

# WESTERN ONTARIO WATERWAYS REGIONAL COUNCIL

*Connecting, Supporting, Transforming*

## GOVERNANCE HANDBOOK

MARCH, 2025



The United Church of Canada/L'Église Unie du Canada

# **WESTERN ONTARIO WATERWAYS REGIONAL COUNCIL**

## **GOVERNANCE HANDBOOK**

### **Purpose of Western Ontario Waterways Regional Council** *Connecting, Supporting, Transforming*

The following governance model has been designed to:

- 1) Serve the purpose of the regional council.
- 2) Support communities of faith in naming and claiming their role in God's mission.
- 3) Provide support for the formation of healthy pastoral relationships.
- 4) Keep before communities of faith the call to be the church.
- 5) Promote an open healthy and strong relationship between the regional council and communities of faith.
- 6) Offer regional council representatives a variety of ways of serving.

As the regional council experiments with this model, there may be refinements along the way due to insights learned. There will be no change in the delegation of responsibilities of *The Manual*, Section C, without the approval of the regional council.

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# Governance Schematic

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**Regional Council (RC)**

*(see The Manual, Section C.1 for Membership)*

**Elects**

**Regional Council Executive**

*(12 members plus President, President-Elect or Past President, Treasurer, Secretary, Executive Minister)*

**RC also elects**

**Congregational Support Commission**

**Discipleship and Justice Commission**

**Human Resources Commission**

**Congregational Support Commission**

**Staff Resources:**

- Minister, Congregational Support
- Administrative Support Staff

**Discipleship & Justice Commission**

**Staff Resources:**

- Minister, Faith Formation
- Minister, Right Relations and Indigenous Justice
- Minister, Social Justice
- Administrative Support Staff

**Human Resources Commission**

**Staff Resources:**

- Minister, Pastoral Relations (primary)
- Minister, Pastoral Support (more limited)
- Administrative Support Staff

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## Position Description: Regional Council Representative

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**Membership of the Regional Council** can be found in *The Manual*, Section C.1.

### Skills and Gifts

*A combination from among the following:*

- 1) An interest in fostering connections within various parts of the church.
- 2) An interest in the life and work of the United Church.
- 3) Energy and time.
- 4) Curiosity and a willingness to learn.
- 5) Interpersonal skills.
- 6) Experience in wider church work would be helpful but is not required.

### Requirements of Position

- 1) For lay members - must be a full member of a community of faith within the regional council.
- 2) Attend and participate in the regional council meetings.
- 3) Serve as the connection in the covenant between the regional council and the community of faith bringing the experience of each to the other.
- 4) Serve in one of either the two following ways:
  - A. Commitment of 3 years, renewable once, as a member of:
    - i. Regional Council Executive OR
    - ii. One of three Regional Council Commissions  
(Congregational Support Commission, Human Resources Commission, Discipleship and Justice Commission)
  - OR**
  - B. Short-Term Volunteer working as the representative of the regional council with communities of faith OR working in the organizing and delivering of regional council events.
- 5) Have access to technology along with a commitment to learn how to use it.
- 6) A current police record check may be required for some roles.

### Time Commitment

*This is an estimate and will be tracked and adjusted based on experience.*

An average of two half days/evenings per month. Depending upon the role chosen, the time commitment may be spread consistently over the year or may involve more intense involvement for a briefer period of time during the year.

### Support and Benefits for regional volunteers as they serve the church

- 1) Training to cover the role chosen and to improve use of technology.
- 2) Opportunity to develop skills that will strengthen the life of the representative's home community of faith.
- 3) Opportunity to develop leadership skills.
- 4) Opportunity to deepen and widen relationships across the church.
- 5) Opportunity to learn from one another.

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## Regional Council

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### Mandate

The regional council will fulfill the following responsibilities as outlined in *The Manual*, Section C.2.

### Delegation of Responsibilities

**Appendix A reflecting Section C.2 of *The Manual*.**

**Responsibilities are assigned to: Regional Council (full meeting of the regional council): RC**

**Executive: EX**

**Congregational Support Commission: CS (formerly CC)**

**Human Resources Commission: HR**

**Discipleship and Justice Commission: D&J (formerly M&D)**

**Please note the following responsibilities as outlined in sections G, H, I and J of *The Manual*.**

- **Section G:** Any references to the regional council in Section G are the responsibility of the Congregational Support Commission.
- **Section H:** Any references to the regional council in Section H are the responsibility of the full regional council.
- **Section I:** Any references to the regional council in Section I are the responsibility of the Human Resources Commission, with the exceptions of I.1.3.2a, I.1.4.1 concerning community of faith profiles which are delegated to the Congregational Support Commission.
- **Section J:** Any references to the regional council in Section J are the responsibility of the regional council Executive.

In some cases, two bodies share responsibility for the effective fulfillment of *The Manual* requirements.

### Officers

**President** \*4-year term in total: serving as President-Elect for 1 (one) year, President for 2 (two) years, Past-President for 1 (one) year.

