

Alberta and Northwest Conference
The United Church of Canada

Handbook of Policies and Procedures



Alberta and Northwest Conference

Serving the Province of Alberta, the Northwest Territories, Northeastern British Columbia and the Yukon

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1. ADMINISTRATION

1.1 Introduction

The United Church of Canada establishes policies and procedures for all of its Congregations, Presbyteries and Conferences. These have been approved by the General Council of the church and are recorded in The Manual of The United Church of Canada, which is updated following each Meeting of the General Council.

Within the polity of the church, there is provision for each Court to establish some of its own operating guidelines. Accordingly, Alberta and Northwest Conference has approved policies and procedures in relation to those functions which are given to it. This Handbook summarizes a number of these policies and procedures in relation to Administration, Conference Archives, Conference Meetings, Conflict Resolution, Finance and Ministry.

December 2001

1.2 The Conference

Alberta and Northwest Conference is one of thirteen Conferences in The United Church of Canada. Its basic operations are governed by doctrine and policies approved by the General Council of the church and polity procedures outlined in The Manual (current edition).

The United Church of Canada, constituted by an Act of Parliament in 1925, has been known throughout its history for linking spiritual values with social concerns. While recognizing its relationships to and participation in contemporary Canadian culture, The United Church of Canada has been willing to step outside that culture and its prevailing values when advocating for the rights of minority groups and oppressed peoples.

Alberta and Northwest Conference serves Congregations in the Province of Alberta, northeastern British Columbia, the Northwest Territories, and the Yukon. It supports and coordinates the work of the nine Presbyteries within its bounds in their oversight of both Pastoral Charges and ministry personnel.

December 2001

1.3 Symbols of The Conference

The Gavel

The gavel was a purchase made by the Conference to have as a symbol of office, to be used in the conduct of Conference and Executive Meetings.

The Cane

The President's Cane is 36 inches in height with hand-carved raised lettering as below:

- The handle top surface: *“FAITH”*
- The handle side: *“HOPE”*
- The handle other side: *“CHARITY”*

- Top of Shaft: *“This official cane was carved by the Rev. L.W. Hill, BA, of Parkhill, Ontario, and presented to each Alberta Conference President, the Custodian, during his term of Office”*
- Circling the bottom half of the Shaft like a vine: *“Come unto me all ye that labour and are heavy laden and I will give you rest - JESUS”*
- Near the bottom, carved in a minor fashion: *“Rev. A. Rannie, BA. 1931”*
- Centre of Shaft, Front: *“GOD IS SPIRIT LIGHT LOVE FATHER”*;
- Centre of Shaft, Back: *“JESUS IS THE WAY TRUTH LIFE DOOR”*

The President’s Stole

Crests of the Provinces and Territories served by Alberta and Northwest Conference, and the crest of The United Church of Canada are appliquéd on a purple background trimmed with gold fringe and an Alberta Tartan sash. Written on the back are the words: *“1975. Presented by Banff Men’s Conference to Alberta Conference for use by Presidents during terms of office”*.

The President’s Stole was presented by the Banff Men’s Conference Society on the occasion of its 20th Anniversary, as an expression of appreciation for the support of the United Church Conferences in British Columbia, Alberta and Saskatchewan.

Bettie Holberton designed the Stole, as well as a similar Stole for the Executive Secretary of the Conference.

The President’s Banner

The President’s Banner is similar in design to the Stole, and is to be hung in the Home Church of the President of Alberta [and Northwest] Conference during his or her term of office. Written on the back are the words: *“1977. Made and presented by the Banner Group, Highlands United Church, Edmonton, Alberta”*.

1.4 Conference Goals and Vision

Alberta and Northwest Conference has established four goals for its work: **Healthy Congregations, Effective Ministry, Strong Public Witness, and Open Connections and Communication**. The Conference has organized its committee work and Executive Meetings in relation to these goals.

The Conference envisions a church, locally and regionally, where:

- Congregational life is vital and inviting;
- Ministry Personnel and Congregations are in creative and productive pastoral relationships;
- There is a prophetic and caring response to the needs of individuals and communities; and
- Communication between the various constituencies of the church is open and effective.

The Conference looks to congregational leaders, ordered and lay, and denominational structures to support and advance the mission of Jesus Christ in both the church and the world.

