

ALBERTA AND NORTHWEST CONFERENCE
THE UNITED CHURCH OF CANADA
EXECUTIVE MINUTES

DATE: Thursday, July 21, 2016

PLACE: Telephone Conference Call, beginning at 10:00 a.m.

PRESENT: Paul Douglas Walfall, President; Kathy Yamashita, President-Elect; Margery Wright, President, Conference United Church Women; Lynn Maki, Executive Secretary; Yoon-Ok Shin Kang, Intercultural Ministry; Linda Robinson, Living into Right Relations; Sue Brodrick, Planning and Administration and General Council Executive Lay Representative; Bob Fillier, Calgary Presbytery; Evelyn Porter, Edmonton Presbytery; Ray Goodship, Foothills Presbytery; Ed Bardock, South Alberta Presbytery; Adam Hall, St. Paul Presbytery; and Donalee Williams, General Council Executive Ordered Representative.
Regrets: Sally Boyle, Past President; Carolyn Woodall, Stewardship and Mission Education; Alan Richards, Coronation Presbytery; Neal Palmer, Northern Lights Presbytery; Ruth Lumax, Red Deer Presbytery; and Curtis Tufts, Yellowhead Presbytery.
Recording Secretary: Kathy Jackson.

CONSTITUTION OF THE COURT:

The President, Paul Douglas Walfall, welcomed the Members of the Executive. The meeting was constituted by the President, Paul Douglas Walfall, with a quorum present, using these words:

"In the name of Jesus Christ, the Sovereign Head of the Church, and by the authority vested in me by the 84th Meeting of the Alberta and Northwest Conference, I declare this meeting Executive of the Alberta and Northwest Conference to be in session for the work that may properly be brought before it to the glory of God".

OPENING PRAYER AND WELCOME: Paul Douglas Walfall

The President, Paul Douglas Walfall, welcomed the Members of the Executive, and led the opening Prayer, Psalm 27.

AGENDA:

The Agenda for this meeting included the following:

1. Review the proposed Memorandum of Understanding of the Three Conferences sharing two Executive Secretaries;
2. Review the proposed Conference Staff Work post September 1, 2016; and
3. Make such decisions as may be necessary as a result of the consideration of items 1 and 2.

The President, Paul Douglas Walfall, outlined the process for discussion:

1. Review of the Document;
2. Questions for Clarification;
3. Comments; and
4. Motion for consideration.

MEMORANDUM OF UNDERSTANDING:

Copies of the *Memorandum of Understanding for Three Conferences Sharing Two Executive Secretaries* were distributed to Executive Members prior to the Meeting. A copy is attached to these Minutes, as Appendix A, Executive Minutes, Page 16/17-36.

The Executive Members were advised that the proposed Memorandum of Understanding (MoU) was developed by the General Secretary of the General

Council, the Executive Secretaries and representatives from the governing bodies of Saskatchewan Conference and the Conference of Manitoba and Northwestern Ontario, and the Alberta and Northwest Conference negotiating team established by the June 6, 2016, Executive (**Motion 2016/2017-11**, Executive Minutes, Page 16/17-5), Paul Douglas Walfall, Kathy Yamashita and Carolyn Woodall.

Review: the President, Paul Douglas Walfall led a review of the Memorandum of Understanding, and advised that that this MoU was being seen as a test of how Conferences might function with fewer Conference Executive Secretaries, as this was anticipated to be the case regardless of the outcome of Remit #1 (Three-Court Structure) authorized by the 42nd General Council.

The General Secretary and the Executive Secretaries from the other Conferences were acknowledged for their work on the document, and for their willing support of Alberta and Northwest Conference.

