SASKATCHEWAN CONFERENCE

Mission Statement

We believe God is calling Saskatchewan Conference, as a court of The United Church of Canada:

- to nurture, support, and oversee Christ’s ministry within the life and work of the pastoral charges and presbyteries;
- to be a spirit-filled people of God who seek to journey in Christ's way;
- to acknowledge our differences as well as that which we hold in common;
- to love and serve others;
- to seek justice and peace in relationship with each other and the earth; and
- to fulfill the requirements of a Conference of The United Church of Canada as laid out in The Manual.

At its meeting in February, 2011, the Saskatchewan Conference Executive adopted the Final Report of the Saskatchewan Conference Needs Assessment Committee, Parts I and II (“the report”) which included 3 lenses through which the Saskatchewan Conference and its staff will see and carry out the ministry of Saskatchewan Conference. After concluding that the Conference needs to see its ministry as moving from doing the work to supporting the work, these lenses were offered as a way of viewing the ministry of Saskatchewan Conference from a resource perspective. The lenses are:

- supporting our ministries and their leadership
- connecting to each other and our communities
- encouraging an evolving church

The Character of our Ministry

The report also recommended that the Conference needs to see its ministry as moving from doing the work to supporting the work. As such, there has been a shift in the understanding of how the court of Saskatchewan Conference provides ministry support to Presbyteries and Pastoral Charges in its care. This shift is related to interpreting the resource function of Saskatchewan Conference by using “resource” as a noun rather than a verb in order to better focus our work as a Conference.

As we live out ministry as a Conference, we can ask ourselves —“What resource does this Committee, Network or Task group have that we can offer to those living out the local ministries of this Conference?” The Conference is a resource, a source of wealth, information or expertise, which can enhance the quality of ministry in Saskatchewan. Our model of ministry will be one that has us supporting the work of those who live out local ministry while not necessarily enacting or performing the ministry functions to which Presbyteries and Pastoral Charges are called.
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The Annual Meeting *(The Manual, 2013, s. D.4)*

The Annual Meeting of Saskatchewan Conference is made up of delegates named by the seven presbyteries of Saskatchewan Conference. The purposes of the Annual Meeting include:

- to gather as community for inspiration and to decide upon policy.
- to receive accountability reports from the Conference working bodies, the Committees, the Networks, and the Task Groups.
- to take necessary actions regarding ministry personnel, e.g. ordination, commissioning, recognition of designated lay ministers, reception of the Settlement Committee report *(see The Manual, 2013, s. D.4.4)*
- to receive and take action on proposals *(see The Manual, 2013, s. D.2.3)*

Terms of Office

Unless otherwise indicated in this document, all elected positions are for a period of 1 year renewable twice, for a total of 3 years.

*Throughout this document, a * indicates a position which is nominated by the Nominations Committee.

**CONFERENCE EXECUTIVE**

The Mission of the Saskatchewan Conference Executive

*To work in partnership with the wider church, to nurture and support Christ's ministry, overseeing the life and work of presbyteries and other ministries.*

*The Manual* directs the Conference “to have oversight of the religious life of the Church within its bounds”. *(The Manual, 2013, s. D.2.1)*

Between Annual Meetings, the Conference Executive:

- implements decisions taken by the Annual Meeting;
- provides a liturgical, ecumenical and mission focus for the Conference by setting priorities among the programs and proposes a budget for the disposition of the funds of Conference;
- administers the resources of the Church - financial, program and personnel, for the work of Conference, which is carried out through its committees, networks, and task groups;
- oversees the work of the presbyteries *(The Manual, 2013, s. D.2.2)*;
- maintains communication with presbyteries, pastoral charges and General Council;
- hears appeals referred to it within its jurisdiction and intervenes in crisis situations where appropriate *(The Manual, 2013, s. D.2.4)*;
- acts as spokesperson for Conference to other religious bodies and to the secular world.

To further simplify our structure and reduce the number of meetings our volunteers attend, as well as streamline the decision-making processes of our executive, the membership of the Saskatchewan Conference Executive will be as follows:

President, elected by the Conference (1 year term only or until the next annual meeting) *(The Manual, 2013, s. D.3.4.1)*

President Elect, elected by the Conference (1 year term or until the next annual meeting when the President Elect assumes the position of President)

Executive Secretary *(The Manual, 2013, s. D.3.4.2)*
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(*1) Recording Secretary, as nominated by the Nominations Committee, Convenor of the Finance and Administration Committee  
7 Presbytery representatives (one from each Presbytery)  
2 Saskatchewan Conference representatives to General Council Executive, elected by the Conference (alternating 3 year terms renewable once) (The Manual, 2013, s. D.2.6)  
2 Members at Large, each to be elected at the Conference Annual Meeting. Each member at large will serve for a term of at least 2 years and continue in the position until such time as their successor is elected which shall occur at the first Annual Meeting of Saskatchewan Conference following the expiration of 2 years from the date of their election.

It is intended that the Presbytery representatives will be a member of the Presbytery Executive as a named position, and not have other Presbytery committee responsibilities or be the Chair of their Presbytery.

CONFERENCE SUB-EXECUTIVE (The Manual, 2013, s. D.3.2)  
A Sub-Executive must be nominated by the Nominations Committee and elected by the Executive as soon as possible following the annual meeting and the appointment by the Presbyteries of their representatives to the Conference Executive.

Membership:

President  
President-Elect  
Executive Secretary  
1 Saskatchewan Conference representative to the General Council Executive  
1 Presbytery Representative  
1 Member at Large

The members of the Sub-Executive shall serve on the Sub-Executive until the rise of the next annual meeting of Conference. However, those members of the Sub-Executive who are members because of their office may constitute the Sub-Executive even prior to the nomination and election by the Conference Executive of the rest of the members the Sub-Executive. This will allow emergent business to be done by the Sub-Executive immediately following the rise of the annual meeting.

The Sub-Executive is responsible to:

- deal with any emergent issues that are time specific or otherwise cannot wait until the next Executive meeting (The Manual, 2013, s. D.3.2.1), and  
- receive recommendations from the Finance and Administration Committee about the administration of the Bequest Fund.

Meetings:

-as required at the call of the President or the Executive Secretary to deal with any emergent issues, and,  
in the morning of the fall (currently, October) and the late winter (currently February/March) Conference Executive meetings to receive recommendations about the administration of the Bequest Fund. The latter meetings of the Sub-Executive will be attended by a person(s) designated by the Finance and Administration Committee who will bring recommendations about the use of the Bequest Fund.
CONFERENCE STRUCTURE

The Conference has adopted a volunteer structure formulated under 2 headings, committees and networks. This structure is in keeping with the 3 lenses indicated above, an intention to simplify, and in the context of the General Council Executive decision of May, 2010, whereby it approved the General Council Executive’s Plan for the Triennium and Beyond, “Planning for a Future Grounded in Faith and Action”. The 2 groups, committees and networks, are defined below.

In addition, the Executive has various tasks which will be:

- delegated to one or more people as needed, or
- indicated to be a staff function.

COMMITTEES

Committees are groups which have the responsibility for decisions and the receiving and dispersal of forms. There are eight committees as follows:

Annual Meeting Planning Committee
Finance and Administration Committee
Interim Ministry Committee
Committee on Internship and Education Supervision (CIES)
Conference Interview Board (CIB)
Mission Support Committee
Nominations Committee
Pastoral Relations / Settlement Committee
Sexual Abuse Prevention and Response Committee

Responsibilities of the Convenor of each Committee:
1. To oversee the financial responsibilities of the committee and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements.
2. To review and sign committee expense forms.
3. To report to the Conference Executive at least once a year or as required by the Executive.
4. To request and plan reporting time for the Conference annual meeting.
5. To prepare and submit a brief report of committee activities for the Conference annual meeting Docket.

Responsibilities of the Secretary of each Committee:
1. Prepare minutes of each committee meeting, or, in her/his absence, arrange for a substitute to do this.
2. See that minutes are distributed to committee members and to the conference office.
3. Follow up on the committee’s actions with letters, phone calls, etc. as agreed to by the committee.

(*3) Annual Meeting Planning Committee:

The Annual Meeting Planning Committee plans the Annual Meeting of Conference, including local arrangements, the Children at Conference program, communications, recognition of retirees, theme and worship. The membership of the Committee will be as follows:
*Convenor, elected by the Conference
*Secretary, elected by the Conference
*1 Member-at-large, elected by the Conference
President of Conference
President-Elect of Conference
Staff person to act as resource

The Committee also has the ability to add additional members as required.

Responsibilities of the Convenor:
1. To oversee the financial responsibilities of the committee and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements for this committee.
2. To review and sign committee expense forms.
3. To report to the Conference Executive at least once a year or as required by the Executive.
4. To prepare and submit a brief letter of welcome for the Conference annual meeting Docket.

