

**ELGIN PRESBYTERY
OPERATIONAL GUIDELINES**

DRAFT #2

APRIL 2008

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Elgin Presbytery

Purpose: To lead, support and walk with our pastoral charges as they seek to live out the good news of Jesus Christ, and to grow as members of his body.

Values: We, the members of Elgin Presbytery, hold these values as we seek to fulfill our purpose:

- We will seek to build healthy and loving relationships between presbyters and between the Presbytery and its pastoral charges.
- We will seek the maximum health of our pastoral charges, and the means to guide and lead them to their greatest health.
- We will provide education and training opportunities to grow healthy churches.
- We will communicate fully between presbyters, the Presbytery, and our pastoral charges, using words and deeds that edify our members and show love and care for all of God's children.
- We will hold to the goal of "running the race that Jesus has called us to" (Hebrews chapter 12), and continually celebrate together and support one another in that call.

Duties:

- To attend 4 gatherings / year (*see below*)
- To discover and use your gifts / skills on one Presbytery team
- Each Presbytery Team must have members / delegates on the Team
- To pray for the Presbytery and its pastoral charges
- Congregations may elect one delegate per 100 resident members, up to four delegates (The Manual 1Section 6.2.5)
- If unable to attend Presbytery meetings, to send regrets; otherwise the member / delegate will be marked as absent

Process:

- Meeting #1 (September):
Overnight meeting @ Pearce Williams
Friday, 7:00 p.m. - Saturday, 3:00 p.m.
 - Including Orientation workshop for all
- Meeting #2 (November):
Evening meeting 5:30 – 9:00 p.m. in St. Thomas
- Meeting #3 (February):
Sunday 3:00 p.m. – 8:00 p.m. @ Pearce Williams
- Meeting #4 (April):
Evening Meeting 5:30 – 9:00 p.m. in Aylmer

Elgin Presbytery Executive

Purpose: Leadership, care and oversight of the life of Elgin Presbytery.

Accountability: To London Conference Executive and the Congregations within Elgin Presbytery through the Presbytery Delegates

Duties:

- Act on behalf of the Presbytery between meetings
- Ensure, support and encourage Presbytery teams
- To deal with ongoing issues within the Presbytery
- To engage in any opportunities for leadership development
- To have a one-day retreat as an Executive

Profile:

- To be active members within a congregation or Ministry within Elgin Presbytery
- Leadership skills to support and enable the ongoing work of Elgin Presbytery
- A willingness to promote a positive relationship between congregations/pastoral charges and Presbytery and the work of the Executive

Resources:

- The most current United Church Manual and other resources found on the General Council and Conference websites
- General Council and Conference Staff
- London Conference Executive

Executive Members to include:

- Past Chair
- Chair
- Chair Elect
- Secretary
- Treasurer
- Chairs of Teams (7)

Elgin Presbytery Chairperson

- Purpose:** Coordinate the overall activities / ministry of Elgin Presbytery
- Accountability:** Elgin Presbytery and London Conference Executive
- Duties:**
- To prepare Presbytery Executive agendas and with the Executive prepare the agendas for each of the Presbytery Meetings
 - Chair all meetings of Elgin Presbytery and its Executive and when absent ask a past chairperson to chair the meeting.
 - Support and encourage the chair-elect and offer guidance
 - Sign documents on behalf of Presbytery
 - Ex officio member of all Presbytery Teams
 - To attend London Conference Executive and report on behalf of Elgin Presbytery
- Duration:** Serve a two-year term and past chair for a one-year term
- Profile:**
- Member/delegate or ministry personnel within a congregation/pastoral charge of Elgin Presbytery
 - Knowledge of the United Church organization, policies and procedures
 - Willingness to support, encourage and, with the Executive, call people to accountability
 - Previous experience as a member of Elgin Presbytery
- Resources:**
- The most current United Church Manual
 - National and Conference Staff and websites
 - Members of Elgin Presbytery and the Executive
 - Other Presbytery Chairs

