

*Living Waters
Presbytery*

Handbook



Revised October 2016, v.2

Vision Statement

We believe that, with God as our centre, and Jesus Christ as our guide, we will be in relationship as Living Waters Presbytery so that we may be a Spirit-led, inclusive community offering encouragement and support, and embracing new ways to be the church.

Mission Statement

The mission of Living Waters Presbytery is to be in life-giving relationship with pastoral charges, missions, camps, outreach ministries, ministry personnel, youth and others in our presbytery, with the wider church and with community partners.

To fulfill that mission, Living Waters Presbytery will work so that:

- we engage in dialogue with pastoral charges as a priority so that ministry personnel and congregants feel heard;
- we seek justice;
- we celebrate God's presence;
- we encourage stewardship of time, talents, gifts and assets;
- we act as a resource and we share resources and learnings;
- we are transparent, consultative and accountable;
- we nurture the spiritual life of ministry personnel and lay people in our presbytery;
- we include and engage youth in shaping the church;
- we encourage and support congregations to explore new and additional ministries and missions;
- we seek to live out Living Waters Presbytery's declaration to be an Affirming Ministry that is fully inclusive of all sexual orientations and gender identities in all aspects of the life and work of Presbytery.



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INTRODUCTION

Welcome to the Living Waters Handbook as revised in 2016. Living Waters was created as a Presbytery within the Toronto Conference as of July 1, 2009.

Who Are We?

In the first year of Living Waters Presbytery we proudly determined who we wish to be as a Presbytery in The United Church of Canada.

Our Vision

"The vision of Living Waters Presbytery, with God as its centre, and Jesus Christ as its guide, will be in relationship as Living Waters Presbytery so that it may be a Spirit-led, inclusive community offering encouragement and support, and embracing new ways to be the church."

Our Mission

"The mission of Living Waters Presbytery is to be in life-giving relationship with pastoral charges, missions, camps, outreach ministries, ministry personnel, youth and others in our presbytery, with the wider church and with community partners."

To fulfill that mission, Living Waters Presbytery will work so that:

- we engage in dialogue with pastoral charges as a priority so that ministry personnel and congregants feel heard
- we seek justice
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- we act as a resource and we share resources and learnings
- we are transparent, consultative and accountable
- we nurture the spiritual life of ministry personnel and lay people in our presbytery
- we include and engage youth in shaping the church
- we encourage and support congregations to explore new and additional ministries and missions
- we seek to live out Living Waters Presbytery's declaration to be an Affirming Ministry that is fully inclusive of all sexual orientations and gender identities in all aspects of the life and work of Presbytery

Where Are We?

Living Waters extends from Steeles Avenue on the south-end of Richmond Hill and Markham and extends up to Parry Sound. We are approximately on the east of Highway 400 and extend through to Epsom in the east.

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THE UNITED CHURCH STRUCTURE

The Future

In 2015 at General Council 42, there was approval to move forward with proposed changes in the structure and style of the United Church. During 2016-2018 we will be working through the process to achieve the necessary changes which will involve much communication, discussion, discernment and remits. This Handbook reflects the structure in place as of January 2016.

The Present

In The United Church of Canada there are four levels or courts – General Council, conference, presbytery and pastoral charge or congregation. Living Waters Presbytery is one of the four (4) presbyteries that comprise Toronto Conference. Presbytery is the court of the church that oversees the business of the pastoral charges and congregations within its boundaries, and serves and supports them in carrying out the mission of The United Church of Canada. This handbook outlines the specific commissions and committees that help do the work of presbytery. It should be used along with The United Church of Canada Manual, commonly referred to as the *Manual*.

The Manual

The *Manual* states the rules to which all conferences, presbyteries, pastoral charges and congregations within The United Church of Canada must adhere. It gives specific instructions on which court is responsible for what work and how that work is carried out. The first section, the Basis of Union, is the basic doctrine approved when The United Church of Canada came into being in 1925. It can only be changed by action of General Council following a vote by all presbyteries. This voting process is called a remit. The lettered sections of the *Manual* (A - J) are the by-laws which can be changed, without notice, by General Council. Changes are reflected in the latest printing of the *Manual*. This handbook is based on the 2016 edition. In the case of a substantive discrepancy between this handbook and the *Manual*, the *Manual* takes precedence. If there is a discrepancy pertaining to an issue about which the *Manual* is not definitive, this presbytery handbook takes precedence.

Most pastoral charges or ministry personnel have copies of the *Manual* or it can be viewed on line – <http://www.united-church.ca/sites/default/files/manual-2016.pdf> – accessed at the presbytery office or purchased through UCRD (United Church Resource Distribution).

Presbyters

The presbyters are lay members elected by their congregations or pastoral charges and ministry personnel, active and retired, within the boundaries of the presbytery.

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Along with the Toronto Conference staff deployed in the presbyteries, the presbyters are responsible for the governance, administration and program work within the presbytery. All presbyters are expected to use their gifts and experience by serving on a commission or committee and by expressing opinions and voting on issues brought before presbytery. Presbyters also report regularly the decisions and activities of presbytery to their congregation or pastoral charge. Presbyters are automatically members of Toronto Conference and may register to attend the Annual General Meeting of Toronto Conference.

Commissions

Most of the work of Living Waters Presbytery is conducted by the members of five (5) commissions: Community Connections & Right Relations, Congregational Life, Personnel Support and Education, Spiritual Development, and Vision and Church Development. Commissions are empowered to pass the motions required to conduct the business of presbytery as outlined in their mandate. They are accountable to presbytery and must report all their actions through publication of minutes and/or in person at plenary or executive meetings. Detailed descriptions of the mandate of each of these commissions are found in this handbook.

Presbytery Year

The **presbytery year** runs from the “rise of conference” (the end of the conference annual meeting when participants rise to go home) to the rise of the next annual meeting of conference. New presbyters are expected to begin their terms at the start of a new presbytery year. However, since many pastoral charges appoint new presbyters at their congregational annual meetings much earlier in the calendar year, there is some flexibility to accommodate presbyters who resign earlier. The **pastoral year** is usually considered to be from July 1st to June 30th of the following year. The **financial year** for the presbytery is the calendar year.

Camping

Four church camps fall within the geographic boundaries of Toronto Conference. Each presbytery has the responsibility of supporting one of them. Living Waters Presbytery supports Camp Big Canoe. The ownership of Camp Big Canoe property and buildings is vested with Toronto United Church Council (TUCC). TUCC acts as the trustee for The United Church of Canada. The ownership of the camp programs and equipment is vested with Camp Big Canoe Corporation. The corporation directors include appointed members of the Spiritual Development Commission of Living Waters Presbytery and members of the Camp Big Canoe Board of Directors. The corporation holds an Annual Meeting once a year usually in December. A Board of Directors appointed by the corporation is responsible for the operation as well as the maintenance and development of the buildings. The Board of Directors manages the business of the corporation pertaining to acquisition, sale, mortgage or lease of the real property. In consultation with the Board of Directors, the Board of Trustees is responsible for long-range planning regarding the property, including

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financial needs. See the Constitution and Government of Camp Big Canoe, revised November 2000.

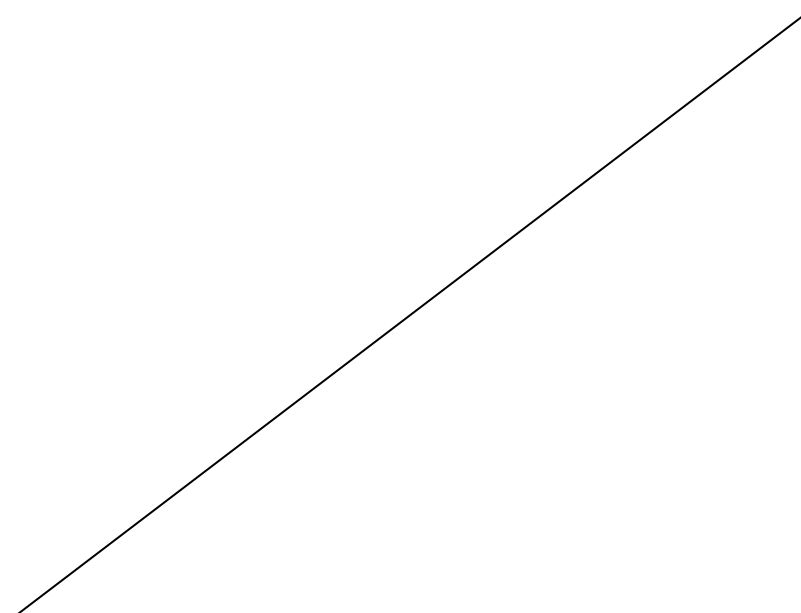
Appeals

Many decisions are made in the course of doing the business of the United Church. There is a process for appealing some of the decisions made by the different courts of the church, including presbytery. Below are some grounds for appeal according to *The Manual* (section J.13).

An appeal must be made on one or more of the following grounds:

- (a) the court that made the decision failed to consider the matter as completely as practicable;
- (b) the decision was not in accordance with the rules of natural justice;
- (c) the decision was not reasonable based on the evidence;
- (d) the decision was not in accordance with the polity of the United Church; or
- (e) there is evidence available that could not have been produced earlier and that may be relevant.

It is important to note that not every decision is subject to appeal. Section J.13.3 of *The Manual* outlines a series of items that are not subject to appeal. When considering appeals Section J.13 of *The Manual* should be carefully consulted.



LIVING WATERS PRESBYTERY

Membership

Living Waters Presbytery is made up of lay representatives from each community of faith and all ministry personnel, including retired ministers, working or residing within the boundaries of the presbytery. Lay representatives are elected annually by their congregation at its annual meeting. The members of Living Waters Presbytery each serve on a commission or committee.

At a meeting of presbytery there are two kinds of members, regular members and corresponding members (usually guests). Regular members have the right to speak, participate, and vote at meetings. Corresponding members may speak, but do not have a vote.

Meetings

The rules of order and debate used by The United Church of Canada are outlined in the Appendix of the *Manual*. For any situation not covered, Bourinot's Rules of Order are followed at all meetings.

Full Court Meetings

Living Waters Presbytery will meet **up to 5 times each year**. Meeting dates will be set by the executive and announced well in advance. They will consist of worship, educational opportunities, and plenary session. Commissions are empowered to meet at other times as they see fit. The quorum for meetings of the presbytery for the pastoral year as defined by *The Manual*, section C.5.6.1, shall be one-fifth (1/5) of total membership of whom one-third (1/3) are Order of Ministry or Designated Lay Ministers, and one-third (1/3) are lay members on the roll of presbytery.

Executive Meetings

The Executive will meet up to 5 times each year usually in the months that the full court does not meet, or at the call of the chairperson when necessary. The quorum for meetings of the Executive will be one-third of the eligible voting membership.

Committee and Commission Meetings

The committees and commissions of Living Waters Presbytery will meet frequently enough to conduct their business. The quorum for committees and commissions of Living Waters Presbytery will be one-third of their membership.

PRESBYTERY OFFICE

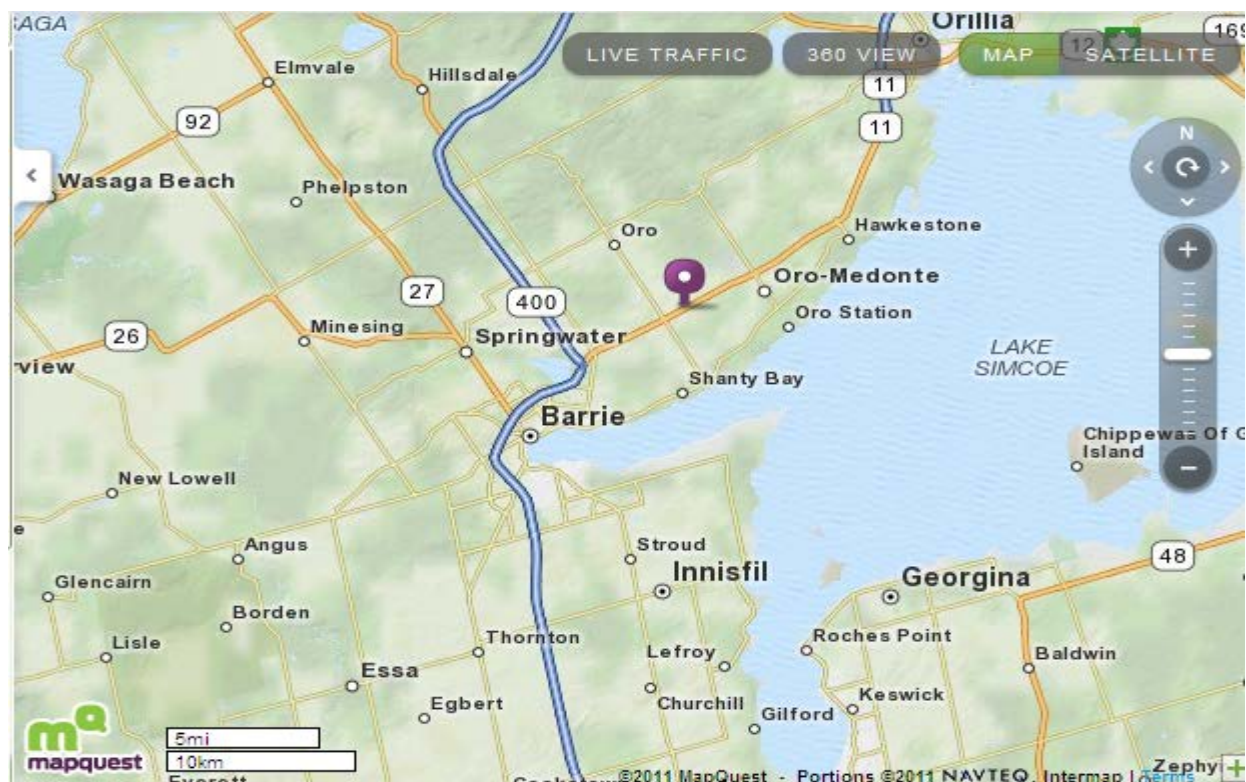
Conference Staff are available at the presbytery office located at
59 Line 4 North, Oro-Medonte, ON L0L 2L0

Conference Minister for Personnel: 1-800-446-4729 ext. 6235

Conference Minister for Vision and Mission: 1-800-446-4729 ext. 6233

Minister for Congregational Support: 1-800-446-4729 ext. 6236

Administrative Assistant: 1-800-446-4729 ext. 6230



Directions to Living Waters Presbytery Office

From the South: Take Hwy 400 north through Barrie. Keep in the left lane and continue onto Hwy 11 North (Hwy 400 turns off to the right). Continue on Hwy 11 north and take the exit at Oro-Medonte Line 5. Follow the signs for Hwy 11 south and go over the bridge, to get back onto Hwy 11 heading southward. Exit at Oro-Medonte Line 4 and take the first right which will lead you to the parking lot.