Responsibilities of the Secretary:
1. Prepare minutes of each committee meeting, or, in her/his absence, arrange for a substitute to do this.
2. See that minutes are distributed to committee members and to the conference office.
3. Follow up on the committee’s actions with letters, phone calls, etc. as agreed to by the committee.

(*5) Finance and Administration Committee:

The Finance and Administration Committee oversees and is responsible for the management of the financial affairs of the Conference; exercises Conference responsibility on matters of incorporation; and is a resource within the Conference on matters of property and polity.

The Finance and Administration Committee meets once each year. The Executive, as defined below, meets 3 times each year or as required.

The membership of the Committee will be as follows:
*Convenor: elected by the Conference
* Vice-Convenor: elected by the Conference
*Secretary: elected by the Conference
*Member with specific responsibility for assisting the committee to deal with issues related to archives and that such member will be the Saskatchewan Conference representative to the General Council Archives and History Committee
*2 Members at Large elected by the Conference
One person named by each of the presbyteries.
The Executive Secretary as per The Manual, 2013, s. D.3.4.2

The Finance and Administration Committee is responsible:
1. To facilitate preparation of the annual budget of the Conference by:
   • determining commitments already made for the upcoming year
   • receiving, from committees, networks, and task groups new information regarding budget requirements for the coming year
   • projecting the income from various sources including recommending an amount for Presbytery Assessments
   • determining, with the committees, networks, and task groups, the percentage of the overall budget that will be made available for regular expenses such as meetings, programs, etc., and the amount available for grants to various ministries of the church
   • recommending the amount of funds to be retained in the Contingency Fund, and,
• presenting the recommended budget to the Conference (usually done at the Conference Annual Meeting)

2. To review the financial statements on a regular basis

3. As to incorporated ministries, to ensure that all requirements as per s. B.8 of The Manual, 2013, are fulfilled.

4. To be available to the presbyteries for consultation on matters of property and to make decisions on property matters which are referred to the Conference and to report those decisions to the Conference Executive for information.

5. To be available as a resource to the conference and the presbyteries and to respond to questions of United Church polity relating to finance and administration which are referred to the committee.

6. Concerning the matter of extra financial appeals, to assume the duties assigned to the Conference in consultation with the Faith Formation network which includes stewardship education.

7. To report and make recommendations, as appropriate, to the Conference Executive.

8. To report annually to the Conference.

9. To make recommendations to the Conference Sub-Executive about the administration of the Bequest Fund.

10. To make recommendations in relation to the use of the Personnel Issues Resolution Fund.

11. To oversee the financial responsibilities of the committee and to consider as part of the annual budgeting process the implications of any new monetary requirements.

12. To recommend annually the appointment of an auditor to the Conference Annual Meeting.

The Finance and Administration Committee shall meet at least annually prior to the Annual Meeting of Conference at the call of the Convenor with notice of at least two weeks.

Responsibilities of the Convenor:
1. To oversee the financial responsibilities of the committee and prepare as part of the annual meeting budgeting process the implications of any new monetary requirements for this committee.
2. To review and sign committee expense forms.
3. To report to the Conference Executive at least once a year or as required by the Executive.
4. To request and plan reporting time for the Conference annual meeting.
5. To prepare and submit a brief report of committee activities for the Conference annual meeting Docket.

Responsibilities of the Secretary:
1. Prepare minutes of each committee meeting, or, in her/his absence, arrange for a substitute to do this.
2. See that minutes are distributed to committee members and to the conference office.
3. Follow up on the committee’s actions with letters, phone calls, etc. as agreed to by the committee.
Executive of the Finance and Administration Committee

Membership of the Executive of the Finance and Administration Committee shall consist of:

Convenor
Vice-Convenor
Secretary
2 Member at Large
Executive Secretary

The Executive of the Finance and Administration Committee shall be responsible for:

- acting for the committee between meetings of the committee
- all financial matters listed in “Responsibilities”.
- all matters related to extra financial appeals in consultation with the Faith Formation network which includes stewardship education
- all matters of property and policy referred to the committee.
- the coordination of the committee
- reporting on behalf of the committee

The Executive Committee shall meet as needed prior to the regular meetings of the Conference Executive.

(6*) Interim Ministry Committee

Membership: (7)
*Convenor, elected by the Conference
*Secretary, elected by the Conference
*4 Other members (ministry personnel & lay), elected by the Conference
Staff: person as resource

The Committee shall include Ministry Personnel with experience serving as Interim Ministers and lay presbyters with experience of Interim Ministry (see the Interim Ministry Handbook)

Term:
1 year, renewable twice

Meetings: meet twice a year. Currently one meeting in Autumn (1 day) and one in Spring (1-2 days in April).

Objectives:
1. Follow and carry out the procedures for designation and continued designation of Interim Ministers.
2. Through interviews:
   - Determine an applicant's suitability for Interim Ministry and designation as Interim Minister and determine appropriate training and education for Interim Ministry.
   - At the completion of an interim ministry appointment address the evaluations of an interim ministry, its effectiveness in achieving its goals, and effectiveness of the Interim Minister.
   - Make recommendations to the Conference Executive about individual designation as Interim Ministers in Saskatchewan Conference.
3. Administer the Interim Ministry Fund, which provides assistance to congregations who would otherwise not be able to afford an Interim Minister.
Activities:
1. Fulfill the responsibilities as set out in *The Manual, 2013. s. I.1.7.*
2. Recommend to Conference Executive (after interview) designation for Interim Ministers.
3. Monitor the spending of the committee based on the committee's annual budget.
4. Initiate planning teams and have oversight, including budget responsibilities for events: Interim Ministry Train the Trainers.
5. After interviewing make recommendations to Conference Executive for designation of Interim Ministers according to the following procedures:

**Procedures for designation & continued designation:** [Ref: *The Manual, 2013, s.l.1.7.2 and the Interim Ministry Handbook*]

i) a member of the Order of Ministry, or a Designated Lay Minister, wishing to be available for appointment as an Interim Minister must be recommended by the Presbytery of which they are a member. An application seeking designation as an Interim Minister shall be submitted, in writing, to the Presbytery. The Presbytery shall forward the applications of those applicants that it recommends, to the Committee.

ii) The Committee will interview the applicant seeking designation as an Interim Minister, determine their suitability for Interim Ministry, and determine appropriate Interim Ministry training and education.

iii) The Committee shall make a recommendation to the Conference Executive, for or against the designation of the applicant as an Interim Minister. The Conference Executive shall make a Decision and the Committee shall then notify the applicant, in writing, of the Decision.

iv) Following the first period of Interim Ministry, the Committee shall interview the Interim Minister, evaluate the effectiveness of the Interim Minister, and make a recommendation to the Conference Executive, for or against the continued designation of the person as an Interim Minister, with or without conditions. The Conference Executive shall make a Decision and the Committee shall notify the person, in writing, of the Decision.

v) Following each subsequent period of Interim Ministry, the Committee shall interview the Interim Minister and evaluate the effectiveness of the Interim Minister.

vi) Designation as an Interim Minister shall be valid until the earlier of five (5) years or the removal of designation by Decision of the Conference Executive acting on the recommendation of the Committee.

vii) If an Interim Minister wishes to renew their designation as an Interim Minister for a further five (5) years, the Committee shall interview the Interim Minister, evaluate the effectiveness of the Interim Minister, and make a recommendation to the Conference Executive, for or against the continued designation of the person as an Interim Minister, with or without conditions. The Conference Executive shall make a Decision and shall notify the person, in writing, of the Decision.

6. Provide annually to the appropriate General Council unit a list of those persons designated as Interim Ministers
7. Provide for education and consultation about and co-ordination of Interim Ministry policies and procedures for the Presbyteries within its bounds.
8. Liaise with the Saskatchewan Interim Ministers’ Support Group.
9. Liaise with the appropriate General Council unit on policy matters.
10. Administer the Interim Ministry Support Fund.
11. Provide a representative to the Pastoral Relations / Settlement Committee.
Convenor Responsibilities:
1. Plan agenda and convene meetings for Autumn (1 day) and spring (April 1-2 days) meetings.
2. Review and sign committee expense forms
3. Monitor committee spending.
4. To report to the Conference Executive at least once a year or as required by the Executive.
5. Together with the Secretary, prepare and submit a brief report of committee activities for Conference Annual meeting docket (by March 30), and if required, request reporting time at the annual meeting.
6. Lead the committee on accomplishing the activities assigned to it in the Saskatchewan Conference Structure Document.
7. Work along with other committee members to carry out the responsibilities outlined in The Manual, 2013, s. I.1.7 and the Interim Ministry Handbook.
8. Oversee the financial responsibilities of the committee and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements.

