

**TERMS OF REFERENCES  
STANDING COMMITTEES/ORGANIZATIONS  
REPORTING TO THE GENERAL ASSEMBLY**

The terms of Reference for each standing committee is approved by the General Assembly. They may be revised from time to time. The date of approval or revisions by the General Assembly is under the title of each committee. Below are either the specific terms of references or summaries of constitutions depending on the nature of the committee. For example: the Assembly Council has terms of reference whereas the Presbyterian Church Building Corporation has a summary of their responsibilities.

**COMMITTEE TO ADVISE WITH THE MODERATOR**  
(A&P 2002, p. 214)

The Committee to Advise is appointed each year by the Moderator at the General Assembly.

**PURPOSE AND ACCOUNTABILITY**

The Committee to Advise with the Moderator of the General Assembly is accountable to the General Assembly of The Presbyterian Church in Canada and provides advice and support to the Moderator of a particular General Assembly. This committee does not develop policy.

**RESPONSIBILITIES**

- supporting, advising with, and praying for the moderator during their moderatorial year;
- meeting with the moderator to assist in establishing the itinerary of events;
- listening to reports from the moderator of their travels and activities;
- reporting to the General Assembly on the travels and involvement of the moderator;
- counting ballots for the moderator-designate and placing that nomination before the next General Assembly; and
- normally, meeting three times a year.

**MEMBERSHIP**

- Moderator of the General Assembly;
- members and the convener are named by the Moderator; the number is 6 members, some of whom may be corresponding members.
- Principal Clerk as consultant and Senior Administrator of the Assembly Office as secretary.

**ASSEMBLY COUNCIL**  
(A&P 1999, p. 201–203; A&P 2011, p. 220; A&P 2016, p. 221–23)

**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:

- 9 persons appointed by the General Assembly from the church-at-large for a term of three years (renewable once).
- 12 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.
- 4 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.

\* 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.

## **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

## **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. General Assembly Design Team
10. Human Resource Policy Committee
11. Finance Committee
12. Governance 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

## **ATLANTIC MISSION SOCIETY**

### **PURPOSE AND MOTTO**

The purpose of the Society is to glorify God, and to support with prayer, study and service mission endeavours through The Presbyterian Church in Canada, the Synod of the Atlantic Provinces and the Presbyteries within its bounds. The motto is: The World for Christ.

### **MEMBERSHIP**

The membership consists of: active members; associate members; life members and affiliated members.

### **STRUCTURE**

The structure of the Atlantic Mission Society corresponds to that of the courts of The Presbyterian Church in Canada. The Society parallels the Synod of the Atlantic Provinces with each presbyterial taking in an area similar to the presbytery and the auxiliary being drawn from the local congregation. The president of the Society reports directly to the General Assembly each year.

Each auxiliary meets regularly and is bound by the Constitution and By-Laws of the Atlantic Mission Society which was revised in September 2000. A copy of the Constitution and By-Laws may be obtained from the AMS corresponding secretary.

The president of each auxiliary is a member of the presbyterial executive, along with officers elected by the presbyterial. Each presbyterial has an annual meeting. All members of all auxiliaries within the presbyterial are encouraged to attend. Voting members include one delegate from each auxiliary (in addition to their presidents) and one leader or delegate from each affiliated group, along with the members of the presbyterial executive.

There are eight presbyterials in the Atlantic Synod namely: Cape Breton; Halifax-Lunenburg; Miramichi; Newfoundland; Pictou; Prince Edward Island; St. John and Truro-Wallace. The president of each presbyterial and the executive officers of the Society form the executive committee of the Society. The executive committee meets at least three times per year, including sessions at the time of the Annual meeting.

The Society meets annually and each auxiliary, affiliated adult, youth and children's group within the Synod of the Atlantic Provinces is entitled to send one delegate. Others are free to attend at their own expense.

The Society has representation on the Assembly Council; the Life and Mission Agency; Synod Council and some other committees of the denomination.

### **THE PRESBYTERIAN MESSAGE**

The Society produces ten issues a year of The Presbyterian Message. This excellent little magazine is concise, interesting and informative. It contains materials for the current studies, mission news, worship resources and other information to enable Presbyterians to be more effective partners in mission.

## **CHILDREN AND YOUTH GROUPS**

The Society promotes and encourages children's and youth groups. The Society provides study material and leadership training for affiliated mid-week groups such as COC (Children of the Church), Explorers and CGIT (Canadian Girls in Training).

## **FINANCIAL ASSISTANCE**

Through free will offerings the Society is able to fulfil its purpose and fund special projects from time to time. The emphasis placed on study and sharing of information results in a committed and informed membership who support the Society as they are able.

## **CHURCH DOCTRINE COMMITTEE**

(A&P 2006, p. 239; A&P 2019, p. 259)

### **PURPOSE AND ACCOUNTABILITY**

The Church Doctrine Committee is a standing committee of the General Assembly of The Presbyterian Church in Canada. The purpose of the committee is to maintain a review of doctrinal issues as required.

### **RESPONSIBILITIES**

1. To consider and to report on all matters of faith and order which the General Assembly may from time to time refer to it.
2. To make recommendations to the General Assembly for the furtherance of the church's continuing ministry of determining and declaring the church's confessional position.

### **MEMBERSHIP**

15 members, namely:

- 12 General Assembly appointees
- 3 ex-officio (Knox College, Presbyterian College, St. Andrew's Hall)

## **CLERKS OF ASSEMBLY**

There are two Clerks of the General Assembly. The Clerks are most visible during the week of the General Assembly. They also help orient the young adult representatives by talking with them about what they might expect to experience at the General Assembly. During each business session, they record minutes and advise the Moderator on procedure. After each session adjourns, they prepare draft minutes that are distributed to commissioners. Once the Assembly closes, the Clerks complete the official minutes, construct an index of minutes and reports, participate in the production of the Acts and Proceedings, and review evaluation forms submitted by commissioners.

Throughout the year, the Clerks of Assembly respond to queries from officers and members of lower courts, and from individual members of the church. In addition, they monitor the receipt of answers from presbyteries to remits sent down under the Barrier Act and to referrals from the General Assembly. They also act as consultants to General Assembly commissions and committees. The Clerks meet together twice each year. In autumn they discuss and designate the work referred to them by the Assembly. In spring they finalize their responses to overtures, report on findings from "study and report" matters and prepare their report to the General Assembly. Matters of polity are discussed at both meetings.

## **ECUMENICAL AND INTERFAITH RELATIONS COMMITTEE**

(A&P 2001, p. 299–300; A&P 2004, p. 299–300; A&P 2015, p. 287)

### **PURPOSE AND ACCOUNTABILITY**

The Ecumenical and Interfaith Relations Committee facilitates national and international relationships of the denomination and is accountable to the General Assembly of The Presbyterian Church in Canada.

