

# **Living Skies Regional Council Governance Structure Handbook**

May 2019

## **Meetings of commissions, committees, task groups or other elected bodies:**

Meetings are held in accordance with Section A 4 of The Manual.

Each group will decide how often they will meet. Electronic meetings are encouraged as much as possible to reduce time required by members and cost of meetings.

## **Responsibilities of Chairs or Convenors of commissions, committees, task groups or other elected bodies:**

- To oversee the financial responsibilities of the committee and provide to the Living Skies Regional Council Financial Administrator, as part of the annual budgeting process. the implications of any new monetary requirements.
- To review and sign committee expense forms.
- To report to the regional council executive at least once a year or as required to fulfill their work or as required by the executive.
- To request and plan reporting time at the regional gathering.
- To prepare and submit a brief report of committee activities for the region gathering annual docket.

## **Terms of Office:**

Unless otherwise indicated in the description of the commissions, committees or task groups, all elected positions are for a period 3-years renewable once for a maximum term of six years. In 2019 the first terms will be staggered with 2- and 3-years terms each renewable once for 3 years.

## **Regional Council:**

Pursuant to The Manual C.4.1 The inaugural meeting of Living Skies Regional Council will be held on May 30 to June 2 in Swift Current, SK. A regional council meeting will be held in May 2020 to name commissioners to the Denomination Council in 2021 (The Manual C 2.12 a); to receive, deal with, and forward proposals from members of the community of faith to the General Council (The Manual C 2.12 c); receive and take action on reports from the Region's commissions, committees and task groups; and making decisions related to the polity and governance of the region including how annual meetings will be held (full meetings every year- in person or electronical or some annual meetings to be held by executive only pursuant to The Manual C.4.1)

## **Convenor of the Regional Gathering:**

**Purpose:** To preside at the regional gathering and represent the region within its geographic bounds.

**Term of office:**

To be elected at the regional gathering and serve to the rise of the next regional gathering. This term is non-renewable.

**Responsibilities:**

- Member of the Regional Council Planning Committee
- Corresponding member of the Living Skies Regional Council executive
- Chairperson for of regional council gathering and presider at the Service of Praise
- Represent the regional council by attending or arranging an alternate to attend special events and other activities or events when it is appropriate to have a regional council presence
- Have a role in encouraging ecumenical and interfaith linkages within the Region

## **Chairperson of the Regional Executive**

**Purpose:** To chair executive meetings and represent the regional council at General Council meetings requiring a Regional Council Executive representative.

**Term of office:**

To be elected at the regional gathering the year prior to the in-person General Council and serve for a three-year term, if unable to complete the term, the executive will name a chair to complete the term. This term is non-renewable.

**Responsibilities:**

- Chair the executive and sub-executive meetings
- Prepare the agenda and correspondence list for these meetings
- Receive and respond to correspondence sent to the executive
- Represent the regional council at general council events for regional council leaders and serve as a member of the General Council pursuant to The Manual C2.12b
- Be the public spokesperson for the Regional council, if needed
- Other responsibilities as assigned by the regional council and regional council executive

## **Regional Executive**

### **Membership:**

The Living Skies Regional Council Executive will be made up of 8 elected members, the elected Chair of the Executive and the Regional Treasurer. The executive will be nominated through the nominations process. The regional council staff and Convenor of the Regional Gathering will be a corresponding members.

### **Responsibilities:**

The Regional Executive is responsible:

- ☐ To implement decisions taken by the regional council
- ☐ To deal with unfinished business from the regional council
- ☐ dealing with all routine and emergent work of the regional council between regional council gatherings;
- ☐ To establish a budget based on the budget priorities determined by the regional council meeting,
- ☐ To oversee the work of committees, task groups and other bodies establish by the regional council,
- ☐ To receive regular reports from commissions,
- ☐ To appoint members to commissions, committees, task groups and other bodies to fill vacancies or new positions established between regional gatherings on the recommendation of the nominations committee
- ☐ To establish and set the responsibilities for a sub-executive, if needed,

### **Meetings:**

The executive will meet four to six times a year through face to face or electronic meetings. Emergency meetings may be called by the chair.

## **REGIONAL TREASURER**

### **Purpose:**

- The Living Skies Regional Council Treasurer is an elected position
- The treasurer is a member of the regional council executive
- In consultation with the Executive Minister and Finance Administrative Support oversees the financial and accounting systems of the regional council.
- The treasurer is one of the signing officers for the regional council

### **Responsibilities:**

- Attend executive meetings as a full member
- Report to the executive the most recent financial statements
- Together with the Executive Minister and Finance Administrative Support develop budget assumptions and prepare the budget

- Report to the Regional Council gathering, the audited/reviewed financial statement and lead the discussion on budget assumptions (budget to be approved at fall executive meeting)
- Review quarterly bank and investment reconciliations
- Review quarterly financial statements and trial balances
- Annually review audited financial statements
- Review year end accruals and adjustments
- Resource to Regional Finance Administrative Support for investment/banking decisions
- Accounting and other assistance to the Regional Finance Administrative Support
- Other related duties/tasks as may be discerned.

