenda Committee is composed of 2 elected persons: a Chairperson and a Secretary. With power to add others; the President of Conference: the Treasurer of Conference and the President-Designate.

During the General Meeting this committee is composed of the Chairperson, the Secretary, the President of Conference, the Treasurer of Conference, the Executive Secretary of Conference and the Chairperson of Local Arrangements. It is desirable that the previous chairperson be available to the B & A Committee in an advisory capacity throughout its term.

There is no requirement for lay/clergy representation.

Manual Requirements

The sections of The Manual which pertain to the life and work of this committee are 438 and 439.

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.

FINANCE COMMITTEE

revised: May 12, 2006-by Manitou Executive

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

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, and others co-opted for their financial expertise.

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

Manual Requirements

The sections of the Manual which pertain to the life and work of this committee are 464 & 463.

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

Once or twice a year.

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 (Staff Associates, Lay Pastoral Ministers, Parish Nurse), and others in paid accountable ministry within the presbyteries of Manitou Conference. The committee is concerned with the quality of theological instruction. The committee is responsible for receiving reports on all candidates for the Order of Ministry and all Lay Pastoral Ministers-in-Training. The committee shall examine candidates recommended for ordination or commissioning, Order of Ministry personnel from other denominations who wish to be recognized in the United Church, and Lay Pastoral Ministers-in-Training who wish to be recognized as Lay Pastoral Ministers. The Committee shall assist in interpreting the ministry personnel policies of the General Council to the Presbyteries within the Conference. The committee shall appoint members to the following sub-committees and have oversight of their work:

Conference Interview Board / Interim Ministry Committee
Conference Co-ordinating Committee on Sexual Abuse
Team of Consultants on Sexual Abuse

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.

INTERNSHIP AND SUPERVISED EDUCATION

It is the responsibility of the Internship Committee to work in consultation with the Presbytery Education and Student Committees and the National Committee on Ministry Vocations 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:
- encourage supervisors 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 (e.g., interns supply, student supply, and alternative internships) and in those cases to approve the learning setting and supervisor; and
- make decisions. with concurrence of the Committee on Ministry Vocations or its Executive regarding:
 - termination of an internship,
 - unresolved conflicts,
 - accountability of supervisor and lay supervision teams.

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.
- To ensure the presence of the Convenors or a representative of each Presbytery Education & Students Committee and each Pastoral Relations Committee, each Presbytery Convener / representative shall serve in one of the five listed capacities on the MP&E/S/I Committee: Chair of MP&E, Chair of Settlement, Chair of Internship, Secretary, or as a Presbytery Representative.
- The President of Conference shall be an Ex Officio member.
- The Personnel Minister of Conference shall be a corresponding member.

Manual Requirements

The Manual sections pertaining to the life and work of the Committee are

- MP&E: 427, 455-458, 462
- Internship: 466
- Settlement: 426, 1, 440-454

Staff Support

Staff Support will be provided by the Conference Personnel Minister.

Competencies

Desirable competencies for members of this committee are:

- a commitment to Jesus Christ and the work of the Holy Spirit;
- a love for the Church of Jesus Christ as expressed in The United Church of Canada;
- a willingness to work within the structures of The United Church of Canada;
- ability to participate in interviews and discern readiness for vocational ministry
- an openness to people and ideas;
- a willingness and capacity to listen;
- a sense of humour; and
- a commitment to attend all meetings.

Meetings

The Committee meets 3 times per year. The fall and the winter meetings predominately deal with MP&E and Internship matters; the spring meeting, which occurs following the National Transfer Meeting, deals predominately with Settlement matters.

Directed Goals

- to help Ministers who are new to this Conference become acquainted with the special nature that is uniquely Manitou.
- 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 promote a climate which will encourage long-term pastorates.
- 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 fulfill all other responsibilities as required by The Manual.

CONFERENCE INTERVIEW BOARD/ INTERIM MINISTRY COMMITTEE

Accountability

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

Purpose

The purpose of the Interview Board shall be:

- to assist Inquirers and others referred to it in assessing their vocational goals and/or general suitability for membership in the Order of Ministry; and
- to assist Presbyteries or other referring bodies in determining the suitability of those referred to it to function as Ministry Personnel in the United Church.

