

General Assembly Committee Convener

Orientation Handbook

The Presbyterian Church in Canada
Revised February 2018

The Presbyterian Church in Canada
General Assembly Committee Convener
ORIENTATION HANDBOOK

INDEX:

1. Introduction
2. Planning calendar
3. Meetings
4. Reporting
5. Administration
6. Evaluation and self assessment
7. Nominations process

APPENDICES:

- A-1 Convener responsibilities
- A-2 Committee member responsibilities
- A-3 Code of Conduct
- A-4 Governance principles for The Presbyterian Church in Canada
- A-5 Committee planning process
- A-6 Sample work plans
- A-7 Minutes template
- A-8 General Assembly report formatting
- A-9 Types of Reports for General Assembly
- A-10 Presenting reports at General Assembly
- A-11 Expense reimbursement sheet
- A-12 Committee self evaluation tool
- A-13 Committee member needs
- A-14 Nomination forms, samples of
- A-15 Committee terms of reference
- A-16 Committee specific information:
membership, General Assembly referrals, approved budget, staff support
- A-17 List of all standing committees and convener contact information

1. Introduction

Welcome to your role as convener of one of the standing committees of the General Assembly. God calls women and men to serve Jesus Christ within the church in many ways. Convening a General Assembly committee is one of the ways you have been called to this service. Some twenty committees and boards report to the General Assembly each year and with their guidance, the Assembly makes decisions on matters of policy, direction and mission on behalf of all The Presbyterian Church in Canada members. Your role, and the role of the committee, is critical to the ability of the church to discern the mind of Christ for The Presbyterian Church in Canada today and into the future.

These materials are offered by the Governance Committee of Assembly Council. Together with every other committee of The Presbyterian Church in Canada, it is tasked to assist in fulfilling our denomination's mission and strategic plan:

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 – 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.

Strategic Plan

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

We hope that by helping develop better committees, we develop a better denomination to build up better disciples of Christ. That is the service to which all committees of the church have been called.

In its role of coordinating the work of the national church, the Assembly Council has been working through various governance principles and practices that are used in and outside of the church. These were presented to the General Assembly in 2014 (A&P 2014, p. 216-218, see [Appendix A-4](#)). They were designed and have been proven over many years to be tools to help the institutions that adopt them achieve the goals they are aiming for. “Effective service” is what every Christian wishes to provide. As stewards we wish to effectively use the gifts God has given us; through service we respond to God’s grace that gave us those gifts. Effective service allows us to participate in the life of the Triune God as we engage with our beautiful and broken world.

These orientation materials will provide you with support as you and your committee faithfully carry out your work. Paired with an annual orientation session, they also seek to provide a forum for all committees to communicate with and support one another as we all engage in a shared mission for the church.

No matter how routine the task of our denomination’s committees, we are all part of the Body of Christ and are equally valued. Desiring the best for that body, the church is grateful for your willingness to strive to be the best instruments you and your committee can be for God’s missional work occurring through our denomination.

2. Planning Calendar

June

The General Assembly meets to receive and respond to committee reports and approves committee membership. You may contact and work with the committee once it is named.

July - August

By the end of August, following the Assembly, you will receive various correspondence from the General Assembly Office that will include an updated membership contact list, orientation materials, a date for an orientation conference call for conveners, an approved budget for the year and any referrals from the General Assembly for your committee. Staff support from one of the departments of the national office will be made available and the contact information forwarded in this package. You may receive other referrals, such as referred overtures, throughout the year. Members of your committee will also be notified and sent a membership list.

Contact members of your committee to welcome them and organize the first meeting.

September

Orientation session for conveners will be arranged through the General Assembly Office (conference call).

Contact members of your committee to orient them to the work of the committee and expectations. Materials to assist with this are provided in the appendices to this document.

September - October

Committees normally gather during these two months for their first meeting. Meetings can be arranged as convenient with up to one meeting per year in person. Work may be carried out by email, conference call, or videoconference. Prepare a work plan and assign tasks.

November

Monitor the work plan, present plan to the Assembly Council for information.

December - March

Continue with committee work, consult as necessary, and prepare report to the General Assembly. Remember to take advantage of the PCC website to inform the church about your committee's work.

January

You will receive correspondence about the format of your report to General Assembly and the submission date ([Appendix A-8](#)).

February

Nominations for committees are to be submitted to the committee to Nominate Standing Committees by February 28. (sample forms see [Appendix A-14](#))

March

Forward completed report by date specified in reminder to the General Assembly Office.

Submit committee resource people to the General Assembly Office.

April - May

Prepare presentation to the General Assembly and carry on with multi-year committee work and projects.

Resource people register for the General Assembly.

May

Continue to prepare your presentation to the General Assembly. Be in touch with the General Assembly Office with any specific questions or requirements for your presentation. We encourage graphics, effective PowerPoint and other creative means that might assist in making your presentation engaging and effective. Be sure to discuss timing constraints with your staff support who will co-ordinate with the General Assembly Office.

June

Present briefings as requested, and final report to the General Assembly.

3. Meetings

Good communication with committee members, careful planning of the agenda and background materials, and skilled chairing of the meetings are some of the keys to an effective committee.

3.1 Communication

Find ways for your committee members to get to know one another. This could be accomplished through phone calls, a personal check-in time on meeting agendas and shared time together at breaks and meals when meeting in person. Talk together about the work of your committee by regularly reviewing the mandate and the work plan in order to have a clear and positive direction for the committee.

3.2 Planning an agenda

Meeting date: Phone calls, email and online polls such as doodle.com can all be used to choose meeting dates suitable for all members.

Prepare and circulate an agenda ahead of each meeting. Include times for prayer, reviewing minutes, planning what is to be accomplished and assigning tasks. Your staff support is able to assist with the preparation of an agenda, background material and meeting arrangements at your request.