Secretary Responsibilities:
1. Attend meetings of the Interim Ministry committee (Autumn – 1 day, April 1-2 days).
2. Record and distribute to Committee members through the Conference Office minutes of the meetings of the Committee and proposed agenda for upcoming meetings.
3. Be responsible, in consultation with the Convenor and Program staff person, for the receipt and distribution of correspondence.
4. Receive forms from presbyteries and applicants requesting initial Interim Ministry designation.
5. Receive interim ministry evaluation report packages from presbytery Pastoral Relations convenors (containing pastoral charge transition teams, presbytery pastoral relations evaluations) prior to interviews of Interim Minister at the end of an interim ministry appointment.
6. Send written letter to Conference Executive (c/o Executive Secretary) with recommendation for designation of Interim Minister upon recommendation of the Interim Ministry Committee.
7. Provide annually to the appropriate General Council unit a list of the persons designated as Interim Ministers in Saskatchewan Conference.
8. Work along with other Committee members to carry out the responsibilities outlined in The Manual, 2013, s. I.1.7 and the Interim Ministry Handbook.
10. Follow up on the committee’s actions with letters, phone calls, etc. as agreed to by the committee.

(8*)Committee on Internship and Educational Supervision:

The Committee on Internship and Educational Supervision is responsible for the oversight of students in supervised educational programs established by The United Church of Canada within Saskatchewan Conference, to ensure effective learning experience. This oversight includes the following programs: Designated Lay Ministers Program; the national Internship Program; and the St. Andrew’s Internship Residency Model Program and other SAC Internships; candidates within the National Candidacy Pathways Program; and the AST Distance Program.

The mandated work will be done in consultation and communication with the appropriate General Council Working Unit, presbytery Education and Students Committees, and Presbytery Pastoral Relations Committees; and with educational institutions providing training (that is, Theological Colleges, Designated Lay Ministry Program) to ensure effective learning is occurring.

Membership: (10)
*Convenor, elected by the Conference
*Vice-Convenor, elected by the Conference
*Secretary, elected by the Conference
*Five Members-at-Large, elected by the Conference including graduates of various programs, and both lay persons and ministry personnel including one recent graduate who has experienced Supervised Ministry Education
St. Andrew’s College staff relating to internship (ex officio)***
Staff person to act as resource

Term:
Two years for convenor and vice-convenor
1 year, renewable twice (except recent graduate which rotates annually)

Meetings:
At least 3 face to face meetings per year, plus one to two Adobe connect meetings, as agreed upon by the committee.

Responsibilities:
1. To receive Learning Site applications approved by presbytery and consider and, if appropriate, approve those Pastoral Charges as a Learning Site for one or more particular programs.
2. To review the ministry experience the Learning Site has to offer and ensure the presence of a Lay Supervision team, appoint a Supervisor with training recognized by General Council and a Consultant (for whom a job description is provided.)
3. To receive requests for a supervised ministry education placement from the SAC Internship Coordinator, General Council Working Unit, the DLM program, presbytery Education and Students Committees, from Candidates for internship equivalency, and match those requests with an appropriate site, Supervisor and Consultant.
4. To confirm the matching with: the student; the supervisor and consultant; the pastoral charge; the presbytery Education and Students Committee and Pastoral Relations Committee; the Educational institution. Facilitate appropriate appointments.
5. To receive evaluations from the Students, Supervisors, Consultants, Lay Supervision Teams, and reviews them to ensure the effective functioning of the Learning Site.
6. To make decisions, in consultation with the General Council Ministry Vocations in the Ministry and Employment Unit, Educational Institution, Presbytery Education and Students committee regarding the termination of a supervised education experience, unresolved conflicts, and the accountability of the supervisor and the lay committee.
7. To provide training for Lay Supervision Teams, Supervisors and Consultants through the Orientation event or on site as needed.
8. Provide General Council approved Supervision Training in cooperation with Saskatchewan, Alberta North West and Manitoba Conferences. Offer additional training for Supervisors.

Convenor Responsibilities:
1. Plan agenda of CIES meetings and chair the meetings, or in case of unavoidable absence, find a replacement chair.
2. Report to the Conference Executive at least once a year or as required by the Executive.
3. Request and plan reporting time for the Conference annual meeting.
4. Prepare and submit a brief report of committee activities for the Conference annual meeting Docket.
5. In consultation with the committee, prepare a report for the Conference annual meeting.
6. Act as a liaison between Conference Presbytery Education and Students Convenors Network and CIES.
7. In consultation with the committee, inform the Nominations Committee of vacancies on the committee, and ensure that members are named to CIES.
8. Be aware of students’ candidacy status in preparation for placements.
9. Represent Saskatchewan Conference CIES at National meeting of Conference CIES Convenors to match National Interns to internship sites.
10. Meet with all St. Andrew’s College students, Education and Students Convenors, CIES convenors, Settlement Convenors and Personnel Ministers (or equivalent) from Saskatchewan, Alberta and Northwest and Manitoba and Northwestern Ontario Conferences as arranged by St. Andrew’s College.
11. Be willing, along with other committee members, to participate in Lay Supervision Team training, and attend information meetings with congregations about educational placements.
12. Oversee the financial responsibilities of the committee and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements.
13. Review and sign committee expense forms.

Secretary Responsibilities:
1. Prepare minutes of each committee meeting, or, in her/his absence, arrange for a substitute to do this.
2. See that minutes are distributed to committee members and to the conference office.
3. Follow up on the committee’s actions with letters, phone calls, etc. as agreed to by the committee.
4. Send out letters to all parties involved with educational supervision, thanking them for participation, and communicating any comments the committee may offer.

(10*) Conference Interview Board (CIB):

The Interview Board shall be constituted pursuant to and shall include among its objectives and tasks those duties outlined in the handbook on interview committees as prepared by the General Council. As such, the Interview Board shall:

- interview those referred to it, who shall include:
  i. 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 theological school;
  ii. those seeking admission or re-admission to the Order of Ministry;
  iii. persons recognized as eligible for initial appointment as Ordained or Diaconal Supply; and,
  iv. interview candidates for ordination and commissioning.

MEMBERSHIP: (11)
*Convenor / Chairperson
*Secretary
*Diaconal Minister in active ministry
*Ordained Minister in active ministry
*Designated Lay Minister
*One additional person who is ministry personnel
*Lay Persons who have significant church experience (4)
Staff Person to act as resource (non-voting)

Gender balance is required.

Term:
1 year, renewable twice

The Interview Board meets quarterly, to save costs. The two-day meetings are held on Friday and Saturday to facilitate lay participation. Candidates are interviewed by 3 – 5 members of the committee, which then meets as a whole to consider the interviewers’ recommendations.

Meetings:
Meets up to three times a year for a one day meeting (two days if needed). Two of the meetings are scheduled to interview enquirers, Shorter Course applicants, those seeking admission or re-admission to the Order of Ministry, and those eligible for an initial appointment. An additional meeting will be added in late October or early November to interview those seeking ordination or commissioning.

Objectives:
1. To assess the persons preparing to be ministry personnel according to the standards set by the church.
Note: For the purpose of this document the term “persons preparing to be ministry personnel” shall include candidates for ordination and commissioning, and designated lay ministers not yet recognized.

2 To carry out the duties outlined in the handbook on interview committees as prepared by the General Council,
i) To receive annually from the Presbyteries reports on all Inquirers and Candidates, and to report their names to the General Council Division of Ministry Personnel and Education;
ii) To receive the Presbytery reports on each Candidate recommended for ordination or commissioning;
iii) To examine separately each Candidate recommended for ordination or commissioning;
iv) To report, to the Conference Executive for information and to the Conference for action, its recommendation concerning each Candidate for ordination or commissioning; and;
v) To review the Presbytery reports on a diaconal minister or equivalent or an ordained minister from another denomination recommended for admission to the Order of Ministry of the United Church by a Presbytery of the Conference and, if satisfied, to recommend that they be admitted by the Conference.

3 To carry out roles stated in The Basis of Union in The Manual:
   7.6 It shall be the duty of the Conference to ordain or commission each Candidate for the Order of Ministry.
   7.6.5 as examined and approved who has fulfilled the prescribed requirements and has been recommended by a Presbytery.

4. To assist inquirers and others referred to it in assessing their vocational goals and/or general suitability for membership in the Order of Ministry.