Responsibility

- to set up a standard procedure for assessment and supportive measures if required for those referred to it, who shall include:
 - Inquirers who have made application to be received as a Candidate, and potential Shorter Course applicants. Shorter Course applicants should be seen before admission to a theological school;
 - those seeking admission or re-admission to the Order of Ministry. These should be seen as early as possible, but at least prior to final action by the Conference;
 - o lay persons applying to become a Lay Pastoral Minister-in-Training;
 - o lay persons applying for a position as a Staff Associate; and
 - o Diaconal Supply appointees and Ordained Supply appointees;
- to gather in advance of the interview the packet of information used, including personal information form and two (2) reference letters;
- to interview each person referred, either by a team of no fewer than three (3) persons or, at the option of the Board, by the Board itself. Where the interviewee is making application to be received as a Candidate for Diaconal Ministry, every attempt should be made to include a Diaconal Minister on the interview team. In each case where an interview team is used rather the Board, the team shall make a recommendation with respect to the interviewee to the Board, and the Board shall determine the report to be made to the referring Committee or Court with respect to the interviewee;
- to be consistent in its use of assessment instruments, namely, if used with any interviewee, then with all;
- to report confidentially to the referring Committee or Court and to the interviewee at the same time, in person with the interviewee whenever possible, with one of the following judgments: recommended, recommended with suggestions, recommended with conditions, or not recommended. Where specific suggestions or conditions are indicated, a second interview in a year's time is advised; and
- to assure that the costs of the interviewees travel and assessment are paid with funds from the Presbytery, the Conference, and the General Council on a pre-arranged basis;
- to fulfill the functions of a Conference Interim Ministry Committee.

Composition

- Where resources permit and other matters make it feasible, the membership of the Interview Board shall include:
- at least one (1) of each of a Diaconal Minister in the active pastorate, an Ordained Minister in the active pastorate, a Lay Pastoral Minister, and a Staff Associate;
- a person qualified in supervision;
- an appropriate Conference staff person as a non-voting staff resource;
- a professional counselor or equivalent;
- at least four (4) lay persons who have had a significant experience of life and work in the church;
- such additional specifically qualified persons as the Chairperson, in consultation, may seek to call on from time to time;
- a representative from the Presbytery of the interviewee as a corresponding member at the point of final assessment; and
- a Chairperson and Secretary appointed by the Conference MP&E/S/I or its Education and Students Committee.

Manual Requirements

The sections pertaining to the life and work of the Conference Interview Board/Interim Ministry Committee are found in The Manual: Sections 455-458; 022(j); 343(c); 345(d); 342(b); 031(i); 032(d); 465.1

Staff Support

Staff Support will be provided by the Conference Personnel Minister.

Competencies

- similar to competencies of the MP&E/Settlement/Internship Committee
- an ability to conduct interviews of applicants referred to the Board
- an ability to discern vocational suitability for ministry in The United Church of Canada

Meetings

The Interview Board meets 2 times per year, whenever applicants are referred to it by appropriate Committees or Courts.

INTERIM MINISTRY COMMITTEE

Accountability

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

Purpose

To provide support to Ministry Personnel, Pastoral Charges and Presbyteries in considering and implementing Interim Ministries.

Responsibility

It is the responsibility of the Interim Ministry Committee to assist Pastoral Charges and Ministry Personnel as they embark on a time of Interim Ministry. The Committee provides consultation and co-ordination of policies and procedures related to Interim Ministry, and liaison with other Conference Interim Ministry Committees and the National Ministry and Employment Policies and Services of The United Church of Canada. The Committee recommends the eligibility of Ministry Personnel to serve as Interim Ministers, and assists in the evaluation of the Interim Ministry experience. The Committee maintains a list of persons designated as Interim Ministers within Manitou Conference.

Composition

Members of the Conference Interview Board; these members also serve as the Interim Ministry Committee. For interviews related to Interim Ministry, members will include Ministry Personnel who have served as Interim Ministers and Lay Presbyters who have belonged to Pastoral Charges implementing Interim Ministry.

Staff Support

Staff support will be provided by the Conference Personnel Minister.

Manual Requirements

The Manual sections pertaining to the life and work of this Committee are 465.1; 389(b)viii

Competencies

- similar to competencies of the MPE/Settlement/Internship Committee
- ability to conduct interviews of applicants for designation as an Interim Minister ability to evaluate effectiveness of an Interim Ministry

Meetings

The Interim Ministry Committee meets as part of the Conference Interview Board two times annually, whenever applicants approach the Committee for designation as an Interim Minister.

COMMITTEE ON SEXUAL ABUSE 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 abuse:
- 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 the team of consultants and 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;
- to suggest the names of people to be appointed to the team of consultants.

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 sections pertaining to the life and work of this Sub-committee are: 071(c), 072, and 073

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 abuse and be committed to keeping up-to-date on these issues;
- able to provide training and support for the Sexual Abuse Consultants.

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 Abuse; a second meeting with the Sexual Abuse Consultants and Officers of the Court to provide ongoing training and support for them.

TEAM OF CONSULTANTS ON SEXUAL ABUSE

Responsibility

- act in a confidential consultative capacity with individuals who believe they may be victims of sexual abuse, ensuring adequate support, and act as advocates through the process of working towards resolution;
- raise the awareness of people within the Conference on issues related to sexual abuse in order to prevent further incidents;
- make themselves known to the constituency;
- familiarize themselves with resources (i.e., counselling educational materials, distress centres, women's centres, legal and medical advisors) within the Conference;
- keep anonymous records of all complaints of sexual abuse brought to their attention;
- alert the Conference Personnel Minister if a case reaches the stage of formal written complaint, and involves a person in paid accountable ministry;
- be familiar with the guidelines as set down by General Council.