The Regional Council will elect a President for a two-year term. The President will:

- a) Preside at the communion table and business table of the regional council and its Executive.
- b) Serve as the spiritual leader for the regional council, offer a theme and vision for the regional council.
- c) Serve, along with the Executive Minister, as the official representative of the regional council.
- d) Strive to inspire the members of the regional council and its communities of faith toward health, joy and excellence.

During the two-year term as President, the home community of faith of a President who is in a pastoral relationship will receive an honorarium in the amount of \$1,200.00 per year to assist with coverage for any absences of the President. Any President not in a pastoral relationship will be invited to designate to the United Church of Canada ministry of their choice a donation of 1,200.00 per year.

At the conclusion of the term, the former President, once no longer serving in that capacity, will receive an honorarium of \$2,000.00.

### **Past President**

If someone else, such as the Past President or President Elect needs to take on a significant role of President, it is up to the Executive to determine a reasonable honorarium in keeping with what is outlined above.

Travel expenses of the President, President-Elect and Past-President associated with the fulfilment of their roles will be reimbursed.

### **Treasurer**

The regional council will elect a Treasurer for a three-year term, renewable once. The Treasurer will:

- a) Serve as one of the signing officers for financial matters of the regional council.
- b) Oversee the financial management of the regional council in partnership with the Executive Minister.
- c) Assist with the preparation of the budget for the regional council in partnership with the regional council Executive.

The Treasurer will have travel expenses associated with this role reimbursed. Each December, the Treasurer will be invited to name a United Church of Canada ministry to receive a donation of \$1,000.00 in recognition of the Treasurer's service.

### **Membership**

See *The Manual*, Section C.1.

Under section C.1.2b, the following are also members of the Regional Council:

- 1) Any Past President of Western Ontario Waterways Regional Council.
- 2) Any past president of Hamilton or Toronto or London Conference or past chair of Bruce, Huron-Perth, Northern Waters, Waterloo Presbyteries who is a member of a community of faith in the regional council.
- 3) Any retired Designated Lay Minister who retired while serving a community of faith in the regional council who is a member of a community of faith in the regional council.
- 4) Provision will be made for youth and young adult members. This process is still being developed.

Under Section C.1.2, the Regional Council recognizes the following as members:

- 1) Any past president of one of the Conferences (Hamilton, London, and Toronto Conferences) that became part of the regional council along with any past Chair of one of the Presbyteries (Bruce, Huron-Perth, Northern Waters, Waterloo) that became part of the regional council, who is a member of a community of faith in the regional council.
- 2) Up to 10 youth (up to age 19) elected by the youth at a gathering prior to a Regional Council Meeting; and
- 3) 50% of the Young Adults registered for a regional council meeting to a maximum of 10 to be elected from among the Young Adults attending. The balance to be corresponding members.

To honour the separation of oversight and discipline of ministry personnel established by the Office of Vocation and in recognition of the workload attached to Office of Vocation roles, those members serving with the Board of Vocation or the Committees of the Office of Vocation will not be considered for decision-making responsibilities in the regional council. Their involvement as members of a resource pool would be most welcome if their Office of Vocation duties allow for such a time commitment.

### **Meetings**

The regional council shall have at least one in-person meeting per year.

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## Regional Council Executive

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### **Mandate**

The regional council Executive will fulfill the following responsibilities as outlined in *The Manual*, Section C.3.1.

The regional council Executive will also:

- 1) Keep the purpose statement before the regional council and evaluate the life and work of the regional council and its commissions against this.
- 2) Hold accountable the Congregational Support Commission, Human Resources Commission and Discipleship and Justice Commission for the responsibilities delegated to each respectively.
- 3) Deal with any matter referred to it for action by one of these three commissions.
- 4) Oversee the finances of the regional council including preparing a budget for the consideration of the regional council and taking responsibility for the administration of the assessment funds, Mission & Service grants and other resources of the regional council.
- 5) Be accountable for the number and position descriptions of regional council staff.
- 6) Serve as the Nominating Committee preparing a proposed slate for the consideration of the regional council.
- 7) Work with the Executive Minister to ensure clear and timely communication within the regional council.
- 8) Meet annually with the Executive of the neighbouring regional councils served by the same Executive Minister and Executive Assistant.
- 9) Facilitate an annual event with the Congregational Support Commission, Human Resources Commission, and Discipleship and Justice Commission to focus on purpose and planning.

All members of the regional council Executive will be required to sign a confidentiality agreement concerning any information to which they may have access regarding pastoral relationships.

### **Membership**

12 Members, plus President, President-Elect or Past President, Treasurer, Secretary and Executive Minister.

To be elected to the Executive by the regional council.

A. 4 to be named by office or other

3 – 1 representative from each of the Commissions

*Note:* Commission members are elected by the regional council.

The members of the Commission will name their representative to Executive.

1 representative to be chosen by the Indigenous Ministries who belong to the regional council.

B. Of the remaining 8 positions, 3 are preferred positions:

1 position reserved for a youth or young adult

1 position to ensure racialized representation

1 position to represent sexual orientation/gender identity diversity

Any nominee not elected on the preferred position ballot, will be placed on the ballot for the election of the remaining five positions.

Any groups not named specifically, including the United Church Women (UCW) are encouraged to complete an expression of interest through the nomination process.