**Qualifications:**

- A working knowledge of accounting and financial matters.
- The Treasurer will be elected through the nominations process.

## **Regional Council Planning Committee**

**Membership:**

The membership of the Committee will be as follows:

Convenor, Secretary and two to three members-at-large elected by the regional council through the nominations process.

The committee may add additional members as required.

**Responsibilities:**

The RCP committee plans all aspects of the regional council gathering, including

- local arrangements (facilities & equipment, meals, accommodations)
- sound system
- presence of guests
- communications,
- recognition of retirees,
- theme, music
- worship including Service of Praise
- registration
- budget
- etc.

The Committee works with the Executive Minister to set the agenda.

A Local Arrangement committee assists the committee.

If possible, prior to the annual meeting, the committee recommends the location of the next regional council gathering to the regional council executive.

**Qualifications:**

Experience in planning events is helpful

Members must be able to work independently as there is not staff support to this committee thus all tasks must be divided up amongst members to complete

**NOMINATIONS COMMITTEE:****Membership**

The Living Skies Regional Council Nominations Committee will include a convenor and 4 to 6 elected members representing a much diversity a possible.

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:**

- The nominations committee gathers a slate of nominations for the officers of the region council and its executive, commissions, committees, task groups, steering committees, teams or other bodies as determined by the regional council (Manual C 3.2) for presentation to the regional council gathering.
- It also provides nominations for unexpected vacancies or new positions which occur during the year.
- In the year prior to General Council, the committee will widely call for expressions of interest for commissioners to General Council then produce a slate of commissioners to present to the annual meeting.

**PROPERTY COMMISSION****PURPOSE OF THE COMMISSION**

The Property Commission will oversee and make decisions on property matters in accordance with Section C.2.6 of The Manual and the property policies of the regional council and general council.

**MEMBERSHIP**

The commission is made up of 5 to 7 members appointed by the regional council through the nominations process.

**RESPONSIBILITIES**

- Make decisions related to property matters on behalf of the Living Skies Regional Council within the scope of regional responsibilities as set out in C.2.6 of The Manual and property policies adopted by the regional council
- Report all decisions quarterly to the regional executive

- Report to the regional council meeting including a summary of decisions made and any concerns, suggestions, etc. related to property matters
- Make recommendations to the regional council or its executive for new regional policies related to property matters
- Meet electronically or by telephone as required to deal with property matters including within 5 days of an offer for the sale of property or any other matter requiring a time sensitive decision.
- One member is a corresponding member of the Committee for Communities of Faith Support

#### QUALIFICATIONS

- An interest in property matters
- Willingness to meet on short notice.

## GRANTS COMMITTEE

### **Purpose:**

To receive and review applications for Mission Support grants and regional grants and make recommendations to the Living Skies Regional Council Executive on these applications.

### **Membership:**

The committee is made up of 3 to 5 members appointed by the regional council through the nominations process

### **TERMS OF REFERENCE:**

To be established

## PASTORAL RELATIONS COMMISSION:

**Focus: Establishment of Pastoral Relationships**

**Accountability and Reporting:** Regional Council

**Frequency of Meeting:** Monthly (initially until re-assessed)

**Membership:** minimum 5 people

**Attributes and Skill Sets:** attention to detail; experience in the current pastoral relations system an asset; willingness to experiment

### **Duties/ Responsibilities:**

- Training and Supporting Regional Council Liaison Officers
- Promoting articulation of mission and ministry [C.2.3(d)]
- Appointing regional Council Liaison Officers to assist the Community of Faith (C of F) in pastoral relations matters at designated times including profile development ( C.2.8)
- Approving all ministry positions [I.1.2.6.4]

- Approving new positions [I.1.3.2]
- Recruiting, choosing, calling, appointing and covenanting with ministry personnel and other staff in cooperation with C of F [B.2.1.3, C.2.8(a)],
- Appointing RC Liaison Officers to attend meetings called for pastoral relations matters in B.5.4.2
- Covenanting new pastoral relationships of 6 months or more [I.1.9]
- Approving changes in terms of Call or Appointment ( I.1.9)
- Receiving and approving request from ministry personnel to end pastoral relationship [I.3.1.4],
- Ending calls/ appointments with ministry personnel and other staff in cooperation with Community of Faith [C.2.8 (a &b)]
- Participating in meeting of Community of Faith (C of F) requesting end in pastoral relationship [I.3.1.6]
- Initiating the ending of pastoral relationship when notified by the Office of Vocations (OV) [I.3.1.7]
- Deciding whether a position is accountable to governing body or region – categorizing Congregational Designated Minister (CDM) position [I.1.11.2]
- Approving any leave more than 3 months [I.2.3.6] or sabbatical [I.2.3.5]
- Appointing Interim Minister, appointing 1 or 2 representatives to Transition Team, participating in evaluation of IM, and receiving evaluation of IM and Interim Ministry [I.1.10]\*
- Approving supply appointments [I.1.8]
- Approving renewal of supply appointments [I.1.8]
- Appointing Pastoral Charge Supervisors [I.2.5.2]]
- OV maintains lists of trained Interim Ministers (IM) (designates and re-designates) and trains transition team [E.2.8]