Traditionally, committees have met twice between Assemblies; once in the fall and once in the winter. There is budget provision for one face-to-face meeting. In recent years, committees are finding that once a clear plan is established, much of its work, and even meetings, can be effectively carried out by email and conference calls.

Emerging technologies for video conferencing are not yet supported in a standard format, but Skype and other applications may be used. Be sure each member of the committee can participate regardless of the technology.

3.3 Chairing the meeting

Remember that each meeting of the committee, in whatever format is used, is a gathering of the Body of Christ seeking God's will and celebrating God's presence. Try to find ways to keep that purpose in the minds of all the members as you work together.

Be ready to offer prayer yourself, and feel free to ask others on the committee to pray for the work of the committee and our church. Some members may prefer advance notice of this request. This is part of your role as convener.

Be sure a secretary is appointed to record the decisions taken by the committee, and, as you agree, key points of discussion. Be sure to keep minutes and submit them to the Archives when your term as convener is complete. (see [Appendix A-7](#) for minutes template)

Minutes of all standing committees are to be deposited in the Archives (at the national offices) in order to ensure their long-term preservation and availability for reference purposes. Minutes must be in original and signed format. Submission

of these minutes to the Archives must occur annually. If committees should need access to their minutes once deposited, the staff will be pleased to respond to all research requests.

Most committees do not need to use formal rules of debate. It is important that everyone is aware of what is being discussed, and included in the deliberations. Recommendations may be proposed ahead of the discussion or may be arrived at through the process of the discussion. Decisions may be taken by vote or by consensus, but, in either case, must be recorded for clarity in the minutes. Staff support may be asked to act as secretary and hold the records of the committee.

3.4 When a vacancy occurs between General Assemblies

If a member resigns from the committee or becomes unable to serve through illness or death, standing committees have the authority to name a member to serve in the vacant position until the next General Assembly. Please inform the General Assembly Office when a vacancy occurs and in the event an interim appointment is made by the committee. If the committee wishes to recommend that the interim appointment continue after the next General Assembly, the usual nomination form will need to be forwarded to The Committee to Nominate Standing Committees with a description of the situation and reasons for the nomination.

4. Reporting

The convener is responsible for submitting the committee's report to the General Assembly as per the notice you will receive. Normally the preparation of the report is a shared responsibility by the committee with various portions worked on by various members. The convener needs to coordinate this work.

Plan ahead by working backward from the report due date to make sure the work will be completed in time for submission.

You will receive a report template with specific guidelines and timing ([Appendix A-8](#)). Please discuss any questions with your staff support or the General Assembly Office.

The General Assembly need not be the only way the work of your committee is promoted within the church. While it is not appropriate to release material that needs a specific General Assembly decision to proceed (apart from the report published in the Book of Reports), you will likely be able to find many facets of the work of your committee that can be shared. The church is eager to support your committee with prayer and share in your work. The Associate Secretary for Communications can assist you with a communications strategy.

If your report touches on the work of any other committee of the General Assembly, be sure to consult with the appropriate convener to ensure appropriate coordination. The Assembly Council, in its role as a coordinating body for the church, is eager to help facilitate collaboration. This is one reason the Assembly Council appreciates receiving work plans from each committee.

If there are budget implications (beyond meeting expenses) related to any recommendations, be sure to consult with national office staff in advance. The convener and committee may not commit church resources beyond the budget for meeting expenses without prior approval. There are, from time to time, project monies available for committees. You can discuss this with staff support.

Also, if there might be legislative implications in any recommendations, be sure to consult with the Clerks of Assembly. The General Assembly Office is ready to assist with any necessary coordination.

5. Administration

5.1 General support

Any questions you have about support for your committee may be directed to the General Assembly Office. Each committee may also avail itself of the staff support indicated in the Committee Specific Information ([Appendix A-16](#)).

5.2 National office staff roles with the committee

Staff can assist in arranging meetings, conference calls, travel, meals, accommodations, taking minutes, budget questions, reimbursing expenses and making appropriate connections with related committees or staff.

Please be aware that while national staff are assigned roles in supporting the work of committees, they report to and are accountable for their work to their staff supervisors. As a convener, if you have any issues or concerns you are not able to resolve with your staff support, you may discuss it directly with the staff person's supervisor.

5.3 Polity support

The Clerks of Assembly have a particular responsibility in providing polity support for the General Assembly and for the whole church. As your committee carries out its work there may be questions around church polity (Book of Forms), the status or application of various policies of the church, or previous decisions of the General Assembly that may require consultation, research and/or advice. The Clerks are ready to provide this support. If your committee is contemplating proposals to the General Assembly that could involve changes to church polity or the establishment of new policies, be sure to be in touch with the Clerks of Assembly to ensure recommendations are in proper form and order for consideration by the General Assembly.

5.4 Arranging meetings

Staff assigned to support your committee can assist in all aspects of arranging meetings. Ensure meeting space, committee availability and accommodations are in place before the notice of meeting is sent to members.

While almost all communication with committees regarding meeting arrangements is now conducted by email, you will need to be sure all members are available by email. If members do not respond it could be for a variety of reasons. Sometimes email is not working, an address has changed or has one character incorrect, or the member does not regularly use email. In these cases, be sure to follow up by phone to make sure all members are engaged. Report any changes of contact information to the General Assembly Office.

5.5 Teleconference facilities are available through the national office. Staff support can initiate conference calls or provide you with moderator and member call-in numbers and codes.