Elgin Presbytery Chair-Elect

- Purpose:** To provide continuity of leadership
- Accountability:** To the Chairperson and Elgin Presbytery Executive
- Duties:**
- To chair the Nominating Team
 - To prepare for progression to chairperson position by assisting the present chairperson in special projects or overseeing the work of any appointed Ad Hoc Committees
 - To attend and participate in Presbytery and Executive meetings to an ex-officio member of all Presbytery Teams
- Duration:** One-year position (followed by two years as chairperson and one year as past chairperson)
- Profile:**
- To be a member/delegate or ministry personnel within a congregation/pastoral charge in Elgin Presbytery
 - Have knowledge of the United Church organization, policies and procedures
 - Willingness to support, encourage the chair and the executive
 - A willingness to undertake the commitment of time and responsibility
- Resources:**
- The most current United Church Manual
 - The Chairperson of Elgin Presbytery and the Executive

Elgin Presbytery Past Chairperson

Purpose: To act as a resource and support the chairperson of Elgin Presbytery

Accountability: To Elgin Presbytery Executive

Duties:

- To support the work of Elgin Presbytery
- To chair the Nominating Team
- To attend and participate in Presbytery and Executive Meetings
- To chair the Executive and Presbytery when the chairperson is absent
- Act as parliamentarian for the Presbytery

Duration: One-year term

Profile:

- A willingness to promote a positive relationship between the congregations/pastoral charges and Presbytery
- To be a support and encourage but not micro-manage the Chairperson

Resources:

- The most current United Church Manual
- Conference staff
- National Church staff

Elgin Presbytery Secretary

Purpose: To take accurate account through minutes the action of Presbytery and its Mission and Ministry. To be responsible for correspondence and information to the Presbytery Delegates and congregations/pastoral charges.

Accountability: To the Presbytery Chair, Executive and Presbytery

Duties:

- Take accurate minutes of all Executive and Presbytery Meetings and distribute to all pastoral charges within 10 days after the meetings
- Make sure reasonable notice is given of the Executive and Presbytery Meetings
- Accurate management of records and correspondence both received and sent, and forwarded to appropriate Teams
- Necessary information given to the Animation Team
- Support to the chairperson of the Presbytery

Duration: 3-year term with a renewable three-year term

Profile:

- A person with both written and verbal communication skills
- Knowledge and experience with technology
- A willingness to promote a positive relationship between the congregations/pastoral charges and the Presbytery
- A willingness to undertake the commitment of time and responsibility
- A willingness to participate in all aspects of the life of the Presbytery

Resources:

- The chairperson and the executive
- London Conference and national staff and website
- The most current United Church Manual
- Honorarium available

Elgin Presbytery Treasurer

- Purpose:** To provide the treasury function for Elgin Presbytery
- Accountability:** To the “Show Me the Money Team”, Elgin Presbytery and the Executive
- Duties:**
- To serve as a member of Presbytery and Presbytery Executive
 - To serve as a member of the Show Me The Money Team
 - To manage the treasury functions, and to follow the directions from time to time of the Executive or the Presbytery
 - To follow the United Church’s Financial Handbook for Congregations
 - To work closely with the Conference Office Administrative Support/Finance Staff Person
- Duration:** 3-year term with a renewable 3-year term
- Profile:**
- Knowledge & experience in treasury functions or equivalent
 - Willing to provide a police check and references
 - Good communication and written skills
 - Understanding and knowledge of The United Church of Canada
- Resources:**
- The most current United Church Manual
 - Financial Handbook for Congregations
 - Elgin Presbytery Executive
 - National and London Conference Staff and website
 - Conference Office Administrative Support/Finance Staff Person
 - Honorarium available

Elgin Presbytery Ministry Personnel

- Purpose:** As a member of Elgin Presbytery, he/she will encourage and support delegates to Presbytery and act as a liaison between Presbytery, congregation and wider church.
- Accountability:** To Elgin Presbytery, its Executive and the congregation/pastoral charge
- Duties:**
- Support the Presbytery Delegate(s) to learn and share the story of Presbytery and raise the awareness of the role of Presbytery and foster the development of mutual respect and support.
 - Attend and participate in Presbytery meetings
 - Will be a member of a Presbytery Team and participate in its work
- Duration:** Duration of call or appointment in Elgin Presbytery
- Profile:** No Profile – it is the responsibility of all called or appointed Ministry Personnel to be members of Elgin Presbytery
- Resources:**
- The most current United Church Manual
 - Elgin Presbytery Teams
 - United Church of Canada website
 - London Conference website
 - National and London Conference Staff
 - United Church Resource Distribution Centre
 - Ministry & Personnel Handbook

Elgin Presbytery Delegates

Purpose: Represent their congregations and be liaisons between their congregations and Presbytery.