Nominations will be encouraged in advance of the regional council meeting and from the expressions of interest received this way a slate of nominees will be presented to the regional council for election.

Two key principles will be considered when preparing the list of nominees:

- 1) Living into the mandate of diversity adopted by the preceding Conference(s) in the process by which it/they were named an Affirming ministry; and
- 2) supporting the development of leaders by providing opportunities and support.

### **Meetings**

The schedule for meetings will be reviewed following the election of new members and set for the coming year with a view to workload and personal schedules. The majority of meetings happen virtually.

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## Congregational Support Commission

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### **Mandate**

The Congregational Support Commission carries primary responsibility for the relationship between communities of faith and the regional council, and their partnership on matters requiring a decision by both the community of faith and the regional council, other than the pastoral relationship.

The responsibilities of the Commission include:

- The articulation of ministry and mission.
- The use of financial and property resources.
- Local governance.
- The overall health and well-being of communities of faith, such as changes in the life cycle, dealing with real property etc.

The Congregational Support Commission may assign a volunteer to resource a community of faith on matters requiring a joint decision.

The Congregational Support Commission will meet with representatives from a community of faith before acting on requests from the community of faith or exercising oversight and discipline of it.

All members of the Congregational Support Commission are required to sign a confidentiality agreement.

See *The Manual*, Section C.2 references for responsibilities delegated to the Congregational Support Commission (CS).

The Commission is accountable to the Executive through:

- 1) A representative of the Commission who also serves as a member of the Executive (may be the Chair but not necessarily so); and
- 2) the timely provision of minutes of its meetings according to the format established by the regional council Executive.

### **Membership**

Minimum of 7 members and a maximum of 12 members, at least one-third of total membership to be ministry personnel and one-third of membership to be lay, elected by the regional council, one of whom serves on the Executive.

### **Meetings**

The schedule for meetings will be reviewed following the election of new members and set for the coming year with a view to workload and personal schedules. The majority of meetings happen virtually.

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## Discipleship and Justice Commission

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### **Mandate**

The purpose of the Discipleship and Justice Commission is to provide information, education and opportunities for communities of faith and their members to deepen faith and strengthen service and witness.

The Commission provides both training and development opportunities as well as offering informed and timely responses to enable communities of faith to respond to emerging social and political situations.

The Commission encourages and equips communities of faith to enable their members to discern God's call to different ministries and ways of service.

All members of the Discipleship and Justice Commission are required to sign a confidentiality agreement.

See *The Manual*, Section C.2 references, for responsibilities delegated to the Discipleship and Justice Commission (D&J).

The Commission is accountable to the Executive through:

- 1) A representative of the Commission who also serves as a member of the Executive (may be the Chair but not necessarily so); and
- 2) the timely provision of minutes of its meetings according to the format established by the regional council Executive.

### **Membership**

Minimum of 7 members and a maximum of 12 members, at least one-third of total membership to be ministry personnel and one-third of membership to be lay, elected by the regional council, one of whom serves on the Executive.

### **Meetings**

The schedule for meetings will be reviewed following the election of new members and set for the coming year with a view to workload and personal schedules. The majority of meetings happen virtually.

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## Human Resources Commission

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### **Mandate**

The Human Resources Commission carries responsibility for:

- The formation and nurturing of healthy pastoral relationships.
- The equipping and licencing of lay worship leaders.

In light of the sensitive nature of its work, all members of the Human Resources Commission are required to sign a confidentiality agreement.

The Human Resources Commission will meet with representatives from a community of faith before acting on requests from the community of faith.

See *The Manual*, Section C.2 references, for responsibilities delegated to the Human Resources Commission (HR).

The Commission is accountable to the Executive through:

- 1) A representative of the Commission who also serves as a member of the Executive (may be the Chair but not necessarily so); and
- 2) the timely provision of minutes of its meetings according to the format established by the regional council Executive.
- 3) A Commission can choose to refer any matter delegated to it to the regional council Executive.

### **Membership**

Minimum of 7 members and a maximum of 12 members, at least one-third of total membership to be ministry personnel and one-third of membership to be lay, elected by the regional council, one of whom serves on the Executive.

### **Meetings**

The schedule for meetings will be reviewed following the election of new members and set for the coming year with a view to workload and personal schedules. The majority of meetings happen virtually.

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## Staff Support Committee Mandate

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The Staff Support Committee oversees the implementation of the *Ministry Sharing Agreement* signed by Antler River Watershed Regional Council, Horseshoe Falls Regional Council and Western Ontario Waterways Regional Council as that agreement pertains to staff positions.

The Ministry Sharing Agreement states:

### **Staff Support**

*A Staff Support Committee will be formed to:*

- a) Resource the Executive Minister in discussions of staff complement, recruitment, oversight and development;*
- b) serve as the caring presence of the regional councils with their staff.*

*The Staff Support Committee will consist of six (6) members, two (2) from each regional council who are appointed by the regional council Commission or the regional council Executive and who serve for a period of three (3) years renewable once. Each regional council commits to provide the Staff Support Committee with a budget of \$1,000 per year.*

### **Resourcing the Executive Minister**

The Staff Support Committee will meet with the Executive Minister regularly to review:

- a) Position Descriptions.
- b) Staff Changes: resignations, recruitment.
- c) Staff Development: supervision, performance reviews.
- d) Staff Team Building: meetings, retreats.

