

**Northern Spirit Executive Minutes  
November 10, 2021 via Zoom**

<b>Present</b>	Gord Waldie (Chairperson), Donna Kline (Treasurer), Mary Annan, Marilyn Carroll, Peter Chynoweth, Margaret-Anne Hall, Alistair MacKay, Leslie Penny.  A quorum was present.
<b>Corresponding Members</b>	There were no corresponding members in attendance.
<b>Regrets</b>	There were no regrets.
<b>Staff Present</b>	Shannon McCarthy (Executive Minister), Earl Reaburn (Pastoral Relations Minister), Heather Dootoff (Finance Administrator), Kathy Jackson (Office Administrator), Jamie Mckay (Executive Assistant & Recording Secretary).
<b>Call to Order</b>	Gord Waldie opened the meeting at 9:30 AM (MDT).
<b>Opening Worship and Check-in</b>	Gord Waldie gave a reflection and led a prayer.
<b>Agenda Review</b>	We reviewed the agenda.
<b>026 – 2021/2022</b>	<b>It was agreed by consensus: That Northern Spirit Regional Council Executive accepts the agenda, as distributed.</b>
<b>Correspondence</b>	<ul style="list-style-type: none"><li>• Letter from Moose Hill Pastoral Charge</li></ul>
<b>Approval of Minutes</b>	There were no minutes to review. We will review the minutes from October 13, 2021 at our next meeting.
<b>FINANCE</b>	Heather Dootoff reported.
<i>2022 Budget</i>	The 2022 Northern Spirit Regional Council Draft Budget (Appendix A) was presented for approval.  We reviewed the actual figures ending September 30, 2021. Expenses related to travel, meetings, and continuing education are still being impacted by COVID-19 and are lower than budgeted.  We reviewed the budget figures for 2022. The most significant change is seen in the shared office costs for Shannon McCarthy and Jamie McKay. The Prairie to Pine Regional office is closing at the end of December and both Shannon and Jamie will be working from home.

\$10,000 has been added under annual meeting costs to budget on a year-to-year basis for in-person meetings rotating on a three-year cycle.

**027 – 2021/2022**

**It was agreed by consensus:**

**That Northern Spirit Regional Council Executive approves the 2022 Northern Spirit Regional Council Budget (Appendix A), as distributed.**

*Budget policy*

There was a discussion on budget policy.

We would like to have enough room in the budget, either coming from surplus or current operations, to fund our annual meetings on an ongoing basis. We would also like to clarify our budget priorities.

Allistair MacKay, Donna Kline, and Heather Dootoff agreed to have further conversations on budget priorities and about drafting a budget policy.

**Moving Assistance Grant**

An application for moving financial assistance was received from Fort Nelson: Hillcrest Pastoral Charge. The amount of grant requested was \$2033.06.

**028 – 2021/2022**

**It was agreed by consensus:**

**That Northern Spirit Regional Council Executive, based on the prescribed formula in the Moving Assistance Policy, approves the application for moving financial assistance requested from Fort Nelson: Hillcrest Pastoral Charge in the amount of \$2033.06.**

Margaret-Anne Hall abstained.

Marilyn Carroll abstained.

**PASTORAL RELATIONS**

Earl Reaburn reported.

**Pastoral Relations Commission**

The Pastoral Relations Commission continues to receive requests for retirement.

*Financial viability assessment*

The Pastoral Relations Commission has sent a financial and ministry assessment tool to all congregations and pastoral charges. Some of the things being asked about are:

- Financial trends over the last several years.
- How are people taking care of each other, learning, and worshipping together within the community of faith?
- How does the community of faith connect beyond itself with local, regional, national, and international matter?

Communities of faith have been given until the end of March to complete the assessment and send it back. Members of the Pastoral Relations Commission have already agreed to read and compile the results.

*Campus Ministry* We began a discussion on how the regional council needs to revisit the commitment it made to campus ministry as well as make decisions about structure.

We agreed to have a longer discussion on the topic of campus ministry and decided to hold a special meeting dedicated to this topic on January 12, 2022, which is the date of the Executive's regularly scheduled monthly meeting. We decided to hold our monthly executive meeting on January 19, 2022.