Questions for Clarification: in response to questions, the following information was shared: the amount estimated for travel is \$3,500 per Conference, making a total of \$10,500 per year; consideration has been given to the need to re-classify position descriptions and salaries for the Personnel Minister and other staff; it isn't yet known how the workload will increase for the Personnel Minister, but this will be monitored by the Executive Secretaries; the division of duties for the Executive Secretaries has been based on responsibilities and strengths rather than time blocks, and this will be monitored by the General Secretary; the Executive Secretaries will be responsible for consistency in communication; this is not necessarily setting the three Conferences up to become a Region in the (possible) restructuring of the United Church, as a Commission to determine number and boundaries of Regions will be established by the General Council, if Remit #1 is approved; and the costs for sharing an Executive Secretary have been considered by the Planning and Administration Committee, including extra costs for telecommunication.

Comments: the Memorandum of Understanding needs to include terms of reference for the Transition Team, as well as a process and timeline for evaluation of the pilot project; a communications strategy will need to be developed by each Conference; concerns for the workload of staff and compensating time will be addressed by the staff Supervisors, using standards set by the Human Resources Policy for Conference and General Council Staff; we will need regular reporting from the Transition Team and evaluation by the Conference Executive, more frequently in the beginning to identify issues early; there will need to be open communication between the Transition Team and the three Conference Executives; the governors are only responsible for evaluating the staffing model in terms of meeting the needs of the Conference, staff are evaluated by their supervisors; this MoU is a starting point to allow us to move forward into new ways of doing things; and we need to trust the Conference Executive Secretaries, the General Secretary, the General Council legal advisors and the representatives from the three Conferences.

Ed Bardock, South Alberta Presbytery, requested that it be recorded that, in spite of his concerns expressed at the June Executive Meeting, he was willing to work with this, with reservations.

Discussion of concerns from individual Committees regarding staff support were referred to the discussion of the proposed Conference Staff Work document to be considered later in the Meeting.

Further Comments: Section A of the Rationale appears to assume that Remit 1 will pass; staffing models will be changing, and so this needs to be clarified; the Terms of the MoU need to include evaluation criteria and timeline; and terms of reference for the Transition Team need to be made clear.

MOTION 2015/2017-24: Bob Fillier/Adam Hall: That the Alberta and Northwest Conference Executive recommends that Section A of the Rationale in the Memorandum of Understanding be removed. **CARRIED.**

MOTION 2016/2017-25: Bob Fillier/Adam Hall: That the Alberta and Northwest Conference Executive recommends that a Section 10 be added to the Terms of the Memorandum of Understanding, to read, "Evaluation criteria and a timeline for evaluation will be established by the current negotiators prior to October 1, 2016." **CARRIED.**

MOTION 2016/2017-26: Bob Fillier/Evelyn Porter: That the Alberta and Northwest Conference Executive recommends that a Section 11 be added to the Terms of the Memorandum of Understanding, to read, "Terms of Reference, including authority, reporting and evaluation for the Transition Team will be established by the current negotiators prior to September 1, 2016." **CARRIED.**

MOTION 2016/2017-27: Sue Brodrick/Bob Fillier: That the Alberta and Northwest Conference accepts in principle the Memorandum of Understanding for the sharing of two Executive Secretaries between the Saskatchewan Conference, the Conference of Manitoba and Northwestern Ontario, and the Alberta and Northwest Conference, effective September 1, 2016. **CARRIED.**

CONFERENCE STAFF WORK:

Copies of a proposal from the negotiating team for the allocation of *Conference Staff Work - post September 1, 2016*, were distributed prior to the Meeting. A copy is attached to these Minutes, as Appendix B, Executive Minutes, Page 16/17-38.

Executive Members were advised that the document had been developed with input from the Executive Secretaries of all three Conferences, the General Secretary, the Conference Office staff, the Planning and Administration Committee, and the negotiating team; and with consultation of the United Church Manual (2013).

Review: the President, Paul Douglas Walfall, led a review of the document, advising that the Executive was asked to consider agreement in principle and to determine if there was a need to review of the terms of employment of the Conference Office staff.

Questions for Clarification: in response to questions, the following information was shared: the Planning and Administration Committee has considered the financial implications of staff salary review; the addition of Conference Office staff supervision to the role of the Conference Personnel Minister may be the only substantive change in terms of amount of work, and the staff has considered ways to shift some of the work to other staff; the staff already expressed concerns about increased workload in light of the changes to the staff model in 2012; and we need to trust that supervisors and staff reviews will address these issues.