5. To assist presbyteries and other referring bodies in determining the suitability of those referred to it to function as Ministry Personnel in the church

Activities:
1. Receive reports annually from the presbyteries on all persons preparing to be ministry personnel (and, for information, those involved in the Lay Worship Leaders Program) and maintain Conference records relating to these persons.
2. Examine separately each person preparing to be ministry personnel (recommended by their presbytery) as to personal character, doctrinal beliefs, and general readiness.
3. Report to Saskatchewan Conference and respective presbyteries its recommendations concerning each person preparing to be ministry personnel.
4. Review the presbytery reports on Ordained or Diaconal Ministers of other churches / denominations recommended for admission to the Order of Ministry of The United Church of Canada by a Presbytery of the Conference, and by the Executive of the General Council and, if satisfied, recommend their reception by the Conference.
5. Examine and explore issues related to preparation for ministry and to raise the appropriate concerns for the consideration of the wider church.
6. To set up standard procedures for the assessment of those recommended to it. This includes:
   - Inquirers,
   - those seeking admission or re-admission to the Order of Ministry,
   - a lay person applying for recognition as a Designated Lay Minister or a Congregational Designated Minister,
   - persons recognized as eligible for initial appointment as Diaconal Supply or Ordained Supply, and,
   - candidates for ordination and commissioning.
7. To interview each person referred, by a team of no fewer than 3 persons using a consistent process.
8. To report to the referring Committee or Court and to the Interviewee with one of the following:
   - recommended,
   - recommended with suggestions,
   - not recommended.
9. To ensure that the costs of all involved with the interviews are paid by the appropriate Court of the church as predetermined

Convenor Responsibilities:
1. Plan agenda and convene CIB meetings
2. Monitor committee spending and review and sign expense forms.
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3. Report to the Conference Executive at least once a year or as required by the Executive.
4. Request and plan reporting time for the Conference annual meeting including presentation of those commissioned or ordained.
5. Prepare and submit a brief report of committee activities for the Conference annual meeting Docket.
6. Lead the committee in accomplishing the activities assigned to it in the Saskatchewan Conference Structure Document.
7. Ensure that all necessary forms for those being interviewed and for their reference persons are sent out and received in a timely fashion.
8. Report the findings of the Interview Board to both the person being interviewed and the requesting presbytery or conference committee with a copy to the Conference office.
9. Meet with students and E&S Convenors of Alberta and NW Conference and Manitoba NWO as arranged by St. Andrew’s College annually in the autumn.
10. Be aware of deadlines and technicalities in the candidacy, admission and readmission processes including:
   a) Making appropriate motions for commissioning and ordination
   b) Ensure compulsory questions for ordination, commissioning, admission and readmission interviews are asked.
11. To request necessary documentation and reflection papers from those being interviewed and from Presbytery Education & Students Convenors
12. Liaise with the Committee on Internship & Educational Supervision
13. Oversee the financial responsibilities of the committee and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements.

Responsibilities of the Secretary:
1. Prepare minutes of each committee meeting, or, in her/his absence, arrange for a substitute to do this.
2. See that minutes are distributed to committee members and to the conference office.
3. Follow up on the committee’s actions with letters, phone calls, etc. as agreed to by the committee.

(2') **Mission Support Committee:**

Although there is no reference to the Mission Support Grant committee in *The Manual*, it is clear General Council expects each Conference to have such a committee. If at all possible the Committee be staffed by an administrative staff person.

The Mission Support Committee works with presbyteries and their appropriate committees regarding support of Mission Units – that is, a congregation, chaplaincy, outreach project which receives financial support from the Conference Mission Support grants. The Committee’s major duty is to make recommendations to the Conference Executive regarding the distribution of these grants. It participates in the process provided by the General Council Office to negotiate amounts required for Mission Support Grants, Real Property Maintenance, and Capital Budgets, and to process applications for Capital Assistance loans and Manse Modernization grants. The Committee meets twice each year.

**Membership:** (10)
*Convenor*, elected by the Conference
*Secretary*, elected by the Conference
Presbytery Representatives
Staff person to act as resource

**Responsibilities**
 a) Maintain liaison with Presbyteries and Conference and their appropriate committees regarding support of Mission Units (i.e. Pastoral Charges, Outreach Ministries, Christian Development and Social Issues).
 b) Make decisions as to the amounts of grants from the Conference Mission Support Grant to be used for the support of Mission Units where there is a proven need and the approval of Presbytery and other supervisory bodies and report these decisions to the Conference Executive for information.
c) Participate in the processes provided by the Support to Local Ministries Unit to:
   i) negotiate the amount required in the Conference Mission Support Grant for the support of Pastoral Charges, Outreach Ministries, Social Issues and Christian Development.
   ii) negotiate the amount required in the Support to Local Ministries Unit Real Property Maintenance and Capital Budget for nationally owned properties within the bounds of Conference.
   iii) process applications for Capital Assistance Loans and Manse Modernization grants.
   d) Handle other related responsibilities as may be directed by the Conference Executive.
   e) Appoint an executive to handle emergent business between regular meetings of the Mission Support Committee.
   f) Maintain liaison with the Pastoral Relations / Settlement Committee of Saskatchewan Conference, especially with regard to appointments made to Pastoral Charges receiving Mission Support.
   g) Receive, review, and make decisions about applications for Conference Program Grants and report the amounts of such grants to the Conference Executive.
   h) Oversee the financial responsibilities of the committee and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements.

Accountability
To the Conference Executive, with a report of the Mission Support Grant distribution to be presented for information at its fall meeting.

Job Descriptions
Convenor:
1. Chair and provide leadership to committee and its executive.
2. Together with staff, represent Saskatchewan Conference at the national Mission Support Consultation
3. Oversee the financial responsibilities of the committee and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements.
4. Review and sign committee expense forms.
5. Report to the Conference Executive at least once a year or as required by the Executive.
6. Request and plan reporting time for the Conference annual meeting.
7. Prepare and submit a brief report of committee activities for the Conference annual meeting Docket.

Secretary:
1. Prepare minutes of each committee meeting, or, in her/his absence, arrange for a substitute to do this.
2. See that minutes are distributed to committee members and to the conference office.
3. Follow up on the committee’s actions with letters, phone calls, etc. as agreed to by the committee.

Frequency of Meetings - Twice annually

Executive
a) Responsibilities:
   i) To deal with emergent items between committee meetings and items referred to it by the committee.
   ii) To process applications for the uncommitted Mission Support Grant balance and Common Fund.

b) Accountability:
   To the Mission Support Committee

c) Membership: (4)
   Convenor
   Two Presbytery Representatives appointed by the Mission Support Committee
   Staff person to as resource

d) Frequency of Executive Meetings: As required.
(*4) Nominations Committee:

The Nominations Committee, as required by s. D.3.6.2 of The Manual, 2013, gathers a slate of nominations for the officers of the Conference and its committees, networks, and task groups for presentation to the Annual Meeting. It also provides nominations for unexpected vacancies which occur during the year. In General Council years, it is the responsibility of the committee to gather nominations from the Presbyteries in order to create a slate of names to be elected as General Council Commissioners at the Annual Meeting.

The membership of the Nominations Committee will be as follows:

*Convenor, elected by the Conference
*A sub-committee of 3 additional members, elected by the Conference.

The Nominations Committee is supplemented at its annual meeting which is currently held in March of each year by the Past-President, the President-Elect and the Nominations Convenor of each Presbytery or their designate.

The Nominations Committee does not have a program staff person assigned to the committee. It is acknowledged that it is sometimes important to consult staff as part of the work of the Nominations Committee. However, decisions as to when and how the staff are consulted are to be made by the Nominations Committee.

Responsibilities of the Convenor:

1. To oversee the financial responsibilities of the committee and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements.
2. To review and sign committee expense forms.
3. To report to the Conference Executive at least once a year or as required by the Executive.
4. To request and plan reporting time for the Conference annual meeting.
5. To prepare and submit a brief report of committee activities for the Conference annual meeting Docket.

(4 or 5*) Pastoral Relations / Settlement Committee:

Membership: (21 or 22) (see The Manual, 2013, s. D.3.6.3 (a) and a Handbook prepared by the General Council.

*Convenor, elected by the Conference *
*Secretary, elected by the Conference *
*Minute Secretary, elected by the Conference *
*One Diaconal minister, elected by the Conference *
*One Designated Lay Minister, elected by the Conference, if the membership of the Committee does not otherwise include a Designated Lay Minister

Two representatives from each Presbytery (one from ministry personnel and one lay person, preferable gender balance), elected by each presbytery *

One second year student from St. Andrew’s College, chosen by St. Andrew’s College.
One representative from the Interim Ministry Committee
Staff person as resource

# indicates membership required for settlement committee as per The Manual, 2013,
Term:
Convenor, secretary, minute secretary, is for 1 year, renewable twice.