**December 2001
(Revised March 2008)**

1.5 Conference Structure and Strategy

The Conference Executive has overall responsibility for the governance of the Conference's business. Its members are named because of their links with Presbyteries, Conference Committees, and/or other church bodies, and are expected to function collegially for the well being of the whole Conference. The Conference Executive has the responsibility to ensure that the necessary human and material resources are available to empower the operational elements of the Conference: the Presbyteries in their work of oversight, and the Conference Standing and Ad Hoc Committees in their specific administrative and programming tasks. The goals of the Conference, **Healthy Congregations, Effective Ministry, Strong Public Witness, and Open Connections and Communication** provide the framework for Executive's work, as well as a guide for considering the desired outcomes of its decision making.

The basic operational structure of the Conference was approved by the 83rd Meeting of the Conference in 2012, and came into effect on January 1, 2013. The current Governance Model is presented below.

1.6 Alberta and Northwest Conference Governance Model

Background

In 2010, the Executive of Alberta and Northwest Conference established 2011-2012 as a Listening Year during which the Executive Secretary was asked to undertake a process of listening to the dreams and aspirations of United Church people in our Conference. Conference Executive received a proposal from the Executive Secretary about how to restructure Conference staffing while at the same time trying to respond to the Listening Year. Along with the feedback from that final report, the Executive also received notice from General Council that the monies allocated by General Council for Conference Office funding would no longer be guaranteed beyond 2013.

As a result, Conferences were advised to take seriously the likelihood of significant funding reductions to Conference budgets after that year. Conference Executive addressed all of this information, and out of its own deliberations, drafted a Conference Model, called a "Revised Minimalist Model", which it put before the 83rd Meeting of Alberta and Northwest Conference.

A working group at the Conference Meeting did further work to revise the model, and their suggested revisions were called the "Mission in Transition Model".

MISSION IN TRANSITION MODEL

A. Conference Goals

Alberta and Northwest Conference has established four goals for its work: **Healthy Congregations, Effective Ministry, Strong Public Witness, and Open Connections and Communication**. The Conference has organized its committee work and Executive Meetings in relation to these goals. These goals remain unchanged in this Mission in Transition Model.

1.6 Alberta and Northwest Conference Governance Model - Continued

The Conference envisions a church, locally and regionally, where:

- Congregational life is vital and inviting;
- Ministry Personnel and Congregations are in creative and productive pastoral relationships;
- There is a prophetic and caring response to the needs of individuals and communities; and
- Communication between the various constituencies of the church is open and effective.

The Conference looks to congregational leaders, ordered and lay, and denominational structures to support and advance the mission of Jesus Christ in both the church and the world.
(Section 1.4, Handbook of Policies and Procedures)

B. Key Principles

Taking its cue from the Listening Year, the Conference Executive determined that whatever model of Conference organization might be recommended for the future, it would have to uphold three important principles: sustainability, vitality and faithfulness. That is, it would have to be sustainable in terms of financial and human resources into the future. It would have to ensure that the work of the Conference remain vital in the midst of upheaval and change. And, it would have to be faithful to the Conference goals, to the gifts, skills and abilities present in the whole body of Christ, as we discern the leading of the Spirit for our time and context.

To promote the mission work of the church, there will be an annual contribution of \$75,000 into a Mission Transition Fund – at least 30% of which will be designated for youth and young adult ministries. The Fund will be administered by the Appeals and Grants Committee.

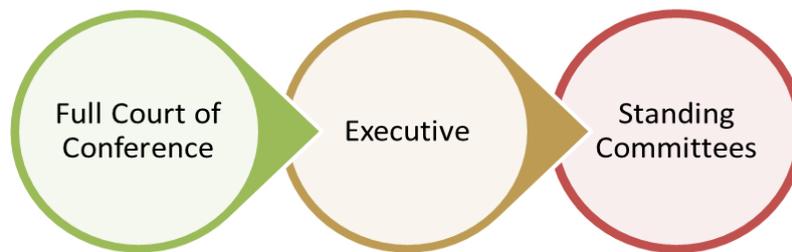
C. The Model

The Mission in Transition Model structures the Conference around the basic Conference functions as required by The Manual. This model acknowledges that there is a need for stability in times of change, while at the same time acknowledging that, in a time of flux and change, the diversity of needs across the Conference are difficult to meet in any one structural model. Therefore any model used has to have flexibility and responsiveness to context built into it, while at the same time building connection and relationship across the Conference.

This Mission in Transition Model therefore envisions a Conference Structure in which the full Court of Conference continues to hold a full business meeting every three years and a community gathering of Conference for renewal of spirit every 1.5 years.