Any changes/decisions arising from the foregoing will be taken to the regional council Executives for action.

### **Serving as the Caring Presence of the Regional Councils**

The Committee will consider ways to express care and appreciation:

- a) To the staff as a whole (e.g. such as at Christmas time).
- b) To assist the Executive Minister with recognizing individual staff at particular milestones (years of service, life events, resignation, etc.).
- c) To individual staff by serving as a liaison. Each member of staff support will be available to up to two staff to meet with them one-on-one for support and also available to accompany to performance reviews.

### **Concerns re: Performance**

If concerns about the performance of a member of the staff team are brought to the attention of the Staff Support Committee, the Committee member will share them with the Staff Support Committee and Executive Minister to enable the Executive Minister to follow up on the matter.

If the concern involves inter-personal conflict, efforts will be made to facilitate face-to-face mediation between the individuals involved with the Staff Support Committee's assistance.

If the concern involves the Executive Minister, the Staff Support Committee will bring this to the attention of the Executive Minister for discussion. Any matter not resolved in this way will be forwarded to the General Secretary as the supervisor of the Executive Minister.

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## Volunteer Recruitment Committee Mandate

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The Volunteer Recruitment Committee will

- 1) Seek volunteers throughout the year to fill vacancies as required on the Executive and Commissions as well as Staff Committee and any other committees or working groups needing volunteers and bring the names to the Executive for approval; with confirmation at the spring meeting of those appointments.
- 2) Communicate with Communities of Faith through the newsletter, video and cluster conversations to raise awareness of the importance of appointing Regional Council Representatives and encourage networking.
- 3) Track all volunteers in the Regional Council ensuring diversity and best use of volunteers' gifts and experiences.
- 4) Review and update the Expression of Interest form on the website regularly.
- 5) After consulting with the Executive and Commissions, communicate vacancies to the regional council.
- 6) Contact potential volunteers.
- 7) Support the Executive and Commissions in finding volunteers for specific tasks.
- 8) Acknowledge receipt of Expressions of Interest
- 9) Review expressions of interest and prepare a slate to be accepted at the Spring Regional Council Meeting.
- 10) Communicate the decision of the Regional Council with thanks and connect the volunteers with their respective Chairs
- 11) Thank out going volunteers.
- 12) Facilitate the elections of commissioners to General Council.

Two key principles will be considered when preparing the list of nominees:

- 1) Living into the mandate of diversity adopted by the regional council's commitment to be an Affirming ministry; and
- 2) supporting the development of leaders by providing opportunities and support.

### **Membership**

2 members of the Executive, 1 or 2 members from the regional council to be appointed by the Executive and with a commitment of 3 years, renewable once.

### **Meetings**

The schedule for meetings will be reviewed following the election of new members and set for the coming year with a view to workload and personal schedules. The majority of meetings happen virtually.

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## Funds and Grants

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### Bridge Loan and Matching Grants Fund

**Terms of Reference****Available Funds**

Bridging Loans and Matching Grants to a Maximum of \$50,000. The fund must contain \$150,000 to start the next calendar year, provided funds are available from the sale of church property.

**Granting Body and Oversight**

WOWRC Executive

The Executive to report annually to the Regional Council on how the funds have supported communities of faith with bridging loans or matching grants for debt reduction.

**Criteria**

- A) Bridge financing loans, to a max of \$50,000 at 4% interest to be paid back on a 3-year term, repayment begins after 6 months, those 6 months at 0% interest.
- B) Matching Grants up to \$50,000 given to communities of faith who hold a capital fundraiser to help pay off debt.
- C) A CoF can apply for a matching grant once every 3 years.
- D) If the congregation disbands within 3 years of receiving a matching grant, then the grant is to be repaid to the regional property fund from the proceeds of the sale of the building before any disbursements are made.

**Procedure**

Applications to be completed by a Community of Faith and submitted to the WOWRC Executive.

### Clergy Salary Fund

**Terms of Reference****Available Funds**

Will accept 3 requests per year. Each request will be given a 3-year plan. When new money comes into the Property Fund the Executive will assess if funds need to be added to the Clergy Salary Fund.

**Granting Body and Oversight**

WOWRC Executive

The Executive to report annually to the Regional Council on how the funds have supported communities of faith maintaining or increasing their ministry time.

**Criteria**

- A) To be given to communities of faith who are looking to increase their ministry hours (example from .25 to .5).
- B) To be given to communities of faith who can show that they will not be able to maintain their current ministry hrs moving forward.
- C) If the congregation disbands within 3 years of receiving the final grant, then the entire 3-year grant is to be repaid to the regional property fund from the proceeds of the sale of the building before any disbursements are made

**Three-year plan:**

For the first year the Fund will grant 50% of the cost increase for the increased ministry hours.

The second year will be 30% and the third year will be 20%.

For both A and B the community of faith needs to provide to the Executive their plan for being able to continue with the level of ministry both during and after the funding has finished.