Composition

The Team of Consultants on Sexual Abuse is composed of four (4) to six (6) persons, both women and men with the majority being women. They shall be geographically, linguistically, and ethnically representative of the Conference. They shall also be lay members and members of ordered ministry. The Team of Consultants will relate to and be under the oversight of the Ministry Personnel and Education Settlement/Internship Committee.

Manual Requirements

General Council has approved a set of principles and assumptions on which any procedures for dealing with cases of sexual abuse are to be based. The relevant sections in The Manual are: 65, 66, 67 68 71(c); 73: 74; 75; 76; 77.

Staff Support

Staff support shall be provided by the Conference Personnel Minister.

Competencies

- willingness to make a three to five-year commitment;
- willingness to act as advocates in the church courts;
- familiarity with the issues involved in sexual abuse, and commitment to keeping informed on these issues;
- commitment to confidentiality;
- sensitivity and empathy towards the victims of sexual abuse;
- commitment to some initial and ongoing training.

Meetings

Periodically for reflection, assessment and further training and planning. Such meetings are the responsibility of the Conference Co-ordinating Sub-committee on Sexual Abuse. Meetings may be called at any time to deal with a specific case of sexual abuse.

MISSION OVERSIGHT & COMMUNICATIONS COMMITTEE

Responsibility

It is the responsibility of the Mission Oversight and Communications Committee to be informed as to what is happening in our presbyteries and congregations to "nurture spiritual renewal and growth", "express Christian discipleship" and "build community and communication", which are the current mission objectives of Manitou Conference, and to be informed about what is happening in our Presbyteries and Congregations to address Christian and church development. liturgy, stewardship and world outreach concerns.

It is also its responsibility to inform all aspects of the United Church related to Manitou Conference as to what is happening in our Congregations and Presbyteries to help accomplish our Mission as a Conference.

When appropriate this committee could assist in co-ordinating various efforts in any or all of the above areas among our Presbyteries and Congregations.

This committee is to be the link between Manitou Conference and the following Units of General Council: Faith Formation and Education, Support to Local Ministries (except for Mission Support Grants), Justice, Global and Ecumenical Relations, Financial Stewardship, UCRD, as well as, the Social Justice Network of Ontario Conferences, and will name Conference representatives to these bodies when necessary. The primary function of this linkage will be one of communication or the gathering and distributing of information relevant to the Conference Mission.

This committee will carry out the responsibilities of the former Editorial Committee as long as the Conference publishes the VOYAGEUR. It is the responsibility of this committee to publish the VOYAGEUR in an attempt to inform the community of Manitou Conference, its members and adherents, about the church's life, work, policies and programs; stimulate the interest and courage of its church people by a vigorous presentation of our faith with its relevance to people, their needs and problems; observe, report and comment on regional concerns which affect, or should affect, its constituency; maintain as high a level of professionalism and quality as resources will allow; and balance its coverage in such a way as to represent the plurality and geographical diversity in Manitou Conference of The United Church of Canada.

It shall:

- establish and maintain editorial and advertising policies for the efficient operation of the VOYAGEUR;
- assist in the preparation and approval of the annual budget, including the setting of advertising rates;
- annually confirm publication dates in consultation with the UC OBSERVER;
- ensure and protect the editorial independence of the VOYAGEUR;
- act as a consultative group on behalf of the VOYAGEUR;
- interpret the publication, as required, to the church and report to Manitou Conference at its General meetings;
- appoint as required appropriate task groups or committees to carry out studies, proposals and make recommendations;
- establish and maintain a network of correspondents from the various areas of the Conference: individuals, congregations and presbyteries;
- conduct performance appraisals of the Editor on an annual basis. (quoted from the former Editorial Committee's responsibilities).

Composition

The Committee is composed of twelve voting persons:

- a Chairperson elected at the Conference General Meeting
- a Secretary elected at the Conference General Meeting
- a Lay Representative from each of the three Presbyteries
- a Ministry Personnel Representative from each of the three Presbyteries
- the immediate Past President of Conference
- the General Council Representative who is not on the Conference Executive
- and Conference Staff (non-voting) as assigned by the Staff Committee.

Manual Requirements

The Sections of The Manual which pertain to the life and work of this committee are: 439 and 461 and for reference when appropriate 465, 467, 469 and 470.

Staff Support

Staff support provided by the Conference Minister(s) as assigned by the Staff Committee.

Competencies

A keen interest in the Mission of the United Church and the Conference, a willingness and ability to work responsibly and carry through assigned tasks, some experience and skills in the general area of communications, and a person who can work well with others.

Meetings

Regular Meetings - 3 per year.