From the North: Take Hwy 11 South and exit at Oro-Medonte Line 4. Take the first right which will lead you to the parking lot. To get back onto Hwy 11 Northbound, go south on Hwy 11 and turn around at the bridge at Oro-Medonte Line 3.

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Staff

Conference Personnel Minister (Half Time)

(Note: This is a Full Time Position which is shared equally with Northern Waters Presbytery)

The Conference Personnel Minister (CPM) is a resource to the Personnel Support and Education Commission and works carefully with ministry personnel and local ministry units to ensure vital and well-functioning ministries within the presbytery.

Conference Minister for Vision and Mission (Full Time)

The Conference Minister for Vision and Mission is a resource who offers assistance to presbytery members by working in close relationship with the executive, commissions and commission chairs.

Minister for Congregational Support (Full Time)

The Minister for Congregational Support is a resource who offers assistance to congregations and presbytery members in nurturing healthy pastoral relationships.

Administrative Assistant (Full Time)

Administrative support to the presbytery is provided by the administrative assistant, who also functions as conference staff in some areas. The administrative assistant supports the work of the Chair and Secretary of Presbytery as well as the Personnel Minister, the Minister for Congregational Support and the Vision and Mission Minister.

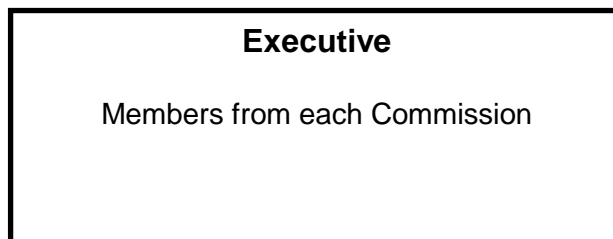
Position descriptions for these conference staff members working in the presbytery office are available at:

<http://www.torontoconference.ca/conference/conference-staff/position-descriptions>

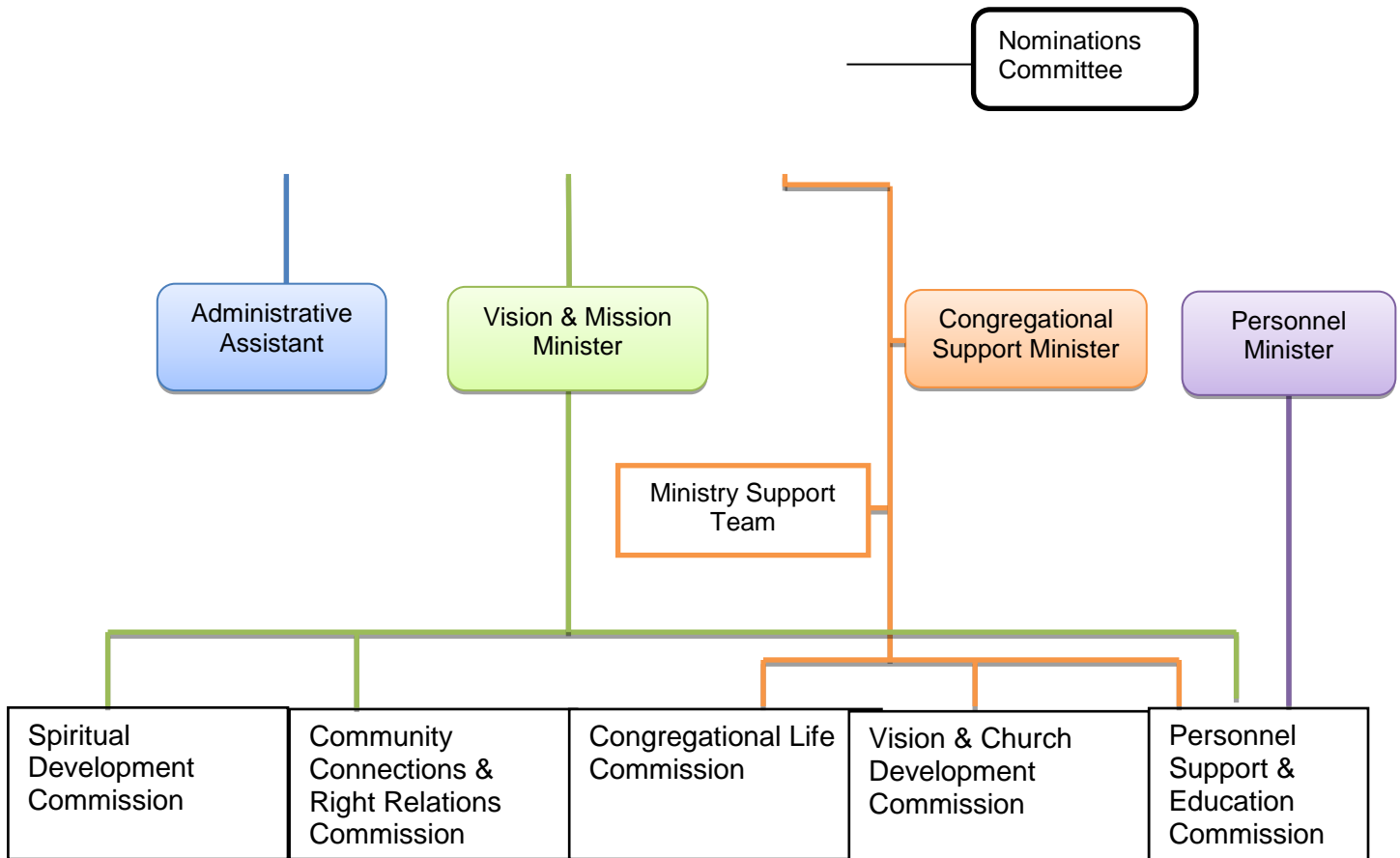
or by contacting the presbytery office and requesting a copy.

PRESBYTERY ORGANIZATION

The diagram below shows the basic structure of Living Waters Presbytery. It also includes the primary relationships/responsibilities of each of the staff members.



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THE EXECUTIVE OF PRESBYTERY

The Executive consists of:

- Chairperson (Term: 2 years – unless special circumstances warrant a second term)
- Past Chairperson or Chairperson Elect (Term: 1 year as Chair-elect and 1 year as Past Chair)
- Chairperson of Nominating Committee (if not Past Chair or Chair-Elect)
- Treasurer (Term: unspecified)
- Secretary (Term: unspecified)

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- Chairpersons of Standing Commissions (Community Connections & Right Relations, Congregational Life, Personnel Support & Education, Spiritual Development and Vision and Church Development)¹ (Term: 3 years)
- The following church constituencies may appoint a representative to executive: United Church Women Presbyterial, Presbytery United Church Men, Presbytery Youth (13 to 18 yrs), and Presbytery Young Adults (18 to 30 yrs) (or their equivalent).
- Members-at-Large appointed as needed

The Executive is given power to act for the presbytery between presbytery meetings. This authority is given through the governance motion at the beginning of each pastoral year (July 1st to June 30th). Actions of the executive are reported to the full court presbytery for information at each subsequent meeting.

Responsibilities of Executive

1. To coordinate and conduct the work of presbytery, particularly but not exclusively, in matters which may arise and are not specifically delegated to any commission.
2. To act for the presbytery between regular meetings or when requested by a commission in time sensitive issues with the full authority of the presbytery provided that the executive in making its decision shall have received advice and/or recommendations from the appropriate commissions and/or other parties involved.
3. To hear concerns about the functioning of presbytery regarding the perceived breach of presbytery processes or policy. After due consultation the executive will decide whether to initiate a review of the relevant policies and processes and then recommend any changes resulting from said review to the full court for its consideration and approval.

¹ Commissions with co-chairs have one vote between the two co-chairs. Both may attend meetings and both have the right to speak.

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4. To report to the presbytery through the receiving for information the minutes of the executive, brief reports and other communication tools as may be developed.
5. To provide an Annual Report to Toronto Conference. (*Manual 2013: Section C.3.4.5*)
6. To submit the presbytery and executive minutes and any other required documents for review of conference. (*Manual 2013: Sections C.4.4.2.b.(i) and A.5.5*)
7. Staff Positions: To forward to the Executive Secretary of Toronto Conference any concern re: staff job descriptions or performance should such arise.
8. To review existing policies every two years and bring to the presbytery for its consideration recommendations for new policies, amendments to existing policies or discontinuance of policies no longer required. Where policies are initiated by commissions, the executive will review such policies for consistency with other policies and the polity of The United Church of Canada. Such review shall not preclude a commission bringing forward its recommendations to the presbytery.

The Officers of Presbytery

The Chairperson

The presbytery elects biennially a chairperson from among its members.

Term of Office: Term of office will be for 2 years – unless special circumstances warrant a second term. This person will also be expected to serve 1 year as chair-elect and 1 year as past chair.

Committee Membership: The chair of presbytery is a member of the Executive and an ex-officio member of all presbytery commissions.

Accountability: The chairperson is accountable to Living Waters Presbytery, Toronto Conference and The General Council of The United Church of Canada and The Manual.

Key Responsibilities

- Chair all meetings of presbytery

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- Call and chair as many Executive meetings as are necessary to effectively carry out the work of presbytery between regularly scheduled presbytery meetings
- Liaise with the conference staff deployed in the presbytery and the executive members in setting meeting agendas.
- Provide leadership and direction to commissions & committees as needed
- Provide support and direction within the presbytery
- Delegate work to appropriate commissions or committees as needed
- Communicate personal holiday schedules to the presbytery office when their absence would be for longer than one week and the name of the person who would take on necessary tasks within the presbytery during their absence (or if they wish be available by e-mail during holiday time if required.)
- Attend required meetings of other courts of the church
- Be an intentional welcoming presence making people feel at home
- Confer with the conference staff employed in the presbytery office if advice or information is needed
- Adhere to all policies as developed by the presbytery or other levels of The United Church of Canada
- Is the keeper of the presbytery stole, gavel and banner

Specialized knowledge, skills, experience needed by the Chairperson:

- Member in good standing of The United Church of Canada
- Knowledge of Living Waters Presbytery structure, polity, and decision-making processes as found in the Living Waters Handbook
- Knowledge of United Church structure, polity, and decision-making processes, including the Manual
- Experience in and knowledge of the various courts of The United Church of Canada
- Previous experience in a leadership role within The United Church of Canada
- Ability to chair meetings and delegate responsibilities as needed
- Excellent organizational skills
- Good communication skills – oral and written
- Ability to see the overall picture of any issue or opportunity
- Ability to motivate, and direct people to accomplish the mission of the presbytery
- Ability to sort through opinions, facts, and information to help individuals and groups find the best solution
- Ability to work effectively, in a congenial manner, with people of diverse backgrounds and opinions

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- Ability to be an intentional welcoming presence at meetings and within the presbytery
- Ability to be an active listener and a pastoral presence during difficult times or conflicts
- Ability to communicate electronically
- Free to attend to presbytery matters in a timely fashion

Time commitment required:

- Attendance at Executive meetings, approximately 5 times per year for 2-4 hours and additional meetings as required
- Attendance at presbytery meetings 4 times per year
- Preparation time for presbytery and executive meetings, including consultation with staff and executive members regarding the agenda.
- Attendance at meetings of presbytery chairs and secretaries within Toronto Conference, approximately 3-4 times per year, usually for a full day.

When and where will the work be done:

- Regularly at your church/home office
- At the Living Waters Presbytery office
- At churches within Living Waters Presbytery

The Secretary

The secretary serves as the chief recording and communications officer of presbytery. The secretary keeps the minutes, receives correspondence, and communicates the business of presbytery to all members and commissions, and consults with the chair and others in preparation of the agenda for plenary sessions. The secretary also transmits pertinent presbytery information and decisions to other courts and divisions of the church as directed by the presbytery.

The Treasurer

The treasurer prepares budgets and authorizes presbytery expenses as necessary. The treasurer is also available to answer basic financial questions from the commissions and ministry projects, when requested.

The Chairperson-Elect

The chairperson-elect will be elected for the second year of the chairperson's term to observe the duties and responsibilities of the chairperson. The chairperson-elect will act as the chairperson in the absence of the chairperson.

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The Past Chairperson

The past chairperson will be there to assist the chairperson in the first year as chair. The past chairperson will act as the chairperson in the absence of the chair.

Role of a Parliamentarian

A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies.

Parliamentary Opinions

Parliamentarians are often asked by organizations, “given our current bylaws and rules of order, how do we do this, or, what is the proper procedure to accomplish this objective?” The Parliamentarian will review the organization’s governing documents and provide an opinion as to how to proceed within the rules.

Serving as Parliamentarian at Meetings

The role of the parliamentarian at a meeting is to be a resource to the chair, to assist the chair in the conduct of the meeting. The parliamentarian sits adjacent to the chair and unobtrusively gives the chair help, guidance and support during the meeting. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

Nominations Committee

The practice of nominating people to positions of leadership is a critical discernment process. When contemplating the tasks listed below, those who nominate should bear in mind the Christian and United Church values of justice and theological perspective. It is hoped that the nominations process will include a deliberate engagement with the goal of working towards creating an intercultural environment that seeks to include a diversity of backgrounds, ages, and world views among presbytery officers, committee chairs and members, and commission chairs and members. As they do this work the committee should:

1. Ensure that presbytery and its commissions have adequate human resources to do their tasks by presenting a complete slate of officers at the spring meeting of presbytery and by encouraging presbyters to serve on commissions that utilize their gifts.
2. Review the nominations procedure annually (See Nominations Procedure: Page 53)
3. Receive resignations during the year and submit nominations to fill the vacancies to presbytery for approval
4. Submit to various courts and other organizations of the church the names of those people who have been elected to represent Living Waters Presbytery (after the spring meeting) and/or fill vacancies as needed

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5. Run the procedure for the nomination of commissioners to General Council when required.
6. Present names of lay members to Toronto Conference. The majority of these people shall previously have been elected to represent a community of faith or other United Church Ministry at presbytery. Those elected shall be in full church membership and shall be chosen at a regular meeting before the meeting of conference by such method as the presbytery shall determine.