Once the three-year cycle is complete that community of faith is ineligible for this fund for another 3 years.

The Community of faith will need to report to the Executive annually how the funding has helped make a difference for their ministry.

**Procedure**

Applications to be completed by a Community of Faith and submitted to the WOWRC Executive.

## Congregational Education and Training Fund

**Terms of Reference****Available Funds**

Maximum of \$7 000 to be granted annually.

**Granting Body and Oversight**

WOWRC Congregational Support Commission

- Grants will be allocated based on needs identified by a Community of Faith and/or the Congregational Support Commission.

**Criteria**

- To be used by the Congregational Support Commission to facilitate educational events/workshops/learning opportunities for multiple communities of faith.
- Communities of Faith: Can apply for a matching grant of up to \$2,000 for a multi-church educational event/workshop/learning opportunity.

**Procedure**

Applications to be completed by a Community of Faith and submitted to the WOWRC Congregational Support Commission.

## Congregational Legacy Fund

**Terms of Reference****Available Funds**

Available funds per year: maximum of \$50,000 in total with a maximum of \$10,000 per application. When new money comes into the Property Fund the Executive will assess if funds need to be added to the Congregational Legacy Fund.

**Granting Body and Oversight**

WOWRC Executive

The Executive to report annually to the Regional Council on how the funds have supported new community of faith initiatives



**Criteria**

To be given to communities of faith who are looking to expand their ministry, or create something new within their ministry.

**Procedure**

Applications to be completed by a Community of Faith and submitted to the WOWRC Executive.

**Learning Grants Fund****Terms of Reference****Available Funds**

The balance of the account to be topped up to \$30,000 in November of each year for the following year.

**Granting Body and Oversight**

WOWRC Executive

**Criteria**

To provide financial assistance for learning events for lay leaders and ministry personnel within Western Ontario Waterways Regional Council to help recipients grow in leadership so they can assist their communities of faith in connecting, supporting and transforming their mission and ministry.

Grants will be limited to one-third (1/3) of the associated costs of a learning event, to a limit of five hundred dollars (\$500), including any associated travel costs. (While Communities of Faith are encouraged to invest in educating their leaders, there is no expectation that the Community of Faith and applicant must share the remaining costs equally). (See: Learning Grants Fund Application for detailed criteria and application procedure)

**Ministry with Children, Youth, and Young Adults (Under 30)****Terms of Reference****Available funds**

Maximum of \$65 000 to be granted annually.

**Granting Body and Oversight**

Discipleship and Justice Commission, WOWRC (Western Ontario Waterways Regional Council)  
The Discipleship and Justice Commission will report annually, starting in 2021, to the regional council on how the funds have supported ministry with children, youth and young adults.

**Criteria**

Ministry with children, youth and young adults.

- 1) Grants will normally be one-time grants to a maximum of \$10,000;
- 2) Grants in excess of this amount or for a multi-year project will require the applicant to meet with the Discipleship and Justice Commission.

**Procedure**

Applications to be submitted to the Discipleship and Justice Commission.

The Discipleship and Justice Commission will design the application form as best suits their needs.

### **Grant Payment**

Approval will be forwarded to the WOWRC Treasurer and Executive Minister for payment and tracking.

## **Ministry Preparation Fund**

### **Terms of Reference**

#### **Available Funds**

A ministry preparation fund with two streams, each of which will be topped up annually in November to a minimum balance of \$30,000.

#### **Granting Body and Oversight**

*Stream One:* WOWRC Congregational Support Commission

The Congregational Support Commission advises the Treasurer and Executive Minister for payment and recordkeeping.

*Stream Two:* WOWRC Executive Minister and Treasurer

The Executive Minister and Treasurer will confirm candidacy status and school enrolment with the Office of Vocation.

#### **Criteria**

*Stream One: Support for Ministry Education Sites*

Communities of Faith needing financial assistance to provide a ministry education experience for a candidate.

*Stream Two: Support for Candidates*

Candidates pursuing theological studies in a recognized United Church of Canada program.

#### **Procedure**

*Stream One: Support for Ministry Education Sites*

- 1) Communities of Faith needing financial assistance to provide a ministry education experience for a candidate make application to the fund through the Congregational Support Commission.
- 2) The Congregational Support Commission advises the Treasurer and Executive Minister for payment and recordkeeping.

*Stream Two: Support for Candidates*

- 1) Bursary provided in the amount of \$2,000 per year for a maximum of three years for candidates pursuing theological studies in a recognized United Church program.
- 2) Applications to be made to the Executive Minister and Treasurer who will confirm candidacy status and school enrolment with the Office of Vocation.

\*A candidate is expected to seek support only from either the regional council out of which they became a candidate or the regional council in which they serve, but not from both.

## Rural Ministry Leadership Fund

Opening Fund Balance: Approximately \$71,000

### Terms of Reference

#### Available funds

Maximum of \$9 000 to be granted annually, \$3 000 of which is reserved for LLWL initiatives.

#### Granting Body and Oversight

WOWRC Executive

The Executive to report annually, starting in 2021, to the regional council on how the funds have supported rural ministry leadership.