Meetings: Meet twice a year
Currently one meeting in November in Saskatoon (from noon on day 1 until noon on day 2) and second
meeting usually mid week meeting in May (Settlement) for 3 days

Executive: two short planning meetings about a month before the Committee meeting

Objectives:
1. Facilitates the placement of ministry personnel within the pastoral charges of Saskatchewan
   Conference.
2. Provides guidance and education for presbytery pastoral relations committees and encourages spiritual
   and emotional support for ministry personnel.
3. Acts, at its spring meeting, as the Settlement Committee and places ministry personnel being settled in
   the Conference into pastoral charges which are willing to receive such persons.
4. Maintains healthy pastoral relationships within the church...specifically in Saskatchewan Conference.

Activities:
1. Fulfill the responsibilities as set out in The Manual, 2013, s. H.5.2.3 and I.1.2.4 and the Handbook on
   Conference Committees as prepared by the General Council.
2. Meet a minimum of once a year for Settlement, pastoral relations matters.
3. Monitor the spending of the committee based on the committee’s annual budget.
4. Make a settlement of ordained and diaconal ministers.
5. Appoint an Executive to effect settlement in emergencies and to carry out emergent work between
   meetings.
6. Make suggestions to presbyteries concerning appointments of Designated Lay Ministers, Designated
   Lay Ministers (not yet recognized), and theological students, if requested.
7. Consult with the Conference Internship and Educational Supervision Committee and Conference
   Presbytery Education and Students Convenors Network with regard to theological student appointments,
   policy and/or appointment procedures.
8. Consult with the Interim Ministry Committee about the role of and conditions necessitating the need for
   interim ministry for pastoral charges.
9. Prepare, maintain and circulate a list of persons available and of vacancies declared within
   Saskatchewan Conference.
10. Act on applications “to be left without appointment.”
11. Approve specific transfers within, into and out of the Conference and do the necessary record keeping.
12. Initiate and conduct, where appropriate, events to enhance pastoral relationships.
13. Initiate planning teams and have oversight, including budget responsibilities, for the following events:
    Newcomers, First Five, and Pre Settlement.

Relationships with:
General Council Liaison: - National Transfer Committee Annual Meeting (three days in April)

Other Committee or group relationship: - Attend or designate a committee member to attend Conference
Newcomer’s Event for ½ day to meet and talk with Newcomers.

Executive:
Convenor, Secretary, Minute Secretary, person from presbytery if a presbytery is involved, Conference
staff, and if necessary President of Conference ex officio.
Two short planning meetings about a month before the Committee meeting.
To effect settlement in emergencies and to carry out emergent work between meetings.
Convenor Responsibilities:
1. Plan agenda with the Executive and convene meetings Autumn (2 days), Spring Settlement (3 days)
2. Review and sign committee expense forms.
3. Monitor committee spending
4. Report to the Conference Executive at least once a year or as required by the Executive.
5. Together with the Secretary, prepare and submit a brief report of committee activities for Conference Annual Meeting docket (by March 30)
6. Request and plan reporting time for the Conference Annual Meeting
7. Lead the committee on accomplishing the activities assigned to it in the Saskatchewan Conference Structure Document.
8. Represent Saskatchewan Conference at annual meeting of Transfer Committee (usually 3 days in April)
9. Serve on Pastoral Relations/Settlement Committee Executive with the Pastoral Relations Secretary and related staff members
10. Assist Presbytery Pastoral Relations Committees (if asked) in difficult pastoral relation matters.
11. Work along with other Committee members to carry out the responsibilities outlined in The Manual, 2013, s. H.5.2.3 and I.1.2.4 and the Handbook on Conference Committees as prepared by the General Council.
12. To oversee the financial responsibilities of the committee and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements.

Secretary Responsibilities:
1. Attend the regular meetings of the Pastoral Relations/Settlement Committee - Autumn (2 days), Spring Settlement (3 days) and Executive meetings as called and in preparation for the regular meetings (at least 2 days) and any official and/or planning meetings of the Pastoral Relations/ Settlement Executive.
2. Receive, check, sign, and distribute all forms relating to vacancies, settlements, calls, appointments, requests for retirement or postponement of retirement, requests to be left without appointment, recording names on the Discontinued Service lists, and ensure that copies are forwarded to the Conference Office and the appropriate General Council Unit.
3. Issue warrants to Covenant.
4. Communicate to the Secretary of Presbytery when a member of the Order of Ministry has been settled in a given Pastoral Charge within that Presbytery.
5. Maintain the “temporary and developing” report (between annual meetings) for the Pastoral Relations / Settlement Committee and its Executive, and prepare the final report of the Pastoral Relations/ Settlement Committee to the Annual meeting of Conference (sec.427) in co-operation with the Pastoral Relations/Settlement Committee.
6. Receive from Presbytery Secretaries, Joint Needs Assessment Reports and the appropriate form indicating that a Vacancy has been declared, and distribute these as required.
7. Create, and maintain up-to-date lists of Pastoral Charges with vacancies.
8. Transmit to the Conference Office by e-mail and attachment monthly the listing of Pastoral Charges with vacancies.
9. Participate in, or designate another to participate in, biennial Presbytery Secretaries’ event coordinated by the Executive Secretary of Conference.
10. Work along with other Committee members to carry out the responsibilities outlined in The Manual, 2013, s. H.5.2.3 and I.1.2.4 and the Handbook on Conference Committees as prepared by the General Council.

Minute Secretary Responsibilities:
1. Attend the regular meetings of the Pastoral Relations/Settlement Committee - Autumn (2 days), Spring Settlement (3 days) and Executive meetings as called and in preparation for the regular meetings (at least 2 days) and any official and/or planning meetings of the Pastoral Relations/ Settlement Executive.
2. Record and distribute through the Conference Office minutes of the meetings of the Committee and the Executive.
3. Develop in consultation with the Executive and distribute via the Conference Office, meeting announcements and the proposed agendas for meetings.

4. Maintain the list of Committee Members, communicating such to the Convenor and Secretary of the Pastoral Relations/ Settlement Committee and the Conference Office.

5. Create a package of policy documents and other information to aid their integration into the Committee. Contact Conference Office staff about new members when named, requesting that the information package and minutes of previous meetings be sent.

6. Maintain and distribute to members the “Policy” documents of the Committee (e.g. re: Consensus, Confidentiality, Working Assumption, Guidelines for Part Time Ministry, etc.) at each meeting of the Committee.

7. Be responsible, in consultation with the Convenor, Secretary and Program staff person, for the receipt and distribution of correspondence beyond pastoral relations forms.

8. Work along with other Committee members to carry out the responsibilities outlined in *The Manual, 2013*, s. H.5.2.3 and I.1.2.4 and the *Handbook on Conference Committees* as prepared by the General Council.

(5*) **Sexual Abuse Prevention and Response Committee (The Manual, 2013, s. H.5.2.3, J.6.3.1, J.1.11, and J.15.1, and I.1.2.4 and the Sexual Abuse Prevention and Response Policy):**

This committee encourages and supports increased awareness about sexual abuse, sexual harassment, sexual exploitation and pastoral sexual misconduct. It trains Sexual Abuse Prevention and Response Consultants, Officers of the Court and committee members in the policy and procedures, and in how to provide support. The Consultants and Officers are trained to act when there is a reported case of Sexual Abuse. The Committee meets an average of 4 times per year, plus a 3 to 4 day training event, usually held in mid-June.

**Membership:** (6)
- At least 2/3 to be women
- *Co-convenors, elected by the Conference (with gender balance)
- *3 Members to be elected by the Conference
- Staff person as resource

All members of the committee to be lesbian/gay/bisexual/transgendered positive.

**Term:**
A term of 3 years, reviewed annually, renewable once.

**Meetings and Events:**
- 3 – 1 day meetings usually September, November and February
- Annual 3 day training event (spring)

**Objectives:**
1. To raise awareness and provide opportunities for education about Sexual Abuse Prevention (Sexual Harassment, Pastoral Sexual Misconduct, Sexual Assault) and Child Abuse in Saskatchewan Conference.
2. To fulfill the Committee’s role as mandated by the current Sexual Abuse Prevention Policy of The United Church of Canada.

**Activities:**
1. Select and recommend to the Conference Executive as the Conference Consultants Group, ten individuals who are geographically, linguistically, and ethnically representative of the whole Conference.
2. Make available a brochure naming the Conference team of Sexual Abuse Prevention Consultants and the United Church Policy and Procedure on sexual abuse in the church.
3. Provide initial and ongoing training, support and consultation for Consultants and Officers of the Court.
4. To maintain and update a library of resources to be appropriate and where possible, to be familiar with secular resources, and share information as appropriate.
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5. Plan & provide educational workshops to the staffs of camps in Saskatchewan Conference each spring/summer, and provide other educational events within our church and ecumenically, as requested.
6. To provide support for persons affected by sexual abuse.
7. To network with church-related structures, organizations, and other groups as appropriate.
8. To have oversight of activities related to the prevention of sexual abuse within the Conference.