## **RESPONSIBILITIES**

The following responsibilities are not meant to encompass all the church's involvement in ecumenical work as it is involved in a variety of ecumenical activities at different levels from the local congregation to international endeavours. The Ecumenical and Interfaith Relations Committee is to:

- provide information on and co-ordination for ecumenical and interfaith matters;
- maintain and strengthen relationships with ecumenical and interfaith councils, committees and consultations, and to recommend to General Assembly the establishing of new ecumenical and interfaith relationships;
- articulate the church's ecumenical vision;
- facilitate discussions within our denomination with respect to our interfaith responsibilities and understandings;
- endeavour to develop strategies concerning ecumenical and interfaith work;
- educate members and adherents of the church about national and international ecumenical and interfaith involvements;
- promote and encourage peace, respect and understanding between ourselves and those of other faiths, even on issues of significant disagreement;
- to encourage Presbyterians to acknowledge, understand and appreciate other faith traditions, and to help Presbyterians to live in good relationship with persons who belong to other religions;
- appoint delegates to ecumenical and interfaith bodies and enable those delegates to represent The Presbyterian Church in Canada; and
- establish and maintain grants to ecumenical and interfaith councils.

## **MEMBERSHIP**

The membership consists of:

- 6 General Assembly appointments, one of whom will be the convener;
- 2 ex-officio members: Principal Clerk, General Secretary of the Life and Mission Agency;
- Corresponding members: CANAAC (first named of the delegation), WCRC (one delegate from the last General Council), WCC (one delegate from the last Assembly), WMS (one representative), Record (one representative).

## **ECUMENICAL COUNCILS**

The following councils relate to the denomination through the Ecumenical and Interfaith Relations Committee:

- Canadian Council of Churches (CCC)
- Caribbean and North American Area Council of the World Communion of Reformed Churches (CANAAC)
- World Communion of Reformed Churches (WCRC)
- World Council of Churches (WCC)

## **DOCUMENTS RELATING TO ECUMENISM**

Three documents which relate to the work of this committee are: Definition of Ecumenism (A&P 1997, p. 291–92), When the Church Speaks (A&P 1998, p. 338–39) and Interfaith Mandate (A&P 2007, p. 269–70, 47).

## **COMMITTEE ON HISTORY**

(A&P 1999, p. 264–65)

## **PURPOSE**

To encourage an appreciation of The Presbyterian Church in Canada's Reformed heritage as a part of the Church, Holy and Catholic.

## **ACCOUNTABILITY**

The Committee on History is accountable to the General Assembly to which it reports annually.

## **RESPONSIBILITY**

1. To ensure that Presbyterians are aware of their past as the People of God in ways that will enable the church most effectively to understand the present and prepare for the future.

2. To encourage church agencies and other committees to include an historical perspective within their several mandates.
3. To collect, catalogue, interpret and display materials and artefacts relating to the life and mission of The Presbyterian Church in Canada.
4. To develop policies for implementation by the Archives and the Presbyterian Church Heritage Centre.
5. To support the programs of such organizations as the Canadian Society of Presbyterian History.
6. To provide human (visitations, speakers, etc.) and material (publications, publicity, etc.) resources for the accomplishment of the above goals.

#### **MEMBERSHIP**

- 6 members, appointed annually by the General Assembly
- By correspondence, one member from the Atlantic Provinces
- Ex Officio: Synod Conveners; Professors of History from Knox College, The Presbyterian College, Montreal and the Vancouver School of Theology
- Consultants as required, including Archivist, Assistant Archivist and Archivist Emeritus

#### **INTERNATIONAL AFFAIRS COMMITTEE**

(A&P 1999, p. 284–85)

#### **TERMS OF REFERENCE**

1. To hold meetings of the committee for the following purposes to:
  - consider and discuss international issues;
  - reflect from time to time on the theological dimensions of events of international significance;
  - make recommendations to the General Assembly on matters of international concern;
  - communicate with the Canadian government on matters of international concern to The Presbyterian Church in Canada
2. To help Presbyterians across Canada to be informed and aware of important international issues for study, prayer and action.
3. To consult with Christians of other church bodies on matters of international concern to Christians.

The following re-wording has received the approval of the committee:

The overall goal of the International Affairs Committee is to help Presbyterians across Canada to be informed and aware of important international issues for study, prayer and action.

#### **OBJECTIVES**

1. Consider and discuss international issues.
2. Reflect on the theological dimensions of events of international significance.
3. Consult with Christians of other church bodies on matters of international concern.
4. Make recommendations to the General Assembly on matters of international concern.
5. Develop educational initiatives on matters of international concern for use by congregations.
6. Communicate with the Canadian government on matters of international concern to The Presbyterian Church in Canada consistent with the document “When the Church Speaks”, adopted by the 124th General Assembly. (A&P 1998, p. 339)

#### **LIFE AND MISSION AGENCY COMMITTEE**

(A&P 2009, p. 303–30; A&P 2011, p. 299–300; A&P 2012, p. 298;  
A&P 2016, p. 434–35; A&P 2019, p. 224; A&P 2021, p. 362)

#### **LIFE AND MISSION AGENCY COMMITTEE**

The Life and Mission Agency Committee is responsible for the effective and efficient operation of the Life and Mission Agency in response to the goals and objectives of the General Assembly of The Presbyterian Church in Canada. The General Secretary of the Life and Mission Agency reports directly to the Committee, and the Committee, in turn, reports to the General Assembly with information to the Assembly Council as appropriate throughout the year.

The Agency Committee will consist of 14 members. Of these, 11 will be named by General Assembly, one named by the National Indigenous Ministry Council and two named by the Assembly Council from its membership. The convener

will be named by General Assembly from among those named by the General Assembly and the National Indigenous Ministry Council. In addition, there will be the following ex-officio voting members:

- 1 representative of Atlantic Mission Society;
- 1 representative of Women's Missionary Society;
- 1 representative of Presbyterian World Service and Development Committee.

The Committee:

- will assist the General Secretary in the development of programs, goals and objectives for the Agency,
- will receive from staff reports, programs and budgets for approval,
- will, in consultation with staff, develop the policies, plans and recommendations for the General Assembly,
- will insure liaison with the Assembly Office and Support Services,
- will report to the General Assembly and work with the Assembly Council through the convener,
- will make recommendations to the General Assembly for new members of the Committee as appropriate.

The Agency Committee will meet at least twice each year.

### **GENERAL MANDATE FOR THE AGENCY**

In all its work the Life and Mission Agency, with the guidance and power of the Holy Spirit, will strive to enable The Presbyterian Church in Canada to serve faithfully where it has been called in the world, and thus to be a sign of the reign of God. The agency will carry out its duties and responsibilities in such a way as to be faithful to the Mission Statement of the church, affirming the vision and desire of The Presbyterian Church in Canada to be a church integrating discipleship, evangelism, social action and justice.