#### Criteria

Licensed Lay Worship Leader (LLWL) leadership, and rural ministry

- 1) Up to 30% of the annual grants will be made available for LLWL leadership training;
- 2) Resource opportunities focused on rural ministries.

#### Procedure

Applications to be submitted to the WOWRC Executive. The application form will be designed for events to which communities of faith with a rural postal code can apply.

## Kitchener-Waterloo Post-Secondary Chaplaincy Fund

### Terms of Reference

#### Available Funds

Up to \$4,000 expended from the fund annually.

#### Granting Body and Oversight

WOWRC Discipleship and Justice Commission.

- 1) Approved applications be forwarded to the Treasurer and Executive Minister for payment and tracking.
- 2) The Discipleship and Justice Commission will report annually, starting in 2021, to the regional council on how the funds have supported post-secondary chaplaincy in Kitchener-Waterloo.
- 3) The purpose of the fund will be reviewed in spring 2025 to determine the future of any unspent balance.

#### Criteria

To support ministry that connects with the students attending Kitchener-Waterloo post-secondary institutions.

#### Procedure

- 1) Invite applications from communities of faith in Kitchener Waterloo for this ministry;
- 2) Applications to be received and approved by the Discipleship and Justice Commission
- 3) Approved applications to be forwarded to the Treasurer and Executive Minister for payment and tracking.

See: *Financial Support*, on the regional council website, for detailed criteria and application procedure.

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## Appendix A *The Manual* Section C.2

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Note: CC, C now CS (Congregational Support Commission); M&D now D&J (Discipleship & Justice Commission)

### Bylaws C. Regional Council

#### C.1.3 Leaders of Associate Member Ministries

The regional council includes people in formal ministry leadership in those communities of faith of other denominations

- a) that have been granted associate membership in the United Church based on policies set by the Executive of the General Council; and
- b) that are located within the bounds of the regional council.

*A community of faith of another denomination may be granted associate membership in the United Church based on policies set by the Executive of the General Council.*



#### C.1.4 Corresponding Members

The regional council may include corresponding members as determined by the regional council.

#### C.1.5 Regional Council Roll

The Board of Vocation is responsible for

- a) assigning each ministry personnel to a regional council for membership purposes;
- b) informing each regional council of the ministry personnel who are members of that regional council; and
- c) informing each regional council of any changes in its ministry personnel membership.

The regional council is responsible for keeping a roll of all its members and corresponding members.

KEY  
Regional Council: RC  
Executive: EX  
Covenant  
Commission: CC  
Human Resources  
Commission: HR  
Mission & Discipleship  
Commission: M&D

## C.2 Responsibilities

### C.2.1 Covenanting

The regional council is responsible for

- CC a) recognizing a new community of faith by entering into a covenantal relationship with it;
- RC & EX b) living in a covenantal relationship with each community of faith, with mutual responsibilities for the life and mission of the community of faith, and fulfilling its responsibilities under the covenant;
- CC c) approving changes to the covenantal relationship with the community of faith from time to time, including structural changes, amalgamations, realignments, and disbanding of communities of faith; and

*The regional council's responsibilities in the life cycle of a community of faith that is a congregation or pastoral charge are set out in more detail in Congregational Life G.1.*



- HR d) living in a covenantal relationship with ministry personnel.

## Bylaws C. Regional Council

### C.2.2 Services for Communities of Faith

The regional council is responsible for

- HR a) providing support, advice, and services to communities of faith in human resource matters;
- CC b) providing support, advice, and services to communities of faith in dealing with congregational property;
- c) managing regional archives;
- d) providing ongoing leadership training for ministry personnel and lay people; and
- EX e) providing funding partnerships with United Church educational and leadership training centres and camps as determined by the regional council.

### C.2.3 Service, Support, and Oversight of Communities of Faith

The regional council is responsible for

- CC a) reviewing the self-assessments of communities of faith in light of the covenant between the community of faith and the regional council;
- c b) supporting emerging new ministries;
- ALL c) supporting communities of faith in their life and work;
- C d) promoting articulation of mission and ministry;
- C e) ensuring compliance with the policies and polity of the United Church and reviewing any relevant records;

*The "polity" of the United Church means the form of organization and government of the United Church as it is set out in these bylaws.*



- EX f) hearing appeals from communities of faith and their governing bodies; and
- EX on recommendation of C g) assuming control of a community of faith in extraordinary circumstances where the community of faith is unable to or refuses to meet its responsibilities or acts outside of denominational policies.

### C.2.4 Purpose

The regional council is responsible for encouraging and engaging in

- M&D a) joining our collective hearts, voices, and resources to witness to the gospel and vision of Jesus for a compassionate and just society, both in Canada and around the world;
- M&D b) local, regional, national, and global initiatives and partnerships (community, ecumenical, and interfaith) for ministry, mission, and justice work;
- M&D c) ministry with children, youth, and young adults;
- M&D d) honouring and living into intercultural mission and ministry; and

*Honouring and living into intercultural mission and ministry is described in [Vision for Becoming an Intercultural Church](#), a resource available from the [General Council Office](#).*



- e) living in covenant with Mother Earth and All My Relations in the Earth community.

