

THE PRESBYTERIAN CHURCH IN CANADA

ASSEMBLY COUNCIL

**TERMS OF REFERENCE
BOOKLET**



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WELCOME TO THE ASSEMBLY COUNCIL OF THE PRESBYTERIAN CHURCH IN CANADA

Welcome to the Assembly Council. You have been appointed to the Council either by the General Assembly or by the office you hold.

The Council consists of 40 people representing the church at large: presbyteries, synods, Life and Mission Agency Committee, Theological Colleges, Atlantic Mission Society, Women's Missionary Society, the Moderator of the recent and previous General Assembly and staff members. Over the next few years, the membership numbers and categories will be revised in light of the 2016 General Assembly approving new terms of reference for the Assembly Council (A&P 2016, p. 221-223, 25).

Each year new members are named to the Council. This allows for an ongoing sense of newness to its life and work.

The Council is, in many ways, a servant of The Presbyterian Church in Canada and takes this role seriously. It brings together representatives from across the country who desire to serve the church as leaders, dreamers and 'doers'.

TERMS OF REFERENCE

This booklet contains the terms of reference for the Assembly Council, as approved by the 2016 General Assembly, and the terms of reference for the committees of Council that have been adopted over the years. The date of approval or revision is noted under the title of the committee.

The terms of references are basically an outline of responsibilities, accountability and membership. They act as a guide to how we function as a Council. Specific tasks or assignments are given by the General Assembly and, in turn, each of the committees receives assignments from the Council.

At the end of the booklet are terms of reference for organisations that relate to the Assembly Council, but do not have direct accountability to it.

CONTENT OF THE BOOKLET

The main purpose of this booklet is to provide a clear and helpful description of the work and ministry of the Assembly Council and its committees. Along with the terms of reference, this booklet contains the following information:

- Strategic Plan of The Presbyterian Church in Canada (A&P 2016, p. 219-220, 25)
- Conflict of Interest Policy for Assembly Council
- Membership List of Assembly Council (updated regularly)
- Membership List of Committees and Ad Hoc Committees (updated regularly)

MEETINGS

There are two regular meetings annually of the Council, one in November and the other in March. They are 2½ days in length beginning with dinner on Sunday evening and concluding mid-afternoon on Tuesday. The meetings try to incorporate educational opportunities, time for longer discussions on issues, receiving reports from various committees and decision making. Members of the Council gather in groups which enables people to get to know each other better and to encourage small group discussion on certain issues. Often, the Council deals with business items as a whole group.

Meetings are usually held at Crieff Hills Community Centre near Guelph, Ontario. Meeting at the centre enables us to have meeting space, meals and accommodation all on one site. It is also a beautiful piece of property for walks between meeting times.

The Council might also be called to meet during the General Assembly if there are financial issues raised or recommendations upon which the Council is asked to make comments. In this case, those members who are present at the General Assembly and those who live within driving distance are asked to attend.

The Council's Executive Committee usually meets three to four times during the year. It carries out the work of the Council between its meetings and deals with emergent situations between meetings.

Each of the council's committees and ad hoc committees has different meeting schedules depending upon their responsibilities.

Minutes of the Council meetings and those of the Executive are sent to each member. They are also posted on the denomination's website at presbyterian.ca/gao/assembly-council.

COMMUNICATING WITH THE CHURCH

“The Council will carry out its business and communications in a manner that demonstrates faithfulness, openness and transparency to the membership of The Presbyterian Church in Canada, and a commitment to the gospel of Jesus Christ and the furtherance of his reconciling mission in the world.”

The above statement is in the terms of reference for the Council and the Council is always seeking new and constructive ways to tell about its work to the church. Each year the Council officially reports to the General Assembly and members of the church can read these reports in the Acts and Proceedings. During the year, members are encouraged to go back to their church communities and tell people about the various meetings, decisions made and issues that are before the Council. They may do this by informing their congregations and neighbouring ones or by visiting the presbytery. A summary of the meetings is prepared by the Associate Secretary for Communications and this is posted on the church's web site and is sent home with each member. We hope that as members find ways of telling about the work of the Council, they will also listen and bring new ideas and insights back to the Council.

STRATEGIC PLAN
THE PRESBYTERIAN CHURCH IN CANADA
(A&P 2016, p. 219-220, 25)

VISION

Who are we?

Disciples of Christ
Empowered by the Spirit
Glorifying God and
Rejoicing in Service!

MISSION

What do we do?

Relying on the power of the Holy Spirit, we proclaim the love and good news of Jesus Christ through our words and actions.

As a Reformed church, we rely on the truth and inspiration of Scriptures for God's guidance into the future – a future that we approach with wonder and anticipation, knowing God is with us.

As worshipping communities joyfully celebrating the sacraments, we are supported, strengthened and equipped to share the love of God revealed in Jesus Christ.

GOALS

As worshipping communities of The Presbyterian Church in Canada, relying on the power of the Holy Spirit, we proclaim the love and good news of Jesus Christ through our words and actions by working together as a national church to provide:

- Visionary leadership
- Empowering resources that are relevant, contextual and missional
- Relational connections that incarnate Christ's mission at the local and international level

OBJECTIVES

With God's help, we will accomplish these goals by prayerfully continuing, creating and improving ways to equip congregations, specialized ministries, church courts and the church as a whole to:

- Engage in biblical and theological reflection and education that deepens understanding of and commitment to God, the church, and its place in Christ's ministry and mission
- Pursue spiritual renewal and faith formation as the basis for transformation within our congregations
- Engage in evangelism, outreach and discipleship
- Embrace a missional culture that nurtures initiative and risk taking at local, national and international levels
- Discern through grassroots consultation and research the challenges ministers and congregations face and connect them to tools to overcome them
- Articulate and live out the rich traditions of Reformed theology
- Discern, prepare and support leaders – lay, youth and young adults and clergy – for faithful and vibrant ministry
- Create, encourage and support new communities of faith
- Explore buildings as tools that set congregations and presbyteries free to pursue faithful ministry
- Live out the justice imperatives of the gospel and sow seeds of hope through our words and actions in the public sphere
- Engage in healing and reconciliation between Indigenous and Non-Indigenous peoples
- Nurture ecumenical relationships and collaborate with ecumenical partners to achieve common goals
- Fulfil leadership mandates with the help of caring, competent and, when necessary, confidential support
- Celebrate, support and encourage cultural and linguistic diversity