The Life and Mission Agency will give leadership in the specific programs mandated by the General Assembly. The agency will respond flexibly, creatively and effectively to the needs of congregations and courts of the church as they seek assistance in responding to the call of Jesus Christ to mission.

The agency will give priority to doing what must be done at the national level, and will seek to facilitate tasks that can be done more appropriately at another level of the church, or ecumenically.

The Life and Mission Agency is mandated to be the program arm of The Presbyterian Church in Canada. It shall work collaboratively through the Management Team, with the General Assembly Office and Support Services.

### **Canadian Ministries**

Believing that congregations are of vital importance and that presbyteries have a pivotal role in the oversight of their constituencies, Canadian Ministries will strive to provide human, on-line, printed, financial and other resources to enhance the mission and ministry of The Presbyterian Church in Canada. Canadian Ministries will engage with and facilitate church leaders, supporting them as they carry out their ministry of furthering the spread of the gospel.

Canadian Ministries:

- provides accessible, thorough and prompt responses to requests for information for all aspects of congregational life;
- produces on line and print resources for the church in the fields of evangelism, Christian education, youth, congregational development, change and transition, worship and leadership development;
- draws upon the gifts and talents of the leadership of The Presbyterian Church in Canada and connects them and their ideas to the wider church through leadership opportunities and print resources;
- assists presbyteries as they evaluate, vision and execute programs as a part of their strategic planning emphasis and supports presbyteries in the development of workshops, consultations and conferences for growth and renewal;
- supports and provides grants to congregations and to presbyteries as they oversee new church development, renewing ministries, Aboriginal ministries, chaplaincies, rural and remote ministries, and other specialized ministries;
- aids presbyteries in their search for new and innovative mission and ministry initiatives by providing grants from regular budget sources, from internally restricted funds, and from designated bequests;
- makes appointments based upon presbytery requests;
- will be current, creative, responsive, proactive and innovative in aspects of congregational ministry in seeking to carry out this mandate.

## **Communications**

The Communications department will be the centre for all communication and evolving concepts of communication for the national office of The Presbyterian Church in Canada. The department will inspire the church in innovative communication techniques, bold methods for presenting the gospel to a 21st century audience and equip congregations to do the same. The department shall be responsible for:

- creating a vision for an innovative, multi-faceted communication strategy for The Presbyterian Church in Canada;
- communicating essential messages within The Presbyterian Church in Canada;
- communicating with Presbyterian churches and courts;
- communicating with the wider community about the mission and ministry of The Presbyterian Church in Canada and its congregations;
- equipping congregations, presbyteries and synods to share their mission and ministry with the wider church;
- presenting bold concepts and images for other departments/offices, committees and agencies in communication and resources;
- providing an effective internal communication network to the respective bodies and courts of The Presbyterian Church in Canada;
- providing an effective external communication plan for the broader public (media, seekers and ecumenical bodies);
- assisting the General Assembly Office in implementing a communication strategy for the benefit of all commissioners and resource people at General Assembly.

## **International Ministries**

The International Ministries department shall enable the church to participate in the worldwide mission of God through Jesus Christ in co-operation with partner churches and agencies throughout the world, by such means as:

- communicating regularly with the leaders of our partner churches and agencies through correspondence and partner visits;
- recruiting and sending personnel who will serve as living links of the bonds of friendship between our church and our mission partners around the world;
- providing funds to enable our partners to carry out aspects of their mission that they would not be able to carry out without outside assistance;
- enabling leadership development of key personnel, both lay and clergy, identified by our partners;
- participating in ecumenical organizations and coalitions that support our church's holistic understanding of the worldwide mission of God through Jesus Christ.

## **Justice Ministries**

To collaborate with and assist congregations and courts of the church to respond obediently to the justice imperatives of the gospel by:

- supporting and facilitating initiatives on social justice in The Presbyterian Church in Canada. This could involve: regional staff, congregations, social justice committees in presbyteries, the Atlantic Mission Society and the Women's Missionary Society and youth groups;
- encouraging theological reflection and action on social justice issues in The Presbyterian Church in Canada;
- animating workshops;
- responding to queries on church policies or social justice issues;
- co-ordinating research and writing position papers to assist The Presbyterian Church in Canada speak prophetically on social justice issues through engagement with elected officials and decision-makers;
- assisting Presbyterians and courts of the church in bringing about healing and reconciliation between Aboriginal and non-Aboriginal people, and in building a new, strong and healthy relationship;
- collaborating with ecumenical partners including the Canadian Council of Churches, the Church Council on Justice and Corrections, KAIROS and Project Ploughshares and encouraging Presbyterians to become involved in these ecumenical agencies;
- ensuring representation of The Presbyterian Church in Canada on the Canadian Council of Churches' Commission on Justice and Peace; Churches Council on Justice and Corrections; KAIROS: Canadian Ecumenical Justice Initiatives.



## **Ministry and Church Vocations**

The Ministry and Church Vocations department shall assist the church to discern, prepare and support professional leaders in ministry, by such means as:

- stimulating theological reflection about ministry;
- maintaining effective working relationships with the Committee on Theological Education and the theological colleges;
- co-ordinating the work of special committees, such as the Committee on Education and Reception, the Continuing Education Grants Committee, and the Women in Ministry Committee;
- maintaining effective networks with synods and presbyteries, and serving as a resource in the use and interpretation of particular policies;
- assisting presbyteries, colleges and candidates in their decisions regarding candidacy for ministry;
- equipping presbyteries for their decisions regarding calls and designations, appointments and benefits;
- facilitating placement of professional church leaders through a congregational and personnel profile referral system;
- assisting the church in the ongoing support, nurture and development of professional church leaders;
- establishing and identifying resources to support the work of crisis intervention and conflict resolution across the church;
- formulating policies and managing a feedback loop on the church's use of them, proposing revisions as appropriate;
- serving actively in appropriate ecumenical coalitions/structures.

## **Presbyterian World Service & Development**

The Presbyterian World Service & Development Committee shall be a standing committee of the Life and Mission Agency serving as the international development and relief agency of The Presbyterian Church in Canada. PWS&D is "to act as the agency within The Presbyterian Church in Canada for undertaking development activities, disaster relief and education of congregations to these world-wide needs." (A&P, 1981, p. 407)

PWS&D shall enable the church to respond generously and compassionately to human need around the world by:

- identifying and supporting development programs of partner agencies that contribute to long-term improvement in living conditions and transformation of society;
- building partnerships with churches and agencies with which we share development projects;
- providing emergency relief for people in disaster situations;
- working closely with other Life and Mission Agency departments such as International Ministries, Justice Ministries and Education for Mission to co-ordinate the wider mission of the church;
- working closely with these departments to provide resources that promote awareness and understanding throughout the church of the causes of poverty, conflict and suffering in the world and calling our constituency to obedient, generous involvement and response;
- administering the Refugee Sponsorship Agreement with the Canadian government and assisting congregations in sponsoring refugees to Canada;
- working actively with ecumenical and international agencies where possible to maximize our impact.