## COMMITTEE ON COMMUNITIES OF FAITH SUPPORT

**Focus: Supporting Communities of Faith in their life and work [C 2.3]**

**Accountability and Reporting:** Regional Council Executive

**Frequency of Meeting:** as required

**Membership:** minimum 3 people

**Attributes and Skills Set:** experience with current pastoral oversight process or sexual misconduct prevention and response an asset; willingness to experiment; attention to detail

### **Duties/ Responsibilities:**

- Providing oversight of preparation of C of F Covenants with the assistance of Ministry Personnel/PC Supervisors [C.2.1]
- Receiving “regular” self-assessment reports from C of Fs re: Covenants [B. 2.1 (b); C.2.3 (a)]
- Connecting the C of F with United Fresh Start Facilitators at the beginning of new pastoral relationship and as needed throughout
- Supporting Communities of faith in structural changes, amalgamations, realignments and disbanding and recommending any actions to the RCE ( C.2.1(d)
- Supporting emerging new ministries [C.2.3 (b)]
- Ensuring compliance with policies and polity, and reviewing any relevant records [C.2.3 (e)]
- Assisting the RC to ensure completion of statistical forms by C of F [J1.4]

- Providing education and resources for providing safe and accessible communities, including compliance with all United Church of Canada (J.12.1) and government requirements
- Supporting networks and clusters that are established related to the above

## **COMMITTEE ON LAY LEADERSHIP SUPPORT**

**Focus: Providing ongoing leadership training for lay people [C 2.2(d)]**

**Accountability and Reporting:** Regional Council Executive

**Frequency of Meeting:** as required

**Membership:** minimum 3 people

**Attributes and Skills Set:** experience with training and assessing LLWL and Sacraments Elders an asset; willingness to experiment; attention to detail

### **Duties/ Responsibilities:**

- Maintaining a list of all Congregational Designated Ministers working in the Region
- Recommending action on licensing of Licensed Lay Worship Leaders (LLWL) to the Regional Council Executive [I.1.11.15]
- Providing ongoing support/ oversight [I.1.11.15]
- Providing training and assessment of Sacraments Elders [I.2.4(c)]
- Recommending action on licensing and re-licensing to administer the sacraments for Sacraments Elders to Pastoral Relations Ministers, who are authorized by RCE to make approvals according to policy statement
- Supporting networks and clusters that are established related to the above work

Interviews for Licensed Lay Worship Leaders and Sacrament Elders will be under this committee.

## **COMMITTEE ON MINISTRY PERSONNEL LEADERSHIP SUPPORT**

**Focus: Encouraging and supporting Ministry Personnel toward health, joy and excellence in ministry practise C.2.11 (a)**

**Accountability and Reporting:** Regional Council Executive

**Frequency of Meeting:** as required

**Membership:** minimum 3 people

**Attributes and Skills Set:** experience with Conference Pastoral Care Team an asset; willingness to experiment

### **Duties/ Responsibilities:**

- Caring pastorally for ministry personnel and families experiencing loss and hardship
- Initiating programming to enhance health, joy and excellence in the practice of ministry
- Providing ongoing training for ministry personnel [C.2.2 (d)] \*
- Caring pastorally for retired members [I. 3.2]



- Recommending action on licensing to administer the sacraments privileges for people who retired while serving as Designated Lay Ministers to Pastoral Relations Staff, who are authorized by Regional Council Executive to make approvals according to policy statement [C 2.9]
- Supporting networks and clusters that are established related to the above work

## **REGIONAL COUNCIL LIAISON OFFICERS**

**Focus: supporting communities of faith that are journeying through the pastoral relations process [C.2.8(c)]**

**Accountability and Reporting:** Pastoral Relations Commission

**Frequency of Meeting:** as required, depending on Community of Faith context

**Numbers:** minimum 15 people

**Attributes and Skills Set:** experience with Joint Needs Assessment/ Search process an asset; willingness to experiment; ability to listen and facilitate conversations

### **Duties/Responsibilities:**

A regional council liaison will, at minimum, touch base with a community of faith and a ministry personnel at the following times:

- For any discussion about the pastoral relationship
- Any time support is needed to explore a living faith story, whether or not the community of faith is experiencing a change in pastoral relations
- When a change in pastoral relations has been requested
- When the community of faith begins writing their profile
- When the community of faith is ready to post their profile
- When there is a search team appointed
- When the governing body calls a meeting of the community of faith to hear to recommendation of the search team
- At the covenanting service.
- Modified pastoral relations processes including in the case of an amalgamation or calling/ appointing a candidate