COMMISSION CHAIRS

Qualifications & Skills

- Member in good standing of The United Church of Canada
- Excellent knowledge of the polity and organization of The United Church of Canada e.g. *Manual* and presbytery handbook
- Previous experience in a leadership role
- Ability to delegate responsibilities
- Commitment to working as a team member encouraging and enabling all to participate
- Good communication skills – oral and written
- Ability to chair meetings
- Available to attend executive and presbytery meetings on a regular basis
- Sense of humor
- Ability to see the overall picture of any issue or opportunity
- Ability to work effectively, in a congenial manner, with people of diverse backgrounds and opinions
- Ability to be an active listener
- Ability to communicate electronically
- Free to attend to presbytery matters in a timely fashion

Responsibilities

- Ensure that the commission mandate as outlined in the handbook is fulfilled
- Call and chair as many commission meetings as are necessary to effectively carry out the work of the commission
- Be a contributing member of the presbytery executive
- Ensure that a permanent secretary of the commission is appointed and that all proceedings of the commission are recorded and forwarded to the administrative assistant in a timely fashion and ensure that correspondence

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received by the commission is noted as official presbytery correspondence in the record of proceedings by providing a copy to the presbytery office.

- Involve all members of the commission in the work
- Confer with the conference staff employed in the presbytery office if advice or information is needed
- Attend executive, commission and plenary meetings
- Adhere to all policies as developed by the presbytery or other levels of The United Church of Canada

COMMISSIONS

Community Connections and Right Relations Commission

The Commission will consist of:

- Chairperson or Co-Chairpersons
- Commission Secretary
- Mission Support Convenor
- Members of presbytery

Purpose

The purpose of this commission is to respond to social issues and provide support for social justice and public witness efforts in Living Waters Presbytery, Toronto Conference, Canada, and the world. The commission will encourage the faithful response of Living Waters Presbytery in areas of social justice. This commission will also oversee ecumenical connections and working with community groups in order to encourage and foster right relationships. The Community Connections and Right Relationships Commission lives out the challenge to be a part of God's mission in the world especially in mending broken relationships.

Social Justice

Social justice has long been a focus and a source of identity for the United Church. Social justice includes (but is in no way limited to) concern for poverty, environmental issues, peace, and exploitation of the human condition. To do this, the commission:

1. Helps Living Waters Presbytery determine priorities among emerging social justice concerns.
2. Provides accurate information and research data on emerging social justice concerns.
3. Provides action plans for presbytery to consider.

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Mission and Service (M&S)

The Mission and Service fund is the main vehicle for funding the work of the United Church. Some of the funds go to church administration and support, some go to funding specific congregations, and some go to supporting programs that address social or humanitarian needs. The M&S fund is the main vehicle by which we are enabled to act on our concerns for social justice, ecumenism, and right relationships. Therefore, it is the task of this commission to support, promote, and consider requests to the Mission and Service fund. This includes:

1. Promoting education and support of the Mission and Service Fund.
2. Supporting and assisting the mission support convenor by:
 - a) reviewing requests for financial assistance and making recommendations to the presbytery about budgets of communities of faith, special ministries, and institutions within the bounds of presbytery.
 - b) reviewing requests and making recommendations about loans and grants from the Capital Assistance Fund.
 - c) reviewing requests and making recommendations re expenditures on real property.
3. Ensure that community of faith M&S Objective forms are prepared and distributed at the November meeting of presbytery (or otherwise forwarded to the community of faith).
4. Report congregational, presbytery, conference and national Mission and Service totals.
5. Create and maintain a prayer cycle for the work being funded by M&S and distribute it to congregations so that the work of the church is grounded in prayer.
6. Plan at least one learning event per year related to M&S.
7. Create and maintain a "speaker's roster" on topics related to M&S.
8. Create and maintain a list or network of M&S enthusiasts who can share ideas with each other or pass them along to share with the wider church.
9. Pass along good ideas for M&S promotion through the presbytery.

Right Relationship

The crux of all of the work of this commission comes down to how we are with each other. Phrases like "holy manners," "striving for justice," and "intercultural ministry," or words like respect, love, understanding, openness, and dialogue are the beginnings of and the gradual working out of right relationships. This commission:

1. Promotes knowledge and concern for ecumenical, interfaith, and intercultural affairs with communities of faith. They may also work with other organizations through workshops, literature, and communication.
2. Encourages meaningful and reciprocal relationships with First Nations communities and organizations within the bounds of presbytery including the Living Into Right Relations Home Group (Toronto Conference).

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3. Supports and promotes ethnic ministries and specialised ministries. The United Church of Canada offers support to these explicitly contextual ministries in their striving to nurture faith, to foster vigorous mission and service, to share the Gospel, and to serve justice. This may include assisting ethnic ministry congregations and missions to faithfully respond to the ministry needs and gifts of their various generations. It may also include the mutuality of reciprocal relations with ethnic ministries within the bounds of Living Waters Presbytery by promoting God's mission as an intercultural church.
4. Encourage a yearly pulpit exchange between interested congregations and Ministry Personnel.

Congregational Life Commission

The commission will consist of:

- Chairperson or co-chairpersons
- Commission Secretary
- Members of Presbytery

Purpose

This commission keeps records of all the communities of faith, and is responsible for nurturing healthy community of faith relationships. It is empowered to do the administration of presbytery business including those things related to "real property," community of faith records, archives, plans of organization, proposals, and pastoral oversight. The commission works closely with the Vision and Church Development Commission to promote vital and faithful congregations. The Minister for Congregational Support supports the Congregational Life / the Vision and Development Commissions in this work while providing updates on Congregational work as well as the work of the Ministry Support team to our commissions. The details of these duties are laid out below.

Property and Finance

The Congregational Life Commission is empowered to oversee the real estate properties within presbytery. It is a resource to communities of faith in these matters including the items listed below.

1. Receive and make decisions with regard to applications to acquire, sell, mortgage, exchange, lease or otherwise deal with the trust property of communities of faith.
2. Review financial plans for all buildings projects and make decisions.
3. Communicate to congregations concerns about insurance of properties including liability issues and directors insurance.
4. Review the use of all church properties including rental agreements of manses.

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5. Maintain records on all manses and their furnishings according to *The Manual*, review and report manse conditions annually on a rotating basis, and insure that each community of faith has a manse or its equivalent.
6. Inspect church manses when a change in occupancy of the manse occurs and advise the community of faith of renovations or repairs that are needed.
7. Receive applications from communities of faith for building projects or renovations that require building permits or loans and grant permission for such projects.
8. Support the Vision and Church Development Commission in dealing with property matters for communities of faith involved in amalgamating, realigning, reconstituting, relocating, redeveloping or disbanding.
9. Have a list of available sources of funding to support the goals of congregations in their quest for new initiatives.

Community of Faith Records

Churches are a repository of important information including marriage, death and baptism registers. They are also required to keep track of their activities so that they may be accountable to presbytery. Therefore the commission is responsible for inspecting and certifying all records of communities of faith, including registers and meeting minutes, on a regular rotating basis.

Archives & History

This Commission is tasked with overseeing the disposition of archives and records of presbytery and communities of faith. They do this by:

1. Identifying and recommending buildings that should be historic sites of The United Church of Canada to the appropriate body within The United Church of Canada.
2. Encouraging interest, and sharing expertise, in preparing and maintaining accurate histories and records of congregations.
3. Promoting celebrations of significant historical events in the church's history including events at communities of faith, presbytery, conference, and United Church of Canada celebrations.

Plans of Organization

Plans of organization are critical to the good order of communities of faith. This commission is tasked with ensuring that communities of faith have taken the appropriate action. The commission should:

1. Review the plans of organization of congregations and/or communities of faith within its jurisdiction to ensure that they are in essential agreement with *The Manual*.
2. Examine and review new and revised constitutions received from communities of faith and report to presbytery.

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Pastoral Oversight/Nurturing Healthy Pastoral Relationships

Pastoral oversight means to maintain oversight of communities of faith within the jurisdiction of presbytery including reviewing their records and ensuring that communities of faith comply with the policies and polity of the United Church. Because Living Waters Presbytery is very large, the reporting and communication work of this commission is critical. Every effort should be made to complete all of the important tasks below. The commission should:

1. Offer support, encouragement, and counsel to communities of faith and ministers.
2. Receive 3 copies of the Annual Report from each community of faith each year.
3. Review the information received in the annual reports and prepare a report to presbytery celebrating significant events and progress, reviewing key issues, and recommending action where this is deemed appropriate and necessary. The presbytery, in turn, will convey its findings to the Executive Secretary of Conference by May of each year before the Annual Meeting of Conference.
4. Forward to the Conference Personnel Minister any concerns about pastoral relationships between communities of faith and Presbytery Accountable Ministry Personnel.
5. Co-operate with the Vision and Church Development Commission if requested to help communities of faith prepare for changes in pastoral relations.

New Communities of Faith and Missions

New communities of faith and missions are usually overseen directly by the Vision and Church Development Commission. However, there is some overlap. The Congregational Life Commission is jointly responsible for good communication about these items.

Personnel Support and Education Commission

Purpose

The purpose of the Personnel Support and Education Commission is to provide leadership, support and encouragement to Local Ministry Units and Ministry Personnel within the jurisdiction of Presbytery to forge strong, healthy and faithful pastoral relationships. During the Effective Leadership test period in Toronto Conference, most of the mandated pastoral relations functions are assigned to the Conference Settlement and Pastoral Relations Committee or Conference Staff.

Membership

The Personnel Support and Education Commission will consist of the following elected by the Presbytery through the nomination process:

- Chair or Co-Chairs

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- Secretary
- Convenor of Education and Students Committee
- Members of Presbytery
- As a corresponding member, the Conference Personnel Minister will be a resource to the Commission assisting in Education and Student policy interpretation and needs analysis, as required.

Duties and Responsibilities

It shall be the responsibility of the Personnel Support and Education Commission to carry out Pastoral Relations functions not otherwise assigned during the Effective Leadership test period, and to support and nurture ministry personnel in the Presbytery. It will work toward achieving some of the anticipated outcomes of the Effective Leadership program which include: 1) improving the “fit” of pastoral relationships as reported by ministers and communities of faith; 2) increasing the number of ministers and communities of faith who report having a “healthy relationship”; 3) increasing the number of ministers who state that they receive the support they need to perform their ministry well; 4) decreasing the number of ministry personnel who report that they feel isolated; 5) increasing the vitality of communities of faith and other local ministries; 6) proving viability within overall financial capacity. (41st General Council Report) Specifically the Commission is mandated:

- i. to exercise the duties set out for the Presbytery regarding Pastoral Charge Supervisors (The Manual 2013 I.2.5.2);
- ii. to review position descriptions to determine whether ministry positions are appropriate to be filled by a Congregational Designated Minister (The Manual 2013 I.1.8);
- iii. determine whether to declare a vacancy upon receipt of a “Request to Declare a Vacancy by a Local Ministry Unit (TC 425 V)” form;
- iv. to initiate and terminate appointments of Voluntary Associate Ministers (VAMs) within communities of faith;
- v. to encourage and support the formation of ongoing ministry personnel peer groups for mutual support and encouragement;
 - to support and nurture ministry personnel through continuing education events, social gatherings for mutual support and community building, opportunities for spiritual and self-care; to appoint accompanists or mentors as necessary or requested (e.g. Interim Ministry Interviews with Interview Committee)

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- vi. to provide chaplaincy support to ministry personnel within the presbytery as necessary, in consultation with the Conference Personnel Minister; and to do annual reviews with appointed presbytery chaplains.
- vii. to appoint or to recommend appointments to the Conference Settlement and Pastoral Relations Committee
- viii. to listen to and interview ministers completing their appointments, and reporting as appropriate to the relevant commission.
- ix. to provide support to retired ministry personnel within the presbytery through social events and other activities;
- x. to undertake other tasks as directed by Living Waters Presbytery or its Executive.

Education and Students

Ministry is a lifelong process of education. However, there are specific requirements for different kinds of ministry within the United Church. This commission undertakes to support all those considering their call to ministry or those who are lifelong learners in ministry with their educational objectives and needs. To do this, the Commission:

- i. encourages ministry leadership as a vocational choice.
- ii. provides consultation for congregations in matters of personnel or candidacy for ministry
- iii. oversees the training and supervision of Licensed Lay Worship Leaders
- iv. receives and processes applications from persons wishing to become a Candidate for the Order of Ministry or Designated Lay Ministry
- v. provides helpful, caring liaison for inquirers and candidates in training
- vi. arranges annual interviews with the Presbytery and with the Conference Interview Committee when required
- vii. evaluates all candidates annually and makes recommendations to presbytery regarding their status.
- viii. seeks out and approves internship sites within the presbytery and appoints trained supervisors to work with interns, and trains lay supervisory teams.

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- ix. supports DLM applicants and candidates and intern networks in order to ensure that students are well supported in their journey.
- x. in coordination with the Spiritual Development Commission, promotes a culture of continuing education and lifelong learning.
- xi. provides information re grants for lifelong education for lay persons and Ministry Personnel

Retired Personnel, Retained on the Roll and Pensions

The vocation of ministry is considered to be lifelong. This includes ministry to those who have offered their service and gifts to the church. The Personnel Support and Education Commission will support those retired or retained by:

- i. ensuring that there is pastoral care for retired ministry personnel.
- ii. offering opportunities for those retained on the roll to participate in the life of the presbytery.

Spiritual Development Commission

The Commission will consist of:

- Chairperson or Co-Chairpersons
- Commission Secretary
- One representative from Camp Big Canoe Board of Directors
- Members of Presbytery

Purpose

This commission is tasked to encourage and facilitate faith development and spiritual growth in order for persons of all ages to live out the Gospel in their lives and the lives of their communities. The commission will place an emphasis on presbytery identified areas of need such as youth ministry and intercultural ministry.

Christian Education

As noted in the work of the Personnel Support and Education Commission, there is an expectation that spiritual development is part of a lifelong learning process. This includes all church members and adherents, ordered ministers, lay leaders, staff, and volunteers. Education and learning take place at all stages of life. This commission works to:

1. Promote a culture of lifelong spiritual development and education for all.
2. Inform congregations and presbytery of events, programs, and resources available.

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3. Encourage congregations to use publications and resources that originate from The United Church of Canada or reflect our particular theological emphasis (e.g. The United Church Observer, AVEL).
4. Develop and promote adult, youth, and child-focused resources and opportunities.

Youth Ministry

Youth ministry is identified as a particular concern in Living Waters Presbytery. The Spiritual Development Commission is tasked to respond to this by:

1. Establishing and nurturing a youth network throughout the presbytery.
2. Facilitating workshops, at least once a year, in areas of worship, evangelism, stewardship, Sunday School education, and/or leadership training.
3. Receiving applications, as required, to select and present for approval by presbytery, youth delegates for Toronto Conference AGM and General Council and encouraging attendance at these events.