## **Stewardship and Planned Giving**

### **Purpose**

The Stewardship and Planned Giving department will help individuals, congregations, presbyteries and synods discover the ways that they can best use their resources to participate in God's mission in creation and redemption by:

- helping congregations to better understand the linkages between money and faith and foster an understanding of generosity as a spiritual discipline and as a way to share in God's mission;
- equipping clergy and lay leaders with the skills, materials and opportunities they need to nurture financially healthy churches with strong annual giving programs, year round stewardship and planned giving opportunities, and how to effectively use their facilities for ministry;
- encouraging individuals, congregations, presbyteries and synods to support mission locally, nationally and internationally as one way of participating in God's mission;
- helping the church understand and support the annual budget of The Presbyterian Church in Canada (Presbyterians Sharing);

- encouraging and enabling individuals to make gifts of their accumulated resources to all levels of the church through a strong planned giving and major gifts program.

### **Mandate**

The Stewardship and Planned Giving department shall be grounded in the theology of stewardship and the ethos and mission of The Presbyterian Church in Canada. The department will encourage generous giving from individuals and congregations to the ministries of The Presbyterian Church in Canada through Presbyterians Sharing, Gifts of Change, accumulated assets and major gifts. It will help individuals, congregations, presbyteries, synods, and specialized ministries find sustainable financial resources to participate in God's mission today and in the future.

### **Tasks**

The department will:

- nurture annual, major and planned gifts from congregations and individuals to support the mission and ministry we do together through Presbyterians Sharing, Gifts of Change and special funds;
- hold educational and equipping events (e.g.: Stewards by Design, regional workshops, congregational consultations) to equip congregations to nurture a culture of generosity in support of the ministry of the church – locally, regionally and nationally;
- develop and support networks of resource people who are equipping congregations in healthy financial stewardship and planned giving and are encouraging gifts to national ministry;
- research, adapt and prepare electronic and printed educational materials – including best practices, templates for policies, assessment tools, worship material and congregational strategies – to help congregations, specialized ministries and presbyteries develop sound financial stewardship and planned giving strategies based on technology appropriate for the Presbyterian context.

### **Sub-committees, Advisory Committees, Task Forces**

The Agency Committee may establish sub-committees within the guidelines set forth in the Committee Structure in order to ensure that all areas of work are covered adequately.

In addition, Associate Secretaries and General Secretaries may request the appointment of advisory committees, within guidelines set forth in the Committee Structure. The role of advisory committees is to advise the staff person on matters related to her/his area of work. They do not have decision-making authority, but may make suggestions to staff and sub-committees.

The Agency Committee may appoint task forces to work on specific tasks within a designated time frame.

A task force or advisory committee may be centered in whatever part of the country will facilitate its task.

### **Relationship with other Committees and Agencies**

The Life and Mission Agency Committee will relate especially to the following committees and agencies for purposes of co-operation on tasks of mutual concern and sharing of information:

- Support Services
- Assembly Office
- Women's Missionary Society
- Atlantic Mission Society
- Committee on International Affairs
- Committee on Church Doctrine
- Committee on Ecumenical and Interfaith Relations
- Committee on History
- Committee to Advise with the Moderator

## **MINISTRY AND CHURCH VOCATIONS COMMITTEE ON EDUCATION AND RECEPTION**

(A&P 2011, p. 392–94, 42)

The Committee on Education and Reception recommends programs of study for mature students entering the ministries of this church, for diaconal ministers of this church seeking ordination to the ministry of Word and Sacraments, and for students who attend theological colleges other than those of The Presbyterian Church in Canada.

It is also the committee's responsibility to review the applications of ministers from other denominations who wish to work within this branch of the church.

## **CURRENT GUIDELINES**

### **Graduates of "Other" Theological Colleges**

1. All certified candidates for ministry of The Presbyterian Church in Canada must complete the entire candidacy process of preparation and discernment before ordination to the ministry of Word and Sacraments or designation to the Order of Diaconal Ministries. This process assigns significant roles in listening to the direction of God's calling of the candidate to the following: the session of the home congregation, the certifying presbytery, the college of The Presbyterian Church in Canada where the candidate studies, and eventually, the calling congregation and its presbytery.
2. The purpose of the guidelines for graduates of "other" theological colleges is two-fold:
  - a) to provide the church and the candidate with sufficient time and development of relationships to discern the candidate's readiness to serve in the ministry of The Presbyterian Church in Canada;
  - b) to ensure that candidates are equipped with the knowledge, understanding and experience necessary to serve in the ministry of The Presbyterian Church in Canada.

### 3. Membership Requirements

Candidates for the ministry of The Presbyterian Church in Canada are members of a congregation of The Presbyterian Church in Canada for at least one year before certification by a presbytery. Although this initial time span is short, the candidate's three years (or more) of study in a Presbyterian Church in Canada college normally extend this period considerably.

In the case of certified candidates for ministry who apply for a course of study as graduates of "other" theological colleges, they must have completed a minimum of two years of membership in a congregation of The Presbyterian Church in Canada in the period immediately preceding their application. Such candidates, with the guidance of their presbytery and in consultation with their session, are directed to seek active participation and leadership, as appropriate to their interests and abilities and the needs of the church.

Presbyteries are required to ensure that the candidate's application, which comes before the Committee on Education and Reception only with the endorsement of the presbytery, details fully the nature and extent of the candidate's experience in The Presbyterian Church in Canada.

### 4. Educational Requirements

Candidates for the ministry of The Presbyterian Church in Canada are normally required to earn a B.A. degree, or equivalent, from an accredited university, plus an M.Div. degree, and diploma, or equivalent, from a theological college of The Presbyterian Church in Canada.

4.1 Candidates for ministry who are graduates of "other" theological colleges are assigned additional theological studies in a college of The Presbyterian Church in Canada. The goals of these courses of study include the following:

- a) to build upon the candidate's previous theological education,
- b) to provide competent instruction on the Reformed view of scripture that enables students to develop sound principles of biblical interpretation,
- c) to ensure strong emphasis on the preaching of the Word in Reformed practice,
- d) to provide clear instruction on Reformed theology, sacramental theology and worship,
- e) to provide instruction on Presbyterian Church in Canada history and polity, recognizing that understanding this denomination's history and the Canadian context is essential for ministerial service in The Presbyterian Church in Canada,
- f) to ensure knowledge and understanding of the theology and practice of The Presbyterian Church in Canada,
- g) to facilitate strengthening and sharpening of skills for ministry in the context of congregational practice in The Presbyterian Church in Canada,
- h) to facilitate the development of significant friendships and relationships among those who will be colleagues in ministry.