METHODS

We will utilize the following as tools to accomplish the above goals and objectives as we:

- Provide congregations with resource people and tools to encourage/enhance ministry
- Use technologies to facilitate achievement of goals and objectives
- Use coaching and mentoring networks that can share best practices to equip congregations and leaders in renewal
- Create, seek and make easily available print, video, electronic resources to equip congregations and individuals for ministry
- Encourage one innovative worshipping community in each presbytery to foster evangelism, hope and spiritual renewal
- Have denominational structures and programs that are accessible, mobile and responsive to regional needs
- Work with mission partners who enable congregations to participate in mission beyond the congregation
- Provide equipping conferences for leaders from congregations, presbytery, synods
- Provide PCC committees, congregations, specialized ministries, presbyteries and synods with website support and inspire and equip them in innovative communication techniques
- Provide grants strategically to further accomplish the goals and objectives of the strategic plan
- Collaborate with PCC theological colleges on common goals and objectives
- Conduct research, develop policy and study guides to equip the church for future ministry
- Provide opportunities for building relationships between Indigenous and Non-Indigenous peoples

TERMS OF REFERENCE FOR THE ASSEMBLY COUNCIL
(A&P 2016, p. 221-223, 25)

PURPOSE AND ACCOUNTABILITY

The General Assembly itself establishes policy and the Assembly Council is responsible for the implementation of that policy.

In its role as both a coordinating body and a prophetic one, the Council will report to and be responsible to the General Assembly, and shall be charged with the responsibility of ensuring that the work of the church is carried out efficiently and effectively within the policies established by the General Assembly.

The Assembly Council will be of central importance in the life of the church. It assumed all the legal powers vested in the Administrative Council on July 1, 1992.

RESPONSIBILITIES

In all matters, the Council will carry out its business and communications in a manner that demonstrates faithfulness, openness and transparency to the membership of The Presbyterian Church in Canada, and a commitment to the gospel of Jesus Christ and the furtherance of his reconciling mission in the world.

In its coordinating role, the Assembly Council will:

- coordinate the work of the national bodies of the church, having direct links with national staff.
- recommend policy, submit short- and long-range plans, coordinate and recommend a realistic and balanced budget and generally present the current and future needs of the national agencies to the General Assembly.
- have final responsibility in matters financial under the authority of the General Assembly.
- ensure that the decisions of the General Assembly are carried out and communicated to the church.
- assist the General Assembly in making responsible decisions by ensuring that both the Council, and the Assembly, have before them all the information that is needed and that is pertinent to the matter in hand in order to make a wise decision.
- with its diverse representation from across the church, provide the broadest possible viewpoint on proposed changes in policy direction. Thus, agencies are required to inform the Council of any proposed new directions, including additional executive staff positions. The Council will advise the Assembly. In some cases, the advice of the Council will be contrary to the wishes of the Agency Committee. In such circumstances, the General Assembly, with all the information before it, will make the final decision.

In its prophetic role, the Assembly Council will:

- present a vision for the mission of a church that looks to God for continual renewal.
- dream about the future of the church and seek to be a leading edge of what the church might be in the future.
- affirm the work of the agencies of the church as they carry out a prophetic role for our denomination.
- call itself and the church to account when in need of critique.
- invite input, when helpful, from committees of the church that do not normally report through the Council, mindful of its servant role.

MEMBERSHIP

The Council consists of 25 individuals:

- nine persons appointed by the General Assembly from the church-at-large for a term of three years (renewable once).
- twelve persons appointed by the Assembly, each for a term of three years (renewable once), to fill presbytery slots of six years duration, with each slot rotating by geographical order of presbyteries and alternating between clergy and non-clergy each time a presbytery's six year term comes in the rotation.

- four persons, ex officio with vote, namely the President of the Atlantic Mission Society, the President of the Women's Missionary Society, Convener of the Life and Mission Agency and the Moderator of the General Assembly.

STAFF SUPPORT

The following individuals, by office, shall attend meetings of the Assembly Council as resource and support:

- Principal Clerk who serves as Secretary of the Council
- General Secretary Life and Mission Agency
- Chief Financial Officer and Treasurer
- One of the heads of Colleges

* Members are eligible to be re-appointed once with the concurrence of the member and the Assembly Council. It is understood that among the members, a balance will be maintained, in as far as possible, between clergy and non-clergy, men and women, and reflect the ethnic diversity of our denomination. All members of the Assembly Council must be professing members of The Presbyterian Church in Canada.

COMMITTEES

To ensure that the Assembly Council can fulfil its terms of reference, the following committees will carry out much of the work of the Council and, as necessary, report through it, to the General Assembly:

1. Executive of the Assembly Council
2. Archives and Records Committee
3. Audit Committee
4. Benevolences Committee (Including the responsibilities of the Fund for Ministerial Assistance)
5. Church Architecture Committee
6. Commission on Assets of Dissolved and Amalgamated Congregations
7. Commission on Proxies
8. Ewart Endowment for Theological Education Committee
9. Finance Committee
10. General Assembly Design Team
11. Governance Committee
12. Human Resources Committee
13. Management Team
14. Nominating Committee

AD HOC COMMITTEES

The Assembly Council may appoint ad hoc committees as necessary.

COMMITTEES RELATED TO THE COUNCIL

1. Theological Education Liaison Group

CONFLICT OF INTEREST POLICY FOR THE ASSEMBLY COUNCIL

The Assembly Council approved the following Conflict of Interest Policy for its own use and also commends it to other committees and bodies within the church.

1. Each member of the Assembly Council shall determine if they has a conflict of interest pertaining to any matter presented for the Assembly Council's decision, prior to that decision being taken. A conflict of interest shall include, but not be limited to any benefit that the member could obtain from a decision of the Assembly Council that is different in kind or disproportionate to any benefit received by other members of the Assembly Council on the same decision.
2. Where a member is unsure if a conflict of interest exists, the member shall seek the guidance of the convener. The convener shall make a preliminary determination whether a conflict of interest exists and so advise the Council, which may then accept or alter the convener's recommended action.
3. Any member who has a conflict of interest pertaining to a decision of the Assembly Council shall disclose to the Council the information that gives rise to the conflict of interest prior to the relevant decision being made.
4. All matters relating to a conflict of interest shall be recorded in the minutes of the meeting.
5. Should a member of the Council fail to notice or disclose a conflict of interest, other members may raise the issue for clarification. Conflicts of interest are not necessarily unethical or indicative of wrong-doing. Where one member identifies another member as having a conflict of interest, it shall not be considered as an accusation of lack of integrity or of wrong-doing.
6. A decision of the Assembly Council shall be valid notwithstanding a conflict of interest not being disclosed, but members may be censured by the Assembly Council.
7. Any member who declares a conflict of interest shall have the right to participate in discussions on a decision before the Assembly Council but must abstain from voting on that decision.