5.6 Skype and other videoconference formats are not yet specifically supported by the national office but have been used with some success. If your committee would like to try this technology, the Associate Secretary for Communications

and IT staff can assist you. In order to have a successful videoconference meeting it is important to ensure that:

- a) you are familiar with the operation of the specific application
- b) every member using it is also familiar
- c) every member is using a headset or headphone with a microphone, and knows how to mute in order to remove background noise.
- d) the equipment and connections have been tested in advance of the meeting
- e) there is a backup plan (such as conference call-in numbers) in case the technology is not reliable

These are emerging technologies that are getting easier to use and are more reliable as time goes on. National office staff is working to find good solutions for our church. Please share your experience with the communications office.

5.7 Expenses

All the resources entrusted to carry out the mission of the church, including the important work of national committees, are precious gifts from Presbyterians across the country. The Assembly Council believes appropriate resources must be made available to carry out committee mandates but at the same time understands budget realities mean choices must be made about what can be done.

Committees must work within their assigned budgets and are expected to adhere to the following basic guidelines for expenditures incurred in carrying out its work.

An expense reimbursement form is attached as [Appendix A-11](#).

5.7.1 Travel

Travel is reimbursed at the rate found on the expense reimbursement form. For longer distances the lesser of the cost of an economy flight or the per km rate will be reimbursed. Other forms of public transit may be used and will be reimbursed at lowest reasonable available fares. Travel should be arranged personally and will be reimbursed promptly. If assistance or pre-payment by the national office is needed, contact your staff support. Travel is reimbursed to and from the meeting directly. Extra legs, at the request of the traveller (e.g. to visit family or friends or extend a visit), must be paid personally.

5.7.2 Meals

Committee meals may be paid directly by the national office if catered, or reimbursed from a personal expense with receipts. Per diem rates for meals can be found on the expense reimbursement form. Sometimes restaurant meals will exceed per diem rates. Receipts are always required if this is the case.

5.7.3 Accommodations

Support staff can assist in trying to find reasonable accommodation. Shared accommodation is not normally required unless the facility setup requires. Personal additional nights are not reimbursable.

5.7.4 Committee budget

The budget for your committee is included in the correspondence concerning membership and administrative support that will be sent by the General Assembly Office by end of July. Any deviation above the budget will need to be approved prior to expenditure through your staff support.

The budget is provided to cover travel, meals, accommodations and meeting expenses only. Sometimes a committee will want to consider an extra project, conference or publication. Funding must be found separately for such initiatives and approved prior to going ahead. Your staff support may be able to assist with such requests.

You can monitor the budget through assigned staff support. Financial statements are easy to obtain.

In order to promote collaboration, contact information is provided below for all national committees and conveners as well as staff support.

6. Evaluation and Self Assessment

The Assembly Council, and the staff involved in providing committee support are glad to receive feedback on how administrative support is working and how committees are able to facilitate their terms of reference. An important part of that feedback is the self-assessment by committee on their work. As part of the work plan template, a self-assessment tool is provided in order to receive and give feedback between committee members and the Assembly Council. Feedback can be given anytime to the General Assembly Office, but you are encouraged to include an evaluation annually on the agenda of your committee to be included with the work plan. These tools can be found at [Appendix A-12](#).

7. Nomination Process

Committees are most effective when people with the right skill-set, motivation and representation are working together. The Committee to Nominate Standing Committees of the General Assembly will request each committee to provide details of its particular needs generally and for the coming year. Each committee is encouraged to take this seriously and forward this when requested. That way the church can be aware of your committee requirements.

The Committee to Nominate receives nominations from sessions, presbyteries and synods, plus nominations from the standing committees. Your committee has the privilege of presenting nominations to the Committee to Nominate directly. Plan to discuss this with your committee so that good succession planning can take place and the work of the committee can move from strength to strength. You can approach individuals, talk with them about the work of your committee, challenge them to allow their name to stand, and, if appropriate, forward their name and requested biographical information to the Committee to Nominate for consideration. (Sample Nomination forms can be found at [Appendix A-14.](#))

You are free to communicate with the Committee to Nominate Standing Committees about any membership issues including the possibility of speaking with those who are in the process of discerning nomination. Better for a potential member to know that expectation prior to being named to the committee. Ultimately the General Assembly alone names the committees but good preparation will help both the Committee to Nominate and the Assembly in this important work. A template for specifying committee member's needs is at [Appendix A-13.](#)

When sending in nominations, you will also need to indicate who the committee requests the General Assembly to name as its convener.

Along with having the necessary gifts and skills, it is also important that members of all our committees represent the breadth of our church. The Committee to Nominate will take into account lay/clergy, gender, ethnic and geographic balances. As you consider possible nominations, it is important that your committee also seek this diversity.

The complete Committee to Nominate Standing Committees guidelines and nomination process can be found at presbyterian.ca/nominate.

Appendix A-1

The Presbyterian Church in Canada General Assembly Standing Committee CONVENER RESPONSIBILITIES

Basic Accountability:

The convener is accountable to the body to which it reports (General Assembly or Assembly Council) for convening the committee to ensure that the aims of its mandate and annual work plans are achieved in a timely and efficient manner.

Responsibilities of the convener:

1. In conjunction with the Committee to Nominate Standing Committees the convener identifies, interviews and seeks the nomination of suitably qualified members for the committee. When candidate nominations are approved by the General Assembly, the convener sees to the orientation of the new member(s).
2. Ensures the committee's mandate is reviewed at least annually; with recommendations on change(s) to the appointing body as required.
3. Leads the committee in the preparation of an annual work plan following approved guidelines; presents the plan to the Assembly Council for information in order that the council can facilitate its coordinating role and monitors achievement of the plan on a regular basis, incorporating such changes as may be required.
4. Facilitates the work of the committee through calling meetings, establishing agendas, ensuring deliberations adhere to good governance practices and decisions are recorded in the minutes.
5. Acts as the spokesperson for the committee with the appointing body and the church at large. Utilizes electronic and other means to keep presbyteries and congregations aware of the role and work of the committee.
6. Maintains regular contact with other national committee conveners whose mandate borders that of the committee and when consultation is necessary for referrals.
7. Assists members to function most effectively on the committee.
8. Leads in the preparation of the committee's annual report to the appointing body and, as necessary, presents the report.