4.2 Graduates of theological colleges not affiliated with The Presbyterian Church in Canada will be required to be formally examined under the auspices of the Committee on Education and Reception as to their readiness for ministry in The Presbyterian Church in Canada, and to determine the length of additional

study required at one of our theological colleges. All applicants must have a B.A., or equivalent, from an accredited university, followed by an M.Div. degree from a Christian theological college accredited by the Association of Theological Schools (or equivalent, outside North America). No applicant will be considered without at least a B average, or its equivalent, in the M.Div. studies.

- a) Graduates of theological colleges not affiliated with member churches of the World Communion of Reformed Churches will normally be required to complete two semesters of theological study (10 semester courses) under the care of the governing board of one of the colleges of The Presbyterian Church in Canada. This study will include supervised theological field education in a congregation of The Presbyterian Church in Canada throughout the assigned academic year.
- b) Graduates of theological colleges affiliated with member churches of the World Communion of Reformed Churches whose academic requirements are the equivalent of those of The Presbyterian Church in Canada, namely a B.A. degree, or equivalent, from an accredited university, plus an M.Div. degree, and diploma, or equivalent, will normally be required to complete 1 semester of theological study (5 semester courses) under the care of the governing board of one of the colleges of The Presbyterian Church in Canada and a supervised theological field education placement in a congregation of The Presbyterian Church in Canada. The semester's study will be focused in such areas as: Presbyterian Church in Canada history, Presbyterian Church in Canada polity (including policies), preaching and worship, sacraments and the doctrine of the church, and Reformed confessions.
- c) Colleges are expected to work with each candidate to map out a program of study that, to the fullest extent possible, avoids duplication of the candidate's previous studies. Colleges may use such means as comparison of detailed course outlines to determine areas of overlap.
- d) Significant length of time and breadth of leadership experience within The Presbyterian Church in Canada may be reflected in the educational requirements assigned to a particular candidate. Normally both factors – length and breadth – are required for an adjustment in the usual educational requirements. Length of time normally denotes continuous leadership experience in The Presbyterian Church in Canada. Breadth of leadership experience normally denotes service outside the local congregation, such as presbytery representative elder; giving leadership in presbytery, synod or national programs; or serving on presbytery, synod or national committees.

### **Ministers and Those Certified for Examination for Ordination of Other Churches**

All recommendations are made in terms of the ruling of the General Assembly (A&P 1977, p. 15) that:

All ministers from other denominations and Presbyterian Churches outside of Canada who desire to be received into the ministry of our Church, shall be required by the presbyteries in which they may labour to pass satisfactorily an examination on the history of The Presbyterian Church in Canada and on the rules and forms of procedure: the examination to be taken any time between the time of application for reception and the time the applicant is received; results of such examination to be sent to the Committee on Education and Reception; the convener shall advise the Clerk of the General Assembly that all requirements have been met. The Clerk of Assembly may then inform the presbytery concerned that it may proceed to examine for certification for ordination, ordain or induct as the case may be.

### **Applicants for Special Courses**

1. No application for a special General Assembly course may be recommended unless the applicant has attained at the time of first certification, the age of 35 years, and not attained the age of 60 years as of June 1st of the year in which the application is to be considered.
  - (a) Applicants for a special General Assembly course will be required to attend a guidance conference.
  - (b) Applicants are also required to have a psychological assessment.
  - (c) A synopsis of a candidate's responses to certification questions in Appendix J of the Book of Forms will be forwarded to the Committee on Education and Reception by presbytery as part of the candidate's application.
2. Requirements for special General Assembly programs shall be:
  - (a) Age 35–40. The equivalent of two full years of arts at the university level, three years intramural study in theology; one biblical language may be assigned at the discretion of the committee.
  - (b) Age 41–59. The equivalent of one full year of arts at the university level, three years intramural study in theology, with exemption from the biblical language requirement if desired by the applicant. These age

guidelines shall come into effect at the time of application for a General Assembly course, or at the time a person begins the process of preparation for ministry, whichever is the earlier.

- (c) Prerequisite course work for any special course must achieve a B average or above. A program will not be recommended based on a lesser academic standard.
3. In January of the final year of study of an Assembly student, the appropriate presbytery is permitted to examine them for certification for ordination. Approval, however, must be subject to the certification by the college that prescribed studies have been satisfactorily completed and with affirmation, comparable to the college diploma, that the candidate has demonstrated fitness for ministry. The examining presbytery shall inform Ministry and Church Vocations of the Life and Mission Agency of its action.

### **General**

1. In cases where the General Assembly does not approve a recommendation of the Committee on Education and Reception with regard to a particular candidate, the matter will be referred back to the Committee on Education and Reception for further consideration and report. (Book of Forms 302.1 and 302.2).
2. All candidates who have English as a second language and who are applying for a special course of studies in English, will be required to pass an English language examination under the supervision of the college the candidate proposes to attend.
3. The responsibility to examine candidates for reception in Canadian Presbyterian Church History and Government belongs to the presbyteries. Presbyteries are invited, nevertheless, to use the colleges of the church as resources to assist them in this responsibility.  
  
Note: A reading course has been developed by the Presbytery of East Toronto in consultation with the faculty of Knox College. The Committee on Education and Reception is prepared to make this course available to presbyteries upon request.
4. Travel Costs: The policy of the committee is that applicants are responsible for any travel costs involved in appearing before the committee, except in those cases for which the committee accepts financial responsibility because of special circumstances.
5. All recommendations to the General Assembly are conditional upon receipt of a satisfactory medical certificate when requested.
6. All recommendations of eligibility for reception are valid for three years but may be renewed upon application.
7. Applications to the Committee on Education and Reception for a special General Assembly course, for permission to be examined for certification for ordination, and for reception as a minister of The Presbyterian Church in Canada should be in the hands of the committee one full month before the next scheduled meeting of the committee.
8. (a) In the case of persons who apply for permission to be examined for certification for ordination, the committee will send a circular letter to all the presbyteries of the church, which will be given three months to lodge any competent objection with the Secretary of the Committee. (Book of Forms 205.2).  
(b) In the case of applicants for reception as a minister of The Presbyterian Church in Canada, the committee will send a circular letter to all the presbyteries of the church which will be given two months to lodge any competent objection with the secretary of the committee. (Book of Forms 248.3).
9. All recommendations for permission to be examined for certification for ordination and for reception are subject to no valid objections being received from the presbyteries in response to circular letters.
10. The committee has adopted a policy to not receive applications for exemption from the study of a biblical language from persons who have a B.A. degree or equivalent.
11. The assignment of a course of study does not guarantee admission to one of the colleges of the church. Each college sets its own admission criteria.
12. The financial obligations for travel and an assigned course of study are the responsibility of the candidate and their presbytery of care.