TERMS OF REFERENCE FOR

ASSEMBLY COUNCIL COMMITTEES

EXECUTIVE
(November 2013)

PURPOSE

1. The Executive will carry out all its business and communications in a manner that demonstrates a commitment to the gospel of Jesus Christ and the furtherance of his reconciling mission in the world.
2. The Executive carries forward the work of Council according to the established policies of The Presbyterian Church in Canada and deals with such emergent situations as may arise between the meetings of Council.
3. The Executive will act as a catalyst to the Council in its prophetic role. (A&P 1991, p. 403–405; A&P 1992, p. 476–477)

ACCOUNTABILITY

1. The Executive of the Assembly Council is always and entirely accountable to the full Council.
2. In the following exceptional circumstances, the Executive may postpone enacting a decision of Council:
 - i) When an obvious question of legality, church law or civil law concerning the proposed policy or action of Council is indicated.
 - ii) When circumstances beyond its control make it impossible for the Executive to carry out the instructions and resolutions of Council.
 - iii) When new information clearly shows that the original decision of Council was based on erroneous or incomplete information.
3. When the Executive temporarily refrains from carrying out a decision of Council, it will report this action, with reasons, as soon as possible, seek the approval of Council for its decision, and offer an alternative for approval by Council.
4. The Executive may not overturn, amend, or rescind any decision which the Council has taken, or any task that has been assigned to it by Council without first seeking its approval.

RESPONSIBILITIES

1. Coordinate and, where helpful, assist the work of the committees of Council.
2. Manage the correspondence of Council between meetings.
3. Ensure that annual performance reviews of the general secretaries have been completed and report on the completion of these reviews to Council.
4. Recommend to Council the names of members of Council to form a nominating committee and fill other interim appointments for the Council as necessary.
5. Propose dates of future meetings of Council.
6. Give consideration to continuity in the membership of the Executive.

MEMBERSHIP

8 members, namely:

- Convener (Convener of Council)
- 4 members from Council (named by the Council, normally one person from each of the three year categories and one of whom may be named vice-convener)
- Principal Clerk of the Assembly Office
- General Secretary of the Life and Mission Agency
- Chief Financial Officer/Treasurer

Note:

1. Staff members on the Executive will be permitted to participate but will not be entitled to vote.

ARCHIVES AND RECORDS COMMITTEE
(September 2000)

PURPOSE

The Archives and Records Committee oversees all aspects of archival administration and management in association with the Archivist/Records Administrator.

ACCOUNTABILITY

The Archives and Records Committee of the Assembly Council is accountable to the Council.

RESPONSIBILITIES

1. Oversee the archival functions of acquisition, appraisal, arrangement, description, preservation and making available for research use, the historical records of the church.
2. Oversee the management of records retention and disposition schedules, stream-lining file classification systems, monitoring the Presbyterian Church Records Centre, and maintaining the overall records and information management program.

MEMBERSHIP

8 members, namely:

- 4 members to be suggested by the Archives and Records Committee (normally two members from the archives and records management profession, and two members from the church at large with knowledge of archives and records)
- Convener, History Committee
- Archivist/Records Administrator
- Assistant Archivist (Secretary)
- Clerk of Assembly (ex officio)

The convener will be a member of the committee that is neither a staff member nor a member of the History Committee.

AUDIT COMMITTEE
(December 2015)

PURPOSE

Under the authority of the General Assembly, the Assembly Council has final responsibility in matters financial for The Presbyterian Church in Canada.

The Audit Committee is constituted by the Assembly Council to enable the delegation of details listed below.

ACCOUNTABILITY

The committee is accountable to Assembly Council and reports to the Assembly Council.

RESPONSIBILITIES

1. Review the scope and timing of the audit plan with the external auditors.
2. Review any changes in accounting principles and practices followed by the church.
3. Review the annual financial statements of The Presbyterian Church in Canada, The Presbyterian Church in Canada – Pension Fund and recommend their approval to the Assembly Council.
4. Review the annual financial statements of The Presbyterian Church in Canada – J. B. Maclean Fund and review engagement report thereon.
5. Ensure management has devised and maintained a system of internal accounting controls sufficient to provide reasonable assurances that:
 - (i) transactions are executed in accordance with management’s general or specific authorization;
 - (ii) transactions are recorded as necessary to permit preparation of financial statements in conformity with generally accepted accounting principles or any other criteria applicable to such statements, and to maintain accountability for assets;
 - (iii) access to assets is permitted only in accordance with management’s general or specific authorization; and
 - (iv) the recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any differences.
6. Review with the external auditors any of their recommendations concerning the management of the financial affairs of the church and particularly matters relating to internal controls and the church’s response thereto.
7. Recommend to Assembly Council the appointment of the auditors annually, and their fees for the upcoming year.

PROCEDURES

1. Committee meetings will be held at the call of the committee convener. The auditor may request the convener to call a meeting.
2. Normally, the committee will hold two meetings each year and will include representation from the external auditors.
3. Minutes will be kept of each committee meeting.
4. Guests may attend a meeting at the invitation of the convener.
5. Business arising at any meeting will be decided by a majority of the members in attendance or connected by telephone.
6. A quorum of any meeting will be three members of whom only one will be an ex-officio member.

MEMBERSHIP

- up to 2 members of the Finance Committee
- at least 1 member of the Assembly Council
- up to 4 members of the church at large
- Convener of Finance Committee (ex-officio)
- Chief Financial Officer/Treasurer (ex-officio).

The convener will be appointed by the Assembly Council. The Chief Financial Officer/Treasurer or designate will be the secretary.

BENEVOLENCE COMMITTEE

(March 2014)

PURPOSE

To administer those benevolent and bursary funds for which the Assembly Council is responsible including the Cameron Doctoral Bursary Fund and the Norman Paterson Fund for Ministerial Assistance.