*Daysland Pastoral Charge Governance Documents*

The Pastoral Relations Commission received the following governance documents from Daysland Pastoral Charge and have submitted them for approval:

- 2021 Daysland PC Bylaws (Appendix B)
- 2021 Daysland PC Covenant of Leadership (Appendix C)
- 2021 Daysland PC Conflict Resolution Policy (Appendix D)

**029 – 2021/2022**

**It was agreed by consensus:**

**That Northern Spirit Regional Council Executive receives and accepts the following documents from Daysland Pastoral Charge:**

- **2021 Daysland PC Bylaws (Appendix B);**
- **2021 Daysland PC Covenant of Leadership (Appendix C); and,**
- **2021 Daysland PC Conflict Resolution Policy (Appendix D).**

**Committee on Communities of Faith Support**

The Community of Faith Support Committee continues to sort out the many challenges of churches who are seeing reduced resources and diminishing energy.

**Committee on Ministry Personnel Support**

The Committee on Ministry Personnel Support continues to hold weekly gatherings for ministry personnel.

**Committee on Lay Leadership Support**

The Committee on Lay Leadership Support is hosting another gathering for Licensed Lay Worship Leaders and the focus subject will be on anti-racism.

## **REPORTS**

**Executive Minister's Report**

Shannon McCarthy reported.

*Closing of Prairie to Pine regional office building*

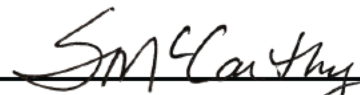
Prairie to Pine is closing its regional office and downsizing to three offices at the Centre for Christian Studies. We have begun to pack and make arrangements to move to the new office. We are coordinating with the Jubilee Fund, who has been subleasing office space from us since 2019, to completely clear out the building by December 31, 2021.

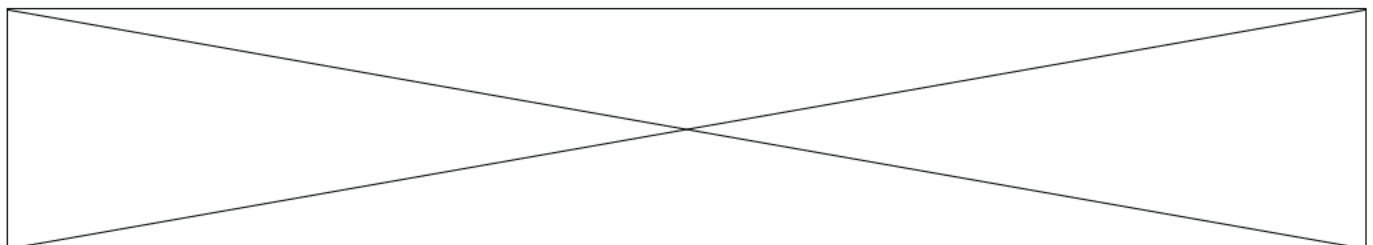
*GC 44 website*

The website for General Council 44 has launched. Commissioners can visit to view learning session times and find information. If you are not a commissioner, you can still visit and see what's going on.

<b>Incorporated Ministries</b>	There was nothing new to review from incorporated ministries.
<b>Justice &amp; Communications</b>	Julie Graham submitted a summary for <i>Love Your Neighbour</i> , a regional council ice and snow art/snow castle competition. The winter-long event is an opportunity for everyone of all ages to have fun, get creative, and do something within their communities.
<b>2022 Annual Meeting</b>	<p>Shannon McCarthy called a meeting with the chairpersons of all three regional councils to discuss common issues. One topic they discussed was the balance of virtual and in-person meetings across the three regional councils.</p> <p>It was agreed that we would begin a three-year cycle of two virtual meetings and one in-person meeting a year, with the in-person meeting rotating between the three regional councils (Living Skies and Prairie to Pine).</p>
<i>2022 Annual meeting date</i>	We had a discussion to decide on a meeting date for the 2022 Annual Meeting. We did not arrive at a decision and will decide on a date at a future meeting.
<b>Nominations</b>	There was nothing to report from nominations.
<b>Evaluation of New Structure</b>	We moved the evaluation of the new structure to a future meeting.
<b>Next Meeting</b>	<p>The Executive is holding a special meeting on November 17, 2021 to review a request about making an exception to the Property Policy around the sale of a building.</p> <p>The Executive agreed to meet on the second Wednesday of each month from 9:30 AM – 12:00 PM via Zoom with the next regular meeting date:</p> <ul style="list-style-type: none"><li>• December 8, 2021</li></ul>
<b>Closing Prayer</b>	Gord Waldie led us in a closing prayer.
<b>Adjournment</b>	Gord Waldie adjourned the meeting at 12:00 PM (MDT).