### **Guidelines for Reception into The Order of Diaconal Ministries**

1. Each application should be received on its own merits.
2. Transcripts will be forwarded to the Committee on Education and Reception which will arrange to have them evaluated, paying attention to the degree of similarity of training to that of other members of the Order.
3. For graduates of colleges of other Reformed Churches or ATS accredited colleges, the applicants shall normally be required to pass an examination on The Presbyterian Church in Canada (its history, doctrine and polity) and on Christian Education in The Presbyterian Church in Canada.
4. Graduates of non-affiliated colleges shall normally be required to complete satisfactorily not less than 1 year of study at one of our colleges, which year shall include those areas of study listed in guideline 3.
5. In cases where the General Assembly does not approve a recommendation of the Committee on Education and Reception with regard to a particular candidate, the matter will be referred back to the Committee on Education and Reception for further consideration and report.
6. All candidates who have English as a second language, and who are applying for a special course of studies given in English will be required to pass an English language examination under the supervision of the college the candidate proposed to attend.
7. The financial obligations for travel and an assigned course of study are the responsibility of the candidate and their presbytery of care.
8. All recommendations to the General Assembly concerning candidates are conditional upon receipt of a satisfactory medical certificate, if requested.

### **MACLEAN ESTATE COMMITTEE** (A&P 2005, p. 524–25)

The Maclean Estate Committee is appointed each year by the General Assembly of The Presbyterian Church in Canada. Members are appointed for three years.

### **PURPOSE AND ACCOUNTABILITY**

The Maclean Estate Committee's Statement of Purpose states: "We are called to glorify God by building Christian community and fostering spiritual growth and leadership skills among Presbyterians and the larger Christian church. We also seek to offer all people 'a place apart' to learn, grow, and enjoy God's creation. We strive to do this within an atmosphere of unity, love, service, and openness to God's redemptive purpose."

The Maclean Estate Committee is accountable to the General Assembly of The Presbyterian Church in Canada.

### **RESPONSIBILITIES**

1. To oversee the income from the Maclean Estate Endowment Fund by:
  - a. budgeting expenses and income and maintaining adequate books and financial records
  - b. providing a grant to augment the stipend of the minister at Knox Presbyterian Church, Crieff (per Colonel Maclean's will).
  - c. providing bursaries to promising students in the Crieff region who attend the University of Guelph or the University of Western Ontario as full time students (per Colonel Maclean's will).
  - d. raising funds for the development of our property.
2. To administer the property at Crieff Hills by:
  - a. maintaining and developing the property and keeping the buildings, roads, fencing, and recreation facilities in good repair, insured and taxes paid.
  - b. ensuring that the land is utilized in a way that is productive, as well as aesthetically pleasing, useful for recreation connected to our programs, and as a wildlife habitat.
  - c. ensuring, as far as possible, that the uses of the surrounding properties are not incompatible with programs and atmosphere of Crieff Hills Community as a retreat and conference centre.
3. To provide competent staff, relevant programs, adequate facilities and equipment to ensure that Crieff Hills Community is enabled to serve the needs of the congregations and persons within them by offering programs in the following areas:

- a. the experience of Christian community in a ‘setting apart’.
  - b. the encouragement of personal spiritual growth.
  - c. the equipping for service within congregations, committees and the World.
  - d. the development of leadership skills.
  - e. the fostering of an appreciation for creation in praise of the creator.
4. To support as much as possible the programs and policies of The Presbyterian Church in Canada by reflecting them in the programs and policies of Crieff Hills Community .
  5. To study and develop ways and means by which Crieff Hills Community may be of service to The Presbyterian Church in Canada on a nation-wide basis as a retreat and conference centre.
  6. To publicize the programs and facilities of Crieff Hills Community throughout The Presbyterian Church in Canada, in other churches and groups.
  7. To subsidize when possible, programming costs for deserving individual or church groups where other funds are not available.
  8. To subsidize greater than normal travelling costs of participants in Crieff Hills Community programs when possible and when funds become available.
  9. To provide facilities and hospitality for other church groups.
  10. To provide facilities and hospitality for non-church groups in non-peak periods or when available.
  11. To report annually to the General Assembly on the operation and programs of Crieff Hills Community and other related matters.

#### **MEMBERSHIP**

- 12 General Assembly appointments, one of whom will be the convener
- 1 ex-officio, non-voting member: Managing Director of Crieff Hills Community

#### **NATIONAL INDIGENOUS MINISTRIES COUNCIL**

(A&P 2022, p. 223–24, 54)

#### **ACCOUNTABILITY**

Grounded in self-determination and the United Nations Declaration on the Rights of Indigenous Peoples, the National Indigenous Ministries Council focuses on Indigenous Peoples, strengthening relationships with the church, promoting Indigenous ministries and Indigenous justice. As a Council, this body is accountable to Indigenous Peoples within the church and shall be guided by the wisdom of their elders, and as a standing committee, this body is accountable to the General Assembly and will report to it annually.

#### **RESPONSIBILITIES**

1. To speak prophetically by bringing issues of importance related to Indigenous Peoples and ministries to the church’s attention.
2. To identify, enable and support Indigenous individuals for ministry within The Presbyterian Church in Canada.
3. To direct funds for ministries with Indigenous Peoples generated by:
  1. grants from Canadian Ministries: the Council will make recommendations through the Associate Secretary, Canadian Ministries,
  2. \$200,000 annual amount from the General Assembly operating budget (A&P 2019, p. 34) see below the funding policy on their use as determined by the National Indigenous Ministries Council (June 2019),
  3. amounts generated from the Indigenous Ministries Fund (determined solely by the Council).
4. To encourage the church to support Indigenous ministries by:
  - working in cooperation with the presbyteries, encouraging them to actively support local Indigenous ministries.
  - working with other General Assembly committees, colleges and the courts of the church to continue developing relationships with Indigenous Peoples.

- challenging/encouraging Presbyterians (individuals, congregations and church courts) to take initiative to support Indigenous ministries.
5. To guide the various Indigenous ministries within the church by:
    - supporting current ministries,
    - planning for new initiatives/ministries,
    - ensuring staff in each ministry are educated, oriented and sensitive to Indigenous cultures, spiritualities and languages, and are aware of the effects of inter-generational trauma and colonialism,
    - encouraging each ministry to have at least one Indigenous staff member.
  6. To work with the church to promote respect and understanding between Indigenous and non-Indigenous Peoples.
  7. To assist, encourage and challenge the church to live out healing and reconciliation through such means as responding to the Calls to Action of the Truth and Reconciliation Commission of Canada, the Calls for Justice from the final report of the National Inquiry into Missing and Murdered Indigenous Women and Girls, and the United Nations Declaration on the Rights of Indigenous Peoples.
  8. To encourage Presbyterians to acknowledge, understand and appreciate Indigenous spirituality.