Emergency and Disaster Relief: the Executive Secretary, Lynn Maki, reminded the Executive that there had been three major disasters in the past five years (2011 wildfire at Slave Lake, 2012 flooding in Southern Alberta, and 2016 wildfire around Fort McMurray), requiring the Executive Secretary to coordinate the church's response and distribution of emergency relief funding. In the most recent fire relief efforts, it was reported that a plan was beginning to be set up, but that it would need someone to execute the plan. It was recommended that the Executive refer this work to the General Secretary to arrange for staff support. It was further recommended that the Executive request the General Council Office to consider the bigger issue of how the United Church will do emergency response in its new reality, as this work could possibly be required at any time, in any Conference.

Comments: these are all implications of the Decisions made at the June Meeting (**Motion 10**, Executive Minutes, Page 5); both finances and the needs of the Conference must be considered; in either consideration, something has to give; this document spreads the work reasonably and leaves out some that cannot be continued in the same way; and we need to look seriously at the function of the Conference Personnel Minister.

MOTION 2016/2017-28: Sue Brodrick/Margery Wright: That the Alberta and Northwest Conference Executive receive the proposal for the division of work in the Conference Office, effective September 1, 2016, and, in light of changes to workload, there be a review of the terms of employment and salaries of the Conference Office staff to be reported to the next meeting of the Conference Executive. **CARRIED.**

Further Comments: there is need for a group of people, like a congregational Ministry and Personnel Committee, to give staff a place to seek support; accountability is different with a Conference committee; staff supervision is covered in the Human Resources Policy for General Council and Conference Staff; the Conference Executive Secretary from Manitoba and the President have offered pastoral care for the staff; and these two people could be added to the group.

MOTION 2016/2017-29: Bob Fillier/Ed Bardock: That Alberta and Northwest Conference create a Staffing Committee, to function similarly to a congregational Ministry and Personnel Committee, with standing Terms of Reference to include the ongoing and evolving staffing needs of Alberta and Northwest Conference, staff workloads, concerns related to burnout, and adequate compensation for all staff. **CARRIED.**

It was Agreed that the Leadership Resource Development Committee would be asked to appoint Members to the new Staffing Committee.

It was Agreed that the Leadership Resource Development Committee would be asked to appoint Members to the Transition Team outlined in the Memorandum of Understanding (Terms, Item 7), with roles and responsibilities set out in the pending Terms of Reference.

It was Agreed that the General Secretary would be asked to arrange for staffing to support emergency and disaster relief and response efforts.

APPRECIATION:

Ed Bardock, South Alberta Presbytery, expressed the appreciation of the Executive for all of the work that went into the Memorandum of Understanding and the Staff Work Plan that were presented at this meeting.

The President, Paul Douglas Walfall, was thanked for his leadership through all of the discussions related to the retirement of the Executive Secretary.

ADJOURNMENT:

As there was no further business to be brought to the Executive, the President declared this meeting to be adjourned at 3:55 p.m.

The President, Paul Douglas Walfall, led the Closing Prayer and Blessing.

Paul Douglas Walfall,
President

Lynn Maki,
Executive Secretary

APPENDIX A

Memorandum of Understanding
Three Conferences Sharing Two Executive Secretaries
(July 6, 2016 – Draft)

Rationale:

- A. The national and regional structures of The United Church of Canada are approaching a time of transition.
- B. The retirement of Lynn Maki as Executive Secretary (“CES”) for Alberta and Northwest Conference in August of 2016 creates an opportunity to pilot a different approach to staff leadership on a regional level.
- C. Alberta and Northwest Conference would benefit from the support of senior staff who are well experienced in the CES role and already engaged in the processes of change in the United Church.