Appendix A-2

The Presbyterian Church in Canada General Assembly Standing Committee MEMBER RESPONSIBILITIES

Position: Committee Member

Basic Accountability:

In collaboration with the convener and other members accepts responsibility for the fulfillment of the committee's mandate and annual work plan.

Specific Responsibilities:

1. Each member of the committee brings her/his gifts including understanding of The Presbyterian Church in Canada, subject area knowledge, and previous committee experience to the service of God through the committee.
2. Is expected to attend all meetings of the committee either in person or through electronic means.
3. Prepares for meetings by reading and assimilating material/data circulated in advance.
4. Completes committee assignments on time and to the standard expected.
5. Promotes harmonious relations within the committee by respecting the leadership of the convener and the opinions of other members, by seeking consensus in decision making and by supporting committee decisions with external parties.
6. Willingly accepts additional duties as assigned by the committee and the convener from time to time.
7. In collaboration with the committee, seeks out opportunities to expand their understanding of the role and work of the committee within the church at large.

Appendix A-3

The Presbyterian Church in Canada COMMITTEE CODE OF CONDUCT

Together in the Body of Christ, a high level of respect for one another and the well being of the church is understood. In order to remind ourselves of ways to ensure this is facilitated, the following standards are expected of committee members. This resource should be discussed by the entire committee whenever new members join.

1. Members are expected to participate in the meetings and work of the committee to the best of their ability.
2. Members regularly not participating in meetings and the work of the committee will be invited to discuss the situation with the convener in order to find an appropriate resolution.
3. Members will willingly accept committee assignments.
4. Members will consistently display courtesy and respect for other members and opinions expressed in both face-to-face and electronic communication.
5. Members will prepare themselves by reading and digesting material distributed in advance of the meetings.
6. Members will seek to create a climate that encourages quiet or reluctant members to participate.
7. Members will accept the leadership of the convener in the orderly conduct of meetings. They will respect her/his decisions and attempt to minimize the demands of her/his position.
8. Members will not “lobby” other members in advance of the consideration of a matter coming before the committee.
9. When the committee makes decisions, members will endeavour to accept and support them within and beyond the committee. Members will work through any disagreements respectfully within the committee.
10. In presentations to the committee, members will be honest, concise and direct and, whenever possible, ensure that all relevant information is available ahead of time.
11. Members will respect staff and note their accountability is through their reporting relationships at the national office.
12. Members will be open to feedback from the convener on their contribution to the work of the committee.

Appendix A-4

The Presbyterian Church in Canada GOVERNANCE PRINCIPLES FOR THE PRESBYTERIAN CHURCH IN CANADA

Principles of Governance for Committees (A&P 2014 p. 217-18)

The principles of governance for committees, as approved by the Council, are as follows:

1. In accordance with its mandate to “ensure the church’s work is carried out effectively and efficiently” the Assembly Council should be responsible for the co-ordination of all national committees to ensure they further the mission of the church.
2. Clarity and precision in committee terms of reference are essential. Care should be exercised to ensure that the same task is not assigned whole or in part to more than one committee.
3. All national committees should be mindful of and respect the direct reporting relationship of national staff to the Assembly Council through the Management Team.
4. Terms of reference for each committee are required and when approved should be adhered to. Regular review of such terms should be initiated by each committee. Changes as necessary should be recommended to the Assembly Council for their action or the action of the General Assembly as appropriate.
5. Annually, each committee should prepare a work plan for the coming year and seek the approval of the Assembly Council. When approved, the plan should direct the work of the committee and form the basis of regular reporting on achievement.
6. The Assembly Council may recommend the creation/discontinuance of committees to the General Assembly.
7. Each committee should establish its membership requirements (number, competencies and diversity goals) annually with the Committee to Nominate; reflecting due consideration of its terms of reference, the type of skills/experience required and current work load.
8. Potential members should be advised of the committee’s terms of reference, the frequency/duration of meetings, performance/attendance expectations. Members who are unable to meet performance/attendance expectations should be interviewed by the convener to determine whether they should continue as members with recommendations to the Committee to Nominate as necessary.
9. It is expected that electronic means (tele/video conferencing) will be considered for committee meetings to minimize costs when advisable.
10. Training will be provided to all committee conveners to ensure they are aware of contemporary governance practices.

Appendix A-5

The Presbyterian Church in Canada COMMITTEE PLANNING PROCESS

Work planning helps a committee organize in a way that is most likely to achieve the mandate given to it and any referrals assigned by the body to which it is accountable.

The work planning process may be defined as a series of decisions, starting with broad ones, and narrowing to small and specific ones, each of which works toward the best course of action in order to reach a desired condition.

The role of the appointing body (General Assembly/Assembly Council) is to ensure that each committee has:

- . A clearly agreed upon mandate consistent with denominational values and its needs
- . A defined and plausible annual plan
- . A timely, efficient and competent implementation system
- . A consistent and valid method for reviewing its own performance so that it can reorganize, refine or discontinue the plan

The five steps to work planning include the following:

1. Determine the specific steps or actions required
2. Specify the goals to be achieved
3. Identify who will see that each step or action is completed
4. List when the steps or actions are to be completed
5. Establish the feedback mechanisms needed to monitor progress within each step.

Appendix A-6

The Presbyterian Church in Canada General Assembly Committee SAMPLE WORK PLANS

These sample work plans can be used to assist a committee to develop concrete and measurable steps to achieve goals and help the committee order its work and divide it among members. It should be drafted by the convener in consultation with a small group within the committee, then discussed and agreed upon by all members and forwarded for information to the Assembly Council. Work Plan A is an example of an actual plan from one of the committees of Assembly Council.

