
Chinook Winds Region

Pastoral Relations

Terms of Reference

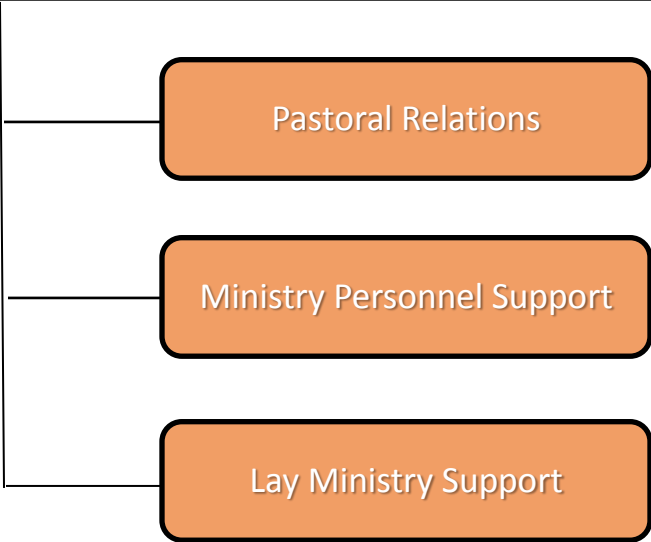
December 2018

Chinook Winds Region

Pastoral Relations

Pastoral Relations Minister: Lee Spice

Pastoral Relations Council



Chinook Winds Region

Pastoral Relations Council

Terms of Reference

December 2018

Name	Pastoral Relations Council
Purpose	<p>The purpose of the Council is:</p> <ol style="list-style-type: none">1. To establish Regional policies for fair and effective pastoral relations and personnel work in Chinook Winds Region;2. To oversee and support the work of the working groups of the Council.
Authority	The Council can make all decisions and take all actions related to its Purpose and as specifically noted in Tasks below with the final approval of the Pastoral Relations Minister of the Region.
Membership	<p>Pastoral Relations Minister</p> <p>Pastoral Relations Support Staff</p> <p>Three members: Chairs or appointees of each working group</p> <p>Three members at large from the Region</p> <p>Terms: 3 years, renewable once</p> <p>Recruitment and Selection: by the Council based on criteria reflecting the Regional Council's values</p>
Meetings	<p>Meetings are at the call of the Chair or Pastoral Relations Minister.</p> <p>It is anticipated that there will be a minimum of two regular meetings annually, held either in person, on-line, and/or in conference call.</p>
Budget	The Council shall work within the established budget provided by the Executive Minister and as revised by the Executive Minister from time to time.
Accountability and Reporting	The Council will be accountable through the Pastoral Relations Minister to the Executive Minister and will provide reports as required by the Executive Minister.
Tasks	<ol style="list-style-type: none">1. Establishing Region policy as they relates to Pastoral Relations:<ol style="list-style-type: none">a. Pastoral Relations policiesb. Marriage Licencesc. Licencing for Administering the Sacramentsd. Licenced Lay Worship Leaders2. Assuming control of Communities of Faith in extraordinary conditions [C.2.3.g]3. Ordering of J8/J9 Reviews4. Receiving and responding to Review of Communities of Faith [J.8]

5. Receiving evaluation of Interim Ministers and Interim Ministries [1.7.6]
6. Overseeing the successful functioning of its working groups.

Chinook Winds Region

Pastoral Relations Working Group

Terms of Reference

December 2018

Name	Pastoral Relations Working Group
Purpose	The purpose of the Working Group is to make decisions and take action on the Manual tasks listed below in Tasks.
Authority	The Working Group can make all decisions and take all actions related to its Purpose and as specifically noted in Tasks below with the final approval of the Pastoral Relations Minister of the Region.
Membership	<p>Pastoral Relations Minister</p> <p>Pastoral Relations Support Staff</p> <p>Six members at large from the Region</p> <p>Terms: 3 years, renewable once</p> <p>Recruitment and Selection: by the Working Group based on criteria reflecting the Regional Council's values</p> <p>The Chair or one member appointed by the Working Group shall also be a member of the Pastoral Relations Council.</p>
Meetings	<p>Meetings are at the call of the Chair or Pastoral Relations Minister.</p> <p>Meetings will be called when there is adequate work to be done or when timely decisions need to be made.</p> <p>It is anticipated that this working group will meet very regularly, perhaps several times in a month. Most meetings will be on-line or by conference call.</p>
Budget	The Working Group shall work within the established budget provided by the Executive Minister and as revised by the Executive Minister from time to time.
Accountability and Reporting	The Working Group will be accountable through the Pastoral Relations Minister to the Executive Minister and will provide reports as required by the Executive Minister.
Tasks	<ol style="list-style-type: none">1. Approving Community of Faith profiles and declaring vacancies;2. Approving all ministry positions [I.1.2.6.4, I.1.3.2];3. Approving changes in the terms of Calls or Appointments (I.1.9);4. Receiving and approving requests from ministry personnel to end their pastoral relationship [I.3.1.4];5. Ending calls/appointments with ministry personnel and other staff in cooperation with the Community of Faith [C.2.8.a,b];