Participants:

Alberta and Northwest Conference (“ANW”)

And

Saskatchewan Conference (“Saskatchewan”)

And

The Conference of Manitoba and Northwestern Ontario (“MNWO”)

Terms:

The three participating Conferences agree to enter into a cooperative arrangement to share the services of Bill Doyle (CES for Saskatchewan) and Shannon McCarthy (CES for MNWO) amongst the three of them on the following terms:

1. This will be a pilot project to learn what works best while living into new times, and adjustments may be made as needed with the approval of all the participants.
2. Bill and Shannon will each work 2/3 of their time for Saskatchewan and MNWO respectively, and 1/3 of their time for ANW so that each Conference will have the services of a CES on a 2/3 time basis.
3. Each Conference will identify current work of the CES to be “taken off the plate” of the CES so that they are not being asked to work a total of more than full time.
4. Either Bill or Shannon may handle any part of the work for ANW as needed, but for general purposes, they would each assume primary responsibility for certain areas as set out below, and as more particularly outlined in their employment contracts that have been amended to reflect this arrangement
 - Shannon:
 - Executive meetings
 - Relationship building including presbytery or other visits
 - Support to the President
 - Supervision of the Conference Personnel Minister (who will supervise the other staff in the ANW office)
 - Bill:
 - Transitional issues
 - Supporting the May 25-28, 2017, gathering (Mid-Triennium Event , Youth Event and Celebration of Ministry Service and Banquet) and Conference Meeting in 2018
 - Property issues
 - Divided/to be determined in co-operation with the Executive:
 - Responding to questions generally
 - Hiring staff
 - Finance oversight
 - Resourcing formal processes - hearings etc.
 - Fire and future Disaster Relief efforts
 - Moderator’s Visit, October 2-8, 2017

APPENDIX A - Continued

5. Any Conference with a concern about the performance of either of the Executive Secretaries will raise it with the General Secretary, General Council so that it may be resolved following the United Church's human resource policies.
6. Either of the CES may raise any concern they have about the arrangement with the General Secretary, General Council who will be responsible for working with the Conference or Conferences concerned to resolve it.
7. The participating Conferences will jointly form a transition team with two elected representatives from each of the three Conferences:
 - (a) to monitor and evaluate the effectiveness of this pilot project;
 - (b) to share experiences and insights about transitional work including the possibility of any other shared projects;
 - (c) to identify improvements from time to time in this arrangement that they will recommend to the General Secretary, General Council and the participating Conferences; and
 - (d) to deal with cost-sharing arrangements as set out in paragraph 8 below.

Bill and Shannon will be corresponding members of the transition team. The transition team may consult from time to time with the General Secretary, General Council, and other staff from the General Council office as they consider advisable.

Each Conference will each pay the costs of its own representatives participating on the transition team, or will share such costs as among themselves in some other manner agreed upon by the transition team. It is expected that most meetings of the transition team will take place by teleconference or electronic means.

8. The three Conferences will share equally in the cost of the two CES. This cost is the aggregate of the two CES salaries and benefits, plus travel and accommodations costs estimated to be an aggregate total of \$3,500 per year for both of the CES. This estimate is based on a total of six visits to Alberta of 3 – 5 days each year and may be adjusted by the transition team to reflect the actual costs incurred.
9. This arrangement is for a term beginning September 1, 2016 and ending December 31, 2018. Any participating Conference can end its involvement in this arrangement on three months' notice to the others.

Approval:

The participating Conferences and the General Secretary, General Council are each signing this Memorandum of Understanding to signify their approval of this arrangement.

Each of the participating Conferences will sign a separate copy of this Memorandum of Understanding and return it via PDF document to the General Secretary, General Council. The Memorandum of Understanding will be considered effective when the General Secretary, General Council has received such copies from all participating Conferences and has also signed the Memorandum of Understanding.

Alberta and Northwest Conference:

Conference of Manitoba and
Northwestern Ontario:

Saskatchewan Conference:

Nora Sanders
General Secretary, General Council

APPENDIX B
Alberta and Northwest Conference
Proposed Conference Staff Work - post September 1, 2016

KEY: CES=Executive Secretary; CPM = Personnel Minister; OC = Office Coordinator;
 AAP = Administrative Assistant: Personnel

Additional or new tasks are noted in bold and underline.