Relationship With:

Other Committee or Group Relationship:
- Meet with Conference Consultants Group at least once a year, and act as a liaison between this group and the Sexual Abuse Prevention and Response Committee.

Co-Convenor Responsibilities:
1. Plan agenda and convene meetings (3 one-day meetings per year), with e-mail conversation between meetings.
2. Lead the committee in accomplishing the activities assigned to it in the Saskatchewan Conference Structure Document.
3. Be informed of issues regarding sexual abuse, and resources available.
4. Report regularly to the Conference Executive.
5. Be available, when dealing with a complaint, for consultation and action according to the policy.
6. Oversee the financial responsibilities of the committee and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements.
7. Review and sign committee expense forms.
8. Report to the Conference Executive at least once a year or as required by the Executive.
9. Request and plan reporting time for the Conference annual meeting.
10. Prepare and submit a brief report of committee activities for the Conference annual meeting Docket.

Conference Consultants Group- Sexual Abuse Prevention and Response Committee
Membership: (10)
- At least 2/3 to be women
- 10 Consultants appointed by the Sexual Abuse Prevention and Response Committee, for minimum three year terms
- Team needs to be geographically, linguistically, and ethically representative of the Conference, representing both lay and ministry personnel within the church (no term)

Meetings: do not hold meetings but gather once a year for training.

Objectives:
1. To act in a consultants capacity with individuals who believe they may be experiencing sexual abuse: sexual harassment, sexual exploitation, pastoral sexual misconduct, sexual assault,
2. To continue to be available for consultation and support, if requested by the complainant, throughout the process of working toward resolution of a complaint. The initial consultant may not, however, function as the advocate in the course of a formal hearing.
3. To meet annually with the Conference Sexual Abuse Prevention Committee.
4. To work with the Conference Sexual Abuse Prevention and Response Committee to provide leadership or arrange for leadership in response to requests for educational events.
5. To work with the Conference Sexual Abuse Prevention and Response Committee to initiate educational events.

NETWORKS

The report adopted by the Saskatchewan Conference Executive defined Networks as groups which have networking, educating, and action functions. Pursuant to the report:
• Networks of the Conference are United Church groups who connect, educate and encourage action by individuals and local ministries;

• Networks will be created by, and be accountable to the Saskatchewan Conference through its Executive; and;

• The Conference, through its Nominations committee will appoint two people per network to: initiate and coordinate the work of the network: keep track of the topics and activities that are the focus of the Network; and; at least once a year, provide written reports to the Conference Executive, and if needed, address the Executive in person.

Under the leadership of the 2 people elected by the Conference, and with the assistance of the program staff person for Mission and Education, each network will determine its own membership and structure, and ways of fulfilling its mission, communicating and networking as are most effective for the mission of the network and its context. It is anticipated that each network will be unique and that these characteristics may change from time to time with changes in context and mission. As well, where the responsibility for a task, as specifically defined in this Structure Document, is related to the ministry of a network the Conference will elect the person who will be responsible for that task and become a member of that network.

It is acknowledged that the character of the ministry of Saskatchewan Conference is as a resource to the Presbyteries and Pastoral Charges with resource understood as a noun and not a verb. As such, the Conference is here to support the ministry functions of the church. Similarly, the role of program staff is to support the Networks in the development of the Networks, and their skills, relationships, and leadership activity. As such, it is anticipated that the program staff person will be involved much more as the Networks are developing but that the involvement of the program staff person with each Network will diminish and perhaps end as the Network functions independently.

Networks will receive funding from the Conference. The use of these funds will be determined by the Network but may include face-to-face gatherings, mailings, newsletters, guest speakers, educational events, or use of technology. Networks will also be encouraged to apply for grants from Conference Special Funds, General Council and other appropriate bodies applicable to the work of the Network.

It is intended that Networks will become a place where people with passion for similar forms of mission in our church will gather their interests and skills so that the work of the gospel may catch fire at the local ministries level of our church.

It is anticipated that the Networks will be organic. It is acknowledged that additional networks will arise with increase in the passion for additional areas of mission. As well, each Network will only continue to exist for as long as there is passion within the network for its mission. As such, new networks will be established by decision of the Conference Executive of its own initiative or upon request by an interested party and networks will end by decision of the Conference Executive of its own initiative or upon request of the network.

At the present time, the Networks of Saskatchewan Conference are:

- All MY Relations Network
- Faith Formation Network
- Intercultural Ministry Network
- Local Global Advocacy Network
- Presbytery Education and Students Convenors Network
- Women of the United Church Network
- Youth and Young Adult Community Network (YAYAC)
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The Nominations Committee will be responsible to nominate and the Conference will elect 2 people for each network. These people will have passion for the mission of the network and also must have organizational and leadership skills.

Each network shall have the following responsibilities:
1. Build the network by extending an invitation for all to join them.
2. Network with other groups and gatherings as appropriate.
3. Discern other ways that they might network.
4. Communicate with the Conference about the ministry of the Network.

Responsibilities of Co-ordinators of each Network:
1. Initiate and co-ordinate the work of the network.
2. Keep track of the topics and activities that are the focus of the network.
3. At least once a year, provide written reports to the Conference Executive, and if needed, address the Executive in person.
4. Oversee the financial responsibilities of the network and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements.
5. Review and sign network expense forms.
6. Request and plan reporting time for the Conference Annual Meeting.
7. Prepare and submit a brief report of network activities for the Conference annual meeting docket.

(*2) All My Relations Network

Mission/Purpose Statement:
As an open, diverse and evolving community seeking reconciliation and making relatives, we strive to acknowledge and overcome the separation between Indigenous and non-Indigenous peoples, and to deepen our relations with all creation by:
- being together in circles of respect, friendship and prayer
- sharing stories
- learning our shared history
- challenging and encouraging people to support and create local initiatives for justice and right relations
- moving forward in a good way.

Funds:
By decision of the Co-ordinator(s) of the Network and the Conference Program Staff for Justice and Right Relations or the Conference Program Staff for Mission and Education, the Network will authorize expenditures from the Justice and Reconciliation Fund for those groups wishing to do work in the area of relationships between aboriginal and non-aboriginal people.

(*2) Faith Formation Network

Mission:
The Faith Formation Network will support, within Saskatchewan Conference, current and contextual initiatives of the United Church such as ‘the Edge”, Progressive Christianity and recommendations resulting from the work of the Comprehensive Review Task Group.

This network seeks to be responsive to Saskatchewan Conference’s need for innovative ways of being church at this time in the life of our Conference. It seeks to support its presbyteries and pastoral charges in their ongoing work and to be a link between the Conference and the General Council's work in the areas of innovative worship and church life.
(*2) Intercultural Ministries Network

Mission:
The Intercultural Ministries Network encourages all persons from various cultures in the church and society to be transformed through cross cultural interactions where similarities and differences are acknowledged and honoured. In intercultural communities there is ongoing commitment to mutuality, reciprocity and equality which are experienced in social structures and everyday interactions.

Some of the aspects that contribute to an individual’s cultural identity include ethnicity, linguistic background, gender identity, age, physical ability, sexual orientation, economic status, religion, marital status, education, community, geographic location, work, family structure and individual interests and experiences.

The network aims to address cultural imbalances and advocates for those who fall outside the “majority culture”. It promotes learning of one another and their cultures through education and relationship building. It encourages people of different cultures to interact and to make deep connections.

(*2) Local / Global Advocacy Network

Mission:
The Local/Global Advocacy Network will gather people in congregations of Saskatchewan Conference who are interested in justice work. The Network will encourage and challenge the church to reflect ethically and theologically as a compassionate, justice seeking and justice making community, living in respect with creation. The Network will relate to the wider church particularly in response to local and global issues being raised by General Council.

(*2) Presbytery Education and Students Convenors Network

Membership:
2 leaders elected by the Conference
All Presbytery Education & Students Committee Convenors

Mission:
1. To support the work of the Presbytery E&S Committees within Saskatchewan Conference.
2. To assist the church, i.e. Conference, Presbyteries, and Pastoral Charges, in recruiting, encouraging and training those persons who have been called to the Ordained, Diaconal, and Designated Lay ministries.
3. To relate to St. Andrew’s College (by appointing one of the members of the Network to the St. Andrew's College Academic Committee), the Designated Lay Ministers Program, the Centre for Christian Studies, and any other United Church educational institutions or centres, as appropriate.