Camping Ministry

Camping gives everyone, but especially children and teens, a chance to learn life skills, build relationships, and connect with God's creation in a unique and life changing way. Support for this ministry is an important part of presbytery's work. The Spiritual Development Commission:

1. Provides oversight as detailed in the Manual Section J.1.2.
2. Appoints two presbytery representatives, preferably, but not necessarily, from the Spiritual Development Commission, one ordered personnel and one lay person.
3. Ensures that Living Waters Presbytery includes in its annual budget adequate financial support for programming.
4. Ensures that Living Waters Presbytery retains a copy each year of the minutes of the Camp Big Canoe Annual Meeting, the Annual Report and Budget and the Triennial Accreditation Report.
5. Reports regularly to presbytery regarding the programming at Camp Big Canoe.
6. Actively promotes Camp Big Canoe in the communities of faith within the presbytery.

Vision and Church Development Commission

The Commission will consist of:

- Chairperson or Co-Chairpersons
- Commission Secretary
- Members of Presbytery
- One representative each from each mission and/or new church development.

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Purpose:

The commission has been formed to advise and equip the emerging ministries within our presbytery and the denomination of The United Church of Canada (UCC). This commission is also tasked with the vital role of equipping and engaging congregations who are in the midst of considering how to redevelop or revitalise their ministry. Our context is changing. The Vision and Church Development Commission will help us to understand and respond to those changes. The Minister for Congregational Support supports them in this work.

Vision

Vision is about discerning God's will and communicating that understanding in order to keep the presbytery oriented to God's will for the church. This relates not only to new congregations or redeveloping ones but also to the work of the presbytery as a whole. This work includes:

1. Presenting and recommending to presbytery any new vision (mission) within the bounds of presbytery.
2. Consulting with communities of faith, Living Waters Presbytery, other presbyteries of the United Church, civil authorities e.g., Statistics Canada and any other appropriate bodies as to the emerging patterns of community growth within Living Waters Presbytery. This should be done periodically. From such studies, this commission should bring forth recommendations for appropriate action dealing with development, redevelopment/revitalisation including amalgamations, or closure.
3. Working collegially with all congregations and commissions of presbytery who request support for new ministries.
4. Co-ordinating opportunities for church development in new and existing congregations.
5. Being active partners with others - TUCC, other presbyteries, conference, and General Council.
6. Developing a mission strategy for the presbytery and reviewing this annually in light of the above goals.

New Church Development

There are several new missions and relatively new communities of faith within the bounds of Living Waters Presbytery. Each one has unique needs. However, they all require support and accountability as they move forward developing their ministry. This commission has direct oversight of these projects. This work includes:

1. Approve proposals to form new communities of faith, congregations, or missions, subject to motions passed and the regulations the General Council may put in place. Before forming a community of faith, congregation, or a mission, or before approving the change of site of a church, edifice, or manse, the Vision and Church Development Commission shall be required to hear and

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consider the representation of any community of faith or congregation that may be affected by the proposed action.

2. To co-ordinate opportunities for church development in new and existing congregations.
3. To work with the appropriate church bodies, including the Congregational Life Commission, to buy/sell church sites and recommend needed congregational facilities.
4. To lead in the establishment of new congregations or the division of existing multi-point communities of faith.
5. To receive and dispose of petitions to enter The United Church of Canada from congregations connected with other denominations. When such a petition is received, accompanied by a certified roll of church membership, the commission shall appoint a committee to meet with the petitioners to inquire into the freedom of the congregation to seek admission, the regularity of its procedure in the premises, and its approval of the distinctive principles, government, and ethos of the United Church. If the Vision and Church Development Commission is satisfied with the report of the committee on these matters and approves the petition, then they will bring it to the whole of presbytery for approval of the petition. If approved, presbytery then declares the congregation to be a congregation of The United Church of Canada, subject to the approval of General Council.
6. Select a point person to work with each mission or community of faith receiving Church Development Grants or Mission Support Grants to see that a 3-year budget is presented to the Vision and Church Development Commission a month before Church Development application is due. Goals that the Vision and Church Development Commission and Toronto United Church Council set and the goals that the said mission or community of faith set must be included with the application. The point person shall receive quarterly financial statements and progress reports by December 31st of each new grant year to determine whether the goals mentioned above are being met.

Existing Church Development

Redevelopment or revitalisation is a multi-faceted ministry. It includes visioning, grief work, discernment, and listening; communities of faith require a non-anxious pastoral presence to make difficult decisions. These things may require the co-ordination of work from other commissions including the Congregational Life Commission and Personnel Support and Education Commission. However, it is the responsibility of the Vision and Church Development Commission to act as the main point of contact in these matters. This work includes the following:

1. Working with communities of faith designated by the presbytery for redevelopment, including those whose activities include amalgamating, realigning, reconstituting, relocating, or disbanding communities of faith, congregations or missions

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2. Reviewing financial plans for all buildings projects and making appropriate recommendations to presbytery in cases of amalgamating, realigning, reconstituting, relocating, or disbanding communities of faith or missions.
3. Listening deeply to the concerns and needs of struggling congregations.
4. Celebrating the successes of redevelopment or revitalisation.
5. Acting as a resource for congregations, i.e. having a list of available sources of funding to support the goals of the congregations in their quest for new initiatives.
6. Working with the appropriate Church bodies, including the Congregational Life Commission, to buy/sell church sites and recommend needed congregational facilities.
7. Working with existing communities of faith who wish to revitalise their ministry.
8. On the occasion of an amalgamation, disbanding or closure, or for any other purpose, a representative of the Vision and Church Development Commission will meet with the church board or council to establish the necessary motions. After a meeting with the Conference Personnel Minister to check the legality of the motions, a congregational meeting will then be called.

United Church Women Presbyterial

Purpose:

The purpose of Living Waters United Church Women (UCW) Presbyterial is to unite women of the congregation for the total mission of the church and to support and strengthen the work of the United Church Women in the local congregations of the presbytery.

Presbyterial provides opportunities for spiritual growth, Christian fellowship and leadership development. Over the years UCW has given women the opportunity to develop their leadership skills at all levels of the church. Many UCW members have gone on to become chairs of presbytery or conference presidents and have served on General Council committees.

The Presbyterial also functions with flexibility to meet the needs of its constituency and, in cooperation with presbytery and The United Church of Canada UCW.

Presbyterial meetings are held four times a year with various churches acting as hosts. All members of UCW units as well as women not formally organized into UCW units are invited to attend. UCW is a strong supporter of the Mission & Service Fund and also supports financially inquirers and candidates within the presbytery and presents a monetary gift to ordinands. In addition, special projects such as 'Open Hands Nicaragua,' poverty issues and the study called 'Bread not

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Stones' document, Massey Centre for Women, the Fred Victor Mission, and local shelters for women and children receive tangible support from the presbyterial. Living Waters Presbyterial currently has over 50 UCW units with approximately 900 members.

Ministry Support Teams

Purpose:

Ministry Support teams were created to provide support to communities of faith to:

- Do the Ministry Articulation Profile
- Form listening teams whose job is to listen to communities of faith and determine how Presbytery can best support them given our governance. These teams might be required to report to one commission, or more than one, or to the executive, as well as supplying clear reports of what they have heard to the community of faith.
- Provide proactive support and communication with communities of faith

Membership:

Any member of the Presbytery, or others as appropriate, in particular those who have great compassion for communities of faith and enjoy listening to their concerns, and reporting back in a timely fashion. (e.g. those who have done pastoral oversight visits or joint needs assessment/search committee work in the past)

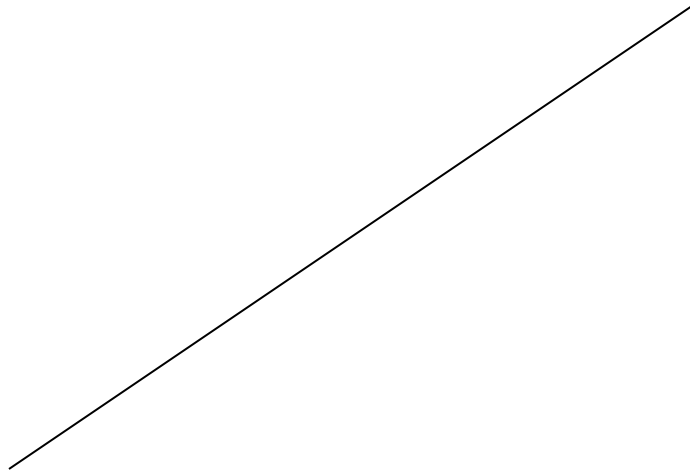
Duties and Responsibilities:

The Ministry Support Teams;

- Meet regularly to support one another, to refresh training and to consider the congregations under their care, as well as considering how best to proactively serve congregations
- Meet with Community of Faith governing bodies at their request to assist them to do Ministry Articulation Profiles
- Form, with others in their team, a listening team to listen to community of faith governing bodies in order to assist them to get the help they need to actualize their ministries
- Be ready to be a non-anxious presence in the midst of sometimes great conflict

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- Report back to congregations and the relevant commission(s) or executive in a timely manner
- Recommend tools or processes to assist congregations to animate their mission (Edge consultants, other consultants, etc.)



POLICIES

Accountability of Commissions and Chairs Policy

Policy Name: Accountability of Commissions and Chairs	Date approved: December 11, 2012
	Review Date: April 12, 2016
Purpose of this policy: To hold Commissions and Chairs accountable for their work as part of Living Waters Presbytery.	

Background: In the Toronto Conference Restructuring Review as accepted by the annual Meeting of Toronto Conference May 2012, the following recommendation to the Presbyteries was made:

#11 Ensure methods exist and are used to oversee the work of commissions.

Policy

We are the body of Christ, each of us a part of the body, each of us dependent on the other, to work together for good.

When our commissions work together as the body, the following is true:
Commissions and their chairs uphold all policies as developed by the presbytery or other levels of The United Church of Canada.

Regular meetings are held:

Due to the nature of their business, the following commissions shall set regular monthly meeting dates (September – June) with other meetings as required: Congregational Life Commission, Personnel Support & Education Commission, Vision and Church Development Commission.

The following commissions may meet quarterly or more frequently if deemed necessary: Community Connections and Right Relations Commission, Spiritual Development Commission.

Minutes are taken at all meetings, including conference calls, by a recording secretary. Minutes are taken in the acceptable format and provided to the presbytery administrative assistant in a timely manner.

Commission chairs fulfill their responsibilities as outlined in the handbook, including attendance at executive, commission and plenary meetings.

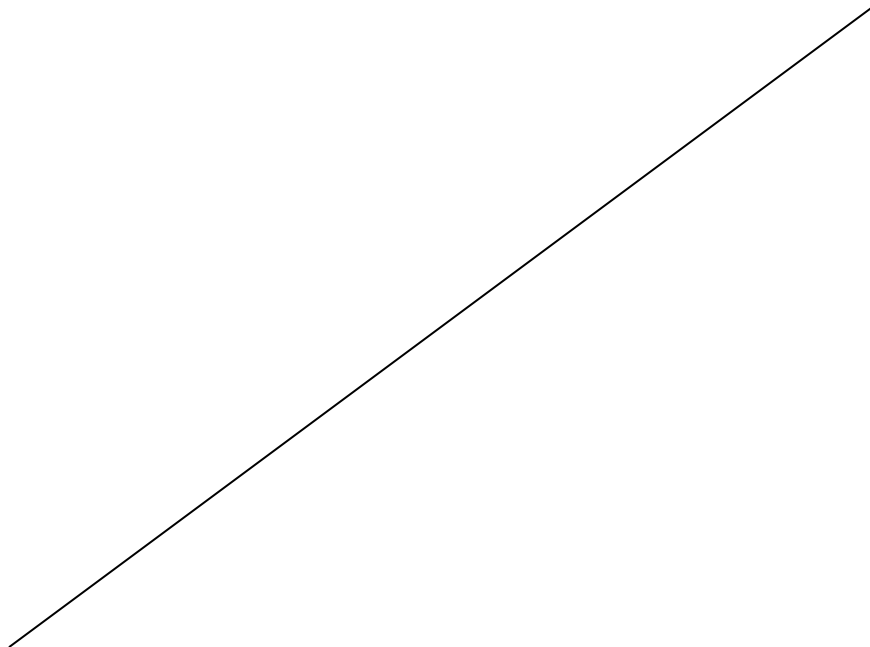
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Commissions support communities of faith, as appropriate, either with a specific task or from a listening team. This work is shared by the members of the commission, as delegated by the chairs.

Commissions respond to requests from communities of faith in a timely manner.

Commissions and chairs communicate with staff, in a timely manner.

We shall seek to live in peace and grace. When there is a question of whether a commission or its chair is fulfilling responsibilities as outlined in the Living Waters Presbytery Handbook or the Manual, the chair of presbytery, to seek resolution, shall discuss the matter with the chair and, if necessary, strike a review committee to investigate and report to Executive for action.

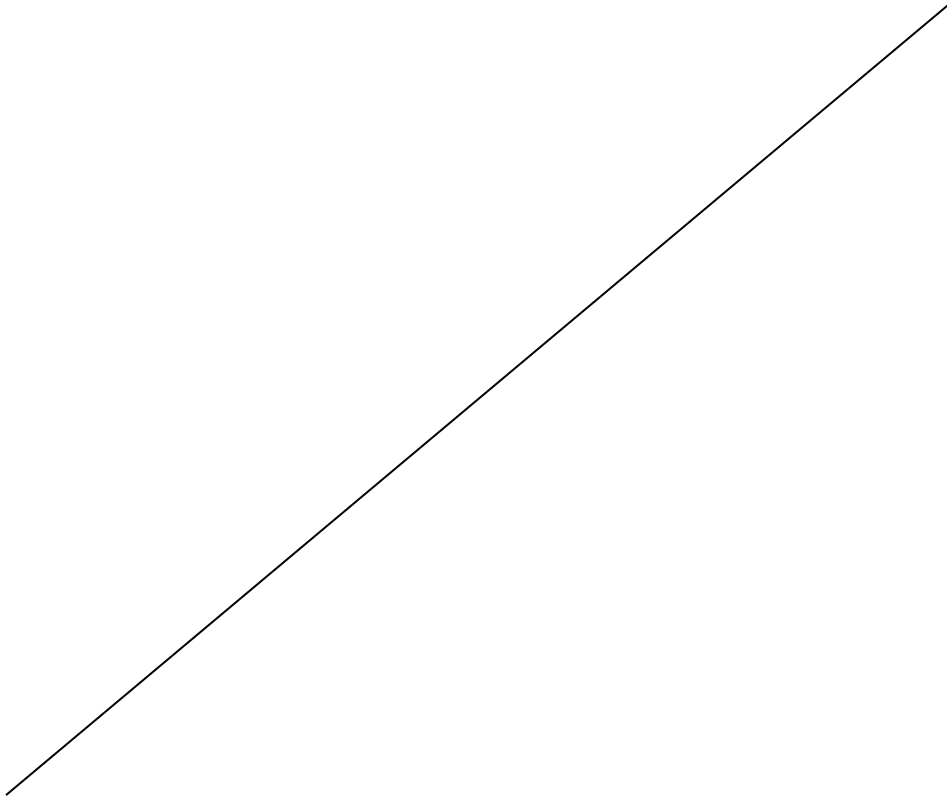


Accessibility Liaison Policy

Policy Name: Accessibility Liaison Policy	Date approved: September 11, 2012
	Review Date: April 12, 2016
Purpose of this policy: To establish practices and procedures to ensure the Living Waters Accessibility Policy is maintained.	