ACCOUNTABILITY

The Benevolence Committee of the Assembly Council is accountable to Assembly Council and reports to it regularly, and through it, annually to the General Assembly.

RESPONSIBILITIES

- Ensure that the terms of trusts for benevolent and bursary funds, which have been given to the church, are honoured.
- Provide pastoral care and tangible support for servants of the church who are in need.
- Receive, review applications and authorize payments from the Cameron Doctoral Bursary Fund, according to the guidelines of the fund (see below).
- The members of the Benevolence Committee shall serve as the Appointors of the Norman Paterson Fund for Ministerial Assistance and be responsible for ensuring the terms of the Trust and the policies and procedures that have been established over time are fulfilled. Canadian Ministries shall provide administrative support for the Norman Paterson Fund.
- Authorize payments from the available income. Canadian Ministries shall provide administration of the Fund for Ministerial Assistance and the General Assembly Office shall administer other funds within this mandate.
- Administration of the Benevolence Committee will be shared between Canadian Ministries and the General Assembly Office.
- Promote the funds and the opportunity to support them within the church.
- The committee shall normally meet twice per year.

MEMBERSHIP

6 members, namely:

- Convener of the Life and Mission Agency Committee, (who normally functions as convener)
- Five members of the church at large including:
 - The minister of St. Andrew's Presbyterian Church, Ottawa, or designate
 - A member who has an advanced academic theological degree (Ph.D. or Th.D.)

Staff:

- Associate Secretary for Canadian Ministries (staff support, non-voting)
- Principal Clerk (secretary, non-voting)

The Chief Financial Officer and Associate Secretary, Ministry and Church Vocations shall serve as resource people to the committee.

The committee shall consult with college staff as needed regarding the assessment of Cameron Doctoral Bursary applications.

CAMERON DOCTORAL BURSARY FUND

The Board of Ministry established a committee on the instruction of the Administrative Council (Ref. Min. 283/84C, 142/85C) “to administer the fund, and...to draft the regulations of the fund and submit the same to the General Assembly, through the Administrative Council, for approval.”

That committee submitted the following regulations, based upon the six guidelines adopted by the Administrative Council in November 1984.

1. It would be over and above any scholarships provided by our colleges.
2. It would be related to the particular financial needs of the candidates, so that the amount awarded may vary within certain limits. It would, therefore, have the quality of a bursary.
3. It would be awarded to candidates who show promise of successful completion of a program of doctoral study in theology or Christian Education.
4. It would be awarded to candidates pursuing doctoral studies at an accredited institution in fields suitable to education for the church’s ministries.
5. It would be awarded through a process outside the college structures but with college participation, for example, a committee of the Board of Ministry with the colleges represented.
6. Graduates of our colleges and other professional church workers would be eligible to apply for such a bursary.

Within these guidelines, that committee adopted the following regulations which have been amended from time to time:

1. That awards would be limited to candidates pursuing a Ph.D., a Th.D. or an Ed.D. degree.
2. That ministers of The Presbyterian Church in Canada, whether in diaconal ministries or ministers of the Word and Sacraments, licentiates, or duly certified candidates for the ministry of The Presbyterian Church in Canada will be eligible for awards.
3. That awards will normally be made in the second year of the program.
4. That awards will be up to 50% of expenses up to a limit of \$10,000:
 - a) that awards will be up to 50% of expenses;
 - b) that normally, annual awards will not exceed \$10,000.00;
 - c) that an applicant may receive awards totalling a maximum of \$30,000.00;
 - d) that the amounts of all awards be subject to the availability of income.
5. That applicants should apply yearly with transcripts, full budgets and two current letters of reference, one from the Director of Graduate Studies and the other from the candidate’s adviser.
6. That applicants must have duly applied for university, provincial and federal funding. No application can be considered complete until an application has been made for an SSHRCC grant.
7. That applications should be in the hands of the secretary of the committee by April 1st for the ensuing academic year. Applications for interim grants should be made by September 1st. The committee will normally meet two weeks later. Applicants for a bursary to begin in September must provide the committee, for its April meeting, a full report of the first semester of their program and evidence of an application for an SSHRCC grant.
8. That the decisions of the committee will be final, but an unsuccessful candidate may apply again.
9. That in any one year any undistributed funds should go into a capital fund. (Changed to 15% of income.)
10. Applications for support for publication of doctoral theses will be considered provided that:
 - a) the publication is consistent with the purpose of encouraging persons toward a teaching appointment;
 - b) the author is within The Presbyterian Church in Canada;
 - c) the manuscript has completed all normal academic vetting procedures;
 - d) the award does not exceed \$2,000 in 1991 dollars;
 - e) there are funds available after the award of bursaries.

Administration of the Cameron Bursary was moved to the Assembly Council in 2011. In 2014, the committee was dissolved with its responsibilities transferred to the Benevolence Committee. (Ref.Min. 141/14C)

NORMAN PATERSON FUND FOR MINISTERIAL ASSISTANCE

HISTORY

The Fund for Ministerial Assistance was established by an anonymous gift of one million dollars under an original indenture dated February 8, 1951. In 1983, following the death of the donor one week after his 100th birthday, as an expression of the church's appreciation for the gift, the fund was renamed The Honourable Norman M. Paterson Fund for Ministerial Assistance. Senator Paterson and his beloved wife, Eleanor, maintained a life-long interest in the ministers of the church and their families and they hoped that their generosity might encourage the beneficence of others.

The purpose of the Fund is to provide financial assistance to ministers (or diaconal workers) of the Presbyterian Church in Canada whose stipend falls below a prescribed limit (established and reviewed by a committee of Appointors).

ELIGIBILITY REQUIREMENTS

The indenture stated that gifts were to be made to eligible married ministers. Since then, eligibility has been extended to include ministers who are divorced/separated and have custody of, or financial responsibility for, any children. To be eligible for benefits from the fund, family income must be less than \$10,000 above minimum stipend (including applicable increments). These terms are subject to review and revision as the Appointors deem necessary.

GIFT CYCLE

Gifts awarded to successful applications are mailed on a quarterly basis beginning with a new cycle that commences July 1 each year. Applications received after that initial period will be considered during the quarter that follows the date the application was received.