(*2) Women of the United Church Network

Mission:
The Women of the United Church Network is:
1. To oversee and co-ordinate UCW activities within Saskatchewan Conference.
2. To find ways to connect with all women in the United Church, in order to share information, give support and provide faith development opportunities.
3. To provide effective communication through the network communication site and emails.
4. To provide education and leadership development by:
   -- supporting and encouraging projects and events
   -- distributing resource material as needed
5. To maintain connections with the National United Church Women.
6. To encourage and support the UCW in outreach activities.

**Organization:**
The network is led by two co-ordinators one of whom is the UCW Co-ordinator. The UCW Co-coordinator position will be responsible to bring a UCW perspective to the leadership of the Women of the United Church Network in its work to achieve its mission. Both Co-ordinators are members of the National UCW and may attend the National United Church Women Annual Meeting, and are delegates to the general meetings of Saskatchewan Conference. The UCW Co-ordinator would usually attend the UCW Presidents’ meeting in Toronto.

**Tasks:**
The Co-ordinators are to work towards are:

1. To build the network by extending an invitation for all women in the Conference to join them.
2. To network with other groups and gatherings as appropriate.
3. To discern other ways that they might network.
4. To communicate with the Conference at large about the work of the Network.
5. To establish connections with the Faith Formation Network to ensure that stewardship education resources are incorporated into the education leadership development of the network.
6. To prepare Saskatchewan Conference WUC Network annual report to the National UCW meeting as well as Conference Executive.
7. To promote the Margaret Agatha Kaasa Bursury Fund which is administered through the National UCW. It assists any woman who is part of The United Church of Canada who needs financial support for lay leadership training and education; continuing education within the church; and projects or events that promote education, mission, outreach, spiritual nurture, and ecumenical and interfaith dialogue, locally or abroad.
8. To ensure the administration of the UCW Bursary Fund as specified below.

**Bursary Fund responsibilities:**

a) To promote the UCW Bursary Fund within the Conference, and,

b) To solicit and receive funds from UCWs and other sources to assist any student in need from Saskatchewan, who is in a United Church recognized program in training for ministry in the church,

c) To authorize expenditures from the Bursary Fund by decision of the Co-ordinator(s) of the Network and the Conference Program Staff for Mission and Education,

d) To ensure that a report is created annually of receipts and disbursements from the UCW Bursary Fund, with a copy to the Finance and Administration Committee.

(2) **Youth and Young Adult Community (YAYAC) Network**

**Mission:**
The YAYAC Network:
1. works to empower and support youth and young adults of Saskatchewan Conference. It plans such events as the Conference Youth Rally and the Young Adult Retreat. Another focus of the Committee is to “strengthen ties” between the youth and young adults in the Conference, presbyteries and pastoral charges.

2. fosters a loving, accepting Christian community of and for young people (15ish – 30ish) within the United Church. They will network to reach and support the needs of these young people across Saskatchewan. Their role as a network is to provide young people with opportunities for fellowship and financial support, and aid leadership persons with resources, enabling such
persons to initiate similar projects within their own communities, and to inspire our youth to see that our God is an awesome God who likes to have fun, and,

3. sets the fire for youth ministry ablaze!

Tasks:
The tasks of the YAYA Network are:

1. To set priorities and objectives for youth and young adult ministry within Saskatchewan Conference.
2. To perform the task of networking in the Conference by:
   - creating and distributing a Youth focussed newsletter.
   - maintaining a registry of youth and young adults within the Conference.
   - supporting and enabling leadership development.
   To facilitate and organize conference events for youth and young adults by ensuring planning teams are in place, and by providing for resources necessary in terms of finances and people. At present, conference events include Youth at Conference and Young Adult events.
3. To serve as liaison with other Conferences, the General Council Office/Divisions, and ecumenical organizations, in regards to youth and young adult ministry.
4. To network with youth and young adult groups in the Conference. This could include asking those groups to attend YAYAC meetings in an advisory/communication capacity.
5. To create an environment around their gatherings that will lend itself to spiritual growth and community building.
6. To create from its membership appropriate task groups to carry out the work of the committee.
7. To ensure a close working relationship with campus ministries. It is the Campus Ministry’s responsibility to name their rep to the YAYA Network. This will be a corresponding member position.
8. To maintain a relationship with the CGIT who shall name their rep to the YAYAC Network.
9. To name presbytery liaisons who report the YAYA C Network happenings within the conference.
10. To seek members, as far as possible, representing a balance of gender, geography, and age.
11. To be a resource for camps with Saskatchewan Conference along with the program staff person for youth and young adult ministry and to support the camps as requested by them.
12. To communicate with the Conference about the ministry of the Network.

TASKS AND EMERGENT WORK

The Conference Executive will have various tasks and emergent work which will be delegated to one or more people as needed or otherwise indicated to be a staff function. Tasks are on-going responsibilities which will begin and end by decision of the Conference Executive. Emergent work refers to responsibilities which are ad hoc or time-limited.

New tasks and emergent work will be established by decision of the Conference Executive. The decision to establish a task or emergent work will include a budget after consultation with the Finance and Administration Committee. In the case of a task the source of the funding will usually be the General Fund and, in the case of emergent work the source of funding will usually be the Contingency Fund.

Those responsible for each task or emergent work will also be responsible for the following:

1. To oversee the financial requirements of the task and provide to the Finance and Administration Committee as part of the annual budgeting process the implications of any new monetary requirements.
2. To review and sign expense forms as necessary.
3. To request and plan reporting time for the Conference annual meeting as necessary.
4. To prepare and submit a brief report of activities as requested by the Conference Executive.
Tasks and emergent work which have been identified include:

**Archives and Records:**
Other than as indicated below relating to the review of Presbytery Records, this is a task of the Conference Archivist. The task is to:

- to ensure that historical documents and information are properly acquired, catalogued and preserved in accordance with s. A.5.1 to A.5.7 of The Manual, 2013
- to co-operate with the Archives and History Committee of the General Council in accordance with the Handbook of Conference Committees as prepared by the General Council
- through the Conference Archivist, to respond to requests for historical information;

The Historical Record of the life and work of Saskatchewan Conference must be maintained in all of its aspects. The Conference Archivist will work closely with the Saskatchewan Archives Board which provides invaluable service to the Conference in the storage of our Records and the provision of information.

**(1) The Brief:**
The task is to annually prepare and present a Conference Brief to the Government of Saskatchewan and the opposition party as approved by the Conference Executive. The Brief will be prepared by a Coordinator as nominated by the Nominations Committee and elected by the Conference together with the Program Staff for Mission and Education and such other volunteers as are invited by the Co-ordinator and the staff person. The brief will also be presented by these same people and by such other people as are invited by the Co-ordinator and the staff person but including the Conference President and President-Elect.

**(1) Chaplaincy**
The task is to support the chaplains who serve the United Church in the North and South Saskatchewan Hospital Chaplaincies and such other chaplaincies as may appear from time to time. This is a task of such person who is named by the Conference Executive upon the recommendation of the Nominations Committee.

Objectives:
1. To be supportive of the Chaplains and any members of the Chaplaincy Committees as they seek to communicate information involving United Church personnel, funding to congregations, Presbyteries and Conference
2. To facilitate the building of community and mutual support among those engaged in chaplaincy ministries

Activities:
1. Be an ex-officio member of both the North and South Saskatchewan Hospital Chaplaincy Committees. Attend at least the Annual Meetings of the Committees and any meetings that would seem to be helpful or required by circumstances.
2. Initiate periodic contact with the Chaplains for support, encouragement and mutual consultation.
3. Be available for consultation when requested by institutions, Presbyteries or other groups and to make recommendations when asked to do so.

**(1) Conference Global Mission Personnel Co-ordinator**
This task is a melding of the two existing positions, the Conference Global Mission Personnel Facilitator and the Mission Interpreter Co-ordinator.
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The task is to:
- be liaison with General Council Partners in Mission Working Unit
- conduct first interviews with persons seeking overseas appointments
- help establish support committees for persons overseas
- arrange commissioning services for those appointed to overseas ministries
- attend national gatherings of Mission Interpreters and Personnel Facilitators when called
- receive information from the General Council Mission Education Co-ordinator about persons available for Mission Interpretation
- contact Presbyteries to see where those persons who are available for Mission Interpretation can be best used and inform Presbyteries about available speakers and guidelines for Mission Interpretation
- arrange the itinerary for persons available for Mission Interpretation
- be a member of the Local /Global Advocacy Network

Position Description: as established by the Unit of the General Council Offices

Goal:
To be a resource and support person to those inquiring about overseas service with The United Church of Canada and to assist People in Partnership staff with the process of discernment and selection for inquirers and candidates.

Skills:
- UCC Global Mission Personnel experience preferred;
- Understanding of and ability to interpret to inquirers the United Church of Canada’s understanding of mission, general requirements for applicants and the discernment, application and appointment process;
- Working knowledge of and capacity to communicate foci, mandate and goals of the Partners in Mission Unit, particularly in its relationships with global partners and personnel;
- Good listener and interviewer;
- Capacity for spiritual reflection and discernment.