### **MEMBERSHIP**

Members will be Indigenous People when possible. The membership will consist of:

- One representative from each of the Indigenous ministries and directors or ministers from each of the Indigenous ministries.
- Two representatives from the church at large who have a working knowledge of Indigenous culture, rights and spiritualities and with a preference for Indigenous People, appointed through the Committee to Nominate Standing Committees for up to two three-year terms.

The Council may appoint resource people to assist with its work.

### **DECISION-MAKING**

In order to respect Indigenous tradition, all decisions made by the Council will normally be by consensus.

### **EXECUTIVE COMMITTEE**

The Council may elect an Executive from among its membership consisting of four Indigenous members who may each serve two three-year terms and (serving as support) the Associate Secretary for Justice Ministries. The convener will be named by the Executive.

### **FUNDING POLICY**

1. The Council will meet at least once per year with the Associate Secretary for Canadian Ministries in order to discuss and make recommendations regarding Life and Mission Agency grants related to Indigenous Ministries.
2. The guidelines for the disbursement of \$200,000 from the General Assembly operating budget, as agreed by the National Indigenous Ministries Council prior to the establishment as a standing committee:
  - The grant will be divided equally among the Indigenous ministries (of which there are currently eight with Place of Hope and Winnipeg Inner City Mission counting as one):
    - each ministry will decide how to use their allocated amount,
    - each ministry will report to the National Indigenous Ministries Council on how the funds are used; the National Indigenous Ministries Council shall in turn report to General Assembly.

The National Indigenous Ministries Council will share the stories of the ministries with the wider church.

3. Funds generated and amount generated from the Indigenous Ministries Fund are similarly apportioned as above in point 2.
4. Funds from both the General Assembly operation budget and the Indigenous Ministries Fund may be apportioned from time to time as decided by the National Indigenous Ministries Council.



**COMMITTEE TO NOMINATE STANDING COMMITTEES**  
(A&P 2010, p. 361–62; A&P 2012, p. 451–52; A&P 2015, p. 477)

**PURPOSE AND ACCOUNTABILITY**

The Committee to Nominate Standing Committees serves the General Assembly by presenting a slate of names for membership on each of its standing committees. It will co-ordinate the call for and reception of nominations and assist the church in finding members who can serve at the national level on committees and boards where their gifts and skills are most needed and can best be used.

The Committee to Nominate Standing Committees reports to the General Assembly and is accountable to the Assembly for its work.

The Committee to Nominate Standing Committees is appointed by the General Assembly on nomination by the various synods as per Book of Forms 288.1 and described below.

**RESPONSIBILITIES**

In all matters, the Committee to Nominate Standing Committees will carry out its duties with discretion, fairness and balance, seeking to build up the church, to reflect the ethnic diversity of the denomination and challenge members to service.

The Committee will:

- Keep records of the names and addresses of all members of standing committees, together with their date of appointment and duration of term.
- Communicate to the church the various opportunities for service on standing committees, and the skills, gifts and time commitment required for each position.
- Annually correspond with each standing committee and board in order to call for nominations and seek to ascertain the skills particularly needed over the next term of office.
- Annually correspond with presbyteries to call for nominations to the various standing committees.
- Maintain data on the racial and ethnic diversity of the standing committees of the church and make that data available to the church as appropriate.
- Meet at least twice per year, no more than once in person, to carry out its work.

The Assembly Office will provide administrative support to the committee.

**MEMBERSHIP**

The Committee to Nominate Standing Committees consists of nine members of The Presbyterian Church in Canada appointed for a three-year non-renewable term, nominated by the eight synods from within their bounds, with one synod, every three years in rotation, nominating two members to make up the full complement of nine. Each synod will alternate between clergy and non-clergy each time its term comes in the rotation (see Book of Forms 288.1).

One third of the members shall retire each year. The initial rotation will be established by the Clerks of Assembly.

The convener is to be named from among the membership.

**GUIDELINES FOR MEMBERSHIP OF STANDING COMMITTEES AND NOMINATION PROCESS**

The General Assembly in 2012 approved changes to the structure and workings of the Committee to Nominate Standing Committees with the adoption of Book of Forms 288.1 and the Terms of Reference (A&P 2010, p. 361–62, 41).

The Committee to Nominate proposes nominations for membership on each of the General Assembly's standing committees. It co-ordinates the call for and reception of nominations and assists the church in finding members who can serve at the national level on committees where their gifts and skills are most needed and can best be used.

**Membership and Terms on Standing Committees**

Any professing member of The Presbyterian Church in Canada (member, ruling elder, diaconal minister, minister of Word and Sacrament) may be nominated by or apply with the endorsement of a session, presbytery, synod or standing committee.

Members on the standing committees of the General Assembly serve for a three-year term with the option of serving a second three-year term. A six-year limit on membership applies to all individuals unless the General Assembly makes an exception. A member's term will be indicated by the year commencing and completing the appointment (for example, 2012–2015). A person can serve only on one committee at a time. Members by correspondence are treated in the same manner. Ex-officio members are not included in the six-year rule and are designated as voting or non-voting on the membership list.

Membership will be based on a rotation with 1/3 of membership retiring annually.

When a vacancy on a committee occurs during the year for any reason, that committee may appoint someone to complete the term, but that person must be confirmed by the next General Assembly through the report of the Committee to Nominate.

The committee is to ensure that there is a balance between ministers and laity; regional representation, gender, and will strive to include the cultural diversity of our church.

### **Nomination Process**

In the fall, the committee will communicate with the church to encourage members of the church to consider serving on a standing committee of the General Assembly.

1. Specific correspondence calling for nominations will be sent to sessions, presbyteries, synods and committees. This information will also be on the church's website inviting nominations. This correspondence includes: submission date for nominations; terms of reference for the various standing committees, size, and requirements of members; nomination forms; and any information particular to that year's nomination process and/or needs.
2. Nominations are to be accompanied with full address and contact information, biographical information and reasons explaining why the person is recommended (a nomination form will be provided).
3. The committee is encouraged to contact individuals to consider serving on a standing committee. These nominations will be considered along with those submitted by sessions, presbyteries, synods and committees.
4. All nominations must be submitted by the date indicated in the correspondence.
5. The committee, at its spring meeting, prepares the slate of names for nomination. Following this meeting it will inform those individuals being nominated.
6. The slate of nominations will be a recommendation in the committee's report to the General Assembly circulated to commissioners in the Book of Reports (initial mailing). The committee may submit a supplementary report for the registration package distributed at the General Assembly.
7. Recommendations/Amendments to the slate of nominations at General Assembly:
  - 7.1 The report with its recommendations is presented at an early sederunt.
  - 7.2 Once the report has been received, only new nominations and nominations for the second three-year term are subject to amendment.
  - 7.3 Amendments must be given in writing, over the signature of two commissioners, to the convener of the committee by the time noted. The amendment must be in the form of a name replacing the proposed nomination or a name filling a vacancy in the report along with reasons for the amendment. (Amendment forms will be available.)
  - 7.4 The committee will meet during the Assembly, if necessary, by telephone conference at an appointed time to deal with amendments and prepare a supplementary report.
  - 7.5 Upon presenting a supplementary report, only those suggested changes to the slate of nominations previously made in writing by commissioners may be introduced by amendment.
8. Following the General Assembly, the General Assembly Office will inform those individuals appointed to standing committees, along with initial information about the specific committee to which they have been appointed. A thank you letter will be sent to those persons whose term has concluded.

