

Structures and Boundaries Committee Questionnaire Reference Document

Dear Presbyters,

At the June 2008 executive meeting of the Bay of Quinte Conference Executive, support was given to a proposal requesting that a review of the organizational and financial structures of the Conference be completed, with a view to the best possible stewardship of all its resources [Proposal received at the Conference Annual Meeting 2008].

We, the members of the Structures and Boundaries Committee, have been called together to complete that review and bring a final report to CAM 2010.

The Structures and Boundaries Committee is comprised of representation from each Presbytery, the Conference President, the President Designate, the Executive Secretary and the Chair of the Finance Committee. We have begun our review and are collecting the facts and information that will help that process.

An important part of the review process is consultation with our Presbyteries, and thus we ask your assistance in completing the enclosed questionnaire - your feedback is essential to our work. Instructions for the completion can be found with the questions, and to assist your work we are providing some helpful information regarding the work and structures of Bay of Quinte Conference.

1. POWERS AND DUTIES OF CONFERENCE AS MANDATED BY THE MANUAL

- Must meet once every 3 years and once in General Council year prior to the General Council meeting.
- Receive and dispose of appeals and proposals
- Deal with matters referred to it by the General Council
- Receive and consider a report from Conference U.C.W. and other lay organizations
- Oversight of the religious life of the United Church.
- Elect Commissioners to General Council
- Ordain, Commission, Recognize and Admit to ministry
- Responsibility to ensure every minister has a Pastoral Charge and every Pastoral Charge has uninterrupted ministry
- Have an executive
- License people for sacraments
- Puts people on Discontinued Service List
- Role in excess property when amalgamation or congregation ceasing to exist.
- Must have an executive secretary
- Approval of Financial Report including the Budget.
- Elect reps to General Council Executive
- Memorials
- License for marriage
- Oversight of Corporations

This list highlights the details found in Section 420-429 of The Manual

2. DUTIES OF THE PRESBYTERY

- To have the oversight of the Pastoral Charges within its bounds, review their records, and form new Pastoral Charges or local churches;
- To receive and dispose of Proposals and appeals from the lower governing bodies or courts;
- To transmit Proposals and appeals to the higher governing bodies or courts;
- To license as a Lay Preacher a member of the laity who has been recommended ...
- To examine and where appropriate;
 - To receive an Inquirer who has been recommended by a Session (or its equivalent) as a Candidate for the Order of Ministry; and
 - To certify each Candidate to a United Church theological school;
- To exercise faithful supervision of each Candidate; to enquire each year into the genuine call to ministry, personal character, motives, academic record, doctrinal beliefs, and general fitness for ministry of each Candidate; and to receive annual reports for each Candidate from the theological school;
- To make a recommendation to the Conference regarding each Candidate for the Order of Ministry upon completion of the prescribed requirements for ordination or commissioning;
- To provide an Act of Covenant through which a new relationship is established between an individual and a Pastoral Charge, the Presbytery itself, or a United Church related ministry accountable to the Presbytery;
- To participate in any Act of Covenant provided for by another court through which a new ministry relationship is established between an individual member of the Presbytery and that other court;
- To deal with matters sent down by the higher governing bodies or courts;
- To adopt measures for promoting the religious life of the Pastoral Charges within its bounds;
- To consult at the earliest possible date with a Pastoral Charge or the Official Board when the Minister dies, becomes disabled, or is unable to perform their duties due to an emergency. The Presbytery shall ensure that appropriate arrangements for pastoral care are made;
- To elect lay members to the Conference, of whom at least a majority shall have been previously elected by a Pastoral Charge to represent them at Presbytery;
- To appoint one member of the Order of Ministry and one lay member to the Conference Settlement Committee; and
- To have the oversight of the conduct of members of the Order of Ministry on its roll.