WHO TO CONTACT

A person considering applying for assistance from the fund must secure an application created by the FMA committee. Two avenues to pursue in securing an application are the clerk of the presbytery who will receive a few applications with each application year, or through the Secretary of the fund:

The Rev. Ian Ross-McDonald
General Secretary
Life & Mission Agency
50 Wynford Dr
Toronto ON M3C 1J7

416-441-1111 x 289
1-800-619-7301
Email: imcdonald@presbyterian.ca

All information provided and applications received are kept in strictest confidence.

CHURCH ARCHITECTURE COMMITTEE
(November 2011)

PURPOSE

The committee reviews plans for new buildings, additions and major renovations. It also gives guidance to the affected presbyteries, the Life and Mission Agency, Presbyterian Church Building Corporation and the Lending Fund Committee in evaluating the designs.

ACCOUNTABILITY

The committee is accountable to the Assembly Council.

RESPONSIBILITIES

1. To examine designs submitted by congregations of new buildings, additions and renovations.
2. To offer comment on those designs to assist the congregations.
3. To give approval to designs when they are deemed acceptable.
4. To report to the congregation and presbytery involved. If grants are involved, a report will go to Canadian Ministries. If loans are involved, a report will go to Presbyterian Church Building Corporation and the Lending Fund Committee.

QUORUM

Meetings of the committee will require a quorum of three members, at least one of whom is an architect member of the committee.

MEMBERSHIP

11 members, namely:

- 8 members nominated by the committee and approved by the Assembly Council, at least one of whom must be a licensed or retired architect (one of whom is chosen convener)
- The Associate Secretary of Canadian Ministries
- The General Manager of Presbyterian Church Building Corporation
- The Principal Clerk of Assembly or designate

The secretary will be named by the General Assembly Office and administrative support will be provided by Canadian Ministries.

COMMISSION ON ASSETS OF DISSOLVED OR AMALGAMATED CONGREGATIONS
(November 2011)

PURPOSE

To represent the Assembly Council and the Trustee Board in matters related to the assets of dissolved and amalgamated congregations.

ACCOUNTABILITY

1. The Commission has power to issue granted to it by the Assembly Council in the execution of its responsibilities.
2. The Commission is accountable to the Assembly Council and must operate within any terms or stipulations set by the Trustee Board.

RESPONSIBILITIES

1. Receive submissions from presbyteries regarding the disposition of assets of amalgamated congregations. (Grant concurrence in cases of compliance with Book of Forms section 200.11 to 200.11.3, and report non-compliance to the Assembly Council or its Executive for opinion).
2. Execute ownership title transfers and selling or leasing of property of dissolved congregations on behalf of the Trustee Board. (Note: Book of Forms Appendix B-6)
3. Provide advice to presbyteries in the matter of dissolved and amalgamated congregations.
4. Authorize payments from the proceeds of dissolved congregations back to the presbytery, up to 70%, or for other mission work benefiting the wider church.

MEMBERSHIP

3 members, namely:

- Convener of the Trustee Board, The Presbyterian Church in Canada
- Principal Clerk
- Chief Financial Officer/Treasurer

All members of the Commission have equal right to participate and vote on matters brought before the Commission.

USE OF PRESBYTERY RE DISPOSITION OF ASSETS OF AMALGAMATING CONGREGATIONS
(Book of Forms, 200.11 to 200.11.3)

200.11 In the matter of amalgamation of congregations, the presbytery, prior to final decision, in consultation with the Assembly Council and the congregation(s) involved, will prepare a plan regarding the utilization of all remaining assets, showing how they may be used to further Christ's work in the local community and/or beyond.

200.11.1 Prior to any church buildings being listed for public sale as a result of an amalgamation of congregations it should be determined if another Christian community can use them in the furtherance of the gospel ministry.

200.11.2 The first charge upon the proceeds of the sale of any properties shall be any indebtedness on the property itself, the second charge being any prior and other indebtedness incurred by the congregation whose assets are being sold.

200.11.3 Any capital grants, which a congregation whose assets are being sold has received from The Presbyterian Church in Canada, shall be returned to the capital funds for the continuing mission work of The Presbyterian Church in Canada.

**FROM THE ACT TO INCORPORATE THE TRUSTEE BOARD OF
THE PRESBYTERIAN CHURCH IN CANADA (1939), SECTION 13
RE PROPERTY OF CONGREGATIONS CEASING TO EXIST**
(Book of Forms, Appendix B-6)

All lands and premises and personal property and assets which have been, or shall hereafter at any time, be held by any trustee or trustees for any congregation of The Presbyterian Church in Canada which shall have ceased to exist shall vest in the Board upon trust to sell, get in and realize the same and to pay the proceeds to the treasurer of The Presbyterian Church in Canada for such trusts, institutions, organizations, schemes of funds thereof as may be determined from time to time by the General Assembly of the said Church.

POLICY FOR THE DISSOLUTION OR AMALGAMATION OF CONGREGATIONS

The handbook, *Policy for the Dissolution or Amalgamation of Congregations*, was developed to assist presbyteries as they deal with the dissolution or amalgamation of congregations. This handbook is available from the General Assembly Office or Financial Services.

COMMISSION ON PROXIES

(September 2002)

PURPOSE

To represent the Assembly Council and the Trustee Board in matters related to executing proxy voting on shares held by the church.

ACCOUNTABILITY

1. The Commission has power to issue granted to it by the Assembly Council in the execution of its responsibilities.
2. The Commission is accountable to the full Assembly Council and must operate within any terms or stipulations set by the Trustee Board.

RESPONSIBILITIES

1. To act on behalf of The Presbyterian Church in Canada in executing proxy voting on shares held by The Presbyterian Church in Canada.
2. The Commission on Proxies will act in consultation with staff whose area of responsibility encompasses the issues related to the execution of a particular proxy. This includes consultation related to the position held by ecumenical coalitions of which we are members.

MEMBERSHIP

7 members, namely:

- Convener of the Assembly Council, who shall act as Convener of the Commission
- Principal Clerk
- Convener of the Life and Mission Agency
- Associate Secretary for Justice Ministries
- Representative of the Pension and Benefits Board
- Representative of the Trustee Board
- Chief Financial Officer/Treasurer (Secretary)

EWART ENDOWMENT FOR THEOLOGICAL EDUCATION COMMITTEE

(June 2016)

PURPOSE

The Ewart Endowment for Theological Education Committee administers the funds of the Ewart Endowment for Theological Education.

ACCOUNTABILITY

The Ewart Endowment for Theological Education Committee is accountable to the Assembly Council.