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. (See Appendix A, E84/85-19)

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--see The Manual 436 (b).

Manual Requirements

The Sections of The Manual which pertain to the life and work of this committee are:

- 467 (a), (b), (c), (ii), (vi), (vii) and (viii)
- 469 (a), (b), (c), (I), (ii), (iii), (iv) and (v)
- 470

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 critique constructively 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.

NOMINATION COMMITTEE

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).

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:

- a chairperson elected at the Conference General Meeting
- a representative from each of the presbyteries (usually the Presbytery Nomination person)
- Past-President of Conference

Manual Requirements

The Sections of The Manual which pertain to the life and work of this committee are 439 (b).

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.

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:

- 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 Council Minister, Regional Relations. (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

Conference Ministers and Support Staff shall attend when requested

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 which pertain to the life and work of this committee are 433.1, 434, 439, 505(l).

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.

EXECUTIVE SECRETARY POSITION DESCRIPTION

IDENTIFICATION

Conference: MANITOU CONFERENCE
Present Incumbent: The Rev. Will Kunder
Date prepared: August, 2003

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 Minister, Regional Relations

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

POSITION TITLE: CONFERENCE MINISTER: Mission and Stewardship Animation
INCUMBENT: vacant

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 POSITION DESCRIPTION:

Conference Personnel Minister

as of December 2004

TITLE: Conference Personnel Minister

INCUMBENT: Dr. Kay Heuer (DM)

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 Ministry and Employment Policies and Services and by Faith Formation and Education. 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 corresponding member of the Conference Executive
- a corresponding member of other Conference Committees to which s/he relates by reason of function. (MPE/Settlement/Pastoral Relations, E&S Internship, Conference Interview Board/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 national General Council units with respect to specific work areas as described in "Responsibilities."

RESPONSIBILITIES

To work in close relationship with all committees related to personnel (e.g. MP&E/Settlement/Pastoral Relations Committees of Presbytery)

- To interpret to Conference the policies and procedures of the national General Council units: Congregational, Educational and Community Ministries; Ministry and Employment Policies and Services.
- To share the role of initiating pastor-to-pastor relationships, to support and counsel persons in paid accountable ministries and their families.
- To establish (where appropriate) collegial groups of those persons in paid accountable ministries to enable mutual support.
- To establish relationships with candidates for the Order of Ministry and with Designated Lay Ministers in order to provide supervision and support.
- To provide, in cooperation with other staff members, additional resources and services as required.

OFFICE COORDINATOR POSITION DESCRIPTION

Approved May 2006

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 National, 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, National Office, General Council examination and the National 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 National 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.

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.

Machines and Work Aids Used

- Computer systems with variety of programs, email system & internet, fax machine, copying machine, powerpoint projector, electronic postage meter & scale, calculator, programmed telephone with voice mail for all staff.

Supervision

- Supervised by Executive Secretary.

Independence of Action

LIST SIX EXAMPLES OF MAJOR OR IMPORTANT DECISIONS YOU MAKE OR KEY DUTIES YOU PERFORM WITHOUT REFERENCE TO OR APPROVAL FROM YOUR SUPERVISOR.

- i. Compose correspondence relating to major areas of responsibility.
- ii. Responsible for final disposition of correspondence from staff with signing entitlement.
- iii. Investigate new office services, suppliers and equipment and have general oversight of office inventory and purchases. Establish contacts and networks to facilitate operation of the office and the work of the staff
- iv. Manage major portion of Conference Office preparations for the General Meeting, including set-up of temporary Conference Office.
- v. Initiate “in office” systems/procedures (calendars, forms, recycling, etc.)
- vi. Hire technical assistance as required for computer systems.

LIST SIX EXAMPLES OF MAJOR OR IMPORTANT DECISIONS YOU MAKE OR KEY DUTIES YOU PERFORM ON WHICH YOU NEED CONSULTATION, CHECK OR APPROVAL FROM YOUR SUPERVISOR.

1. Purchase major equipment. (approval)
2. Make significant changes to established business procedures "in house". (check)
3. Make major changes in workload or work schedules. (approval)
4. Maintain holiday schedule. (approval)
5. Discuss budget implications re supplies, equipment, part-time clerical help and office building services. (check)
6. Work flextime re appointments, outside meetings, and overtime. (check)

Job Specifications

If the position is vacant, what minimum job specifications will you look for in each of the following areas?

Confidentiality, Complexity and Judgement

This position requires a high degree of confidentiality. Work is diverse and sometimes complex. It requires an ability to gain a clear view of the "big picture" of the office operation in the context of the United Church structure and organization. Decision making requires resourcefulness, ingenuity and initiative. Independence and the ability to follow through on general instructions are necessary.

Knowledge, Education and Experience

Grade 12, 2 year specialized clerical certification through a recognized school or college plus 3 to 5 years of related experience. High degree of competence in the English language. Competent in the use of modern office equipment. Familiar with current market-place software for office use (wordprocessing, spreadsheets, desk top publishing). Proven organizational ability.