  
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Gord Waldie, Chairperson

  
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Shannon McCarthy, Executive Minister



<u>2021 Northern Spirit Regional Council</u>	2019 Actual	2020 Actual	2021 Budget	30-Sep-21	Projected	2022 Budget
<b>Government Revenue</b>						
Government and Shared Services (from assessments)	\$ 325,000	\$ 325,000	\$ 325,000	\$ 243,750	\$ 325,000	\$ 325,000
Shared Staff Grant Governance	\$ 67,000	\$ 67,000	\$ 67,000	\$ 50,250	\$ 67,000	\$ 67,000
Annual Meeting Meal Fee	\$ 27,538	\$ -				
Misc	\$ 4,836	\$ 16,126		\$ 8,548	\$ 8,548	\$ 4,000
	<b>\$ 424,374</b>	<b>\$ 408,126</b>	<b>\$ 392,000</b>	<b>\$ 302,548</b>	<b>\$ 400,548</b>	<b>\$ 396,000</b>
<b>Government: Office and Staffing Expenses Region 2</b>						
<b>Office Expenses:</b>						
Office Rent (Kirk Centre)	\$ 37,800	\$ 38,272	\$ 38,748	\$ 29,059	\$ 38,745	\$ 38,748
Office Costs (supplies, phone, wifi, etc)	\$ 13,427	\$ 13,489	\$ 16,000	\$ 9,850	\$ 13,500	\$ 13,500
Shared Service GC	\$ 11,045	\$ 11,619	\$ 11,505	\$ 7,337	\$ 11,000	\$ 11,500
Website	\$ 4,441	\$ 1,056	\$ 1,000	\$ 1,005	\$ 1,005	\$ 1,005
Audit/Prof Services	\$ -	\$ 5,433	\$ 5,500	\$ 6,169	\$ 6,169	\$ 6,200
Discretionary fund	\$ 2,232	\$ -	\$ 5,000			\$ 5,000
<b>Shared Staff Costs</b>						
Shared EM, Asst and Finance staff	\$ 84,499	\$ 85,972	\$ 88,363	\$ 68,020	\$ 90,000	\$ 92,000
Shared Staff Office Costs (office space and other costs)	\$10,418	\$ 10,232	\$11,000	\$ 6,912	\$ 11,000	\$ 3,500
Shared Staff Travel Costs	\$ 6,213	\$ 1,118	\$ 10,000	\$ 676	\$ 5,000	\$ 7,000
<b>Staffing</b>						
Regional Staff - Governance	\$ 137,315	\$ 140,040	\$ 143,121	\$ 107,513	\$ 143,817	\$ 147,143
All Staff Con-Ed	\$ 2,467	\$ 1,706	\$ 3,500	\$ 126	\$ 3,500	\$ 3,500
All Staff Training Event	\$ -	\$ -	\$ 2,000		\$ -	\$ 2,000
Staff Travel	\$ 4,597	\$ 367	\$ 4,000	\$ 87	\$ 1,000	\$ 4,000
<b>Government: Committee and Structure</b>						
Annual meeting	\$ 59,874	\$ 619	\$ 35,000	\$ 1,174	\$ 884	\$ 10,000
Governance Committee costs*	\$ 12,478	\$ 6,867	\$ 12,000	\$ 699	\$ 6,000	\$ 12,000
<b>TOTAL GOVERNANCE</b>	<b>\$ 386,806</b>	<b>\$ 316,790</b>	<b>\$ 386,737</b>	<b>\$ 238,627</b>	<b>\$ 331,620</b>	<b>\$ 357,096</b>
<b>Remainder of Governance Total</b>	<b>\$ 37,568</b>	<b>\$ 91,336</b>	<b>\$ 5,263</b>	<b>\$ 63,921</b>	<b>\$ 68,928</b>	<b>\$ 38,904</b>
Mission & Ministry (Mission & Service Fund)	\$ 289,000	\$ 289,000	\$ 240,000	\$ 191,736	\$ 240,000	\$ 239,000
Other M & M Income	\$ 12,030	\$ 3,503		\$ 187	\$ 187	
	\$ 301,030	\$ 292,503	\$ 240,000	\$ 191,923	\$ 240,187	\$ 239,000
<b>Mission and Ministry Costs for Region 2</b>						
<b>Staffing</b>						
Salaries and benefits	\$ 71,755	\$ 109,219	\$ 111,622	\$ 85,611	\$ 113,615	\$ 116,252
<b>Mission &amp; Ministry</b>						
Mission Support grants	\$ 150,300	\$ 139,000	\$ 150,000	\$ 106,125	\$ 150,000	\$ 150,000
Clusters & Events, other grants	\$ 24,122	\$ 30,260	\$ 20,000	\$ 4,476	\$ 15,000	\$ 20,000
Mission & Ministry Committee Costs	\$ 166	\$ 205	\$ 5,000	\$ 1,344	\$ 5,000	\$ 5,000
	<b>\$ 246,343</b>	<b>\$ 278,684</b>	<b>\$ 286,622</b>	<b>\$ 197,556</b>	<b>\$ 283,615</b>	<b>\$ 291,252</b>
<b>Remainder of Mission &amp; Ministry Total</b>	<b>\$ 54,687</b>	<b>\$ 13,819</b>	<b>\$ (46,622)</b>	<b>\$ (5,633)</b>	<b>\$ (43,428)</b>	<b>\$ (52,252)</b>
* 2020 Includes \$20000 grant for Kirk UC Centre						
<b>Restricted/Designated Funds</b>						
Revenue				\$ 7,769	\$ 7,769	Projected does not include student bursary transfer
Expenses				\$ 15,133	\$ 15,133	
				\$ (7,364)	\$ (7,364)	
Combined Surplus (Deficit)				\$ 50,924	\$ 18,136	\$ (13,348)