WORK PLAN A

Task: Review the structure, effectiveness and cost of national committees (standing committees of the General Assembly and the Assembly Council); make recommendations to the Assembly Council for improvement.

Assigned To: Committee to Review National Committees

Time Frame: June 2017 – June 2018

Process

Completion Date

- | | |
|---|------------------|
| 1. Utilizing a questionnaire, survey national committees to ascertain membership's view of the mandate, reporting relationship and functioning of individual committees | September 2017 |
| 2. Report progress to Assembly Council together with proposed governance principles for national committees | November 2017 |
| 3. Resurvey committees including interviews with all conveners; assess the applicability of the governance principles recommended to the Assembly Council | February 2018 |
| 4. Recommend areas for change in the committee structure and an implementation plan | November 2018 |
| - Meet conveners of General Assembly standing committees to discuss the committee process and potential areas for improvement | May 2018 |
| - Meet with Nominating Committee to discuss the functioning of the nominating process and explore improvements | October 2017 |
| - Develop a training plan for committee conveners and recommend to the Assembly Council | October 2017 |
| - Develop and recommend to the Assembly Council an implementation plan for the new structure | October 2017 |
| 5. Support the Assembly Council in implementing the new national committee structure approved by the General Assembly | June 2018 onward |

Resource Requirements: The bulk of the work will be undertaken by committee members. A substantial preparatory effort was made by staff in compiling data on committee structure, mandates and membership. Travel costs will be incurred for out of town members.

WORK PLAN B

Committee: Revenue Committee

Goals (Critical issue): Static/Declining Revenue

Actions:

Initiative #1: Increase member dues by recruiting ____ new members

Priority: High

Expected Impact: \$_____ in 2017; \$_____ full year 2018

Completion Date: 4th quarter 2017

Resources Required: Committee Time ____ hours
Staff Time ____ hours
Other resources

Reporting: Quarterly through 2018

Approach: Step one (Who? What? When?)
Step two
Step three
Step Four

Initiative #2: Increase grants from charitable foundations by 25 %

Initiative #3: Add a Fall Gala in 2018

Appendix A-7

The Presbyterian Church in Canada MINUTES TEMPLATE

Committee Name:

(Note: the page number, date and place of meeting should be included in the header)

The [name of committee] met [state location or note if the committee met by conference call, Skype or other] on [date].

Prayer

The convener constituted the meeting with prayer.

Attendance

[Name], convener; [names of committee members].

Regrets

[Names of those who sent regrets]

Guests

[Name of guests present]

Agenda Motion: [Names of mover and seconder], that the agenda as printed be adopted. Adopted.

Minutes of the last meeting

Motion: [Names of mover and seconder], that the minutes of the [date] minutes be adopted. Adopted.

Correction: (Or note errors or omissions – and then that the minutes were adopted)

Business Arising:

[Record items of business carried over from past meetings along with recommendations, motions or actions related to them.]

New Business:

General Assembly referral

The committee discussed the Ecumenical and Interfaith Relations Committee, Rec. No. 1 (A&P 2014, p. 272, 16) regarding the The Church: World Council of Churches Study Document.

Motion: [Names of mover and seconder], that the convener forward a summary of the committee's comments to the Ecumenical and Interfaith Relations Committee. Adopted.

**Subcommittee Report
Recommendation No. 1**

[Names of mover and seconder], its work being completed, that the subcommittee be dissolved with the thanks of the committee.

Page [#]

Adjournment

Motion: [Names of mover and seconder], that the meeting be adjourned.
Adopted.

Prayer

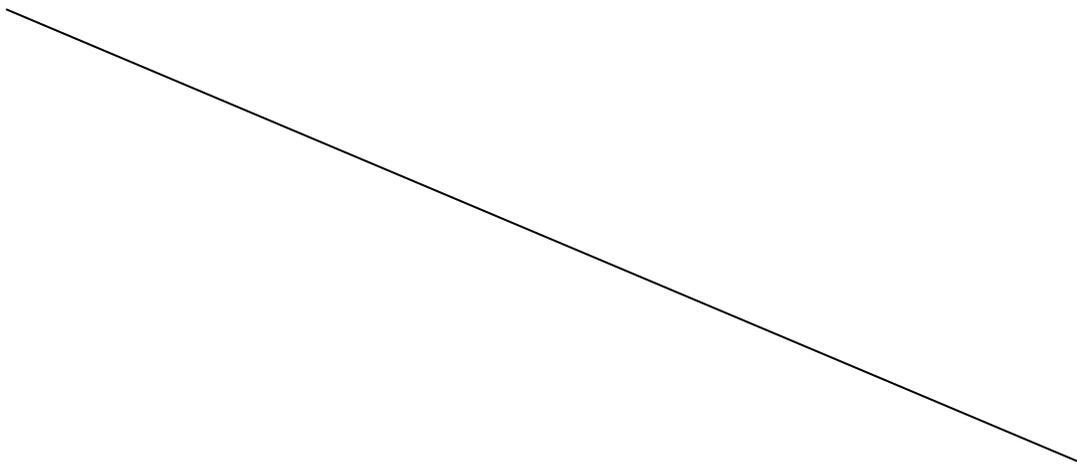
[Name of convener or other] closed the meeting with prayer.

[Signature of committee secretary]
convener]

[Signature of committee

(Note: The minutes are signed after they have been approved at a subsequent meeting.)

(Note: Vacant spaces, except ordinary spaces between paragraphs, are stroked through and initialed by the secretary.)



Appendix A-8

The Presbyterian Church in Canada GENERAL ASSEMBLY REPORT FORMATTING

Style Guide

The style guide used by the national office may be downloaded from presbyterian.ca/resources/communications-resources.