Accountability: To Elgin Presbytery and its Executive and the congregation

Duties:

- Report back actions and information from the Presbytery Meeting to the congregation and the Council/Board/Official Board
- Be a member of one of the Presbytery Teams and attend team meetings
- Attend and participate in all Presbytery meetings and, if unable to, ensure that the alternate is brought up to date on issues of Presbytery and attends the meeting
- Be a liaison between congregation and Presbytery
- If more than one delegate from a pastoral charge is a member of Presbytery, information should be shared between them.

Suggested Term: 3 years with a renewable 3 years

Profile:

- To be connected to the life, mission and ministry of the congregation/pastoral charge
- To be the communicator and be willing to participate in all aspects of the life of Presbytery
- A willingness to undertake the commitment of time and responsibility - four Presbytery meetings and team meetings
- A willingness to promote a positive relationship between the congregation/pastoral charge and Presbytery

Resources:

- United Church Manual 2007
- United Church of Canada and London Conference websites
- National and London Conference Staff
- Presbytery and its Executive
- The congregation

Elgin Presbytery Animation Team

Purpose: To be the main source of communication between all members of Elgin Presbytery and the teams of Elgin Presbytery.

Accountability: To Elgin Presbytery and its Executive

Duties:

- To maintain and update the Elgin Presbytery website (www.elginucc.org)
- To provide easy access to communication materials for all members of Elgin Presbytery to share with their churches and beyond
- To help create, evolve and share the story of Elgin Presbytery
- To get relevant information to all the teams of Elgin Presbytery
- To appoint a Chair
- To have representative attend Elgin Presbytery Executive meeting

Duration of Term: Three years

Profile:

- Delegate/non-delegate of Elgin Presbytery
- Knowledge of technology and the internet
- The ability to communicate in a clear and concise manner
- Able to work in a team and individually

Resources:

- www.elginucc.org
- United Church websites and information
- General Council and Conference Staff

Elgin Presbytery Faith Formation Team

Purpose: To provide faith formation opportunities for people of all ages and support the ministry of Pearce Williams.

Accountability: To Elgin Presbytery and its Executive

Duties:

- To provide opportunities for spiritual growth for people of all ages
- To support the ministry @ Pearce Williams and encourage congregations within Elgin Presbytery to make this ministry part of their ministry and mission for their congregation
- To support a network for Youth Ministry
- To offer events for Children and Young Teens
- To provide support to congregations. E.g. Seniors, Children, Youth, Young Adults and Family Ministry
- To raise awareness of new resources available for Ministry and Mission
- To arrange and/or offer workshops within the Presbytery and from time to time offer workshops at the Presbytery Meetings
- To appoint a Chair
- To have representative attend Elgin Presbytery Executive meeting

Duration: Three Years

Profile:

- Delegate/non-delegate of Elgin Presbytery
- Understanding and/or experience in Education and Faith Development
- Knowledge of resource and technology
- Willingness to undertake the commitment of time and responsibility
- Willingness to provide references and a police check when required

Resources:

- The United Church of Canada Manual 2007
- Technology – websites etc. (including London Conference and General Council)
- Congregations offering new and creative ministry opportunities
- Resources available through the United Church Distribution Centre

Elgin Presbytery “Justice” Team

Purpose: To bring awareness to issues of justice, peace, and equality and provide opportunities of advocacy and action in favour of the well-being of all God's creation.

Accountability: To Elgin Presbytery and Elgin Presbytery Executive

Duties:

- To raise awareness of justice issues both local and global
- To inform of work being done in the wider church and participate in Conference committees
- To work toward the shalom/harmony of all God’s creation
- To have a passion for social justice and seek out individuals who will go beyond information and awareness into actively walking the talk.
- To encourage the work of justice through promoting materials prepared and distributed at the national and conference level.
- To appoint a Chair
- To have representative attend Elgin Presbytery Executive meeting

Duration of Term: Three years

Profile:

- Delegate/non-delegate of Elgin Presbytery
- Has a passion for justice
- Willingness to learn, educate and advocate justice issues
- Able to work in a team to achieve goals in a timely manner
- Have a strong desire to turn their passion and the passion of others for social justice into action

Resources:

- The most current United Church Manual
- General Council and Conference Staff and websites
- Municipal Governments
- Government of Canada
- Government of Ontario

Elgin Presbytery Ministry & Personnel Team

Purpose: To provide leadership and ensure due process in the preparation, selection and maintenance of pastoral relationships within the Presbytery's pastoral charges.