Tasks/Responsibilities:
- Promotion of Global Mission Personnel opportunities within Conference;
- Provide preliminary information and an Initial Information Form to inquirers if this information has not already been sent from the General Council Office;
- Conduct an initial interview with inquirers to discern potential suitability for overseas service (see Conference Global Mission Personnel Facilitators Handbook);
- Write and forward report to People in Partnership staff with recommendations for the inquirer;
- Support inquirer/candidate through process of discernment, application and selection;
- Arrange and/or participate in a commissioning service for outgoing Overseas Personnel;
- Assist in the establishment of local and regional support groups for Overseas Personnel;
- Communicate news of appointed Overseas Personnel to appropriate Conference Committee(s) and staff;
- Other Conference related responsibilities where requested/sought

Liaison Required with:
- People in Partnership Program Coordinator and Program Assistant
- Appropriate Conference committee

Accountability:
The GMP Conference Facilitator is accountable to Saskatchewan Conference through the Conference Executive.

Resources Available:
- Conference Global Mission Personnel Facilitators Handbook
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- UCC Global Partnership resource materials
- Orientation and training provided by People in Partnership Program Coordinator and Program Assistant

Staff Resources:
- People in Partnership Program Coordinator and Program Assistant

Appointment and Term:
- By Conference, for a 3 year renewable term.

(∗2) **Continuing Education**
The task is to disburse the continuing education funds four times a year to qualified applicants. It is to be performed by 1 ministry personnel and 1 lay person who, for cost reasons live in the City of Regina, and are nominated by the Nominations Committee and elected by the Conference and be resourced by a staff person.

Activities:
1. Receive applications for continuing education funds
2. Money not distributed in each quarter of the year will be carried over to the next quarter.
3. Grants will be given in the quarter of the year in which the event happened.
4. At the end of the year unspent funds will be redistributed to those who didn’t receive their full request (Up to an Annual Maximum per person per year).

(∗1) **Earthcare Connections Saskatchewan and Farmland Legacies Saskatchewan Representative:**

Earthcare Connections Saskatchewan and Farmland Legacies Saskatchewan are non-profit organizations which are committed to working with land in trust to foster a new generation of families who preserve long-term viability on their land while meeting personal goals that respect the integrity of creation. Specifically, they exist to promote the conscious choice of living sustainably on small or medium sized farms while creating a healthy food system that supports a lifestyle valued by Saskatchewan residents.

A major project has been “The Home Quarter Capital Campaign” which was launched on World Food Day in October 2012. This innovative project will deliver high quality protein products (beef and eggs) to food banks in Saskatchewan through a partnership with the Food Banks of Saskatchewan. It will also develop a working, sustainable farm on land held in trust which will be a site for educating others about hunger, agriculture, sustainability and food security. The environmental and social benefits of this model of farming are behind the campaign and beyond measure.

The task is to represent the Saskatchewan Conference on the Board of Directors of Earthcare Connections Saskatchewan as well as the Board of Directors of Farmland Legacies Saskatchewan, attend their meetings as required, and be a member of the Local Global Advocacy Network. It will be performed by 1 person nominated by the Nominations Committee and elected by the Conference. The past practice has been that the Board has met three times each year with one of those being a conference call and another being a two day retreat. Locations have variably been at Ft. Qu’Appelle, Watrous, Lumsden, or at the offices at Wynyard. This position is for a period of 1 year renewable twice, for a total of 3 years, but may be extended for an additional period of up to 3 years.

(∗1) **Faith Formation for Children**
The task is to support current and emerging children's and family ministries including resource sharing and training within Saskatchewan Conference
(*1) Micah Mission (Saskatoon) Board Representative:
The Micah Mission (Saskatoon) Board oversees the Saskatoon Community Chaplaincy, the Person to Person (P2P) program, and the Circles of Support and Accountability (CoSA) program within the City of Saskatoon. Each of these is an active ministry related to the re-integration of offenders to the community within the larger “blanket” of restorative justice.

The task is to represent the Saskatchewan Conference on The Micah Mission (Saskatoon) Board and be a member of the Local Global Advocacy Network. It will be performed by 1 person nominated by the Nominations Committee and elected by the Conference. The Board meets monthly in Saskatoon.

(*2) Mission and Service (M&S)/Stewardship Education:
This task seeks to help people understand stewardship as a way of life, encouraging people to include time, talent, resources and money in their understanding of stewardship, and to promote the Mission and Service Fund of The United Church of Canada within Saskatchewan Conference.

The task is to:
- keep current with the work that General Council is doing in the areas of M&S and Stewardship Education;
- be in contact with the Philanthropy Unit of the General Council (including attending electronic and face to face meetings that may be called by the Philanthropy Unit) and with the Financial Development Officer for the region which includes Saskatchewan Conference and keep the issues which relate to these two areas visible within the Conference;
- work with the designated General Council unit, if and when, it decides to reactivate the M&S Enthusiasts list within Saskatchewan Conference;
- Liaise with the Resource Pool Co-ordinator to provide Stewardship Education workshops where they are needed; and,
- Together with the Program Staff for Mission and Education, receive applications to the Generosity for Mission Fund and, as appropriate, authorize expenditures from the Fund.

Priority Setting and Planning
This emergent work is to be performed by the Conference Executive or a time limited task group. It includes:
1. Evaluating the life, work and structures of the Conference by assisting and challenging Conference, and its Committees, networks, and tasks to review their mandates and the process by which they fulfil them.
2. Enabling those groups to increase their faithfulness and effectiveness.
3. Facilitating a process of change where necessary.

(*2) The Proposals Task Group
The task is for 2 people elected by the Conference.

The task is to:
1. Be available to assist congregations, pastoral charges and Presbyteries in the drafting of a proposal.
2. Receive a proposal on behalf of the Conference through the Executive Secretary from a member or committee of the Conference or from a presbytery, congregation, or pastoral charge board, or a member of a congregation, and,
3. Review the proposal and give advice to the Conference about its consideration of the proposal in a manner appropriate to its nature, giving due regard to fairness and openness. Such advice will be presented at the Conference annual meeting when the proposal is to be considered by the Conference. The Conference may not alter a proposal that comes from a lower court or a member of a lower court.
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(*1) Recruitment of Students to Ministry
The task is to:
- liaise with the Program Coordinator, Ministry Recruitment at the General Council Office, and the General Council Steering Group on Recruitment,
- co-ordinate the response of Saskatchewan Conference in relation to the work of the staff person and the mandate of the Steering Group, and,
- encourage youth and young adults to consider ministry as a vocational choice.

(*1) Refugee Liaison
The task is to:
- be a member of the Local /Global Advocacy Network
- research and inform the Local / Global Advocacy Network about current refugee issues
- promote communication between sponsoring churches throughout the Conference
- relate, as appropriate, to
  - a refugee coalition such as the Saskatoon Refugee Coalition Group which meets monthly to consider issues affecting refugees and their integration into the community,
  - a group of Sponsorship Agreement Holders (SAH’s) such as the one in Saskatoon which meets monthly to consider global, national, and local refugee sponsorship issues, and,
  - the Refugee Sponsorship Training Program (RSTP) of the Saskatoon SAH’s which trains and provides resources to various SAH’s in matters of refugee sponsorship.
- collect feedback from congregations about the sponsorship process and liaise with Refugee Advisory Group (RAG) of the General Council which reviews refugee sponsorship policies

(*1) Resource Pool Co-ordinator
The task is to:
- maintain a list of trained resource pool members and their interest finder profiles
- co-ordinate workshop requests with appropriate facilitators
- together with the Program Staff for Mission and Education, establish a planning/facilitation team, to organize training events for potential / existing members of the resource pool
- maintain files of past workshops

*The task is to be performed by a volunteer as nominated by the Nominations Committee and elected by the Conference. The Resource Pool Co-ordinator will consult with the Program Staff for Mission and Education.

(1*) Review of Presbytery Records
The task is to review Presbytery Records regularly (usually at the Annual Meeting of Conference) by the Presbytery Records Reviewer, who is elected by the Conference.

(*1) Saskatchewan Council for International Co-operation (SCIC) Representative:
The task is to represent the Saskatchewan Conference on the Saskatchewan Council for International Co-operation (SCIC), attend the SCIC annual meeting which alternates annually between Regina and Saskatoon, involve oneself as possible in the work of SCIC including its committees and member’s / partner’s events, educate Saskatchewan Conference about such work, and, be a member of the Local Global Advocacy Network. It will be performed by 1 person nominated by the Nominations Committee and elected by the Conference.