The Accessibility Liaison person or team will be responsible for co-ordinating training, for presbytery and congregations.

Oversight of congregational policies will continue to be the responsibility of Congregational Life.



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Accessibility Policy

Policy Name: Accessibility	Date approved:
	Review Date: April 12, 2016
Purpose of this policy: To outline the accessibility customer service standards to be followed by Living Waters Presbytery.	

The Executive of Living Waters Presbytery shall ensure that the accessibility customer service standards as outlined, below, are followed.

Note: This policy contains statements that meet the requirements of the Customer Service Standard and other items that are good practices. This policy will be revised as other standards are introduced under the Accessibility for Ontarians with Disabilities Act (AODA), 2005.

1. Our Vision and Mission

We believe that, with God as our centre, and Jesus Christ as our guide, we will be in relationship as Living Waters Presbytery so that we may be a Spirit-led, inclusive community offering encouragement and support, and embracing new ways to be the church.

The mission of Living Waters Presbytery is to be in life-giving relationship with communities of faith, missions, camps, outreach ministries, ministry personnel, youth and others in our presbytery, with the wider church and with community partners.

To fulfill that mission, Living Waters Presbytery will work so that:

- we engage in dialogue with communities of faith as a priority so that ministry personnel and congregants feel heard;
- we seek justice;
- we celebrate God's presence;
- we encourage stewardship of time, talents, gifts and assets;
- we act as a resource and we share resources and learnings;
- we are transparent, consultative and accountable;
- we nurture the spiritual life of ministry personnel and lay people in our presbytery;
- we include and engage youth in shaping the church;
- we encourage and support congregations to explore new and additional ministries and missions.

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2. Our Commitment

In fulfilling our mission, Living Waters Presbytery strives at all times to provide its programs, goods and services in a way that respects the dignity and independence of people with disabilities. Living Waters Presbytery is also committed to giving people with disabilities the same opportunity to access our programs, goods and services and allowing them to benefit from the same services, in the same place, and in a similar way as other participants.

3. Providing Programs, Goods and Services to People with Disabilities

Living Waters Presbytery is committed to excellence in serving all participants, including people with disabilities in the following areas:

- Presbytery meetings
- Executive meetings
- Commission and Committee meetings
- Workshops/events

3.1 Communication

- Living Waters Presbytery will communicate with people with disabilities in ways that take into account their disability.
- Living Waters Presbytery will provide information in formats that are accessible for people with disabilities.
- Living Waters Presbytery will train staff and volunteers on how to interact and communicate with people with various types of disabilities.

3.2 Telephone Services

- Living Waters Presbytery is committed to providing accessible telephone services to our participants.
- Living Waters Presbytery will train office staff/volunteers to communicate with participants over the telephone in clear and plain language and to speak clearly and slowly.
- Living Waters Presbytery will offer to communicate with participants by other means if telephone communication is not suitable to their communication needs, or is not available.

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3.3 Assistive Devices

- Living Waters Presbytery is committed to serving people who use assistive devices to participate in and benefit from our programs, goods and services.
- Living Waters Presbytery will ensure that people are permitted to use their own personal assistive devices to access applicable programs, goods and services.
- Living Waters Presbytery will familiarize staff/volunteers with the various assistive devices that may be used by participants with disabilities while accessing our programs, goods and services.
- Upon a participant's request, Living Waters Presbytery will make every effort to provide the requested assistive device and/or service and to cover relevant financial expenses.

3.4 Accessibility Liaison

- Living Waters Presbytery will designate a member(s) of the Presbytery as Accessibility Liaison to oversee all issues relating to accessibility. To learn who the Accessibility Liaison is, refer to the Living Waters Directory or contact the Administrative Assistant at the presbytery office.
- The Accessibility Liaison(s) will have several responsibilities:
 - propose policies on providing accessible programs, goods and services to participants with disabilities that are in compliance with the Accessibility Standards for Customer Service, Ontario Regulation 429/07 for approval by the Conference Executive.
 - monitor Living Waters Presbytery programs, goods and services to ensure that practices and procedures are consistent with our governing policies.
 - coordinate accessibility training and training materials for all relevant staff and volunteers.
 - ensure that assistive devices provided by the Conference are in good working order and that requests for assistive devices are met.
 - be responsible for developing feedback procedures, reviewing feedback on accessibility and responding to any complaints or concerns.

4. Use of Service Animals

- Living Waters Presbytery is committed to welcoming people who are accompanied by a service animal on parts of our premises that are open to the public.

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- Living Waters Presbytery will ensure that all staff, volunteers and others dealing with participants are trained on how to interact with people who are accompanied by a service animal.

5. Support Persons

- Living Waters Presbytery is committed to welcoming people who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter the premises with his or her support person.
- Fees will not be charged for support persons accompanying a participant.

6. Notice of Temporary Disruption

Living Waters Presbytery will provide participants with notice in the event of a planned disruption in the facilities or services usually used by people with disabilities, and will make every effort to provide notice in the event of any unexpected disruption. This notice will include information about the reason for the disruption, the anticipated duration, and a description of alternative facilities or services, if available. The notice will be delivered to participants by the most suitable means.

7. Training for Staff and Volunteers

The Accessibility Liaison will be responsible for coordinating training for all employees, volunteers and others who deal with participants or other third parties on our behalf, and all those who are involved in the development and approvals of accessibility policies, practices and procedures.

8. Feedback Process

Living Waters Presbytery strives to meet or surpass expectations while serving participants with disabilities.

Comments on our programs, goods and services regarding how well those expectations are being met are welcome and appreciated.

- Feedback regarding the way Living Waters Presbytery provides programs, goods and services to people with disabilities can be made by the means most suitable to the person providing feedback.
- All feedback will be directed to the Accessibility Liaison through the presbytery office.
- Participants can expect to hear back within one month.
- Confidentiality will be respected.

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Complaints will be addressed according to the procedures outlined in this policy. Complaint procedures will be documented by the Accessibility Liaison and made available to the Presbytery Executive.

9. Modifications to this or Other Policies

Living Waters Presbytery is committed to developing accessibility policies that respect and promote the dignity and independence of people with disabilities.

- No changes, therefore, will be made to this policy before considering the impact.
- Any policy of Living Waters Presbytery that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

10. Questions about This Policy

This policy seeks to achieve service excellence to participants with disabilities. If anyone has a question about the policy, or its purpose, an explanation or reply will be provided by the Accessibility Liaison. To contact the Accessibility Liaison, please contact the presbytery office:

1-800-446-4729, ext 6230 or rhoves@united-church.ca
59 Line 4 North, Oro-Medonte, ON, L0L 2L0

Practices and Procedures Relating to Meetings, Workshops and Events

When living out our Welcoming Communities practices in relation to the Accessibility for Ontarians Act 229-07, Living Waters Presbytery will ensure the independence, dignity, equality of opportunity and integration of all with whom we interact. Our first practice will be to ask “How may I help?”

Location

Procedures: Where possible, meetings, workshops and events will be held in accessible locations. Attention will be given to items that impede safe/easy passage to and within the meeting space.

Practices: A presbytery representative will arrange a site inspection for any first-time location of a meeting of the presbytery to ensure that the location meets accessibility requirements.

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Staff will collaborate to prepare and implement best practices for safe meeting spaces and meeting room set up for accessibility needs. They will ensure all event hosts receive this information prior to an event, workshop or meeting.

All event hosts, staff and volunteers will be encouraged to ask “How may I help you?”

Procedures: Living Waters Presbytery will provide a greeter for all events to assist with clearing the path, opening the door and navigating the entranceway at locations for meetings, workshops and events. The greeter will assist with accessibility needs to ensure participants can get to the meeting space.

Practices: A staff member or volunteer will be assigned as a greeter for all events.

Procedures: Living Waters Presbytery will ensure all access to the building is clear and safe to navigate at locations for meetings, workshops and events.

Practices: In inclement weather, staff or a volunteer will ensure doorways and paths are salted and clear of snow.

Procedures: When refreshments are offered, attention to accessibility needs will be considered in terms of where and how the food is served.

Practices: Those responsible for refreshments will ensure that there are clear paths around serving tables and will provide alternate methods of service where needed.

Procedures: Emergency procedures will be created that include accessibility needs.

Practices: Living Waters staff will designate an emergency response person and explain their task at all events hosted by the presbytery. Staff will develop criteria for this task.

Registration

Procedures: Registration and commission/event information will include questions about accessibility needs such as “Are there any accessibility needs required?” or, “Will you be bringing a support person?”

Practices: Administrative staff will prepare registration forms that include tick boxes for accessibility concerns and will include appropriate questions relating to accessibility.

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Registration at events and delivery of material for those with accessibility needs may be arranged through staff or a volunteer as appropriate.

Preparation of Materials

Procedures: Meeting material will be prepared early enough to be emailed/mailed out.

Practices: Chairs will provide material in a timely manner prior to meeting and administrative staff will prepare and distribute.

Major correspondence will be prepared by administrative staff and posted online in accessible formats. Other materials will be made available in accessible formats as requested.

Administrative staff will prepare correspondence in accessible formats including the development of common backgrounds and font sizes for PowerPoint presentations.

Leadership at Events, Workshops and Meetings

Procedures: All facilitators and presenters will receive instruction on how to facilitate an accessible meeting. Event facilitators will be offered training to assist with accessibility awareness and resources to assist them in their task.

Practices: Living Waters staff will undergo training, model and train event facilitators and presenters to ensure meeting material is adequately communicated.

Administration staff will provide event or workshop facilitators and/or commission/committee chairpersons with documentation confirming the booking of their event or meeting and outlining accessibility practices and procedures for that location.

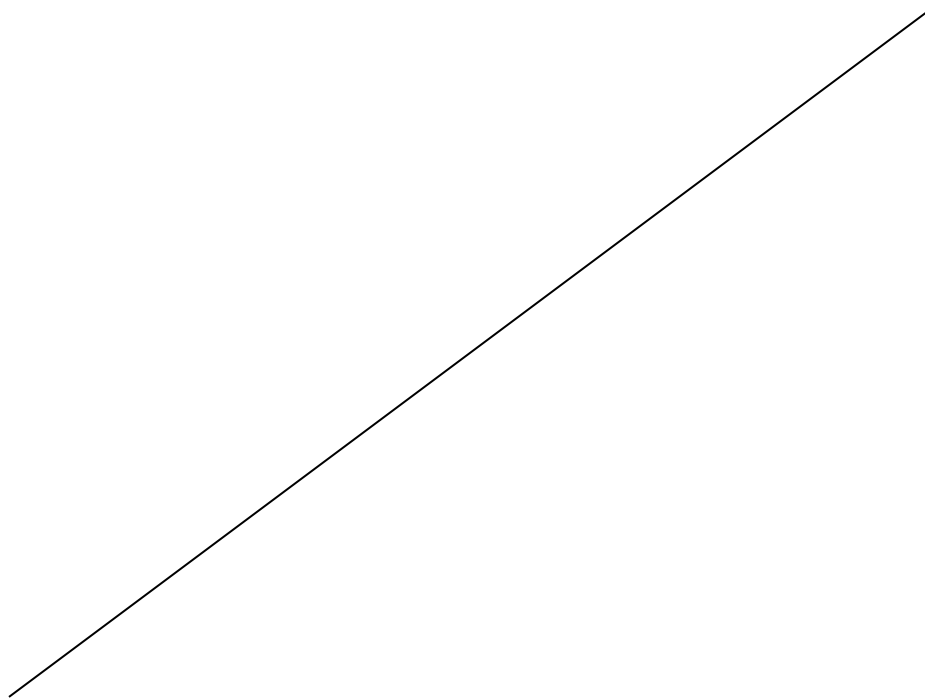
Living Waters staff will train chairs of commissions and committees on holy manners and on the consideration of accessibility needs in meetings including:

- Repeating comments from the floor so that everyone can hear them
- Elimination of background noise, where possible, such as projectors, dehumidifiers and traffic
- Use of written formats at all meetings including such as PowerPoint, flip charts, prepared hand outs and minutes
- Reminder that one can't just talk about what is on a PowerPoint screen, it should be described for those with low, limited or no vision
- Physical considerations such as placement of chairs and tables, cables and visual equipment.

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Chairs will ask at the beginning of meetings: “We want to ensure that accessibility needs are met and that everyone can hear, see and communicate effectively – is there anything we need to know or do so everyone can participate fully?” or “Tell us of any difficulties you may face participating today.”

Living Waters staff will include training for commission/committee members on accessibility practices and procedures annually at the September meeting of the presbytery.



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Cancellation Policy

Policy Name: Cancellation Policy	Date approved:
	Review Date: January 19, 2016
Purpose of this policy: To provide a plan for cancelling a meeting of presbytery or a commission due to inclement weather.	

Policy: A decision to cancel a meeting of presbytery, executive or a commission will be made by the chair of presbytery or the commission in consultation with staff. Notice will be provided at least four hours prior to the meeting in the following manner:

- By email to all members of the presbytery, executive or commission affected;
- By phone to any members who do not have email.

It is the responsibility of all participants in any meeting to check their email or voicemail prior to leaving for a meeting. Participants are also encouraged to check the weather in the location where the meeting is to be held.

Notices and reminders of meetings will include the following statement:

“Should we be required to cancel this meeting due to inclement weather, an email will be sent to you by (time) on the day of the meeting. Please check your email prior to leaving for the meeting.”

In the event that a meeting is cancelled, the hosting local ministry unit will be reimbursed for any meals or refreshments that had been ordered. Local ministry units are encouraged to share the food as appropriate.

Communications Policy

Policy Name: Communications Policy	Date approved:
	Review Date
Purpose of this policy: To create an effective flow of information between presbytery, communities of faith and other courts of the church.	