Acts and Proceedings

A reference to an Acts and Proceedings is to be in brackets followed by the year then a comma and page number. For example, (A&P 2016, p. 282, 30). Reference to an Acts and Proceedings is to be in the body of the report and not listed as an endnote or footnote.

Book of Forms

A reference to the Book of Forms is to be in brackets in the body of the report and not listed as an endnote or footnote. Example (Book of Forms sections 158–173). Do not underline or put Book of Forms in italics.

PCC

PCC must be written out in full as The Presbyterian Church in Canada. Capitalized “The”.

Tables (for text and figures)

Tables must be formatted manually in your document. Do NOT use any of the quick table styles available in Microsoft Word. Do not format the individual rows in the table. If a side-by-side list of text is used, use tables (see A&P 2016, p. 452). If showing financial information, use tables (see A&P 2016, p. 405–07).

Note: Tables can be tricky for formatting. If you have questions, please contact Maggie Leung.

Do not use columns.

Bullets

Do not use the automatic bullets/numbers on the tool bar. If a list of items is required, then a number or a dash must be inserted manually. Microsoft Word recognizes when you are trying to start a bulleted or numbered list. To turn this off, click on the AutoCorrect Options button that appears when you begin your list.

Dashes / En Dashes

Use a hyphen (-) for lists.

Use an en dash (–) with no spaces for a range of years, e.g. (2016–2017).

Use an en dash (–) with a space before and after in the body of text.

The keyboard command for an en dash is Alt + 0150 in Windows and Option + hyphen on Mac.

Do not use em dashes.

Periods

There is to be 1 space after the period at the end of each sentence. If someone else has typed the report, please check for this.

Helpful Tip: Search through the report with the “Find” command to look for two blanks “ ” and replace with one blank “ ”.

Endnotes

Endnotes must be inserted manually into the text of the document, using superscript for the numbers. Do NOT use automatic numbering of footnotes/endnotes [see A&P 2015, p. 308]. If endnotes are not inserted manually they will not appear at the end of your report, but will jump to the very end of all the reports going to General Assembly when the reports are appended. Auto endnotes will not convert to the Acts and Proceedings template.

Do not list a reference to an Acts and Proceedings or Book of Forms as an endnote – these references are to be in the body of the report. [See A&P 2016, p. 218 for an A&P reference, and A&P 2016, p. 281 for a Book of Forms reference.]

Footnotes

Footnotes must not be used.

Page Numbers

Number each page of the report.

Click on the insert tab and choose Page Number in the Header and Footer group to insert page numbers in your report. Do not put page numbers on your report manually. If a report has been sent to you with page numbers manually inserted, remove them.

Spell Check

Please do a spell check on your document.

Headings and Sub-Headings

Do not put periods or colons after headings or sub-headings. When a main heading and sub-headings are used, they are formatted as follows:

VISION AND MISSION COMMITTEE

Mandate of the Committee

Use a ½ space between the main heading and the sub-heading, as well as between the sub-heading and the paragraph.

Ministers

Ministers are referred to as the Rev. (name of person). If a minister has a doctorate, the reference is the Rev. Dr. (name of person).

Overtures / Previous General Assembly Recommendations

When a committee/agency is responding to an overture/recommendation, the title in the report is to include an Acts and Proceedings reference as follows:

OVERTURE NO. 27, 2015 (A&P 2015, p. 602–03)

Re: Health and dental plan membership options

CLERKS OF ASSEMBLY REC. NO. 2, 2012 (A&P 2012, p. 249–50, 15)

Re: Book of Forms section 195.1 re presbytery appointment of assessor elders

Recommendations

Recommendations are presented in the following format to facilitate the use of the consent agenda:

1. Recommendations listed at the beginning of the report are formatted as follows:

- the first recommendation is the **Consent Recommendation** listing those recommendations that are to be considered under the consent agenda. It is to look like:

Consent Recommendation

That Recommendation Nos. 1, 3, 4, 5 and 7 (identified by **) be adopted by consent.

- list all of the following recommendations in numerical order flushed left, as indicated below.
- recommendations that are to be adopted by consent are to be marked with ** (two asterisks).
- at the end of the recommendation put the page number in brackets where the recommendation is located within the report, for example: (see p. 2–3).
- do not include in the recommendation heading **Adopted/Defeated/Amended**.

**** Recommendation No. 1**

That Book of Forms section 201.4 regarding commissioning lay missionaries to administer communion be added to the Book of Forms and be remitted to presbyteries under the Barrier Act. (see p. 1–2)

Recommendation No. 2

That Appendix A of the Book of Forms, regarding the language used in call, be amended. (see p. 2–3).

**** Recommendation No. 3**

That Book of Forms section 217 be deleted and sections 214 and 216 regarding the practice of members signing call forms be amended and be remitted to presbyteries under the Barrier Act. (see p. 3)

2. Recommendations within the body of the report are indented and formatted as:

Recommendation No. 1 Adopted/Defeated/Amended

That Book of Forms section 201.4 regarding commissioning lay missionaries to administer communion be added to the Book of Forms and be remitted to presbyteries under the Barrier Act.

- no brackets and no spaces between Adopted/Defeated/Amended and the slash.
- use “No.” before the numbers.
- no colon after the number.
- only one tab between the number and Adopted/Defeated/Amended.
- the entire paragraph of the recommendation is indented.
 - do not start a recommendation with phrases such as “recommend to the General Assembly”, or “that the General Assembly do such and such”, or similar phrases. The recommendation is understood as being addressed to Assembly and unless otherwise stated in the recommendation, the Assembly takes the action requested by the recommendation when adopted.