## **PENSION AND BENEFITS BOARD**

### **ACCOUNTABILITY**

The Board is appointed by and accountable to the General Assembly for the administration of the Pension Plan according to its Constitution (A&P 2001, p. 502–21).

The Board is responsible to the General Assembly for the administration of the other Benefit Plans as approved by General Assembly.

### **RESPONSIBILITIES**

- Overseeing the Pension and Benefits Administration.
- Monitoring the solvency of the Pension Fund.
- Recommending changes to the Constitution, including contribution rates, to the General Assembly.
- Reporting to and filing required documents with the Pension regulatory authorities.
- Selecting Actuarial and other consultants as required.

### **MEETINGS**

The Board normally meets in October and February and at other times if required.

### **MEMBERSHIP**

The Board consists of nine people appointed by the General Assembly and the ex-officio (voting) members. One third of the appointed members are appointed each year to three year terms of office, subject to Assembly's own rules for re-election and maximum years of service.

The ex-officio members are:

- The Moderator of the General Assembly
- The Chief Financial Officer/Treasurer
- The Convener of the Trustee Board

The Board requires members who are active plan members, retired members and others with experience in those disciplines relevant to the work of the board, for example; actuarial, accounting insurance benefits and pension administrations and labour relations.

## **THE PRESBYTERIAN CHURCH BUILDING CORPORATION** (Revised 2022)

### **PURPOSE**

The principal objects of the Corporation are to provide guarantees to the Royal Bank of Canada for loans for church building projects and to assist with housing for retired servants of the church.

### **ACCOUNTABILITY**

The Chief Operating Officer has responsibility for the general management and direction of the Corporation's business and affairs, subject to the authority of the Directors and the supervision of the Chair. The Directors present a report to the annual meeting of the General Assembly of The Presbyterian Church in Canada.

### **RESPONSIBILITIES**

As treasurer of the Corporation, the Chief Operating Officer is responsible for the care and custody of all funds and securities and for keeping full and accurate accounts of all receipts and disbursements. As secretary of the Corporation, the Chief operating Officer attends and records the proceedings of all meetings and maintains the corporate status.

The four Directors and the Chair, who form the Audit Committee, are responsible to all the Directors for the annual audited financial statements of the Corporation.

The Chair, the Vice-Chair and the five Directors, who form the Executive Committee, are responsible to all the Directors for the conduct of the ordinary business of the Corporation.

## **PROCEDURE**

Meetings are held at the call of the convener.

Normally, one annual meeting of the board of directors is held each year; the executive committee and other committees meet throughout the year as needed.

## **MEMBERSHIP**

Subject to the articles and by-laws of the Corporation, membership is limited to those who are Directors, and every person who is a director shall by virtue of such office, be a member of the Corporation. Directors are elected annually by the members for a four-year term and one quarter retire in rotation each year.

## **THEOLOGICAL COLLEGES**

Presbyterian College, Montreal, Knox College, Toronto and St. Andrew's Hall, Vancouver, each have boards of governors appointed by the General Assembly. These three, along with Vancouver School of Theology, the college with which St. Andrew's Hall is associated, report directly to the General Assembly.

## **TRUSTEE BOARD**

### **PURPOSE**

Under authority of the Parliament of Canada and the Legislatures of all 10 Provinces, the Trustee Board has responsibility to administer the Acts of the Federal Government in each of 10 Provinces and manage the assets and sign contracts for the Church.

### **ACCOUNTABILITY**

The Trustee Board, subject to its statutory duties, is accountable to the General Assembly and when not in session to its Assembly Council.

### **RESPONSIBILITIES**

1. Administer the Acts in force:
  - Canada 3 George VI, 1939, Chapter 64 (as amended in 1962 and 1966)
  - Alberta 7 George VI, 1943, Chapter 44
  - British Columbia 7 George VI, 1943, Chapter 73
  - Manitoba 7 George VI, 1943, Chapter 73 (Re-stated 1990 as Chapter 197)
  - New Brunswick 7 George VI, 1943, Chapter 73
  - Newfoundland 1956, Chapter 30
  - Nova Scotia 7 George VI, 1943, Chapter 63
  - Ontario 3 George VI, 1939, Chapter 69
  - Prince Edward Island 11 George VI, 1947, Chapter 58
  - Quebec 10 George VI, 1946, Chapter 95
  - Saskatchewan 7 George VI, 1943, Chapter 75
2. Acquire and manage properties
3. Enter into contracts
4. Investment of funds
5. Issue annuities
6. Establish pension plans
7. Execute documents

## **PROCEDURE**

1. Meetings will be held at the call of the convener.
2. Normally, three meetings of the Trustee Board will be held each year, in fall, late winter and spring.
3. Minutes are kept by the Secretary.

4. Business arising at any meeting will be decided by a majority of the members (including the convener) in attendance or connected by telephone.
5. A quorum of any meeting will be three members.

#### **MEMBERSHIP**

- Shall consist of not less than 7 and not more than 15 and shall consist of the convener of the Assembly Council, the Treasurer and such other persons as appointed by the General Assembly. Presently there are the convener of Assembly Council, 2 staff persons appointed and 9 members at large.
- 9 members at large are appointed for one six year term (1/3 of whose terms expire each year).
- The convener of Assembly Council while holding that capacity.
- The Principal Clerk and the Chief Financial Officer/Treasurer while holding their offices.

#### **WOMEN'S MISSIONARY SOCIETY**

The Women's' Missionary Society is a society of Presbyterians whose main objective is to support the mission of the church. The statement of purpose reads as follows:

The WMS is a community of Christians whose purpose, in response to the love of God in Jesus Christ, is to encourage one another and all the people of the church to be involved in local and world mission through prayer, study, service and fellowship.

We are a national organization covering the country from Quebec to British Columbia. We are divided into seven regions from which we draw representation in membership, stewardship and service.

The organization is structured to run parallel to The Presbyterian Church in Canada. That is, we have local groups within congregations, presbyterials within the bounds of presbyteries, and synodicals within the bounds of synods. Our Council would be parallel to the General Assembly of the Church.

The Society functions autonomously within The Presbyterian Church in Canada, but it reports to the General Assembly and is under its jurisdiction.