## **Daysland Pastoral Charge**

### **Consisting of the United Churches of Daysland and Rosalind**

# **BYLAWS**

*Review Bylaws prior to Annual Congregational Meeting 2021 to replace all previous bylaws and to be implemented immediately (the Manual 2021)*

### **Bylaw 1 - Introduction**

1. The *Manual of the United Church of Canada*, as amended from time to time, shall take precedence in the case of any matter which is either not dealt with by, or is in conflict with the Congregation's Bylaws, with the exception of Bylaw 4, part 7, in regard to Voting.
2. Unless specifically defined in this document, all terms shall be interpreted according to *The Manual* of the United Church of Canada.
3. The congregations of Daysland and Rosalind share one Board, the Pastoral Charge Board.

### **Bylaw 2 – Definitions: Congregation Membership & Adherents**

The Membership of the Congregation shall be all full members as defined by *The Manual*.

1. The term "Member" throughout these bylaws shall be taken to mean a full Member as defined by *The Manual*.
2. An adherent of a congregation is a person who contributes regularly to the life work of the congregation but is not a member or full member. (B.3.4.1)

### **Bylaw 3 - Congregational Meetings**

#### 1. Annual Meeting

The Annual Congregational Meeting, called by the Board Chairperson, must be held as early as possible in the calendar year. The purpose of the meeting shall be to:

- a. Electing a chair and a secretary of the annual meeting.
- b. Receive the annual reports from the governing body, committees and other groups in the congregation or Pastoral Charge.
- c. Elect the governing body (Church Board, Regional Council Representatives and members of the Committees.
- d. Consider and make decisions on the draft annual budgets.
- e. Elect Trustees as required.
- f. Conduct other business as necessary.

## 2. Special Meetings (*The Manual B.5.3*)

### **Authority to call:**

Special Meetings of the Pastoral Charge may be called by one of the following:

- a. The Chair of the Annual Meeting or the Board Chair.
- b. A member of the order of Ministry called or appointed to the Pastoral Charge
- c. A designated Lay Minister recognized by the regional council and appointed to the Pastoral Charge,
- d. The Pastoral Charge Supervisor.