RESPONSIBILITIES

Based upon the guidelines established for the Committee (see below), the committee is to:

1. receive applications for grants;
2. disburse grant funds upon approval by the Assembly Council;
3. promote the use of the Ewart Endowment for Theological Education.

MEMBERSHIP

6 members, namely:

- 4 named by the Assembly Council
- 1 named by the Order of Diaconal Ministries
- 1 named by the Women's Missionary Society

The convener is named from the Assembly Council appointees.

EWART ENDOWMENT FOR THEOLOGICAL EDUCATION

General Assembly Terms of Reference (A&P 2016, p. 213-214, 25)

The 1992 General Assembly first established the terms of reference for the Ewart Endowment for Theological Education and in 2016 a revision was made regarding the capital.

1. The first call on the net proceeds shall be an amount sufficient to repay the borrowings from the Ewart Resource Fund, with interest.
2. The balance from the net proceeds shall be used to establish an endowment for theological education to be named the Ewart Endowment for Theological Education, in recognition of the long history of Ewart College and its contribution to The Presbyterian Church in Canada.
3. The capital of the Ewart Endowment shall be invested as part of the Consolidated Portfolio of The Presbyterian Church in Canada.
4. The interest income available from the Ewart Endowment shall be administered by the Assembly Council.
5. The first call on the available income shall be to support diaconal education programs leading to a recognized degree at an accredited theological institution.
6. Awards or grants in the name of the Ewart Endowment shall not displace or diminish the institutional grants to the theological colleges.

Guidelines for Annual Disbursement of Grants

Who may apply

1. Agencies and organizations involved in the ministry of The Presbyterian Church in Canada are eligible to apply to the Ewart Endowment for Theological Education.
 - 1.1 Sessions, colleges, presbyteries, synods and agencies of The Presbyterian Church in Canada may apply for grants to fund proposed projects to be carried out by individuals or groups of individuals.
2. Grants will be given only for projects which are supported by an accountable body such as session or presbytery or senate or agency.
3. Projects will be considered which complement what is already available in the theological colleges, or supplement programs, or introduce new ideas to theological colleges, or all of the above.

Grants

4. The grant amounts will be flexible.
5. The Ewart Endowment for Theological Education Committee will inform the church annually on total monies available for grants.

Applications

6. Applicants are encouraged to present proposals in light of the terms set by the General Assembly (see above) and the above objectives.
7. Application forms can be obtained from the Ewart Endowment for Theological Education Committee, c/o The Assembly Office, 50 Wynford Drive, Toronto, Ontario, M3C 1J7.
8. Applications for grants must be forwarded to the Ewart Endowment for Theological Education Committee by November 30th of each year for consideration. (Committee on Theological Education, November 2005)
9. Approved application form questions must be used.
10. The Ewart Endowment for Theological Education Committee will present application and grant amounts to the Assembly for final approval.
11. Applicants will be notified in writing concerning the status of the application and grant.
12. Grants may be made for long-term projects up to five years, or short term projects.
 - 12.1 Long term projects will receive annual grants based upon satisfactory reports submitted to the committee.
13. Applicants are to submit to the committee by November 30th of each year a final report on the project or an interim evaluation of the project if still ongoing, such as in the case of long-term projects. (Committee on Theological Education, November 2005)

Application Form Questions

1. Do you consider that this proposal is intended to make possible a form of diaconal education (educational ministry, pastoral ministry, social ministry)?
2. If so, how?
3. How will this project benefit the church-at-large?
4. Is this proposal to yield immediate expected benefit, or is it to be a long-range enterprise from which there are no immediate benefits?
5. How will the benefits (outcomes) of the proposal be shared with the supporting group?
6. How will the benefits (outcomes) of the proposal be shared with the groups within The Presbyterian Church in Canada?
7. How much money is requested?
8. When are monies required during the life of the project?
9. What other sources of funding are available to the project or have been secured for the project?

Guidelines for the Committee

Grant Applications

1. Need to use approved application form in order to be considered; written supplementary material will be allowed.
2. All grant applications will be reviewed on the basis of written submissions; if more information is needed the applicant will be contacted by phone.
3. If a grant is approved, the applicant will be notified in writing and advised to contact the Assembly Office through its Senior Administration for the disbursement of grant monies.
4. To address any conflict of interest between the committee members and grant applications, members of the committee will absent themselves from any discussion regarding a grant application in which they have an association.

Regarding Long Term Grants

1. Will normally be given for up to five years (Committee on Theological Education, November 1997).
2. Yearly written evaluations must be received by the committee to ensure the continuation of the grant (Terms of Reference, guidelines, p. 17).
3. When projects are expected to continue beyond the length of the grant applicants are encouraged to seek other sources of funding well in advance of the end of the grant and so indicated in the annual interim evaluation (Committee on Theological Education, November 1997).
4. Repeat long term grant applications will be considered as new requests and past discussions will not affect further funding discussions.

Ewart Professor of Christian Education and Youth Ministry at Knox College

1. The annual grant for the Ewart Professor of Christian Education and Youth Ministry at Knox College is \$60,000 or up to 50% of the available amount for grants whichever is higher, beginning in 2006. (Committee on Theological Education, November 2003).

Stephen Ministries

1. Funding is given for commencement costs only, to a maximum of \$4,500 and one grant per congregation (Committee on Theological Education, February 1997).

Administration of Committee

The General Assembly Office will provide the administrative support for this committee.

FINANCE COMMITTEE
(November 2014)

PURPOSE

Under the authority of the General Assembly the Assembly Council has final responsibility in matters financial for The Presbyterian Church in Canada. Such matters specifically include the development of a budget for approval by the General Assembly.

The Finance Committee is constituted by the Assembly Council to enable the delegation of duties listed below and to carry out other assigned tasks in support of the Assembly Council.

ACCOUNTABILITY

The Finance Committee is accountable to the Assembly Council.

RESPONSIBILITIES

Budget

To study and recommend to the Assembly Council for approval a detailed annual budget for operating revenues and expenditures for the ensuing year (i.e. the next calendar year following the spring meeting of the Assembly Council).

1. The development of budgets should be integrated with the business (operational) and strategic plans of the church.
2. The process for developing the annual budget will consist of the following.
 - i) At the fall meeting of the Assembly Council immediately preceding the spring meeting referred to above, the Finance Committee will recommend to the Assembly Council for approval the 'Guiding Principles' to be followed in developing the particular budget: such guiding principles might include the following:
 - realistic and/or balanced budgets,
 - revenue projection,
 - resources and/or expenditure allocation.