General Formatting Directions

Follow these directions for your report:

- justify the entire report;
- use the print font Times New Roman 10 pt;
- use the following margins: Top - 1”, Bottom - 1”, Left - 1”, Right - 1”;
- indentations (use tabs not spaces);
- do not put in any running headers as they will be entered after the Assembly Office receives your report;
- use the number key for one “1” rather than the key for the letter “l”;
- if at some point in your report you need to number sections and sub-sections, follow the format, 1.1, 1.2 etc.. When dividing a sub-section, use 1.1.1, 1.1.2 etc.;
- note the spelling of the word “program”;
- do not use superscripts when typing, e.g. 143rd General Assembly.

Appendix A-9

The Presbyterian Church in Canada

TYPES OF REPORTS FOR THE GENERAL ASSEMBLY

There are four types of reports presented to the General Assembly.

1. Reports without recommendations

These reports will be adopted together by one motion, early in the Assembly. Any commissioner wishing to discuss one of these reports may ask to have it placed on the agenda and that will be done. In the case of a report placed on the agenda for discussion, the convener of that report will need to be ready to present whenever it is scheduled.

Note: Any committee with a report without recommendations may ask for time on the floor of Assembly to speak to the report for information. Please inform the Assembly Office of this request by April 15, 2017.

2. Reports containing regular recommendations only

These reports are placed before the Assembly with a motion that they be received and considered. Subsequent motions put forward each recommendation in the report one at a time.

3. Reports containing consent recommendations only

These reports are placed before the Assembly with a motion that they be received and considered. The next motion deals with the consent recommendations. For example, "It is moved and seconded that Recommendation Nos. 1 through 6 be adopted by consent." Any commissioner may ask that a recommendation be lifted from the list of consent items. Normally, this request will be granted without question. The remaining consent recommendations are then adopted and any that have been lifted are put forward one at a time.

Reports containing both consent and regular recommendations

These reports are placed before the Assembly with a motion that they be received and considered. The next motion deals with the consent recommendations. For example, "It is moved and seconded that Recommendation Nos. 3, 6 and 9 be adopted by consent." Any commissioner may ask that a recommendation be lifted from the list of consent items. Normally, this request will be granted without question. The remaining consent recommendations are then adopted and any that have been lifted are put forward one at a time along with the regular recommendations.

Appendix A-10

The Presbyterian Church in Canada PRESENTING REPORTS AT GENERAL ASSEMBLY

Moderator, my name is _____

I am convener of _____ (name of committee).

The report of _____ begins on page ____ in the Book of Reports.

Report without Recommendations

If your report was adopted as a report without recommendations, proceed directly to your presentation.

or

Report with Recommendations

If your report has recommendations, use the following outline:

The recommendations will be moved and seconded by:

_____, Presbytery of _____ and
_____, Presbytery of _____.

Note: Give these names each time you are at the podium.

Moderator, it is moved and seconded
that the report of _____ be received and considered.

Note: When the report comes before the Assembly, presenters may address further questions from the report briefings or move directly to recommendations.

If there are consent recommendations

Moderator, it is moved and seconded that
Recommendation Nos. _____, on page _____, be adopted by consent.

- Time will be given for commissioners to review the consent recommendations.
- The Moderator will ask the commissioners if they would like any of the recommendations to be removed from the consent recommendations to be discussed and voted on separately.
- The remaining consent recommendation numbers will be on the screen.
- The Moderator will take the vote.

If there are regular recommendations

Present your recommendations by indicating the page number of the recommendation and saying:

Moderator, Recommendation No. _____, on page _____, regarding _____
is moved and seconded.

When report is complete say:

Moderator, the report as a whole.

Appendix A-11

**The Presbyterian Church in Canada
EXPENSE REIMBURSEMENT SHEET**
(example of)

Committee:

Place of Meeting:

Date:

Current rates:

For travel – Travel allowance, 45 cents per kilometer

For meals – Breakfast \$10.00 Lunch \$12.00 Dinner \$23.00 (Daily max, \$45.00)

For hotels and other expenses – include receipts with this form.

Name and full address	No. of Km. for return trip	Meals	Other expenses	Total

Approved by: _____

See section re expenses on p. 12

Appendix A-12

**The Presbyterian Church in Canada
COMMITTEE SELF EVALUATION TOOL**

Did we accomplish the initiatives set out in last year's work plan?

If not, why? If so, comment on how they have been received by the church.

Comment on the support received by the committee.

How can our committee be more effective? Are we effective as members?

How have we furthered the denomination's priority of supporting congregations?

How can we shift our work to have a better impact?

Have we fulfilled the General Assembly referrals for this past year?

Appendix A-13

The Presbyterian Church in Canada COMMITTEE MEMBER NEEDS

For use in collaboration with the
Committee to Nominate Standing Committees

Committee Name:

General Requirements

1. A professing member, minister or diaconal minister of The Presbyterian Church in Canada
2. Previous experience on committees at the congregational, presbytery, synod or General Assembly level
3. Understanding of The Presbyterian Church in Canada polity
4. Available for committee related work (eg. Minimum of 50 hours per year)
5. Capable of travelling as required to committee meetings
6. Basic communication skills (speaking/writing)
7. Email accessibility
8. Able to serve the full term of the appointment

Specific Requirements

1. Basic knowledge of subject area
2. Able to lead (as required) discrete portions of committee work including research/draft papers for committee consideration
3. Available/willing to accept special projects

**The Presbyterian Church in Canada
NOMINATION FORMS
(Sample)**

Note – this form may vary each year, therefore use the current year's form circulated by the Committee to Nominate to submit nominations.

SUBMISSION DEADLINE – FEBRUARY 28 (If this date conflicts with meetings of your committee make arrangements with the convener of the Committee to Nominate Standing Committees.)