### **When meeting may be called:**

Any of these people may call a meeting on their own initiative at any time.

### **When a meeting must be called:**

A meeting must be called when a request is received from

- a. The governing body to hold a meeting for any purpose;
- b. From a Trustee to hold a meeting to appoint or remove a Trustee (s)
- c. From seven full members of the Congregation to hold a meeting to remove or appoint a Trustee
- d. From full members who represent 10% of the total number of full members of the Congregation to hold a meeting for any purpose other than appointing or removing Trustees.
- e. From the Regional Council for any purpose.

### **When the meeting must be held:**

The meeting must be held within 15 days of receiving the request.

There are exceptions to this requirement for meetings called for Pastoral Relations matters (B.5.4.2 b(ii) and (iv))

### **Notice of Meeting:**

The Notice of Meeting shall specify the purpose of the meeting and the agenda shall be limited to that purpose.

Depending on the topic of the Special Meeting; the parameters of giving notice may differ. It is recommended to consult section B.5.4 of *The Manual* to discern the current process.

**Quorum (B.5.5)** A meeting of the Congregation or Pastoral Charge may take place only if a minimum number of full members is present:

- a. For congregations or pastoral charges with 100 or more full members, at least 20 full members must be present.
- b. For congregations or pastoral charges of between 30 and 99 full members, at least 10 full members must be present.
- a. For congregations or pastoral charges with fewer than 30 full members, at least 1/3 of the full membership must be present.

**Voting : (B.5.6.)**

Voting must be by a show of hands unless the congregation or pastoral charge decides on another way of voting. Proxy voting or by mail-in ballots is not permitted.

**Who may vote: (B.3.7.)**

All full members whose names are on the membership (historic) roll have the right to vote at all meetings of the congregation.

Adherents may vote at meetings of the congregation if the full members decided to allow adherents to vote.

**Bylaw 4 - Church Board**

1. Purpose

- a. The purpose of the Board shall be to protect and promote the interests of the Congregations of Daysland Pastoral Charge.

2. Membership (B.7.3.1, B,7,6.1)

- a. The Board shall consist of:
  - i. 4 individuals that include representation of both congregations who are elected from and by Members of the Congregations,
  - ii. 1 Chairperson elected from and by Members of the Congregations,  
1 Secretary elected from and by Members of the Congregations
  - iii. Members of the order of ministry who have been called or appointed to the pastoral charge,
  - iv) Designated lay ministers who have been recognized by the Regional Council and appointed to the pastoral charge,
  - v) the pastoral charge supervisor, if there is no such member of the order ministry or designated lay minister,
  - vi) any other full members that the congregation or pastoral charge includes in the membership of its governing body. This may include full members who hold specific positions in the congregation or pastoral charge.

Ex-officio Members: Chair of the Ministry and Personnel Committee  
Chair of the Worship Committee  
Chair of the Finance Committee (functions as

Board Treasurer as required in The Manual)

3. Terms of office

- a. Each elected Member shall hold office for 2 years, renewable once.  
A member may be elected to a third term only after they have been off the Board for at least 1 year.
- b. Under exceptional circumstances, the Annual Meeting may extend the terms of office.

4. Officers

The Board officers shall be the Chairperson, the Secretary and Treasurer.



The Secretary shall be responsible for the accuracy and integrity of Board documents.

The Treasurer on the Board ensures that all of section G.4 of *The Manual* is fulfilled, either by themselves or a designated representative/committee.

#### 5. Vacancy

An elected member who is absent from meetings for a year without adequate reasons shall be deemed to have resigned. In the event of a vacancy among the elected Members, the Board may call a Special Congregational meeting to elect a replacement to complete the unexpired portion of the term.

#### 6. Quorum (B.7.7.4)

##### **Minimum numbers**

A meeting of the Church Board may take place if at least 5 of its members are present.