In between these full Conference Meetings, there will continue to be an Executive charged with ongoing decision-making, as well as a system of Standing Committees to undertake the necessary day-to-day work of the Conference.

1.6 Alberta and Northwest Conference Governance Model - Continued



The Model also maintains an Edmonton-based Conference Office with a reduced staffing complement. It discontinues regionally-based Conference Staff positions and the Program Coordinator: Leadership, Education and Resources.

D. Responsibilities within the Model

a. Full Court of Conference

- To discern vision and direction for the Conference;
- To make Decisions about certain matters in the life and work of the Conference, including but not limited to:
 - Ordaining, and commissioning to Diaconal Ministry;
 - Electing Commissioners to General Council;
 - Electing Representatives to the Executive of General Council;
 - Electing Presidents of Conference;
 - Receiving Proposals; and
 - Approving a three year budget; and
 - giving authority to the Executive to make Decisions on behalf of the Conference between meetings of the Conference

b. Conference Executive

The work of the Conference Executive in this Mission in Transition Model will focus on mission and vision. As a result its work will be deliberative and consultative. It will seek to deal less with day-to-day administrative decisions, recognizing that the Standing Committees have already been established for that purpose. The Executive will be the body to whom the Standing Committees are accountable.

The Conference Executive will be made up of:

- Conference President
- Conference Past President
- Conference President-Elect
- Conference Executive Secretary
- President of Alberta and Northwest Conference United Church Women
- A Representative from each Presbytery (serving a 3 year term, renewable once)
- Lay Representative to the Executive of the General Council
- Order of Ministry Representative to the Executive of the General Council
- Planning and Administration Standing Committee Chairperson
- Ethnic Ministry Standing Committee Chairperson
- Living into Right Relations Standing Committee Chairperson
- Stewardship and Mission Education Standing Committee Chairperson
- Youth and Young Adult Ministry Standing Committee Chairperson.

1.6 Alberta and Northwest Conference Governance Model - Continued

The Executive will continue to discern the well-being of the whole Conference when it gathers, as opposed to localized interests within the Conference.

c. Standing Committees

- Abuse Prevention & Education
- Appeals and Grants
- Conference Interview Board
- Conference Meeting Planning
- Corporations
- Heritage Resources
- In Contact Editorial Board
- Intercultural Ministry
- Interview Board
- Leadership Resource Development
- Living into Right Relations
- Ministry Vocations (formerly Internship and Educational Supervision and Education and Students Committees)
- Pastoral Relationships/Interim Ministry
- Planning and Administration
- Staff Committee (Disbanded as of December 31, 2012)
- Stewardship and Mission Education
- Youth and Young Adults Ministry (YAYAM)

d. Ad Hoc Committees

Ad Hoc Committees shall continue to be appointed for time limited, task specific purposes, usually in relation to a single issue or concern. There will be a preference for using Ad Hoc Committees to accomplish new tasks, as opposed to creating more Standing Committees within the Conference.

One of the Ad Hoc Committees shall be an “Information Technology Committee” tasked to report on information technologies needed to enable the effective and efficient work of the Conference.

e. Conference Office

The Mission in Transition Model proposes to maintain an Edmonton-based Conference Office. The Conference Office will remain the administrative hub and the legal identity for the Conference.

E. The Staff Structure

The Conference Office shall maintain the basic staff structure as required by The Manual namely the Executive Secretary and a Personnel Minister. There will also be a complement of Support Staff.

The Executive Secretary will continue to work with church polity, conflict resolution, discipline, staff supervision, property, and Trustees; and with the Appeals & Grants, Conference Meeting Planning, Corporations, Ethnic Ministry, Heritage Resources, Living into Right Relations, Planning & Administration, Staff, and Stewardship and Mission Education Committees. The Executive Secretary will also be the ecumenical liaison and the General Council liaison in the Conference and will be the media contact and support the President in representing the church to the media. The Executive Secretary is Secretary to the Conference and its Executive.

The Personnel Minister will provide counsel to Ministry Personnel, Presbyteries and Pastoral Charges with respect to ministry vocations, pastoral relations and admissions and will be staff support to the Settlement/Interim Ministry, Ministry Vocations, Abuse Prevention and Education Committees and to the Conference Interview Board.