Proficiency (which should be acquired in 13 to 15 months) is demonstrated by thorough knowledge of the employing unit's structure, programs, policies and activities as well as work and systems in the immediate scope of the job.

Willingness to learn the polity of The United Church of Canada.

Human relations Skills and Contacts

The position requires the ability to relate positively and tactfully with a diverse membership in which conflicting views are often held, to maintain and to support the goodwill of the employing unit, to communicate effectively and diplomatically with the public and with the United Church personnel at all levels. Excellent written and oral skills are essential, as is the ability to work openly and cooperatively in a small work unit with three other Conference staff.

Consequence of Error

Errors may cause delays in significant phases of the work of the incumbent and the staff. Errors may have a negative effect on the goodwill and image of the Conference Office operation and the staff.

Supervision

Employee is responsible for proper execution of all designated tasks and is on own responsibility for completion of non-routine assignments which may last from one to several days. The position is accountable to and supervised by the Executive Secretary.

Working Conditions

Employment is in a standard office, located at Omond Memorial United Church, North Bay. May require occasional travel to meetings and overnight away from home. Conference Ministers and Executive Secretary are frequently absent from the office so the incumbent will be alone in the office regularly.

POLICIES AND PROCEDURES

RULES OF DEBATE AND ORDER

(Excerpts from Appendix Three of The Manual)

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.

MANITOU CONFERENCE POLICIES FROM CONFERENCE GENERAL MEETINGS

ABORIGINAL ART	<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></p>
ALGOMA PRESBYTERY	<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></p>
ASSESSMENTS BY CONFERENCE	<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. The "per member" rater of assessment is the current method of advising each Presbytery of its Conference assessment. Each Presbytery is free to adopt its own measures to frame the Presbytery Budget (including the Conference assessment) as per the Manual Section 384 (b) 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 - 1 5</i></p>
BIENNIAL MEETINGS OF MANITOU CONFERENCE	<p>Manitou Conference will meet biennially (to be reviewed 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. <i>Motion Reference: 26-A92</i></p>
BILLETING-General Meeting	<p>Delegates to General Meetings of Conference will be billeted. Other types of accommodation to be at the delegate's expense. <i>Motion Reference: Page 10 of 1977 ROP</i></p>
CANDIDATE INFORMATION	<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></p>
CANDIDATES AND INTERVIEW BOARD	<p>It is the policy of Manitou Conference that all potential candidates for the Ministry be interviewed by the Interview Board before beginning theological college. <i>Motion Reference: 46 - A85</i></p>
CANDIDATES TO BE INVOLVED IN CREATING CELEBRATION OF MINISTRY SERVICE	<p>Liturgy Committee is to involve the Candidates concerned in creating the Celebration of Ministry Service. <i>Motion Reference: 21 - A86</i></p>
CANDIDATURE CONTACT	<p>Recommended that Conference MP&E meet with all candidates at the beginning of their candidature and at least annually thereafter. Recommend implementation of a system that responsibly tests the call</p>

of candidates. *Motion Reference: 50 - A85*

**CELEBRATION OF
MINISTRY OFFERING**

The Conference is to be informed, prior to the service, as to where the offering will be given. *Motion Reference: 36 - A88*

**CERTIFICATION TO
SOLEMNIZE MARRIAGES**

On recommendation of Presbytery persons eligible for certification are: settled or appointed ordained ministers recognized by the United Church, and ordained ministers in special ministries approved by Presbytery; at the request of a Session, Diaconal, Lay Pastoral Ministers, Lay Pastoral Ministers in Training, 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 that congregation and use that congregation's marriage register. *Motion Reference: 20 - A86*

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*

**CHRISTIAN GROWTH
GUIDELINES FOR CAMPS**

4 pages of detailed guidelines for Christian growth at Camp focusing mainly on leadership recruitment and training. *Reference: Page 279 of 1983 Annual Meeting Packet (Section K12)*

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

Delegates urged to discuss major items with their congregations before General Meetings and provide a follow-up report following General Meetings. *Motion Reference: 59-A92*

CONFERENCE FUNDS

All disbursements, except travel payments to delegates to General Meeting, be paid by cheque.
Signing Officers be any two of Executive Secretary, Treasurer, or Minute Secretary
Office operating funds be kept in a separate account, and signing officers for this account be any two of Executive Secretary, Treasurer, or Conference Staff Committee Chairperson
Motion Reference: 33-A92
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