##### **Who must be present.**

A meeting of the Church Board may take place only if one of the following is present:

- a. The Order of Ministry or Designated Lay Minister called or appointed to the pastoral charge.
- b. The pastoral charge Supervisor.
- c. Another person appointed by the Regional Council to attend the meeting.

#### 7. Voting

All of the members shall be eligible to vote on every motion. A motion shall be considered carried if affirmative votes are cast by the majority of those present. The Chair does not participate in the discussion or vote except in the case of a tie.

If the chair wants to express an opinion, then they move aside from the role and ask another member to chair until the matter is disposed of. The Manual appendix 3.1.

#### 8. Meetings

- a. Meetings shall normally be open to visitors.

#### 9. Responsibilities.

The Board, accountable directly to the Congregation for its actions and those committees, shall:

- a. Determine the means by which it will seek to accomplish its goals.
- b. Identify and articulate the mission of the Congregations
- c. Monitor and support the performance of Committees.
- d. Conduct official and legal action on behalf of the Congregations.
- e. Communicate to the Congregations the vision, insight and direction that emerge from its work, and provide opportunities for discussion and input from Members and adherents.
- f. Establish and terminate standing and ad hoc committees as it deems necessary for the successful functioning of the Congregation.

- i) The Board shall ensure that the functions identified in *The Manual* as duties of the Session, The Committee of Stewards, and the Official Board are clearly allocated.
  - ii) The Board shall establish each committee's responsibilities, leaving to the committee to determine how they will fulfill them. Nevertheless, the Board shall establish the limiting parameters for each committee, making clear what that committee cannot do within its means.
- g. Maintain a current Policy Manual, with the official copy kept in the Church Office, and including (but not limited to):
- i) The responsibilities of the committees
  - ii) Limitations on the permissible means
  - iii) A description of the links among the Board, the Committees and the Congregation.

### **Bylaw 5 - Board of Trustees**

The Board of Trustees serves the congregations of Daysland and Rosalind United Churches.

#### **1. Membership**

The Board of Trustees shall consist of up to 6 individuals, with representation for both congregations, a majority of whom shall be members of the Congregations, elected by members of the Congregation at a Congregational Meeting. Those elected shall hold office without term, and shall choose one among them as its chairperson.

#### **2. Responsibilities.**

The Board shall function in accordance with requirements specified in *The Manual*.(G.3)

### **Bylaw 6 - Regional Council Representatives**

#### **1. Selection**

A representative shall be elected at the Annual Meeting, for a 2 year term by and from the Congregation. The number as determined by

*The Manual C.1.2.* (1 rep. From 100 or less Members)

#### **2. Responsibilities - The representative(s) shall:**

- Represent Daysland Pastoral Charge at the meetings of the Northern Spirit Regional Council.
- Participate in the affairs of the Northern Spirit Regional Council
- Communicate pertinent information to the congregation and its committees.

### **Bylaw 7 - Bylaw review and amendment**

1. These bylaws shall be reviewed by the Board following the publication of each edition of *The Manual*.

2. These Bylaws may be amended by the Congregations (at either an Annual or a Special Congregational Meeting) following receipt of a proposal from the Board or 15 Members of the Congregation. Voting is restricted to Members, and adoption of a proposed amendment requires a  $\frac{2}{3}$  majority vote of those present.

3. Notice of such a meeting must include an indication of the proposed changes.

**Community of Faith  
Daysland/Rosalind  
Pastoral Charge**

**Covenant of Leadership  
*Governing Body: Board***  
Draft June 2021

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### **Purpose**

“The care and oversight of the life of the congregation is exercised by a group of leaders chosen by the congregation for this task.”

The Community of Faith Board works in accordance with the terms and conditions outlined in The Manual 2021 (effective March 1, 2021) according to:

- The Basis of Union, Polity, Section III - The Community of Faith
- The Bylaws, Part B:
  - Sections B.1 to B.6 describe the governance of the Community of Faith (Pastoral Charge)
  - Sections B.7 describe the Local Governing Body (Board/Board) of the Community of Faith
- The governing body of the Daysland/Rosalind Pastoral Charge will be a Board.
- The Board is a working board doing:
  - 1) Policy Governance;
  - 2) Care and support of committee and ministries.