At the same meeting, the Finance Committee will present a first draft of the particular budgets for limited review.
 - ii) At the spring meeting of the Assembly Council referred to above, the Finance Committee will recommend to the Assembly Council for approval a detailed annual budget for operating revenues and expenditures for the ensuing year.
 - iii) The staff responsibility for coordinating the development of the detailed annual budget belongs to the Chief Financial Officer/Treasurer. This will include consultation with the General Secretary of Life and Mission Agency, Principal Clerk/Secretary of Assembly Council, and Pension and Benefits Board.

Oversight of Financial Affairs

To review the detailed financial statements for each calendar quarter and advise the Assembly Council or its Executive accordingly.

1. A meeting of the committee will ordinarily be held within one month of each calendar quarter to conduct the review.
2. The Chief Financial Officer/Treasurer will provide explanations of variances to budget and recommend appropriate action for committee approval.
3. The committee will review the year-end financial statements coincident with presentation to the Auditors.
4. The committee will request the Audit Committee to render a report on any audit adjustments.

Financial Policy

To study and recommend to the Assembly Council for approval appropriate financial policies to provide guidelines in the management of the financial affairs of the church.

1. Review all financial policies currently in force for appropriateness and particularly to identify needed revision and/or any omissions, such as:
 - Operating surplus or deficits
 - Gifts and bequests
 - Executive staff mortgages
 - Loans to congregations
 - Cash and investment management
 - Contributions to colleges, etc.
2. Establish a system for periodic review and updating.

Lending Fund Sub-Committee (as of November 2014)

Purpose

The sub-committee administers the Lending Fund of The Presbyterian Church in Canada, hereinafter called “the fund” as per the regulations adopted by the 90th General Assembly (1964) and as amended from time to time thereafter.

The purpose of the fund shall be to extend assistance by way of loans to congregations (including missions fields and extension charges) to enable them to acquire suitable lands, premises, buildings and equipment required for churches or places of worship or manses and for such other purposes as will tend to foster and encourage their activities, the emphasis being on new church development.

Accountability

The Lending Fund Sub-Committee is accountable to the Finance Committee and shall report to the Assembly Council regularly through the Finance Committee.

Responsibilities

1. Receive and consider applications to borrow from the fund.
2. Approve loan applications that comply with the regulations of the fund (see A&P 2011, p. 212–14).
3. Upon approval of a loan, notify the borrowing congregation, and transmit the approval to the Secretary of the Trustee Board/Chief Financial Officer/Treasurer to arrange security for the loan, and to monitor its repayment.
4. Recommend to the General Assembly through the Assembly Council such changes to the regulations of the Fund as are considered necessary.

Membership

The membership is named by the Finance Committee.

Advisory to Assembly Council

To inform and advise the Assembly Council on financial matters as requested, such as: information systems, facilities management, human resources operations management, investment management, cash management.

Advisory to Chief Financial Officer/Treasurer

To provide advice and counsel to the Chief Financial Officer/Treasurer in the management of the financial affairs of the church.

1. With reference to the job description of the Chief Financial Officer/Treasurer, it would be expected that the committee provide such advice and counsel as a body but generally be communicated by the convener.

Procedures

1. Committee meetings will be held at the call of the convener or at the request of any two members of the committee.
2. Minutes will be kept for all committee meetings.
3. Guests may attend committee meetings at the invitation of the convener.
4. Business arising at any committee meeting will be decided by a majority of the members in attendance.
5. A quorum for any meeting will be 6 attending personally or by teleconferencing.

Reporting

To the Assembly Council at each meeting and to the Executive Committee of the Assembly Council upon request by either the Finance Committee or the Executive Committee.

MEMBERSHIP

The membership, appointed by Assembly Council, will normally consist of:

- 7 members of the church-at-large who in numbers, both present and by teleconferencing, will constitute a majority of the membership
- Convener (member of Council)
- Convener of Assembly Council
- Convener of Audit Committee
- Chief Financial Officer/Treasurer (Secretary)
- Principal Clerk/Secretary of Assembly Council
- General Secretary of Life and Mission Agency

GENERAL ASSEMBLY DESIGN TEAM
(April 2016)

PURPOSE

The design team will assist the Assembly Council and the General Assembly Office to plan effective and efficient General Assemblies.

ACCOUNTABILITY

The design team is accountable to the Assembly Council, noting that the Clerks of Assembly have responsibilities for the preparation of the business of the General Assembly.

RESPONSIBILITIES

1. To provide overall direction for the planning of future Assemblies such as location, format and themes.
2. To provide an effective and efficient means to address the business of the General Assembly.
3. To appoint special working groups for worship and any special events, educational events or focus that may be identified for a specific General Assembly.
4. To support the General Assembly Office in its role to prepare for and execute the General Assemblies.
5. To support local arrangements committees in their local preparations for the General Assembly.

MEMBERSHIP

9 members, namely

6 members, noting

- the membership is to be inclusive of the whole church and come from across the denomination
- at least 1 member from the Assembly Council

Staff: Principal Clerk
Deputy Clerk
Senior Administrator, General Assembly Office
Life and Mission Agency Representative

GOVERNANCE COMMITTEE

(March 2015)

PURPOSE AND ACCOUNTABILITY

The Governance Committee shall be accountable to the Assembly Council and shall encourage the coordination and smooth and effective functioning of the Assembly Council itself, its committees, and the standing committees of the General Assembly.

RESPONSIBILITIES

The Governance Committee will assist the Assembly Council in fulfilling its coordinating role by:

- facilitating annual orientation of the Assembly Council members
- facilitating annual orientation of conveners of Standing Committees of General Assembly
- providing an opportunity for feedback from retiring conveners in order to find areas for improvement
- maintaining, update and facilitate the use of a Conveners Handbook
- providing a vehicle for communicating broadly denominational direction so that the Assembly Council, the Life and Mission Agency and all national level bodies can be seen to be working together on a common path established by General Assembly
- being familiar with and seek to implement the principles of governance for committees established by the Assembly Council (A&P 2014, p. 217–218)

MEMBERSHIP

The Governance Committee consists of between 4 and 8 individuals named by the Assembly Council, with a minimum of three drawn from the membership of the Assembly Council.