**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

**CONFERENCE
LITURGIES**

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

CONFERENCE PETITIONS

To be composed of the Presbytery secretaries (or appointees), with the

COMMITTEE	person whose Presbytery's petition is being considered acting as the Chairperson. <i>Motion Reference: 9 - A8</i>
DESIGNATED LAY MINISTERS	Recommend that Presbyteries only appoint lay persons to position of ministry who are willing to participate in the Designated Lay Ministry Training Program. <i>Motion Reference: Page 7 of 1976 ROP</i>
ELECTION OF COMMISSIONERS TO GENERAL COUNCIL	<p>Election to be in the same year as General Council meets.</p> <p>Ex-officio Commissioners are the President of Conference, the two delegates to General Council Executive, the President of Conference U.C.W., and an AOTS Rep,</p> <p>Youth Forum may elect one Commissioner from its assembly who is a full member of The United Church, and an Alternate.</p> <p>Each presbytery may nominate at least one lay and one ministry personnel Commissioner, taking into consideration these guidelines: nominees represent interests of entire Conference; that nominees be able to fulfill their term following General Council;</p> <p>prior experience with General Council or some of its significant issues might be desirable; if Conference President, President Designate, or Youth Forum President is in the Presbytery, they might be considered; try to achieve a representative balance.</p> <p>Remaining positions for Commissioners to be filled by election at the General Meeting of Conference.</p> <p>Nominations for Commissioners from the floor of Conference will be called for on the first day of the Conference Meeting.</p> <p>Alternates elected at the General Meeting will be ranked according the number of votes each received and appointed as needed in order of their ranking.</p> <p><i>Motion References: 37-44-E89. 21-A92, 53-A92, Page 340-1983 ROP, GM 2003-page 53</i></p>
ENVIRONMENT	Manitou Conference function and encourage others, including presbyteries and congregations, to function in as environmentally friendly way as possible, including office reduction, recycling, and using environmentally friendly products. <i>Motion References: 34-36-A91</i>
EXPENSE REIMBURSEMENT	No expenses for the previous year will be reimbursed unless written request is received no later than January 15 of the new year. <i>Motion Reference: 28-A91</i>
FRENCH/ENGLISH DIALOGUE	Encourage presbyteries and pastoral charges to initiate dialogue among English and French speaking people, along the lines of "Dialogue Sudbury". <i>Motion Reference: 51 - A90</i>
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. <i>Motion Reference: Page 489 - 1984 ROP</i>
GENERAL MEETING COSTS	Cost of Conference General Meeting registration will be included in the Presbytery Assessment levied to all congregations. <i>Motion Reference: GM – 2007 #20</i>
INTERIM MINISTRY & VACANCY SUPPORT	Conference is to recommend to its Presbyteries the use of Interim Ministers where necessary, and the establishment of a Vacancy

TEAM	Support Team to ensure that the process of transition from one Minister to another is worked through seriously and lovingly. <i>Motion Reference: 62 - A86</i>
LEADERSHIP TRAINING FUND	The Leadership Training Funds available to Conference be cumulative so that any part of the \$1,000 which is not used during a given year remain in the Fund and available for use in subsequent years. <i>Motion Reference: 40 - A89 (See Page: A89 - 62)</i>
THE MANUAL	All matters of Manitou Conference structure and governance will be in compliance with the polity of The United Church of Canada as articulated in <i>The Manual</i> .
MINISTERIAL DOSSIERS	Recommended that Ministerial dossiers be available to a pastoral charge issuing a call with the consent of the Minister involved. <i>Motion Reference: Page 8 of 1977 ROP</i>
MINISTERIAL REFERENCES	All references concerning ministers seeking a change in pastoral relations, candidates and inquirers be in writing and available to the person concerned. <i>Motion Reference: Page 8 of 1977 ROP</i>
MISSION DIRECTIONS OF MANITOU CONFERENCE	<p>Spiritual Growth: Nurture growth in personal and corporate spirituality, and biblical literacy in a Christ-centred community of excitement and sharing.</p> <p>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.</p> <p>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.</p> <p>Outward Focus To Community Needs: To understand a Christian approach to social and environmental concerns, and take action faithful to that understanding in our local communities and the world.</p> <p>Community and Communication Among Church Courts: To build community and communication among congregations, pastoral charges, and presbyteries. <i>Motion Reference: 94 - 16</i></p>
MISSION STATEMENT	<p>Manitou Conference (believes it) is called by God through Jesus Christ to assist and join our congregations, presbyteries and other ministries:</p> <ul style="list-style-type: none"> - 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. <p>[Note: the brackets are a later editorial change] <i>Motion Reference: 94-20</i></p>