### **Membership**

- The Bylaws of the Pastoral Charge clearly establish the membership and structure of the Board.
- The members of the Community of Faith elect members of the Board to office during elections held at the Annual Congregational Meeting.
- The incumbent Board shall establish a Nominating Committee of at least two people to find qualified and willing people to serve on the Board. These nominations shall be presented at the Annual Congregational Meeting.

### **Meetings**

- The Board will meet a minimum of four times a year, excluding July and August, with meetings scheduled independently from the meeting schedules of the committees. The Board may choose to meet more often when the need arises.

### **Specific Gifts Appropriate for Board Membership**

- Must be a full member of either the Daysland or Rosalind United Church congregations.
- Must have a sincere commitment to their own spiritual growth and journey.
- Must make a sincere commitment of their gifts to help the Pastoral Charge achieve its Mission and Vision.
- Willing to make their Board ministry a priority during their term of service.
- Possess good communication skills.
- Able to work effectively as a ‘team member’.
- Able to maintain perspective on both the larger mission of the Community of Faith and the priority of concerns and passions of the individuals within the community.
- Possess interpersonal and leadership skills needed to meet and balance the needs and concerns of individual members while supporting the overall Mission and Vision of the Community of Faith.

**Community of Faith  
Daysland/Rosalind  
Pastoral Charge**

**Covenant of Leadership  
Governing Body: Board**  
Draft June 2021

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**Responsibilities**

- Board Members are responsible for the spiritual, relational, operational, and the financial ministries of this Community of Faith.
- Board Members are charged with setting the direction of the congregation by establishing policies, priorities, and budgets that will enable the management of human and financial resources, ensure that programs and ministries meet the needs of members and fulfill the statements of vision and mission, and ensure that worship is effective in and relevant to sharing the gospel of Jesus Christ.
- Board Members must make themselves familiar with the Bylaws and Policies of the Pastoral Charge and its member Churches.
- Board is responsible for the work of the various committees, the lay and ordered staff (in collaboration with the Northern Spirit Region, Pastoral Relations Commission and Office of Vocations) and the Ministry and Personnel Committee.
- The Board encourages members of committees to attend board meetings on a regular basis. If members of a committee or committees are not attending on a regular basis, then a Board member will act as a liaison. The liaison responsibilities are:
  1. Become familiar with the committee and its activities by attending their meetings.
  2. Serve as the communication link between Board and the committee, ensuring that communication flows in both directions frequently and openly.
  3. Provide support and assistance to the committee in planning and budgeting.
  4. Act as the resource for clarification of the committee roles and responsibilities.
  5. Act as the resource for clarification this community of Faith's values, principles, practices, and policies.
  6. Committees are:
    - Worship and Music (Shared with Killam)
    - Ministry and Personnel (Shared with Killam)
    - Finance Committee
    - Congregational Care (Pastoral Care)
    - Property Management
    - Manse Committee
    - Building (Rent/Repair)
- The Secretary of the Board will assume responsibility for communicating the work of Board to the Communities of Faith. Other Board members are to be "listening posts" within the Community of Faith, listening to and inviting feedback and communicating such feedback to Board.
- The Board and the community of Faith in collaboration with the various committees will endeavor to ensure that members and adherents feels free to become more active in the life and work of the church.
- The exiting Board is responsible for providing orientation and training of new Board members and committee members, allowing them to serve effectively and with confidence.

**Community of Faith  
Daysland/Rosalind  
Pastoral Charge**

**Covenant of Leadership  
Governing Body: Board**  
Draft June 2021

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### **Our Covenant of Leadership**

#### **Our Promises to God**

- We promise to pray, alone and together, to thank God for the opportunity to serve and to ask for God's help in our lives and in our work for our Communities of Faith, and to genuinely seek God's leading in our deliberations and decisions.

#### **Our Promises to Our Community of Faith Family**

- We promise to demonstrate our leadership and commitment to our Communities of Faith and to God by our good example.
- We promise to support our Communities of Faith ministers and staff to enable them to be productive in their efforts.
- We promise to discover and apply, to the best of our abilities, what is best for our Communities of Faith as a whole.