Bylaws C. Regional Council

**C.2.5 Policy and Finance**

The regional council is responsible for

- EX a) administering policy set by the General Council, and setting appropriate regional policy;
- EX b) participating in determining priorities for mission and ministry work through the Mission & Service fund; and
- RC c) setting and managing its annual budget, including revenue from the denominational assessment, and setting any additional regional assessment for any additional services the regional council wishes to undertake.

**C.2.6 Property**

The regional council is responsible for

- a) co-operating with the community of faith in buying, selling, leasing, and renovating community of faith property, and distributing any proceeds within denominational policies and guidelines, including
  - C i) making decisions on requests from communities of faith to buy, sell, mortgage, exchange, renovate, lease, or otherwise deal with community of faith property;

*The regional council makes decisions relating to the property of amalgamating congregations. See Congregational Life G.1.4.5.*



- C ii) making decisions on the meaning of the terms "other major assets" and "major renovations" for that regional council;

*The terms "other major assets" and "major renovations" are explained in Congregational Life G.2.1.2 and G.2.1.3.*



- EX iii) communicating the meanings of those terms to each community of faith within the bounds served by the regional council; and

*There are three exceptions to the regional council's responsibility for making decisions about the property of communities of faith that are congregations. They are set out in Congregational Life G.2.2.2, G.2.2.3, and G.2.2.4.*



- C b) making decisions on the property of communities of faith remaining after the communities of faith cease to exist; and
- C c) buying, selling, leasing, and renovating regional property, and distributing any proceeds within denominational guidelines.

**C.2.7 Preparation for Ministry**

The regional council is responsible for

- RC a) celebrating the approval of applicants for candidacy;
- RC b) ordaining and commissioning members of the order of ministry;
- RC c) recognizing designated lay ministers;
- RCorHR d) licensing licensed lay worship leaders; and
- RC e) celebrating admissions and readmissions.

Bylaws C. Regional Council

**C.2.8 Pastoral Relations**

The regional council is responsible for co-operating with communities of faith in

- HR a) recruiting, choosing, calling, appointing, and covenanting with ministry personnel and communities of faith;
- HR b) ending calls, appointments, and covenants with ministry personnel and other staff; and
- HR c) appointing a regional council liaison officer to assist a community of faith in pastoral relations matters at designated times.

*For more information on the regional council liaison officer, see Pastoral Relations I.1.5.*



**C.2.9 Licence to Administer the Sacraments**

The regional council is responsible for granting a licence to administer the sacraments to diaconal ministers, designated lay ministers, people who retired while serving as designated lay ministers, and sacrament elders, as set out in Pastoral Relations I.2.4.

**C.2.10 Celebrating Retirements**

The regional council is responsible for celebrating the retirements of ministry personnel.

**C.2.11 Ministry Personnel**

The regional council is responsible for

- HR a) encouraging and supporting ministry personnel toward health, joy, and excellence in ministry practice; and
- HR b) assisting with informal conflict resolution processes.

**C.2.12 Participation in Denominational Life**

The regional council is responsible for

- RC a) electing members to serve on General Council based on the following:
  - i) **Number:** it elects five members plus an additional number allocated to it based on the proportion of communities of faith within the bounds of that regional council to the total number of communities of faith in the United Church;
  - ii) **Lay/ministry personnel balance:** a minimum of 1/3 of the members elected must be ministry personnel on the roll of the regional council and a minimum of 1/3 of the members elected must be lay members of communities of faith within the bounds of the regional council who are not ministry personnel;
  - iii) **Diversity:** attention is given to diversity of gender and age, racial and cultural identities, and sexual expressions, as provided in policies set by the General Council;
  - iv) **Timing:** the election takes place, where possible, at least one year before the next regular in-person meeting of the General Council;

Bylaws C. Regional Council

- v) **Eligibility of ministry personnel:** the ministry personnel who are elected must be members of the regional council that elected them both at the time of the election and at the time that the General Council holds its next regular in-person meeting;
- vi) **Eligibility of lay members:** the lay members who are elected must be members of a community of faith within the bounds of the regional council both at the time of the election and at the time that the General Council holds its next regular in-person meeting;
- vii) **Method of election:** the regional council is responsible for deciding how to elect its representatives to the General Council; and
- viii) **Alternates:** it must also elect a number of alternate representatives;

*The General Council holds an in-person meeting every third year.  
See General Council D.3.1.*



- RC b) naming a leading Elder or presiding officer of the regional council to serve as a member of the General Council;

*The regional council has the flexibility to determine its own officers, except that there must be a leading Elder or presiding officer to fill this role.*



- RC c) receiving, dealing with, and forwarding proposals from members of the community of faith to the General Council; and
- RC & EX d) promoting and fostering direct dialogue between communities of faith and the General Council.

**C.2.13 Incorporated Ministries**

- EX The regional council is responsible for
- a) deciding whether to approve applications to incorporate ministries that will carry on activities in the region;
  - b) serving, supporting, and providing oversight of the incorporated ministries that carry on activities in the region; and
  - c) serving, supporting, and providing oversight, if assigned by the General Council, of incorporated ministries that carry on activities in more than one region.