NEIGHBOURS PRAISING GOD EVENTS	The Conference President, in consultation with the Vision, Planning, and Development Committee is responsible for the planning of an "educational/training/retreat event" held in conjunction with the Celebration of Ministry Service in the years between General Conference Meetings. <i>Motion Reference: 26-A92</i>
NEW FUNDING	Proposals requiring new or additional funding must be included in the appropriate Conference Committee's budget request to the Finance Committee. <i>Motion Reference: 26 - A89</i>
NO CONFERENCE FRILLS	In the interest of financial restraint and economic reform the Conference will refrain from purchasing flowers, large banquet meals and any other extras which we can do without. <i>Motion Reference: Page 504 - 1984 ROP</i>
ORIENTATION TOUR	Recommend that some exposure to French/English relations issues be an integral part of the Orientation Tour. <i>Motion Reference: Page 489 - 1984 ROP</i>
OVERSIGHT OF MINISTERS & PASTORAL CHARGES	This is a Presbytery responsibility and must not be delegated to the Conference Personnel Minister. <i>Motion Reference: Page 8 of 1977 ROP</i>
PAYMENT TO NATIONAL RE: MCCA W SETTLEMENT	When there is no General Meeting held in Manitou Conference in any given year, an amount of money agreed upon at the previous General Meeting be forwarded to the General Council Office in the year when there is no General Meeting; And the results of this procedure is to be studied at subsequent General Meetings until it is agreed that an adequate contribution has been made by Manitou Conference toward the settlement costs between The United Church of Canada and Ronald A. McCaw. <i>Motion Reference: GM-1996, Page 10 (G96 - 45)</i>
POSTPONEMENT OF RETIREMENT	Manitou Conference (may) approve postponement of retirement beyond the normal retirement age. <i>Motion Reference: GM-1997. Page 7</i>
PRESBYTERY APPOINTMENTS TO CONFERENCE COMMITTEES	That Presbyteries be aware of the need for continuity and experience in making their appointments to Conference Committees. <i>Motion Reference: Page 9 of 1976 ROP</i>
PRESBYTERY LITERATURE SECRETARY	Each Presbytery be encouraged to elect/name a Literature Secretary to arrange book/resource (audio visuals) displays and present timely reviews. <i>Motion Reference: 32 - A87</i>
RESTRUCTURING OF CONFERENCE	Manitou Conference meeting (1996) adopt the "Restructuring Proposal" presented by the Vision Planning and Development Committee of Manitou Conference and implement it at the rise of Conference. <i>Motion Reference: GM-1996. Page 7</i>
STAFF COMMITTEE MEMBERS' TERM	Presbyteries are asked to appoint persons to the Staff Committee for a minimum of a two-year term. <i>Motion Reference: Page 493 - 1984 ROP</i>

STAFF COMMITTEE ORIENTATION	It is recommended that the Staff Committee Chairperson invite an impartial person qualified in personnel management to orient the staff committee each September. <i>Motion Reference: 49 - A86</i>
TELE-CONFERENCEING	Committees to consider the use of tele-conferencing in order to save on meeting expenses. <i>Motion Reference: Page 10 of 1977 ROP</i>
TITHING	Manitou Conference endorses the principle of tithing in our congregations. <i>Motion Reference: Page 14 of 1977 ROP</i>
WEEKEND CONFERENCE MEETING	The General Meeting of Conference is to include a Sunday. <i>Motion Reference: Page 9 of 1977 ROP</i>
YOUTH FORUM	One Youth Forum member and/or an alternate, to be elected by the Youth Forum, be a member of the Conference Executive. Finance Committee is to budget funds for future Youth Forums. <i>Motion References: Page 8 of 1981 ROP</i> Manitou Youth Forum may name a representative to the Manitou Conference Executive if the Youth Forum so wishes. <i>Motion References: GM-1996, Page 7</i> Manitou Youth Forum will meet at the same location and time as the General Meeting of Conference and Neighbours Praising God. <i>Motion References: GM-2005 # 20</i>
YOUTH INVOLVEMENT	Recommend to Presbyteries to actively seek more youth involvement in the life and work of the United Church. <i>Motion Reference: Page 7 of 1981 ROP</i>
YOUTH LEADERSHIP TRAINING	Conference endeavor to hold an annual Conference-wide leadership training program for youth up to age 25. <i>Motion Reference: Page 7 of 1981 ROP</i>

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

Manitou Conference

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 Section 427.1.

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

1. Diaconal Ministers (see The Manual Section 427.1(a)) – 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 shutins; or
 - iv. the position description and the needs of the context in some other way are deemed to warrant it.
2. Lay Pastoral Ministers, Lay Pastoral Ministers-in-Training, 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 Lay Pastoral Minister to administer the sacraments within the jurisdiction of the Presbytery to which the Lay Pastoral Minister is accountable.
3. Lay or Diaconal Presidents of Conference have permission to administer the Sacrament of Holy Communion as defined in Section 430 (d) of The Manual.
4. 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 Section 370 (b)].

PROCEDURES

FOR DIACONAL MINISTERS AND LAY PASTORAL 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.

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 MPESI Committee that the ministry person be licensed to preside at the celebration of sacraments.

Conference Action:

The Conference MPESI Committee shall consider a recommendation from the Presbytery for the granting of a license to preside at the celebration of the sacraments, and if approved shall so advise the Executive Secretary.