Committee	CES Tasks	CPM Tasks	OC Tasks	AAP Tasks
Conference and Conference Executive	Staff Resource Oversight of ROP Support to Conference President and Business Process Correspondence to and from Conference or Executive		Recording Secretary Administrative Support.	
Abuse Prevention and Education	Oversight of Formal Hearings	Staff Resource Procedural tasks, and guidance for response to complaints		Administrative Support
Appeals and Grants			Recording Secretary MSG/CA applications and cheque distribution, and communication with GCO and units Administrative Support <u>Staff Resource</u> <u>Signing authority for grant/loan applications</u>	
Conference Meeting Planning; Celebration of Ministry Banquet and Service planning; Mid-Triennium Event planning	Staff Resource to CMP Theme, Business and Local Arrangements Committees Oversight for arrangements of venue(s), agenda, business process,	<u>Celebration of Ministry Staff Resource</u>	Administrative support to CMP and Committees CM Registrar and Recording Secretary Agenda Book preparation Local Arrangements for officers, guests, youth, etc.	Administrative Support for those being ordained, commissioned, admitted Agenda Book: Biographies for above, and Memorials On-site Conference Office <u>Cel. of Min. - Staff Resource</u> <u>Mid Triennium Event - Admin. Support</u>
Corporations			Administrative Support <u>Correspondence</u>	
Education and Students	Reporting names of Candidates to Conference/ Conference Executive	Staff Resource Administration of Processes Response to inquiries re Candidacy programs		Administrative Support <u>Arranging for gifts/symbols to be presented at CMS</u>
Heritage Resources			Administrative Support	<u>Administrative Support</u>
In Contact Editorial Board			Administrative Support	<u>Administrative Support</u>
Intercultural Ministry			Administrative Support	<u>Administrative Support</u>
Internship and Educational Supervision		Staff Resource Planning and leadership for Supervised Ministry Education Orientation		Administrative Support

APPENDIX B - Continued

Conference Interview Board and Admissions		Staff Resource Administration of Processes Response to inquiries about Admissions programs		Administrative Support <u>Arranging for gifts/symbols to be presented at CMS</u>
Leadership Resource Dev.			Staff Resource Administrative Support	
Living Into Right Relations			Administrative Support	
Pastoral Relationships and Interim Ministry Sub Committee		Staff Resource Oversight of PR Forms Administration Planning and Leadership to Newcomers' Orientation Response to inquiries from Joint Needs Assessment and Search Committees about processes, eligibility of applicants, etc.,		Planning of Newcomers' Orientation Administrative Support Preparation of PR Forms Distribution of PR Forms, JNAC reports, National Lists
Planning and Administration	Staff Resource - Provide input for and supervise the preparation of the Conference Budget (Conference Treasurer and Accountant prepare)		Recording Secretary Administrative Support to Committee Secretarial support to Accountant	
Stewardship and Mission Education			Administrative Support	<u>Administrative Support</u>
Youth Ministry			Administrative Support	<u>Administrative Support</u>
Evangelism Education (Ad Hoc to Sept. 2017)			Administrative Support	<u>Administrative Support</u>
Sacraments Policy Review (Ad Hoc to March 2017)		<u>Staff Resource</u>	Administrative Support	<u>Administrative Support</u>

General and Other Duties as Assigned:

Area of Work	CES Tasks	CPM Tasks	OC Tasks	AAP Tasks
Pastoral Care	Approval of Christmas gifts to qualified Ministry Personnel through Vancouver Foundation (Madge Hogarth gifts) Oversight of planning and participation in Moderator's Visit, October 2-8, 2017	Coordination of Ministry Personnel medical leaves Financial Assistance for MP Pension & Group Insurance support Resolution of Payroll issues Vocational counselling/ coaching for MP Consultation with Presbyteries re pastoral relations, ministry vocations, candidacy, interviews	Administrative Support to CES Tasks in this area <u>Letters of condolence, celebration, certificates, etc. to Conference Members, Pastoral Charges and others.</u>	Administrative Support - Coordination of Ministry Personnel medical leaves Financial Assistance for MP Pension & Group Insurance support Resolution of Payroll issues Vocational counselling/ coaching for MP