6. Initiating the ending of a pastoral relationship when so notified by the Office of Vocations [I.3.1.7];
7. Deciding whether a position is accountable to the governing body or Region;
8. Categorizing Congregational Designated Minister positions [I.1.11.2]
9. Approving any leave more than 3 months [I.2.3.6] and sabbaticals [I.2.3.5];
10. Appointing Interim Ministers;
11. Approving supply appointments [I.1.8];
12. Approving renewal of supply appointments [I.1.8];
13. licensing and re-licensing to administer the sacraments for Sacraments Elders, Designated Lay Ministers, and candidates (C2.9).

Chinook Winds Region

Ministry Personnel Support Working Group

Terms of Reference

December 2018

Name	Ministry Personnel Support Working Group
Purpose	The purpose of the Working Group is to encourage and support Ministry Personnel toward health, joy and excellence in ministry practice.
Authority	The Working Group can make all decisions and take all actions related to its Purpose and as specifically noted in Tasks below with the final approval of the Pastoral Relations Minister of the Region.
Membership	<p>Pastoral Relations Minister</p> <p>Pastoral Relations Support Staff</p> <p>Three members at large from the Region</p> <p>Terms: 3 years, renewable once</p> <p>Recruitment and Selection: by the Working Group based on criteria reflecting the Regional Council's values</p> <p>The Chair or one member appointed by the Working Group shall also be a member of the Pastoral Relations Council.</p>
Meetings	<p>Meetings are at the call of the Chair or Pastoral Relations Minister.</p> <p>Meetings will be called when there is adequate work to be done or when timely decisions need to be made.</p> <p>It is anticipated that this working group will meet no more than twice annually.</p> <p>Most meetings will be on-line or by conference call.</p>
Budget	The Working Group shall work within the established budget provided by the Executive Minister and as revised by the Executive Minister from time to time.
Accountability and Reporting	The Working Group will be accountable through the Pastoral Relations Minister to the Executive Minister and will provide reports as required by the Executive Minister.
Tasks	<ol style="list-style-type: none">1. Initiating and/or promoting programming to enhance health, joy and excellence in the practice of ministry;2. Organizing pastoral care processes for ministry personnel and their families experiencing loss or hardship;3. Recognizing and celebrating retirements of ministry personnel [C.2.10];4. Organizing pastoral care processes for retired members [I. 3.2].

Chinook Winds Region

Lay Ministry Support Working Group

Terms of Reference

December 2018

Name	Lay Ministry Support Working Group
Purpose	The purpose of the Working Group is to provide ongoing leadership training for lay people within the Region.
Authority	The Working Group can make all decisions and take all actions related to its Purpose and as specifically noted in Tasks below with the final approval of the Pastoral Relations Minister of the Region.
Membership	<p>Pastoral Relations Minister</p> <p>Pastoral Relations Support Staff</p> <p>Three members at large from the Region</p> <p>Terms: 3 years, renewable once</p> <p>Recruitment and Selection: by the Working Group based on criteria reflecting the Regional Council's values</p> <p>The Chair or one member appointed by the Working Group shall also be a member of the Pastoral Relations Council.</p>
Meetings	<p>Meetings are at the call of the Chair or Pastoral Relations Minister.</p> <p>Meetings will be called when there is adequate work to be done or when timely decisions need to be made.</p> <p>It is anticipated that this working group will meet no more than twice annually.</p> <p>Most meetings will be on-line or by conference call.</p>
Budget	The Working Group shall work within the established budget provided by the Executive Minister and as revised by the Executive Minister from time to time.
Accountability and Reporting	The Working Group will be accountable through the Pastoral Relations Minister to the Executive Minister and will provide reports as required by the Executive Minister.
Tasks	<ol style="list-style-type: none">1. Maintaining a list of all Congregational Designated Ministers working in the Region;2. Approving the licensing of Licensed Lay Worship Leaders [I.1.11.15];

3. Providing training and ongoing support and oversight to Licensed Lay Worship Leaders [I.1.11.15];
4. Providing training and assessment of Sacraments Elders [I.2.4.c].

Chinook Winds Region

Membership

	Position	Name	Start Date
Pastoral Relations Council	Chair		
	Pastoral Relations Chair		
	Ministry Personnel Support Chair		
	Lay Ministry Support Chair		
	Member at Large		
	Member at Large		
Pastoral Relations WG	Chair		
	Member at Large		
	Member at Large		
	Member at Large		
	Member at Large		
	Member at Large		
Ministry Personnel Support WG	Chair		
	Member at Large		
	Member at Large		
Lay Ministry Support WG	Chair		
	Member at Large		
	Member at Large		

The Pastoral Relations Minister and the Pastoral Relations Support Staff are members of the Council and each working group.