

**Northern Spirit Regional Council
The United Church of Canada
Nominations Committee**

Job Description and Invitation: 2021 Annual Meeting Planning Committee

The role of the 2021 Annual Meeting Planning Committee is self-evident: to plan the upcoming 3rd Annual Northern Spirit Regional Council meeting.

Title of Position: Member

Please note: if you would like to suggest (nominate) someone to this position, please check with the person to get their permission, and then contact: NorthernSpirit@united-church.ca.

Who the Committee is and What it Does:

The Planning Committee usually includes at least five people, with staff support from the Regional Council Executive Minister and other staff as needed.

Together they:

- Plan the 2021 online Annual Meeting (AGM) of the Regional Council (RC) in collaboration with the RC Executive
- Work in coordination with staff for AGM registration and promotion
- Attend the AGM, and fulfil up front or behind the scenes leadership roles as each person prefers
- Evaluate the AGM and put together a short report on learnings

Committee Tasks:

- Discerning what **must** be done at the AGM, in consultation with the RC Executive
- Discerning what **could** be done at the meeting, in an online context, and in keeping with the needs of the Regional Council (see more detailed information about the AGM below)
- Developing a proposed AGM agenda that covers the above, in consultation with the RC Executive and the Executive Minister, including identifying days and length of sessions in an online context
- Planning for Worship and Theme/Educational presenting (the Planning Committee is free to set up subcommittees, and to identify people from outside the planning committee to lead Worship)
- In consultation with the Youth Council, providing support to any proposed youth event

Skills and Experience Desired:

Planning Committee members who are/have:

- Organizational skills, particularly those needed to plan a complex meeting for a large group of participants
- Experience planning and/or coordinating online worship (at least one person)
- Experience with online education and engagement, and willing to help presenters (individuals or groups) put together presentations if necessary (at least one person)
- Diverse identities that will help us together reflect diverse experiences within the church and help the church live into its intercultural vision, and that will bring important perspectives and identities that we want to have on the Planning Committee: in particular, but not limited to: Black people, Indigenous people, and people of colour; LGBTQIA+ and Two Spirit; youth (13-18) and young adults (19-30); people with disabilities; people who speak multiple languages
- Diverse experience, including but not limited to: involvement with a congregation, especially but not necessarily as a Lay Representative (past or present); experience with regional or national church

work or contexts; experience with diverse church contexts, including partner denominations around the world

- Familiarity with the Zoom meeting platform is welcome, but not necessary for all members

Time Commitment:

At present, the 2021 Annual Meeting is anticipated to be held in two parts: a session in the spring for education and community building, and a business-focussed meeting in the fall.

- The Planning Committee will meet at least monthly (likely more often) until the spring meeting, and then again, beginning in August, until the fall meeting
- Meetings will last from 2-3 hours, via Zoom, or longer if in-person meetings become possible or warranted
- There will be tasks that will need to be done between meetings
- A final meeting, after the AGM, will be held for evaluation

Term of Membership: One year (renewable)

Information About the Annual Meeting:

This will be only our third Annual Meeting as a Regional Council, and our second online-only AGM. It will take place in the spring and fall of 2021.

The Regional Council Annual Meeting:

- Decides on policy for the Regional Council
- Worships together, especially celebrating new covenants with communities of faith;
- Honours a wide range of people and lives, including Memorials, and new and retiring Ministry Personnel
- Provides an important opportunity for community and leadership development

Roughly 140 Lay Representatives and Ministry Personnel attend the meeting, along with 10-20 others (visitors, invited guests, and staff). The 2021 AGM will be entirely online (via Zoom) due to the continuing COVID pandemic.

The 2021 AGM agenda will include the following items:

- Formal business, such as receiving reports and voting on proposals related to policy or justice concerns, using a listen and learn/discuss and discern/decide model
- Election of Commissioners to the 44th General Council (2022)
- Times for Worship, theme/education, and community
- A Celebration of Ministries

Normally, the Annual Meeting includes a significant time of exploring a theme or education. The model for this year's theme/education will be discussed within the Planning Committee and with the RC Executive. There is a possibility that the theme will be explored in a separate gathering because of the time restrictions we need to place on any one online session.