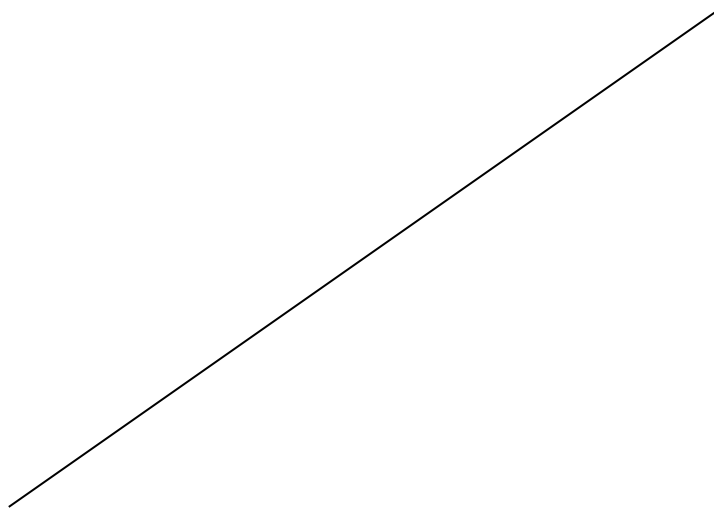
1. Newsletter

All requests for advertising congregational functions (suppers, concerts, events) shall go into the newsletter rather than be distributed via the Presbytery email list.

2. Requests for distribution via email list

Any requests for use of the presbytery email list to distribute information shall first be approved by the Chair of Presbytery, except in the case where the request comes from the chair of a commission and is related to the work of that commission, or such communication is received from the Conference or General Council designated for distribution to presbyteries through the Presbytery Secretary.

3. That Conference staff may use their discretion in communicating 'Family News,' such as deaths, without approval of the Chair.



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Finance Policies

Authorization of Expenses Policy

Policy Name: Authorization of Expenses Policy	Date approved:
	Review Date: May 10, 2016
Purpose of this policy: To appropriately reimburse presbyters for out-of-pocket expenses incurred while conducting the work of presbytery.	

1. Presbyters may claim reimbursement for out-of-pocket expenses incurred while conducting the work of presbytery, which include but are not limited to mileage, postage and copying charges.
2. Claims for expenses will be submitted on the appropriate form, with receipts attached, for approval, to the chair of the commission for which the expense was incurred.
3. Claims for expenses incurred by commission chairs are submitted on the appropriate form, with receipts attached, for approval by one of the following:
 - a. The chair of presbytery
 - b. The treasurer of presbytery
 - c. The secretary of presbytery

Budget Development Policy

Policy Name: Budget Development Policy	Date approved:
	Review Date: May 10, 2016
Purpose of this policy: To provide a framework for the development of the presbytery annual operating budget	

Background and Context: The Presbytery Executive is charged with the responsibility “to frame and present a budget annually to the presbytery”.

Policy:

1. The Living Waters Presbytery annual operating budget will be developed in a manner that
 - a) is transparent and known to the executive, commissions and presbyters.

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- b) ensures and enables consultation with the executive and commissions.
 - c) in the allocation of financial resources is guided by the mission and vision of presbytery.
 - d) results in a timely budget approval recommendation to the presbytery plenary.
2. The presentation of the operating budget will include sufficient narrative and/or explanation so that those reviewing and approving the budget document understand how the funds are to be used and the presbytery program they support.

Contingency Fund Policy

Policy Name: Contingency Fund Policy	Date approved:
	Review Date: May 10,. 2016
Purpose of this policy: To provide a source of funds to cover incidental and unforeseen expenses incurred by presbytery, communities of faith or individuals.	

Policy: Funds may be requested

1. By communities of faith to cover operating expenses for up to two months or to assist with unforeseen expenses incurred by the community of faith for which no other funding source is available.
Conditions of eligibility:
 - a) provide current financial statements;
 - b) agreement of the community of faith to engage in discussion of viability and future financial planning with the Vision and Church Development Commission and/or the Congregational Life Commission.
 - c) terms of repayment will be negotiated based on circumstances of the community of faith.
2. To assist in supporting a pastoral relationship and/or resolving a potential difficulty in a pastoral relationship including, but not limited to, the costs of salary and benefit support during the first six months of disability or following the death of Ministry Personnel or additional Ministry Personnel costs required but beyond the resources of the community of faith.
Conditions of eligibility:
 - a) provide current financial statement.
 - b) engage in conversation to ensure that all financial options have been considered
3. By presbytery to cover the costs in the exercise of a J.8 or J.9 process.
4. To cover damages awarded by a court or as terms of a settlement where such is not covered by other United Church of Canada resources.

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5. By individuals where the attendance of a presbyter at the meeting and/or work of the executive, commission or committee is hindered or limited by the additional costs of day care, baby sitting or elder care required, the presbyter so affected may claim to be reimbursed up to \$50 per instance. These claims are to be dealt with in confidentiality by the treasurer.

Procedure:

All claims are to be submitted in writing to the Treasurer of Living Waters Presbytery who will present them to the Executive for decision-making. (Except as noted in #5 above)

Disposition of Property Policy

Policy Name: Disposition of Property Policy	Date approved:
	Review Date: December 2013
Purpose of this policy: This policy provides guidance for approving a proposal regarding the disposition of property when a congregation disbands.	

Disposition of Property – *The Manual* (2016)

Amalgamation – Section G.1.5.4:

The congregation makes a proposal to the presbytery for dealing with the congregation's property, which must be used for the mission of the congregation or the wider United Church. The presbytery makes a decision on the proposal. Both must follow the requirements for dealing with congregational property.

Ending (Disbanding) – Section G.1.5.4 and G.1.5.7

If there is any remaining congregational property after the disbanding is effective, the Conference is responsible for this remaining property. It is up to the Conference, after consulting with the presbytery, to decide how to use that property for the benefit of the United Church.

Sale of Property – G.2.1.1, G.2.1.2 and G.2.3

The term "congregational property" means any kind of property that a congregation might own. It includes:

- (a) land;*
- (b) buildings;*
- (c) any other land rights;*
- (d) money;*
- (e) investments;*
- (f) furniture; and*
- (g) equipment.*

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There are two processes for sales and other transactions involving congregational property. One process applies to land, buildings, other land rights, and "other major assets." The other process applies to all other congregational property. It is important to understand the meaning of "other major assets" so that the correct process is followed.

Each presbytery is responsible for deciding which congregational property is considered "other major assets" for that presbytery. In Living Waters, communities of faith should check with the Congregational Life Commission prior to the sale.

According to section G1.5.4 of *The Manual*, when a congregation decides to disband, they must submit to the presbytery a proposal regarding the disposition of its property, both real and personal. Proposals will be received for consideration by the Vision and Church Development Commission, which may consult with the Congregational Life Commission if needed.

Our intent is that congregations receive equal treatment, that funds are dispersed in a fair and consistent manner and that we recognize the Toronto Conference Policy on Disposition of Property (February 2015) and honour the agreement between the four Presbyteries of Toronto Conference. For these reasons, proposals received from congregations will be expected to follow these criteria in order to receive approval:

1. Repayment of any expenses related to the holding and disposition of the property.
2. After holding and disposition expenses have been deducted, a tithe of 10% to the Mission & Service Fund.
3. After holding and disposition expenses have been deducted, a tithe of 10% to the Toronto United Church Council's Sustainable Energy Loan Fund.
4. After holding and disposition expenses have been deducted, a tithe of 10% to the camps of Toronto Conference.
5. After holding and disposition expenses have been deducted, the congregation may designate 10% of funds to be distributed to work that has been significant in the mission of the congregation.
6. All remaining funds will be passed to Toronto Conference for distribution in accordance to the approved policy.

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Offering from Covenanting Services Policy

Policy Name: Offering from Covenanting Services Policy	Date approved: November 21, 2009
	Review Date: May 10, 2016
Purpose of this policy: To determine the use of funds collected as offering at presbytery covenanting services.	

The offering from Presbytery Covenanting Services will go to the Presbytery Education & Students Committee to be used to support students in training for paid-accountable ministry. These funds are to be distributed under the oversight of the Personnel Support and Education Commission.

Unused Funds Policy

Policy Name: Unused Funds Policy	Date approved:
	Review Date: May 10, 2016
Purpose of this policy: .This policy establishes how any operating funds at the end of each fiscal year will be held and utilized.	

Background and Context: The Living Waters Presbytery operating budget is funded by an annual grant from Toronto Conference and a presbytery assessment should one be approved. Toronto Conference has decided to adopt a policy "that unspent presbytery grants in any year be retained for future presbytery use" (Minutes, Toronto Conference Executive – Nov 11/09 page 09/10-17).

Presbytery operating funds are held by Toronto Conference and expended and accounted for by the Toronto Conference Financial Administrator and in accordance with the financial practices and standards of Toronto Conference. Consequently this policy provides guidance to Toronto Conference as to the intent of Living Waters Presbytery regarding the unused funds.

Policy:

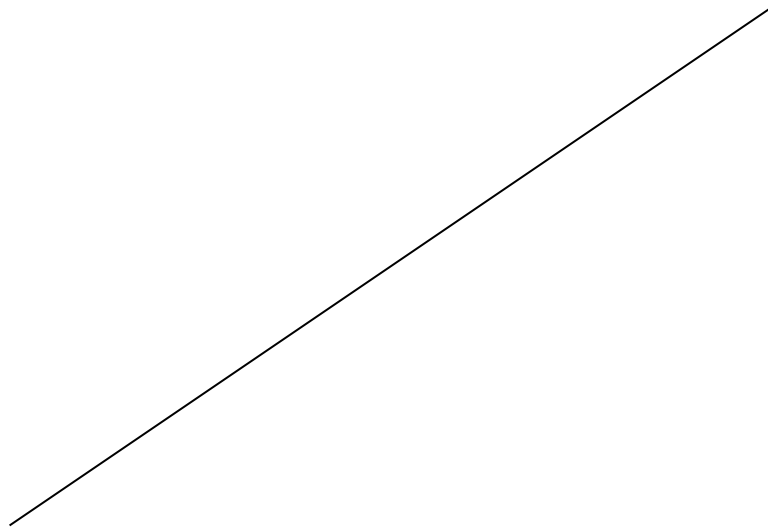
The intent of this policy is

- a) to ensure that financial resources are available to support the mission and work of Living Waters Presbytery.
- b) that these resources are managed and utilized appropriately
- c) that unused funds are used in a way that enables the annual operating budget to be applied to the ongoing work of the presbytery in a responsible manner.

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To those ends, it shall be the policy of Living Waters Presbytery that

1. the balance of operating funds, including those allocated to commissions, as of December 31st closing of accounts of any year be retained in the operating fund except the following designated funds: Contingency, Education & Students or others approved in the future.



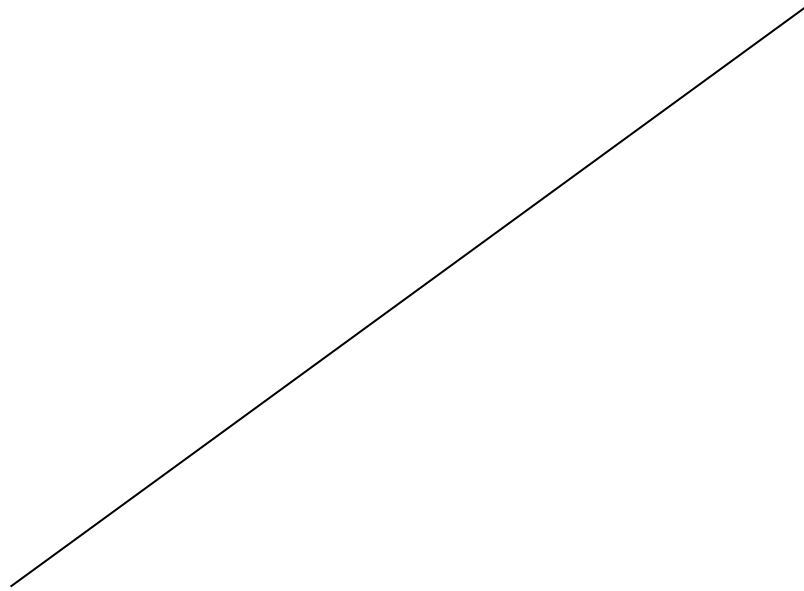
Hosting Presbytery Policy

Policy Name: Policy for Hosting Presbytery	Date approved: September 11, 2012
	Review Date
Purpose of this policy: To establish guidelines for congregations who are hosting a presbytery meeting.	

1. Congregations interested in Hosting Presbytery should contact the Administrative Assistant through the Presbytery Office.
2. The scheduling of Presbytery Meetings is the responsibility of the Administrative Assistant.
3. Space Requirements:
 - a) Meeting space is needed for the Plenary (approximately 100 people) to meet and for a sit down meal. (Normally these are separate spaces to allow for uninterrupted flow from meeting to eating to meeting again.)
 - b) Space is required for registration and displays including a book display.
 - c) Space may also be required for commission or workshop space prior to the plenary meeting.
4. Access to the building is required 90 minutes prior to our meeting time. (If workshops etc. are being held access is required 90 minutes before the start time.)
5. Wall space or screen for power point is required for the plenary.
6. Food.
 - a) Normally coffee and light refreshments are available for our registration/fellowship time (please note – many people have travelled a bit of a distance.)
 - b) Meals – Accommodation for dietary restrictions must be made. A list of the specific requirements and numbers will be given to you prior to the meeting. Note - they will include vegetarian, gluten-free, and dairy restrictions. An approximate figure for numbers of meals will be given to you prior to meeting.
7. A local arrangements host should be available to us upon our arrival.
8. Signage is also helpful to direct the large group to meeting spaces, bathrooms, and any elevators etc.
9. Any congregation considering hosting presbytery should refer to the accessibility policy as it the expectation that these standards will be met or surpassed. If your own church space does not meet these requirements,

and you would like to host presbytery, you are encouraged to be creative in order to meet the needs for Presbytery space and other requirements.

10. In the event of a last minute Presbytery meeting cancellation because of extreme circumstances (weather, etc.), your congregation will be reimbursed for the meals reserved. You are encouraged to share the food as appropriate.



Ordering a Review under Section J8 or J9 of the Manual

Policy Name: Ordering a Review under Section J8 or J9 of the Manual	Date approved: April 12, 2016
	Review Date
Purpose of this policy: To ensure consistency and transparency in how reviews are ordered for communities of faith or ministry personnel.	

Policy

We are the body of Christ, each of us a part of the body, each of us dependent on the other, to work together for good. We seek to live in peace and grace.