Accountability: To Elgin Presbytery and its Executive

Duties:

- To lead congregations within Elgin Presbytery through Joint Needs Assessment and Joint Search processes
- To ensure that pastoral relationships remain fair and just
- To organize triennial visits between pastoral charges and Elgin Presbytery
- To visit and/or find visitors for triennial Presbytery visits between pastoral charges and Elgin Presbytery
- To ensure that appropriate training happens for all ministry and personnel processes
- To appoint a Chair
- To have representative attend Elgin Presbytery Executive meeting

Duration of Term: Three years

Profile:

- Delegate/non-delegates of Elgin Presbytery
- Knowledge of / willingness to learn United Church of Canada Joint Needs Assessment and Joint Search processes
- Knowledge of / willingness to learn and promote employment standards of The United Church of Canada, and provincial and national standards.
- Able to work in a team to achieve goals in a timely manner

Resources:

- The most current United Church Manual
- Pastoral Relations Handbook
- General Council and Conference Staff
- Government of Canada
- Government of Ontario

Elgin Presbytery Nominating Team

- Purpose:** To recruit people for the work of the Presbytery
- Accountability:** To Elgin Presbytery Executive
- Duties:**
- To fill vacancies within Elgin Presbytery and Executive
 - To develop a self-nominating process similar to London Conference and General Council
 - To present names of potential Members-At-Large
- Duration:** 2 year
- Membership:** Chair-Elect or Past-Chair
2 Team Chair people (Rotating Team Chairs)
3 members recruited and appointed by Presbytery Executive
- Profile:**
- Knowledge of Presbytery and its members
 - Clear written and verbal communication skills
 - Ability to not recycle people or find warm bodies but to discern gifts and strengths of members within Presbytery
- Resources:**
- Elgin Presbytery

Elgin Presbytery Show Me the Money Team

Purpose: To provide guidance and oversight of the finances and properties of Presbytery. To provide resources to congregations/pastoral charges and support of the Presbytery Treasurer

Accountability: To Elgin Presbytery and Elgin Presbytery Executive

Duties:

- To offer guidance and support to the Presbytery Treasurer
- To receive Team budget requests and develop the Presbytery budget to be approved
- To recommend to Presbytery a basis of assessment to meet the budget
- To inform the congregations/pastoral charges of assessments and to record their contributions
- To ensure all transactions are completed as approved and directed by Presbytery
- To provide stewardship education
- To be a support to congregations/pastoral charge treasurers and trustees by providing educational resources and workshops
- To follow guidelines dealing with Real Property within the current United Church Manual
- To be responsible for the Archives, and assist congregations in records' retention
- To appoint a Chair
- To have representative attend Elgin Presbytery Executive meeting

Duration of Term: Three years

Profile:

- Delegate/non-delegates of Elgin Presbytery
- Understanding and/or experience in Finance and Administration
- Knowledge and willingness to learn Manual requirements
- Able to work in a team to achieve goals in a timely manner

Resources:

- The most current United Church Manual
- The Financial Handbook of The United Church of Canada
- General Council and Conference Staff
- Government of Canada
- Government of Ontario

Elgin Presbytery Worship Team

- Purpose:** To provide worship at the Presbytery Meetings, to organize Covenanting Services and to be a resource to congregations/pastoral charges
- Accountability:** To Elgin Presbytery and its Executive
- Duties:**
- To provide worship every time Presbytery gathers, by delivering the worship or by arranging for others to organize and lead worship
 - To work with congregations/pastoral charges to select a date and develop a service of covenanting involving the congregation/pastoral charge and the leadership within the Presbytery
 - To continue to explore cutting edge worship experience and to offer this to the Presbytery and Congregations/Pastoral Charges within Elgin Presbytery
 - To be a positive role model within the Presbytery and to liaison with congregations/pastoral charges as requested.
 - To appoint a Chair
 - To have representative attend Elgin Presbytery Executive meeting
- Duration of Term:** Three years
- Profile:**
- Delegate/non-delegates of Elgin Presbytery
 - Knowledge of varied worship styles and technology
 - Willingness to offer cutting edge worship experience and take risks
 - Willingness to undertake the commitment of time and responsibility
- Resources:**
- The most current United Church Manual
 - Technology – various websites
 - United Church Worship Resources
 - Congregations within London Conference and other United Church Congregations and churches of other denominations offering new and exciting worship experiences
 - General Council and Conference Staff