This list highlights the details found in Section 6.4 of The Manual

3. COMMITTEE STRUCTURE OF BAY OF QUINTE CONFERENCE

- **MINISTRY, PERSONNEL & EDUCATION** Settlement Committee, Interview Board, Continuing Education, Education and Students, Pensions, Bursary, Internship & Education Supervision, Interim Ministry, Camping & Retreat Centres, Leadership Education & Faith Formation, Children, Youth & Young Adult Events
- **MISSION, OUTREACH & ADVOCACY** Inter-church & Inter-faith Relationships, Social Justice Issues, Local & Global Mission, Extra Measures Initiatives, Right Relations with First Nations, Rural Life

- **STEWARDSHIP** Mission & Service Fund and Education for Mission and Stewardship
- **CONFERENCE STANDING COMMITTEES**
 - Agenda & Business
 - Alternate Dispute Resolution Committee
 - Archives & History
 - Bursary
 - Children, Youth & Young Adult Events
 - Conference Annual Meeting
 - Conference Interview Board
 - Education & Students
 - Extra Appeals Committee
 - Finance Committee
 - Initial Years
 - Interim Ministry
 - Internship & Education Supervision
 - Leadership Education & Faith Formation
 - Nominations
 - Proposals Committee
 - Rural Life
 - SEHAC Committee
 - Settlement Committee
 - Staff Committee
 - Support in Ministry

Other related organizations can be found on Pages 7-9 of the 2008 Conference Directory.

4. CONFERENCE STAFF

Executive Secretary: Rev. Wendy Bulloch

- responsible for overall administration of the Conference Office including the supervision of all staff
- supports the work of the various divisions/committees within the Conference
- interprets the policies and procedures of The United Church of Canada, and acts as a knowledgeable resource person concerning *The Manual*
- provides guidance and support to the Presbyteries
- acts as liaison between the Conference and the General Council
- deals with public and media relations

CONFERENCE MINISTERS

Stewardship & Mission (*vacant*)

This position resources the Conference Mission, Outreach & Advocacy Committee, the Conference Stewardship Committee and the Support in Mission Committee and is available to Congregations and Presbyteries in a wide variety of issues at the entry level of discussion.

Personnel Administration & Rural Ministry: Rev. David King:

The Conference Minister for Personnel Administration & Rural Ministry has two main areas of responsibility:

- to act as a resource for the various courts and committees of the church in matters affecting ministry personnel
- Relates to Rural Ministry

Personnel: Rev. Phil Hobbs:

The Personnel Minister has three main areas of responsibility:

- to offer pastoral care to ministry personnel (active and retired), candidates, and their families. This pastoral care includes assistance and support with issues related to call/employment. (50% of the Personnel Minister's time is allocated to this work.)
- to provide resources for, and encourage participation of, ministry personnel in ongoing personal, professional and spiritual growth opportunities. This work includes the organization of Retreats for Ministry Personnel, as working with ministers to plan continuing education and sabbaticals. (30% of the Personnel Minister's time is allocated to this work.)
- to serve as a staff resource to Conference Committees dealing with personnel related matters. These include The Permanent Committee on Ministry, Personnel & Education, The Settlement Committee, The Initial Years Committee, and the Interim Ministry Committee. (20% of the Personnel Minister's time is allocated to this work.)

Congregational Wholeness & Right Relations: Rev. Jackie Harper

The Conference Minister: Congregational Wholeness & Right Relations is a resource for the Leadership Education & Faith Formation Committee, Children, Youth & Young Adults Events Committee and the Alternate Dispute Resolution Committee. She has responsibilities in the following areas:

- provides leadership and education in the areas of right relationships and dealing with conflict in a healthy manner
- supports the creation of harmonious communities of all ages
- provides education in the areas of intercultural relationships and gender justice

SUPPORT STAFF

Receptionist / Secretary
Office Administrator
Bookkeeper /Treasurer

Judy Ormshaw
 Martha Robertson
 Sharon Tufts

Thank you for your assistance in helping us discern the will of God for the Bay of Quinte Conference in the challenging times we face.