Nominated to: _____
(Standing Committee)

Nominating Body: _____
(Session [name and location of congregation],
Presbytery, Synod or Standing Committee)

Person Nominated: _____
Minister ____ **Diaconal** ____ **Lay** ____
____ Nominee has granted permission for this submission

Congregation: _____
(Name)

(Location)

Mailing Address: _____

_____ **Postal Code** _____

Telephone Number: _____ (R)
_____ (B)
_____ (cell)

Email: _____

Person nominated _____ **Nominated to (Name of Standing Committee)**

Reasons for nominating to this standing committee (gifts and skills this person can offer to the work of this committee):

Biographical information of person nominated:

**REAPPOINTMENT NOMINATION FORM
(Sample)**

Note – this form may vary each year, therefore use the current year's from circulated by the Committee to Nominate to submit nominations.

SUBMISSION DEADLINE – FEBRUARY 28

Nominated to: _____
(Standing Committee)

Name: _____
Minister _____ **Diaconal** _____ **Lay** _____

Congregation: _____
(Name)

(Location)

Mailing Address: _____

_____ Postal Code _____

Telephone Number: _____ **(R)** _____ **(B)**
_____ **(cell)**

Email: _____

Reasons for reappointment:

Biographical information:

(Downloadable at <http://presbyterian.ca/gao/committee-to-nominate>)

Appendix A-15

**The Presbyterian Church in Canada
TERMS OF REFERENCE**

Committee Name:

The terms of reference for the standing committees are on the available at presbyterian.ca/gao/committee-to-nominate.

Each convener will receive a copy of their committee's terms of reference annually by email from the General Assembly Office.

Appendix A-16

The Presbyterian Church in Canada General Assembly Committee SPECIFIC INFORMATION FOR EACH COMMITTEE

The General Assembly Office will provide each committee with its specific information relating to the following items:

Committee Terms of Reference (Appendix A-14).

All committees terms of reference are at presbyterian.ca/gao/committee-to-nominate.

Each convener will receive a copy of their committee's terms of reference annually by email from the General Assembly Office.

Membership List (Noting Years– Members can serve up to two, three-year terms):

The General Assembly Office sends a complete membership list to the conveners annually in July.

Referrals from the most recent General Assembly for action/consideration by the Committee:

The Principal Clerk sends correspondence to the convener with the information pertaining to the committee

Referrals from previous General Assemblies for which a response is expected:

The Principal Clerk sends correspondence to the convener if a committee needs to follow up on this action.

Related committees (e.g. With whom consultations may be needed, or who have related work):

The Principal Clerk sends correspondence to the conveners regarding such related work.

Due date for report to Assembly:

Reports are due within the first two weeks of March. A letter, from the General Assembly Office, with specific deadline is sent in late January to each convener.

Budget for meeting expenses (Conference calls, Travel, meals, accommodation):

The General Assembly Office will inform each convener of the annual budget.

Staff support:

The General Assembly Office will inform each convener of the staff person related to their committee.

Appendix A-17

The Presbyterian Church in Canada Standing Committee Convener Contact Information 2017–2018

Assembly Council

The Rev. Dr. Bob Smith 32-371 Orton Park Rd., Toronto, ON M1G 3V1
647-874-0366 (R); 416-992-0346 (cell)
bsmith3157@gmail.com

Atlantic Mission Society

Ms. Linda Mackinnon 33 Cedar Lane, Eastern Passage, NS B3L 1S7
902-405-4588 (R)
ljmackinnon@live.ca

Church Doctrine

The Rev. Dr. Blair Bertrand 13 Grey Owl Dr., Elimira, ON N3B 1S4
blair.bertrand@gmail.com

Ecumenical and Interfaith Relations

The Rev. Amanda Currie 2170 Albert St., Regina, SK S4P 2T9
306-522-9571 (C)
amanda@curriejesson.ca

History

Ms. Marilyn Repchuck 508-9 Bonheur Crt., Brantford, ON N3P 1Z5
226-938-7959 (R)
mrepchuck@gmail.com

International Affairs Committee

The Rev. Dale Henry 331 Dickson Park Cr., Mississauga, ON L5B 1Y5
905-279-8200 (R)
dalejhenry@hotmail.com

Life and Mission Agency

The Rev. Thomas Billard 925 North Park Dr., Brampton, ON L6S 5R8
905-458-7338 (C); 416-903-4150 (cell)
tcbillard@rogers.com

Maclean Estate

Mr. David Phillips 26 Main St. S., Uxbridge, ON L9P 1J4
905-852-6852 (R)
daphillips1@sympatico.ca

Nominate Standing Committees

Ms. Sandra Churchill 4839 Verona Drive NW., Calgary, AB T3A 0P5
403-288-6681 (R)
smchurchill@telus.net

Pension & Benefits Board

Rev. Cameron Bigelow 3 Lindsay Cres., Orillia, ON L3V 7G3
705-329-1727
cbigelow@rogers.com

Presbyterian Church Building Corporation

Mr. Neil Coutts 608-965 Inverhouse Dr., Mississauga, ON L5J 4B4
905-822-9775 (R)
ncoutts@rogers.com

Trustee Board

Mr. Timothy Herron

18 Cedar Forest Court, Thornhill, ON L3T 2A4
905-707-9396 (R); 416-953-4110 (cell)
therron101@yahoo.ca

Theological College Boards

Mr. Donald Walcot (Presbyterian College)

24-2162 Sherbrooke St. W., Montreal, QC H3H 1G7
514-938-4317(R)
donald.walcot@sympatico.ca

Dr. Peter Ross (Knox College)

17 Moorcrest Dr., Aurora, ON L4G 3R5
905-727-0682 (R)
pnross@rogers.com

Mr. Rod Thomson (St. Andrew's Hall)

34150 Palace Court, Abbotsford, BC V2S 6P7
604-855-1180
rodthomson@shaw.ca

Women's Missionary Society

Ms. Janet Brewer

30 Thornhill Ave., Toronto, ON M6S 4C5
416-762-2353 (R)
janet.brewer@sympatico.ca