APPENDIX B - Continued

<p>Pastoral Care - Continued</p>		<p>Coaching and training for M&P Committees Resolution of Candidacy problems Procedural guidelines for Presbyteries re Reviews <u>Letters of condolence, celebration, certificates, etc. to Conference Members, Pastoral Charges and others.</u> <u>Coordination of medical leaves for Conference Staff</u></p>		<p>Administrative Support - Consultation with Presbyteries re pastoral relations, ministry vocations, candidacy, interviews Administrative Support - Letters of condolence, celebration, certificates, etc. to Conference Members, Pastoral Charges and others.</p>
<p>Conflict Resolution</p>	<p>Recruitment of CRFs, Reviewers, Formal Hearing Panel Members</p>	<p>Preventative dispute resolution Consultation with GCO and other Legal Counsel <u>Consultation with GCO and other Legal Counsel</u></p>		<p>Administrative Support to Conflict Resolution, etc. processes</p>
<p>Financial</p>	<p>Review of interim and final financial statements (prepared by Accountant and Reviewer) Authorized signature for contracts and other legal documents</p>	<p>Secondary signing authority (See below)</p>	<p>Tertiary signing authority</p>	<p>Tertiary signing authority</p>
<p>Educational</p>		<p>Planning and Leadership to relevant Conference educational offerings (Min. reCall, Admissions Ministers, Ministry of Supervision, Interim Ministry, etc.)</p>	<p>Administrative Support to events</p>	<p>Administrative Support to events</p>
<p>Court to Court</p>	<p>Representing the unique and diverse voice of ANWC in CESS/SL & GCE Circles, & communicating and interpreting the policies and actions of the CESS/SL, GC, GCE and GCO to the Conference Executive and Staff</p>	<p>Presbytery Visits CPM Circle discussions Consultation with GCO on personnel policy, procedure and practice <u>Retirement and Sacrament privilege requests (policy under review)</u></p>	<p>Administrative Support to other CES Tasks</p>	<p>Administrative Support to retirement and sacramental privilege requests</p>

APPENDIX B - Continued

<p>Court to Court - Continued</p>	<p>Consultation with GCO staff on policies, procedures and practices Orientation of and support to GC Commissioners Lead on strategies and implementation necessitated by Remit and other GC Decisions</p>	<p><u>Assistance with orientation of and support to GC Commissioners</u></p>		
<p>General</p>	<p>Ecumenical Relations, Media and Government Telephone, email, correspondence re inquiries from individuals, congregations, Pastoral Charges, Presbyteries, other Conferences and GC <u>Supervision of CPM and general oversight of Conference Office Staff</u></p>	<p>Telephone, email, correspondence re inquiries from individuals, congregations, Pastoral Charges, Presbyteries, Conferences and GC <u>Staff Supervision: development of position descriptions, performance reviews, salary and severance negotiations as per ANWC practice</u> <u>Marriage License Requests involving 5 jurisdictions within ANWC boundaries</u></p>	<p>Administrative Support to CES Tasks</p>	<p>Administrative Support re Marriage License</p>

Other Staff Roles/Responsibilities:

Accountant: works on all financial matters for the Conference, and, with CES, Staff Resource to Planning and Administration (PAC)

Conference Archivist: works, with CES, as Staff Resource to Heritage Resources

Communications Consultant (contracted): works on Conference website updates and periodic E-Newsletters in partnership with the CES

All Staff: the job of the Conference Staff is not to direct the work of the Conference, but to support the Elected Members by ensuring that the Conference runs smoothly and efficiently.

ACTION TO BE TAKEN BY THE CONFERENCE EXECUTIVE:

Proposed Financial Controls

- **Signing of Cheques:** Conference Treasurer or CPM and OC or AAP.
- **Corporate Visa Card:** CPM
- **Authorising Expenditure:** CES or Conference Treasurer or CPM to approve all staff travel, continuing education and supplies reimbursements. The Conference Treasurer or Planning and Administration Chair to approve the Personal and General Expense Requests not signed by the Chairpersons.