According to section J8 of the Manual, the presbytery is responsible for the oversight of communities of faith and must take seriously any concerns that come to its attention about the state of a community of faith in the presbytery.

According to section J9 of the Manual, the presbytery must also take seriously any concerns that come to its attention about any ministry personnel. The presbytery must decide if the concerns raise a question as to whether the ministry personnel is effective or recognizes the authority of presbytery.

Under Effective Leadership, Toronto Conference has oversight of Ministry Personnel. A presbytery cannot order a review of ministry personnel but can request that the Conference do so.

When concerns are raised about the state of a community of faith or the effectiveness of ministry personnel, these concerns will be brought to the attention of the Executive of Living Waters Presbytery. Where possible, the Executive will meet in person to consider these concerns.

If the Executive discerns that a review is necessary, of either the community of faith or the ministry personnel, the Executive will consider whether there are grounds to ask the conference to conduct a review of both. Ordering a review of both the community of faith and the ministry personnel will ensure that the fullest information possible can be gathered to determine next steps for both the community of faith and the ministry personnel.

Before ordering a review, the Executive will consider whether mediation is appropriate, and may recommend mediation in situations where information has been provided that suggests an informal process would be successful. If the Executive has reason to believe that mediation will not be successful, the Executive will request the conference to conduct a review as necessary.

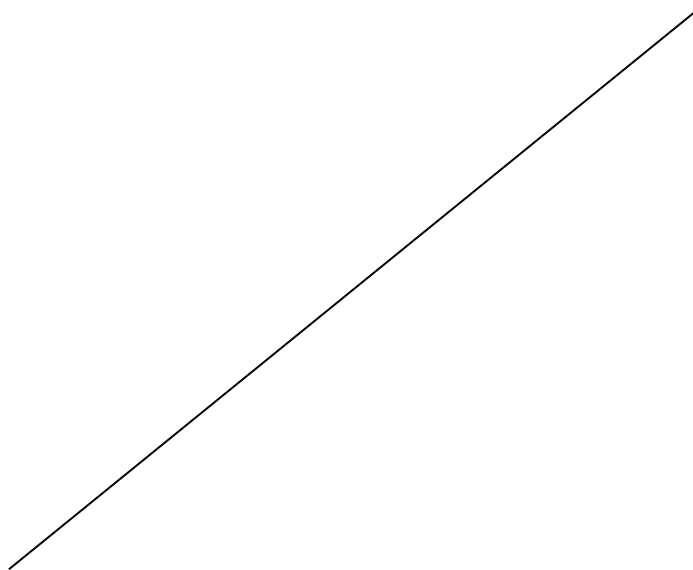
Presbytery Logo Use Policy

Policy Name: Presbytery Logo Use Policy	Date approved: September 11, 2012
	Review Date: May 10, 2016
Purpose of this policy: To provide criteria for appropriate use of the Presbytery Logo.	

Congregations, commissions, committees, and outreach ministries of Living Waters Presbytery are encouraged to make use of the logo as appropriate.

The logo will not be used for commercial purposes.

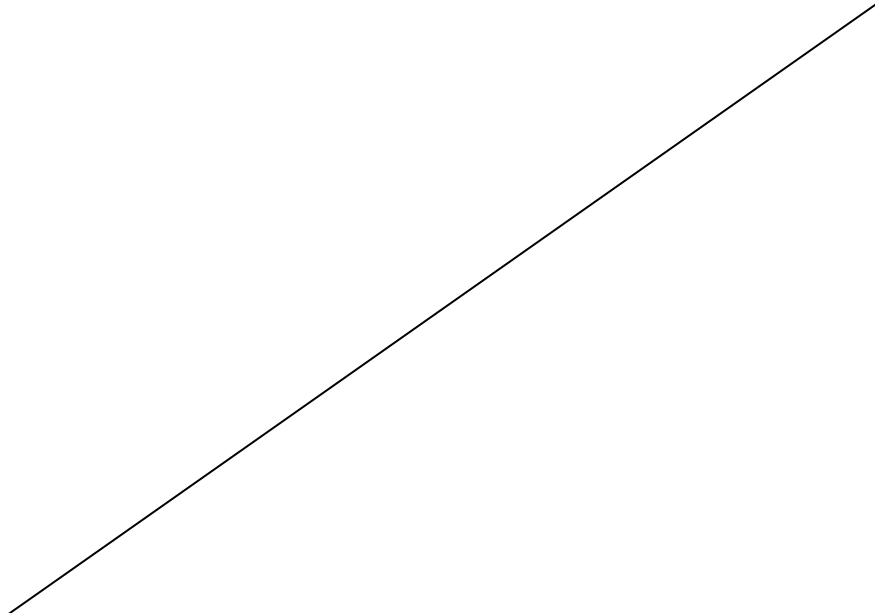
The logo may not be altered.



Proposal Submission Policy

Policy Name: Proposal Submission Policy	Date approved: September 11, 2012
	Review Date: May 10, 2016
Purpose of this policy: To establish a timeline for submission of proposals for Living Waters presbytery consideration.	

1. Proposals must be submitted to the Presbytery Office in the proper format on or before February 15.
2. A member of the body submitting the proposal must attend the March Presbytery meeting prepared to speak to the proposal and answer questions.
3. If the proposal is transmitted the initiating body is also responsible to ensure a member of the body submitting the proposal is available to the Toronto Conference Annual Meeting to speak to the proposal and answer questions



Real Estate Planning Policy

Policy Name: Real Estate Planning	Date approved: April 12, 2016
	Review Date:
Purpose of this policy: To ensure an arms-length independent engagement in property decisions that will potentially effect the long-term value of the assets	

Policy**1. Ownership of Property in The United Church of Canada**

The Manual (2013) Section G.2.2.1

"All congregational property is held by the congregation's trustees. This includes land, buildings, funds and investments, and any other kind of property. The trustees hold the congregational property for the congregation as part of the United Church. They must comply with the United Church's requirements for trustees and congregational property."

(see section G.2, Property" at

http://www.unitedchurch.ca/files/handbooks/manual_2013.pdf)

a. In the United Church of Canada, property is held in trust for the denomination by the Congregational Board of Trustees. Any action affecting the trusts of the congregation must be approved by the Presbytery. The specific list is found in the Model Trust Deed, a deed which is part of the United Church of Canada Act, (1925). As long as we are governed by this act, the Model Trust Deed will be the bylaws governing property in our church. <http://www.united-church.ca/files/handbooks/model-trust-deed.pdf>

b. Presbytery is not a silent partner in this activity. In Living Waters Presbytery, we have made a commitment to do everything in our power to assist congregations to live fully in the Spirit. To this end, our Presbytery offers a great deal of support. Seeking permission for your board of trustees to act may feel a little bureaucratic, but our permission-giving bodies serve as the "court of sober second thought" where congregations might be feeling undue pressure, and often are able to bring "big picture" thinking.

c. Living Waters has placed responsibility for the effective use of property with the Congregational Life Commission (CLC), for normal activities, and Vision and Church Development Commission (VCD), when a congregation is engaged in redefining its mission or use of property. (see Commissions responsibility sections of the Handbook)

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d. If you are thinking of doing any work that will potentially change the value of your property (sales, leases, redevelopment, repurposing), including anything affecting major assets and major renovations, (anything over \$50,000 for our presbytery) please write to the presbytery through the office as soon as possible. This will help you to get started on the right foot! (rhowes@united-church.ca)

2. General Policy

Living Waters will generally use the **Edge "Real Estate Planning Process"** as the standard approach for all communities of faith, covering:-

- a. Evaluation of Property Potential
- b. Potential Sale of Property
- c. Redevelopment of Property
- d. Long-term lease commitment of property (in excess of 5 years)

Edge does not replace the role of Presbytery, but will assist congregations to seek the appropriate approvals throughout their role with the congregation.

3. Alternative Resources

A community of faith may request approval to use an alternative resource for the above purposes:-

- a. Toronto United Church Council (TUCC) can provide some of the above;
- b. communities of faith may have other local resources that they would like to use.

Again, early contact with the Presbytery office will help the congregation to avoid frustration because of "missed steps," or inadequate support. (Please seek the permission of the Presbytery if you wish to use a resource other than the Edge Property Process). Presbytery staff will assist with the routing of your requests to the appropriate commission.

4. When will communities of faith need this service?

During planning for the future there are a number of potential opportunities to consider the best use of property and before any work has been undertaken:-

- a. Potential to downsize facilities
- b. Potential to dispose of part of the property to create a revenue stream
- c. Potential to share facilities or amalgamate

5. Standard Process

The following are standard processes:-

The congregation contacts the Presbytery office, (rhowes@united-church.ca) and the congregation's request is forwarded to the appropriate commission.

- a. Congregational Life Commission will grant the permissions required by the Model Trust Deed for all leasing, selling, mortgaging or exchanging.

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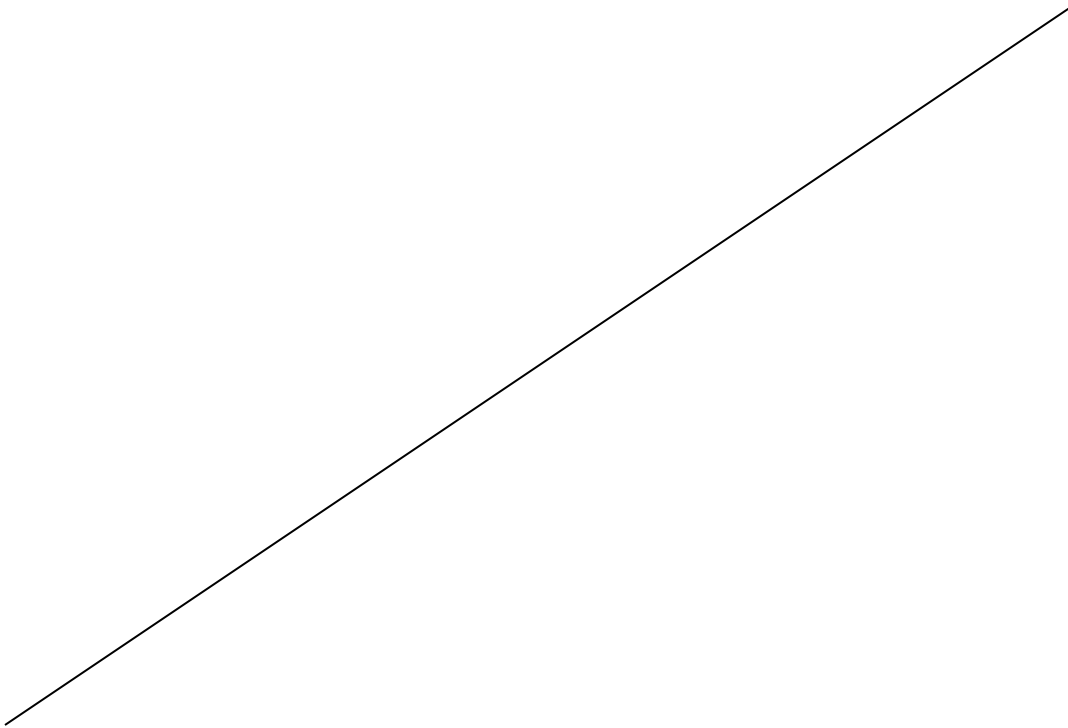
- b. The Vision and Church Development Commission will assist the local community of faith to discern the best opportunity for the future of the congregation and the United Church.
- c. Congregational Life Commission must approve the sale of the property.
- d. Congregational Life Commission in conjunction with Vision and Church Development Commission must approve the disposition of proceeds from the sale.

6. Special Provisions

It is the policy of Living Waters that 2/3 of the cost of Edge services generally be paid by Living Waters. This policy will apply to the initial charge for work with Edge on property which is called the "Onboarding Process" (\$1,000 in 2016). Future costs are generally covered by grants from CMHC or other sources. The same principle will apply to approved consultation other than Edge, up to the same amount provided for Edge services.

7. Renovations to Property

It is suggested that early approval "in principle" be obtained from Congregational Life Commission before expending funds on consultants, contractors, architects etc.



Procedures

1. Cheque disbursement of general operating funds

- 1.1. Motion is approved by a commission or executive for the disbursement of presbytery funds.
- 1.2. The administrative assistant assigned to the presbytery is requested by the originator of the motion to prepare a cheque requisition for the funds
- 1.3. The cheque requisition is approved in accordance with the policy on authorization of expenses (see page 40)
- 1.4. The cheque requisition is processed by Toronto Conference and a cheque is forwarded.

2. Expense Claim Forms

- 2.1. Presbyter completes expense claim forms and has it approved by the chair of the commission for which the expense was incurred
- 2.2. Presbyter or commission chair provides approved claim form to administrative assistant assigned to presbytery who has it approved in accordance with the policy on authorization of expenses (see page 40)
- 2.3. Administrative assistant sends approved form to Toronto Conference for processing.
- 2.4. Cheque is mailed from Toronto Conference.

3. Nominations

- 3.1. Nominations for positions within Living Waters Presbytery and other levels of The United Church of Canada are the mandate of the Nominations Committee.
- 3.2. The Past Chair, Chair-Elect or designate will chair the Nominations Committee. The other members of the committee will include one representative from each of the commissions, selected by the chair of the Nominations Committee in consultation with the chairs of each commission, and up to two additional representatives from the presbytery members.
- 3.3. Nominating procedure as follows:
 - 3.3.1. All positions are to be considered vacant.
 - 3.3.2. All incumbents whose terms are not completed or who are eligible for re-election are contacted to determine whether they wish to continue in the position.

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- 3.3.3. A list of vacancies and incumbents is drawn up and posted.
- 3.3.4. All presbytery members in good standing with the proper qualifications are encouraged to apply in writing to the Nominations Chair.
- 3.3.5. If possible, a full slate is presented at the spring meeting.
- 3.3.6. Nominations from the floor are invited.
- 3.3.7. In the event there is more than one nominee for a position, an election will be held.
- 3.3.8. Those elected will be covenanted at the June meeting of presbytery.

- 3.4. When a chairperson is required for one of the commissions, the Nominations Committee will consult with the outgoing chair, the remaining co-chair (if applicable) and the commission as a whole to determine if there are any particular requirements for the position of chair, in addition to those found in the handbook. The Nominations Committee will also consult as to whether there might be suitable candidates for the position within the commission.

Once consultation is completed, the Nominations Committee will advertise the position within the presbytery and invite any interested persons to put their name forward for consideration. The Nominations Committee will invite each interested person for a private discernment conversation with three members of the committee. During this conversation, the following will be considered:

- The expectations for a commission chair, as outlined in the Living Waters Presbytery Handbook;
- The gifts and experience that the person brings to this position;
- The person's sense of her/his call to this position and her/his availability to take on this role for a three-year term.