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

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 and Section 010(b) of The Manual

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

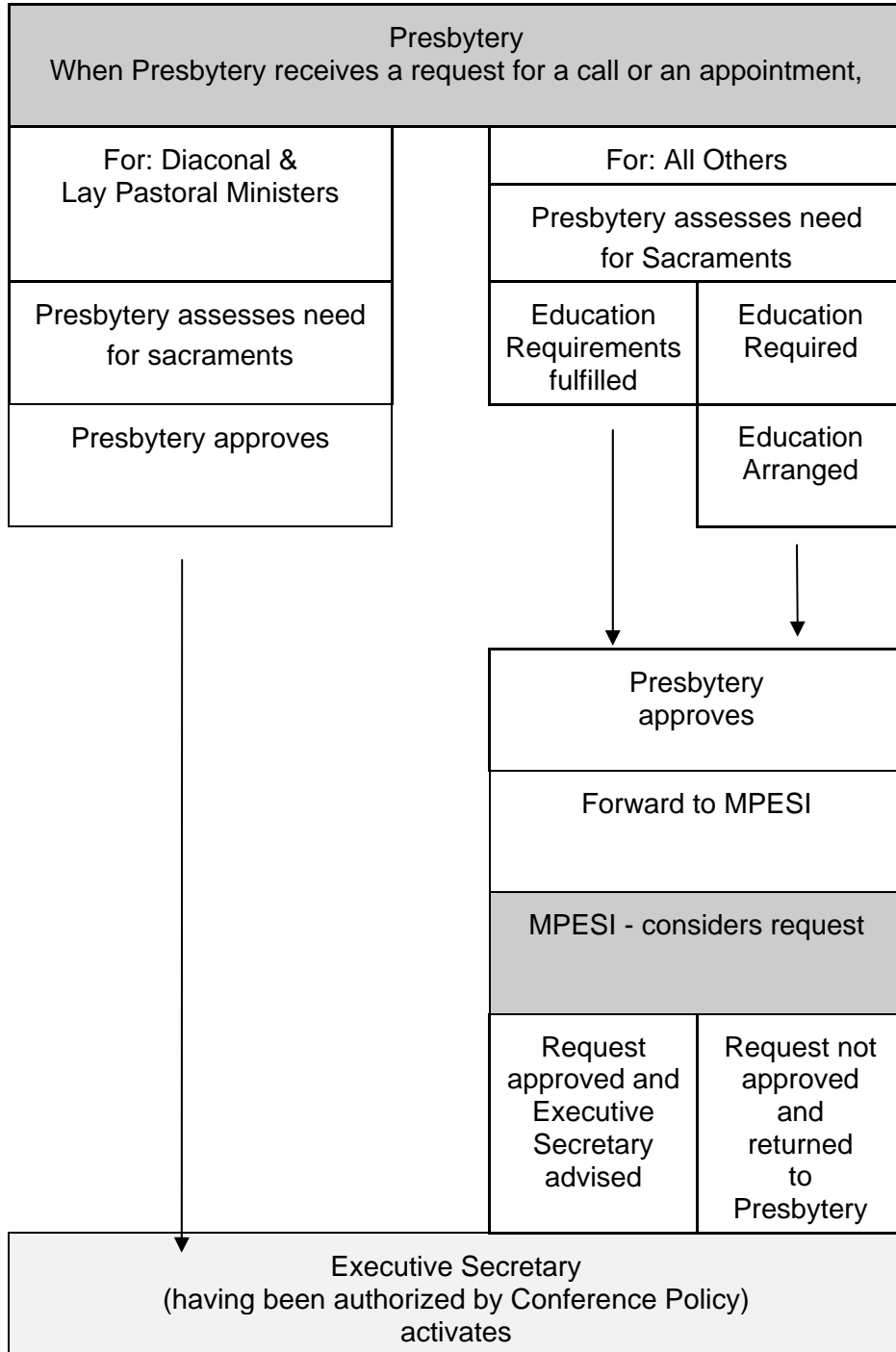
Approved: May 8, 2003
Manitou Conference Executive

Revision: Nov. 25, 2003

Revision: May 13, 2005

Revision: November 17, 2005

**PROCEDURE FOR APPROVAL FOR LICENSING
MANITOU CONFERENCE**



**REQUEST FOR THE LICENCE
TO PERFORM 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; Lay Pastoral Minister; LPM-in-Training; Student Supply; Candidate Supply; Student Intern, Intern Supply, Diaconal Supply

1. Approval of Pastoral Charge or Outreach Ministry

Clerk of Session or Equivalent _____ Date _____

1. 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.

Secretary of Presbytery _____ Date _____

2. Approval of MPESI (not required for Diaconal Ministers and LPM's)

Secretary of MPESI _____ Date _____

3. Approval of Conference

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 Personnel Minister

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 365 of *The Manual*;
- 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 in accordance with Section 342(i) of *The Manual*.

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

**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