Corporations

- Meeting to be held with Conference Corporations Standing Committee to discuss possible ways of meeting this role into the future. To be reported to the October 2016 meeting of Executive.
- Liaison with Rundle Mission, Bissell Centre and Lamont Health Centre would be undertaken by Conference President until Standing Committee offers recommendations on effective liaising with corporations.

Media & Government

- CES and Conference President

APPENDIX B - Continued

Emergency & Disaster Coordination

- To be determined by Executive
- Coordinator needs to be named urgently

Planning and Leadership to relevant Conference educational offerings

- To be determined by Executive as the need arises

Support to Pastoral Charges, Presbyteries and Conference for transition

A major concern of Presbyteries is support through the changes that are to occur. The executive has already determined that the support of Pastoral Charges and Presbyteries through the changes proposed at GC 42 will be a priority for the current triennium. Given the further changes occurring with the change of Executive Secretary what intentional support will be needed within the Conference. It is anticipated that the need for support will increase if Remit #1 receives the necessary support. However, even before the outcome of Remit #1 is considered there are some issues of transition which need to be managed.

Executive needs to consider how best to support Pastoral Charges and Presbyteries during this period.

Orientation and support of GC Commissioners

- President, President-Elect, Past Presidents and GCE representatives can assist

Pastoral Care of Conference Office Staff

- Conference President and CES

Committee Work:

Staff Resource: Tasks include any or all of the following:

- ✓ Attendance at Meetings for the purpose of leading, developing relationships, monitoring functionality and providing "corporate memory"
- ✓ Training and advice re relevant policy and procedures (Manual and ANWC Handbook, etc.) both at meetings and in Office
- ✓ Introduction of work/issues needing to be addressed and tracking of ongoing work, and providing a wider-church view
- ✓ Meeting Notes or Minutes, and correspondence and other follow-up done by the Conference Office
- ✓ Communication with Conference Office re upcoming dates/local arrangements/meeting materials preparation, etc.
- ✓ Program planning in partnership with Committee Chairs and Members
- ✓ Other duties specific to particular committees

Administrative Support: Tasks include any or all of the following:

- ✓ Notices of Meeting, meeting arrangements and registration, and production and distribution of materials for meetings
- ✓ Formatting and distribution of Meeting Notes or Minutes
- ✓ Correspondence, filing and other administrative follow-up done by the Conference Office
- ✓ Other administrative duties specific to particular committees

Proposed that as of September 1, 2016 the following would be general understanding of coverage of Conference Committee work:

- Anticipated that the AAP will provide Administrative support to most Conference Committees
- Committee to which Executive Secretary would be staff resource: Conference and its Executive
- Committees to which OC would be Staff resource: Conference and its Executive (Recording Secretary), Appeals and Grants, Leadership
Resource Development, Conference Meeting Planning.
- Committees to which Ann Thomas (Conference Accountant) would be staff resource: Planning and Administration
- Committees to which CPM would be staff resource: Abuse Prevention and Education, Education and Students, Internship and Educational
Supervision, Pastoral Relationships, Conference Interview Board, Sacraments Ad Hoc Committee
- Committee to which Conference Archivist would be staff resource: Heritage Resources
- Committees to which General Council Staff would be staff resource: Living into Right Relations (Cecile Fausak, Charlene Burns)
- Committee to which contracted Conference Staff would be staff resource: Youth Ministry
- Committees which are resourced by Conference Executive: Corporations, In Contact, Intercultural Ministry, Stewardship and Mission
Education, Ad Hoc Evangelism Education

CONCERN

- Changes to the work assignments should be considered in light of the terms of reference of employment. Care must be ensured that remuneration of Conference Office staff should be looked into as there has been no salary review in the past four years (Human Resources Policy - Supervisors' Role).
- Given the additional responsibilities of the Administrative Assistant: Personnel would there need to be a change of title to Administrative Assistant?