Staff support:
General Assembly Office

HUMAN RESOURCES COMMITTEE

(September 2018)

PURPOSE

1. To provide recommendations on human resources policies and guidelines for use at the church offices of The Presbyterian Church in Canada.
2. To develop fair and equitable policies and guidelines that assist The Presbyterian Church in Canada to support the management and staff in serving the church.

ACCOUNTABILITY

The Human Resources Committee reports to and is accountable to Assembly Council.

RESPONSIBILITIES

1. To recommend to Assembly Council stipend and salary levels for executive and support staff at the church office of The Presbyterian Church in Canada and professorial staff at Knox College, Presbyterian College and St. Andrew's Hall.
2. To develop for approval by Assembly Council human resources policies and guidelines for use at the church office of The Presbyterian Church in Canada.
3. To be aware of, support and coordinate with other committees, agencies and courts of the church other policies, guidelines and activities that may enhance or support human resources management throughout the church.
4. To serve the church in whatever way possible on human resources matters.
5. To assist the committees, agencies and courts of the church with implementation of policies and guidelines.
6. To develop and implement an effective communication plan for human resources policies and guidelines.

MEMBERSHIP

10 members, namely:

- 6 members appointed by Assembly Council
- 4 ex officio non-voting:
 - Principal Clerk,
 - General Secretary of the Life and Mission Agency,
 - Chief Financial Officer/Treasurer
 - Associate Secretary of Ministry and Church Vocations

Members are appointed for a 3 year term that is renewable for an additional 3 year term. To ensure consistency, only 2 members should retire each year.

MANAGEMENT TEAM

(September 2002)

PURPOSE

1. The Management Team is a collegial group established to oversee the day to day running of the church office.
2. The Management Team implements (but does not set) policies established by the General Assembly and the Assembly Council as they relate to the operation of the church office and its staff.
3. The Management Team provides an essential point of coordination and communication of all the work of the church office and its staff.

ACCOUNTABILITY

1. The Management Team, in its management function (as distinct from the separate responsibilities of its members) reports to and takes direction from the Assembly Council.
2. The Management Team has the authority, within established policy and budgets, to make decisions related to operations, finance and personnel.

RESPONSIBILITIES

1. Share information on respective areas of work.
2. Staff and personnel matters, update staff on Assembly Council and agency meetings.
3. Meet regularly (normally three to four times per month) to carry out its work.
4. Advise and support one another in work.
5. Prepare preliminary or draft budgets or policies as requested by the Assembly Council.
6. Bring matters to Assembly Council as necessary.

MEMBERSHIP

3 members, namely:

- Principal Clerk/Secretary of the Assembly Council
- General Secretary of the Life and Mission Agency
- Chief Financial Officer/Treasurer

The Team shall determine a secretary.

NOMINATING COMMITTEE
(November 1999)

PURPOSE

The Nominating Committee will assist in naming suitable candidates for appointment to Assembly Council's standing and ad hoc committees.

ACCOUNTABILITY

The Nominating Committee is accountable to the Assembly Council.

RESPONSIBILITIES

To prepare and recommend:

1. nominations for the Assembly Council to the Committee to Nominate Standing Committees of the General Assembly which is usually done for the spring meeting:
 - i) recommend one person who may be nominated in the protected category,
 - ii) recommend further nominations, either of retiring members or new names,
 - iii) recommend the name of the Convener and Vice-Convener of Council.
2. appointments for standing committees of Council.
3. appointments for ad hoc committees as requested by Council or its Executive.

MEMBERSHIP

The membership, appointed by the Executive at its fall meeting, consists of three members representing each year category, one or more of whom should be resident in Southern Ontario. The convener will be named by the Executive.

COMMITTEES RELATED

TO THE

ASSEMBLY COUNCIL

THEOLOGICAL EDUCATION LIAISON GROUP

(A&P 2011, p. 493–4, 20)

PREAMBLE

It is affirmed that the theological colleges of The Presbyterian Church in Canada (Knox College Toronto, Presbyterian College, Montreal, and St. Andrew's Hall in co-operation with the Vancouver School of Theology) have fiduciary responsibility for all institutional (legal, fiscal, personnel) and academic (faculty, students, curriculum) matters as delegated by General Assembly.

It is further affirmed that the General Assembly has authority in the matters of charter documents, acts of incorporation, governance documents, by-laws, ecumenical agreements of the colleges, appointment of boards, heads of colleges and tenured professors.

MANDATE

To serve as an efficient resource to the governing boards of the colleges, heads of the colleges, the staff of the national office and the Assembly Council as those various bodies carry out their work related to the oversight and funding of theological education within The Presbyterian Church in Canada, the Theological Education Liaison Group will:

1. Coordinate the co-operative work among the three Presbyterian colleges.
2. Develop and coordinate policy for theological education in general (e.g. streams of theological education [ordained, diaconal and lay], policies on admission, graduation and fitness for ministry requirements; cultural and linguistic diversity; global context, as delegated by General Assembly).
3. Coordinate the distribution of financial resources for theological education through the General Assembly budget and other sources for the colleges.
4. Develop and coordinate policies and programs for recruitment of candidates for ordained and diaconal ministry within The Presbyterian Church in Canada.
5. Develop and coordinate partnerships in theological education for the denomination.
6. Provide a venue for considering the future of theological education – especially as it relates to the needs for ministry within our denomination, and to the wider trends in theological education and the church.

Amendments to this mandate shall be within the authority of Assembly Council.

From time to time the Liaison Group may recommend to Assembly Council the establishment and funding of task groups needed for specific functions.

MEMBERSHIP

10 people, namely:

- Heads of the colleges (3)
- Conveners of the college boards or designates (3)
- Principal, Vancouver School of Theology
- General Secretary of Life and Mission Agency (1)
- Chief Financial Officer of The Presbyterian Church in Canada (1)
- Principal Clerk of the General Assembly (or designate) (1)

Others, such as staff of the national office, faculty, students and ecumenical partners may be invited to provide assistance or information to the group.

MEETINGS

- No member of the group shall have a vote.
- The liaison group shall conduct its work by consensus and will communicate through its respective representatives to the colleges, the Assembly Council and staff of the national office.
- The Theological Education Liaison Group will meet at the call of a convener to be named from and by the group, at least once per year, normally in person, but may meet by conference call.
- The General Assembly Office will provide any required staff support. Expenses of members shall be borne by their appointing bodies.