#### **Our Promises to Each Other on the Board**

- We promise to show genuine respect and caring for each other, practicing Holy Manners. (The Manual 2021, Appendix.2)
- We promise to treat our time on Board as an opportunity to make a gift of ourselves to our Communities of Faith and to God.
- We promise to listen with open, non-judgmental minds to the words and ideas of others on the Board and in our Community of Faith.
- We promise to discuss, debate, and disagree openly in Board meetings, expressing ourselves as clearly and honestly as possible, using language that is respectful, as we ensure that others understand our point of view and our fears and concerns.
- We promise to stand behind and to support the final decisions of Board whether or not such decisions reflect our personal views.

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#### **Current Board Members (202 –**

- Names

## Conflict Resolution Policy

June 2021

From time to time, conflict will arise in relationships within a congregation. Conflict is a normal part of the life of a community.

Policy: The M&P Committee is responsible for overseeing the relationship of the pastoral charge staff to each other and to people in the congregation. (Ministry and Personnel Committees: Policy, Procedures, Practices (January 2019) pg 8)

It is the task of the Ministry & Personnel (M&P) Committee to help ministry personnel, lay employees, members of the community of faith, and adherents build and maintain healthy relationships. Ministry and Personnel Committees: Policy, Procedures, Practices (January 2019) page 8

The M&P Committee supports healthy responses to issues, concerns, and conflict situations arising between ministry personnel, lay employees, and the community of faith. The M&P Committee has a role in encouraging conflict resolution or, if necessary, mediation. When concerns are raised or conflicts identified, it's essential to have a process of hearing all sides fairly. Ministry and Personnel Committees: Policy, Procedures, Practices (January 2019) page 12

It is important that conflicts be addressed in a reasonable and respectful manner.

### **United Church Guidance:**

There are different processes to be followed for Staff & Ministry Personnel and for Lay members or adherents. The United Church of Canada has policies and bylaws that can guide us if needed:

For lay members or adherents:

- *The Manual* section J.8. and
- the *Dispute Resolution Policy* [https://united-church.ca/sites/default/files/handbook\\_dispute-resolution.pdf](https://united-church.ca/sites/default/files/handbook_dispute-resolution.pdf)

For Ministry Personnel and Staff

- *The Manual* section J.6. and
- *Ministry and Personnel Committees: Policies, Procedures and Practices.*

*Please note: that any formal complaints in regard to Sexual Misconduct must be reported to both the Regional Council and National Church as well as local police.*

### **Steps for Initiating Complaints**

#### **Step 1**

Before moving into formal complaint processes it is recommended that

- a. A complainant should first attempt to address the problem directly with the person by engaging in a respectful discussion that
  - i. Identifies clearly the issue

- ii. Offers options to remedy the issue
  - iii. Identifies steps to prevent its reoccurrence.
- b. If a discussion identifies a lack of clarity in policy or best practices that this be brought forward to the appropriate Committee or Board.

**Step 2. Submit a Written Complaint**

- Must be received in writing: an email is not appropriate for this purpose.
- Must not be Hearsay: the complainant must have direct knowledge or experience of the issue.
- Must not be anonymous.
- Must be directed to the appropriate persons:
  - Complaints with regards to Ministry Personnel or Staff must be directed to the M&P Committee.
  - Complaints with regards to Lay Members or Adherents should be directed to one of the Officers of the Board (Chairperson, Secretary, Treasurer)
  - If the complaint is sent in error to the wrong officer or the wrong committee, the receiver should forward the complaint to the appropriate place, respecting confidentiality around the complaint.

**Written Complaints should include:**

- The name of the party against whom it is made,
- Brief details of the conflict,
- The names of the persons involved in it,
- The date or dates on which it occurred.
- The name and contact information of the complainant
- The signature of the complainant.

**Formal written complaints must be addressed according to the policies and processes in the Manual and the Dispute Resolution Policy,**

Resources for this policy were drawn from:

- *The Manual 2021, sections J.6. & J.8. The United Church of Canada*
- *Ministry and Personnel Committees: Policy, Procedures, Practices (January 2019) The United Church of Canada*
- *Recommendations from the Ministry and Personnel Committee of the Daysland Pastoral Charge March 18, 2021*
- *Dispute Resolution Policy (January 2019) United Church of Canada*