Having met with all possible candidates for the position, the Nominations Committee will prayerfully consider who is most suited to fill this position at this time. At the next meeting of presbytery (or executive), the Nominations Committee will present the name of the chosen candidate, outlining the reasons for their selection. There will be no nominations accepted from the floor. The presbytery will vote to accept or reject the candidate.

NOTE: Commission vacancies that occur within a term of office may be filled by executive on the recommendation of the commission. Other vacancies become the responsibility of the Nominations Committee.

- 3.5. A similar process will be used to select a Chair Elect with consultation with current members of the executive.

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- Letters will be distributed to all members of Living Waters Presbytery inviting applications for the position of Chair Elect.
- Applicants will be encouraged to apply in writing to the Nominations Chair with a resume outlining their gifts and qualifications for the position.
- Applications will be reviewed by the Nominations Committee.
- Potential candidates will be invited for an interview to discuss in greater detail the requirements of the position and their suitability for it.
- The Nominations Committee will choose the most suitable candidate and will advise all candidates of their selection, with appreciation for their application.
- At the spring meeting of presbytery, the Nominations Committee will present the name of the chosen candidate, outlining their reasons for the selection.
- No nominations will be accepted from the floor.
- Presbytery will vote to accept or reject the candidate.

The following positions within Toronto Conference require presbytery nominations. Unless otherwise noted all appointments are for the duration of the Pastoral Year as defined in the *Manual*: July 1 – June 30. However an attempt should be made to provide continuity by re-appointing some experienced members when possible:

Conference Executive – three (3) members for a three-year term with a possibility of serving a second term, a mix of ministry personnel and lay members

Interview Committee – ten (10) members, for a three-year term, a mix of ministry personnel and lay members

Settlement and Pastoral Relations – two (2) members, for a three year term, one ministry personnel, one lay member – usually members of the Personnel Commission

Mission Support Consultation - two (2) members for a term of one year

Five Oaks – one (1) member for a term of one year

Sexual Abuse Policy Representatives – one (1) officer of the court and two (2) co-chairs, one male and one female for a one-year term

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Presbyteries of Toronto Conference Corporation (PTCC) – five (5) members to be appointed, 2 directors and 3 board members – mix of presbyters and non-presbyters. Terms are in accordance with the presbytery’s agreement with PTCC (*See Record of Proceedings, 2010-2011, September 18, 2010 Minutes of Presbytery, Page 77*).

Toronto United Church Council (TUCC) – two (2) members to be appointed to attend annual meeting

General Council Commissioners – to be nominated, pending Toronto Conference approval, to attend General Council and continue to fulfill the role for the 3 years until the next meeting of General Council.

4. Standard Operating Procedure for Engaging with Communities of Faith

NOTE: To be used when procedures are not covered by other policies

- 4.1. Contact is made by a community of faith concerning an issue that needs presbytery involvement. (This contact may be to a commission chair, a staff person or any member of executive.)
- 4.2. The person initially contacted will immediately agree to help review the issue and if appropriate, promise to send a listening team within 30 days whenever possible. The initial contact will identify the commission that needs to take the primary role according to the commission mandates in the presbytery handbook and verify that no other commission is currently involved. If there is already presbytery involvement, this will be communicated to the caller.
- 4.3. That commission may identify other commissions, if any, that likely need to be involved and together will set up the listening team, optimal three (3), but not less than two (2) members of presbytery.
- 4.4. Once the listening team is established, the primary commission will inform the executive and the conference staff assigned to the presbytery (by cc on e-mail) of the establishment of the listening team and which commission(s) are involved. At this point minimal information regarding the issue is shared.
- 4.5. The listening team meets with the community of faith group which may include the presbytery representative. At this point no advice or recommendations are given. The goal is to listen and hopefully identify a community of faith point person to simplify the flow of information. Following the visit a report is written that summarizes the issues and identifies what the next logical steps might be.

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- 4.6. The primary commission involved will present the report to the executive and the Conference Minister for Personnel and the Conference Minister for Vision & Mission as appropriate. This step provides an opportunity for the rest of executive to be informed, share their expertise and allow for the involvement of other commissions if deemed appropriate.
- 4.7. An agreed action plan will be developed using the skills and expertise of the conference staff assigned to the presbytery if needed. These staff members may also seek advice from other levels of The United Church of Canada and communicate same to the whole listening team.
- 4.8. The primary commission proceeds with the action plan created by the listening team, coordinating with other commissions and consulting with conference staff assigned to the presbytery as the plan unfolds.

5. Procedure on Church or Mission Closing

Developed by the Vision and Church Development Commission

When a Church or Mission notifies Presbytery of its need to pursue the potential of closing, it becomes the responsibility of the Commission representatives to contact the Minister or the Chairperson of the Board of the congregation in distress to arrange a meeting to consider their options. Supporting the Vision and Church Development Commission will be the Minister for Congregational Support, who may also engage a Ministry Support Team.

This could involve looking at the possibility of remaining open with the help of Presbytery.

There are a number of facilitation resources available through Vision and Church Development to support the discernment of the congregation.

There are several options open to a Congregation that is not able to continue:

1. Amalgamation: this is covered under item G.1.4 in *The Manual* of the United Church;
2. Ending (Disband): this is covered under item G.1.5 in *The Manual* of the United Church (see also Property G.2 – especially 2.1.1, 2.1.2, and 2.3);
3. There are creative ways of sharing ministers and property which can be pursued.

The following are procedures set out by this Commission to be followed by representative(s) who will work with the congregation:

1. Vision and Church Development Commission initiates the process working with the Minister for Congregational Support and possibly

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Ministry Support Team members. During this time other commissions will be invited to participate. The Vision and Church Development Commission is generally the last to leave the process, whether it be amalgamation, disbanding, or congregation ceasing to exist.

2. Presbytery representatives will need to practice compassion and support for the congregation as it goes through its journey.
3. Communicate with the congregation through the church board, the options available to them.
4. Arrange for someone to attend all board and congregational meetings.
5. The Conference Personnel Minister will wish to have a discussion with the Minister of the congregation as to their wishes (ie.e. does the minister wish to see the congregation through to closing, or do they wish to submit their 90 days' notice).
6. A designate will be required to chair any congregational meeting called and discuss in advance the legality of motion(s) to be presented to the congregation with the Minister for Congregational Support.
7. Review with the Board and congregants their options in regards to the sale of the building and their wishes in regards to transfer of or disposal of chattels (in conjunction with Congregational Life Commission).
8. Establish date of closing and necessary procedures working with Congregational Life Commission.
9. If there is potential for the congregation to amalgamate with another congregation, create a transition team to pursue the potential and process for the two congregations to establish rapport and a smooth transition.
10. Review the policy for the disposition of funds, in accordance with the Toronto Conference policy and *The Manual*, from the sale of the property in conjunction with Congregational Life Commission.
11. Establish date of closing service so Chairperson of Presbytery can be there to terminate the covenant between the minister and congregation, and chairperson of the commission can decommission the Church
12. Provide regular updates to commissions, presbytery executive and the court.
13. Should the church close without the building being sold, establish along with Congregational Life Commission a committee from the closing church to oversee the care of the building, including paying utilities, keeping insurance in effect, care of the grounds etc.
14. Representatives from Vision and Church Development and Congregational Life Commissions, board chairperson, treasurer, presbytery representative and trustees will oversee the sale of the property and dispersal of funds in line with the policy of Toronto Conference.

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15. When all processes are completed submit a final report through the commission to presbytery.

6. Process for Conducting a Review of a Commission or Commission Chairperson(s)

Under the **Accountability Policy** of Living Waters Presbytery, when the chair of the Executive, independently or in consultation with other members of presbytery and/or staff, determines that a review should be conducted of a commission or commission chairperson(s), the following steps will be taken:

- The chair of presbytery may choose to seek informal resolution of the matter by having a conversation, along with one other member of the Executive, with the chair and/or the commission involved.
- If informal resolution is not successful or is not appropriate, the chair, to seek resolution, shall initiate a review by striking a review committee or hiring an independent reviewer to investigate and report to Executive for action if necessary.
- The person(s) or commission under review is informed, in writing, of the concerns that led to the review and of the process to be followed.
- The members of presbytery are informed that a review is underway and are given the opportunity to participate.
- Over a set period of time, the reviewer(s) hears from people in writing, by phone, or in face-to-face meetings.
- The person(s) or commission under review has the opportunity to hear and respond to what has been said.
- The reviewer(s) prepares a report to be considered by the presbytery Executive.
- The person(s) or commission under review has an opportunity to speak to the Executive before any decisions are made.
- The Executive considers the report of the reviewer(s) and the response of the person(s) or commission under review and makes the necessary

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decisions to ensure the well-being of the commission and the presbytery as a whole.

7. Practices & Procedures Relating to Meetings, Workshops and Events

When living out our Welcoming Communities practices in relation to the Accessibility for Ontarians Act 229-07, Living Waters Presbytery will ensure the independence, dignity, equality of opportunity and integration of all with whom we interact. Our first practice will be to ask “How may I help?”

Location

Procedures: Where possible, meetings, workshops and events will be held in accessible locations. Attention will be given to items that impede safe/easy passage to and within the meeting space.

Practices: A presbytery representative will arrange a site inspection for any first-time location of a meeting of the presbytery to ensure that the location meets accessibility requirements.

Staff will collaborate to prepare and implement best practices for safe meeting spaces and meeting room set up for accessibility needs. They will ensure all event hosts receive this information prior to an event, workshop or meeting.

All event hosts, staff and volunteers will be encouraged to ask “How may I help you?”

Procedures: Living Waters Presbytery will provide a greeter for all events to assist with clearing the path, opening the door and navigating the entranceway at locations for meetings, workshops and events. The greeter will assist with accessibility needs to ensure participants can get to the meeting space.

Practices: A staff member or volunteer will be assigned as a greeter for all events.

Procedures: Living Waters Presbytery will ensure all access to the building is clear and safe to navigate at locations for meetings, workshops and events.

Practices: In inclement weather, staff or a volunteer will ensure doorways and paths are salted and clear of snow.

Procedures: When refreshments are offered, attention to accessibility needs will be considered in terms of where and how the food is served.

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Practices: Those responsible for refreshments will ensure that there are clear paths around serving tables and will provide alternate methods of service where needed.

Procedures: Emergency procedures will be created that include accessibility needs.

Practices: Living Waters staff will designate an emergency response person and explain their task at all events hosted by the presbytery. Staff will develop criteria for this task.

Registration

Procedures: Registration and commission/event information will include questions about accessibility needs such as "Are there any accessibility needs required?" or, "Will you be bringing a support person?"

Practices: Administrative staff will prepare registration forms that include tick boxes for accessibility concerns and will include appropriate questions relating to accessibility.

Registration at events and delivery of material for those with accessibility needs may be arranged through staff or a volunteer as appropriate.

Preparation of Materials

Procedures: Meeting material will be prepared early enough to be emailed/mailed out.

Practices: Chairs will provide material two weeks prior to meeting and administrative staff will prepare and distribute.

Any additional or last minute items must be less than one page in length and this information will be provided orally where necessary.

Major correspondence will be prepared by administrative staff and posted online in accessible formats. Other materials will be made available in accessible formats as requested.

Administrative staff will prepare correspondence in accessible formats including the development of common backgrounds and font sizes for PowerPoint presentations.

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Leadership at Events, Workshops and Meetings

Procedures: All facilitators and presenters will receive instruction on how to facilitate an accessible meeting. Event facilitators will be offered training to assist with accessibility awareness and resources to assist them in their task.

Practices: Living Waters staff will undergo training, model and train event facilitators and presenters to ensure meeting material is adequately communicated.

Administration staff will provide event or workshop facilitators and/or commission/committee chairpersons with documentation confirming the booking of their event or meeting and outlining accessibility practices and procedures for that location.

Living Waters staff will train chairs of commissions and committees on holy manners and on the consideration of accessibility needs in meetings including:

- Repeating comments from the floor so that everyone can hear them
- Elimination of background noise, where possible, such as projectors, dehumidifiers and traffic
- Use of written formats at all meetings including such as PowerPoint, flip charts, prepared hand outs and minutes
- Reminder that one can't just talk about what is on a PowerPoint screen, it should be described for those with low, limited or no vision
- Physical considerations such as placement of chairs and tables, cables and visual equipment.

Chairs will ask at the beginning of meetings: "We want to ensure that accessibility needs are met and that everyone can hear, see and communicate effectively – is there anything we need to know or do so everyone can participate fully?" or "Tell us of any difficulties you may face participating today."

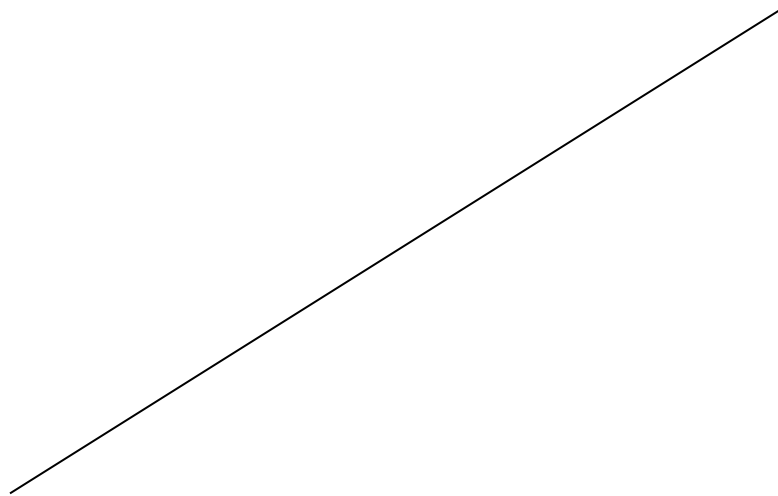
Living Waters staff will include training for commission/committee members on accessibility practices and procedures annually at the September meeting of the presbytery.

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8. Procedures relating to Real Estate Planning Policy

NOTE: the following should be applied to property activities in Living Waters

- a. Edge property work is to be reported monthly to the Vision and Church Development and Congregational Life Commissions.
- b. The Minister for Congregational Support is responsible to both commissions and will ensure that proper approval and process is followed.
- c. When proposals from Edge are being made to congregations, a copy is to be sent to the Minister for Congregational Support, the Vision and Church Development Commission and Congregational Life Commission.
- d. It is particularly important to route all correspondence through the presbytery office. Our administrator will make sure due process is followed. Living Waters tries to have a single contact, where possible; generally the Minister for Congregational Support will be that contact.



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