**C.2.14 Limitations**

All responsibility of the regional council is subject to

- a) policies set by the General Council on membership, governance, pastoral relations, candidacy, ministry personnel, property, and any other area within the authority of the General Council; and
- b) the authority of the General Council to assume control of the regional council in extraordinary circumstances where the regional council is unable to or refuses to meet its responsibilities or acts outside of denominational or regional council policies.



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## Appendix B WOWRC Investment Policy

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### Investment Policy

#### **Purpose**

The regional council invests money to

- a) Support the ministry of the regional council through the generation of income.
- b) Honour specific goals with designated funds.
- c) Provide financial resources as necessary to address emerging situations.

#### **Guidelines**

- 1) All investments will meet the test of reasonableness as seen by a prudent investor.
- 2) The investment accounts will be managed in partnership with a certified investment advisor.
- 3) There will be no investment in any entity whose operations might reasonably be regarded as contrary to the mission of The United Church of Canada (arms, tobacco, alcohol, gambling, fossil fuels).
- 4) The investments will be directed in accord with this policy by the Treasurer, Executive Minister, and two appointees named by the regional council Executive. All four will be invited to each consultation with the investment advisor and at least two must be present to take action.
- 5) The investment team is authorized to move financial resources into investment vehicles provided the balance in the current account does not fall below \$300,000 (over one quarter of annual expenses).

#### **Investment Portfolio**

The investment portfolio will normally be held as:

- 20% Tier 1
- 40% Tier 2
- 40% Tier 3

These percentages may vary up to 5% depending upon financial conditions and investment advice.

#### **Tier 1**

Definition

Assets that are likely to be turned into cash within one year.

Objectives

Security, liquidity and income.

Eligible Investments

- a) Deposits in Canadian Chartered banks.
- b) Debt instruments of the federal or provincial governments of Canada or Crown Corporations guaranteed by them, maturing within one year.
- c) Debt instruments of Canadian Trust Companies up to the limit of the Canada Deposit Insurance Corporation (CDIC) insurance, maturing within one year.
- d) Debt instruments of Ontario Credit Unions up to a limit of \$100,000 maturing within one year.

## **Tier 2**

### **Definition**

Assets not likely to be turned into cash within a year but which could be required to address a specific situation or fund a new initiative.

### **Objectives**

Security, income and liquidity.

### **Eligible Investments**

- a) All investments listed in Tier 1 but with maturities up to five years.
- b) Debt instruments of Canadian companies rated as BBB/Bbb or higher or by Standard & Poors or Canada Bond Rating Service, maturing within five years.

## **Tier 3**

### **Definition**

Assets not likely to be turned into cash in the foreseeable future.

### **Objectives**

Return on investments (including both income and capital gains), liquidity and security.

### **Eligible Investments**

- a) All investments listed in Tier 2 above.
- b) Shares of Canadian companies listed on the Toronto Stock Exchange (TSE).
- c) Units of Canadian Income Trusts listed on the TSE.
- d) Units of Exchange Traded Funds (ETF's).
- e) Shares of companies listed on the New York Stock or Nasdaq exchanges.

## **Policy Review**

This policy shall be reviewed every three years. This will include a review of the appointed investment advisor.

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## Appendix C WOWRC Business Trust

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### Business Trust

The Western Ontario Waterways Regional Trust is for the benefit of the Regional Council. The beneficiary of the Regional Trust is the Regional Council and a wholly-owned affiliate United Property Resource Corporation (UPRC) is the corporate trustee of the Regional Trust.

The United Church of Canada (UCC) incorporated United Property Resource Corporation (UPRC) agrees that, in carrying out its mandate and conducting its operations, it will support and comply with, as fully as possible, the values, applicable policies and priorities of the United Church. This includes, without limitation:

- ensuring continued availability of space for worship and Christian faith formation for United Church communities of faith;
- providing housing in Canada, including affordable housing;
- tailoring facilities and space in the development and redevelopment of church properties to meet community needs, especially the needs of community members who face structural barriers to full inclusion; and
- creating environments that are accessible for all people.

In achieving these goals, the United Church recognizes the need to hold or develop properties to serve ministry needs when financially viable. To achieve these objectives, UPRC, through Kindred Works, has created a professional real estate team to identify, evaluate and institutionally manage and/or develop these properties in cooperation with the Regional Council in a streamlined portfolio approach that can support the above objectives.

The Regional Trust structure allows for one consolidated entity to be managed by Kindred Works on behalf and in cooperation with the Regional Council. In cases in which properties are currently held by the General Council Office on behalf of the Regional Council, the beneficial interest in the properties will be transferred from the Regional Council to the Regional Trust.

In addition, properties of disbanding congregations can also be transferred to the Regional Trust, after consultation between UPRC and the Regional Council with respect to each such property. Where title is still held by the disbanding congregation, title will be transferred to UCC or another nominee designated by UCC from time to time.

This structure is intended to facilitate retention of church properties where the Regional Council deems this to be strategically important and financially feasible. This structure facilitates a systematic and professional portfolio approach to holding property while following the polity of property of the United Church.