1.6 Alberta and Northwest Conference Governance Model - Continued

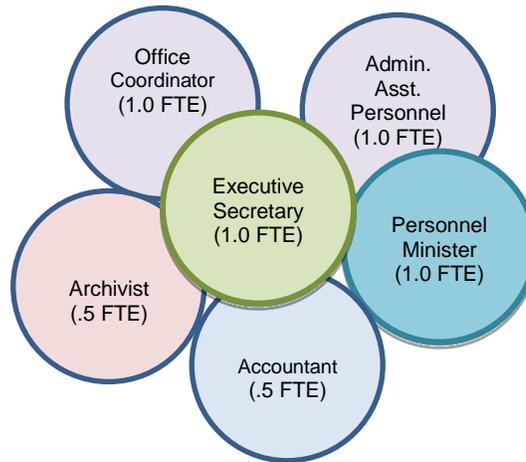
The Office Coordinator will provide administrative support to the committees related to the Executive Secretary’s work and will have oversight of the Office Support Procedures; will be the Recording Secretary for the Conference Executive and the Planning and Administration Committee. The Office Coordinator will share responsibility with the Administrative Assistant: Personnel for event hosting, statistical reporting, file system maintenance and the production and distribution of resource mailings.

The Administrative Assistant: Personnel will provide administrative support to the Personnel Minister and will manage and maintain contact with Vital Statistics regarding Marriage Licenses for Ministry Personnel and will manage files related to conflict resolution, appeals and reviews.

The Archivist will manage the Alberta and Northwest Conference records and archives programs and will assist and advise Archives committees in Presbyteries and Pastoral Charges, and the Heritage Resources Committee; and maintain a liaison with the General Council Archives and History Committee.

The Accountant will support the audit and assessment reports, budget preparation, fund administration and make general ledger journal entries, perform all financial transactions that are required in the operation of the Conference.

Conference Office Staff Structure



F. Rationale

This model allows an opportunity to discern the United Church mission and vision in the Conference while remaining flexible in responding to changing levels of funding, including General Council funding, and the uncertainty within The United Church of Canada, which is our current reality.

Our sustainability would be more fully assured as there is a decrease in the overall budget.

G. Evaluation

The Executive will develop and implement an evaluation process to assist the Conference in measuring the effectiveness of this model in reaching the Conference Goals, and will report to the 84th Meeting of Alberta and Northwest Conference in 2015.

(Updated August 2013 and August 2015)

June 2012 (Implemented January 2013)

1.7 Terms of Reference for Conference Committees

1.7.1 Abuse Prevention and Education Committee (APEC)

Mandate

- To provide a safe environment for worship, work, and study in all Pastoral Charges, Congregations, institutions, agencies, organizations, or other bodies that operate under its name. (The Manual (2013), Section J.15.1)

Membership

- Chairperson
- 4-7 people willing to make a 2-4 year commitment (refer to the *Sexual Abuse Prevention and Response Policy and Procedures Handbook* (April 2011), Page 17). These members are appointed in accordance with the Conference Committee Membership Policy and Procedures after their name has been approved by APEC for the candidate's suitability
- Two thirds of the members shall be women

Accountability

- Accountable to the Conference Executive

Meetings

- Committee meets a minimum of three times a year, one of which will be a face-to-face meeting

Objectives and Tasks

- To raise awareness of people in Alberta and Northwest Conference to issues related to sexual abuse within the church
- To make known the existence of the Consultants
- To ensure that resources are available to Congregations in times of crisis
- To educate and raise awareness of lay people, and Ministry and Personnel Committees about the resources and procedure regarding the sexual abuse policy

Specific Gifts Appropriate for Committee Membership

- Familiarity with issues of abuse and pastoral sexual misconduct
- Measured objectivity
- Commitment to confidentiality
- Willingness to learn more about the issues
- Familiarity with issues of congregational trauma

Updated August 2013)

**March 2005
(Revised March 2013)**

1.7 Terms of Reference for Conference Committees - Continued

1.7.1.1 Abuse Prevention and Education Committee (APEC) Consultants

Mandate

- To deal with complaints of sexual abuse and harassment and pastoral sexual misconduct in a consultative capacity with individuals who believe they may be experiencing sexual abuse, and those named as respondents to complaints. (The Manual (2013), Section J.15.1; and *Sexual Abuse Prevention and Response Policy and Procedures Handbook* (April 2011), Pages 14-15.)

Membership

- At least five people willing to make a 3-5 year commitment. This is by invitation of the APEC Committee, and appointed in accordance with the Conference Committee Membership Procedures after their name has been approved by APEC for the candidate's suitability. (*Sexual Abuse Prevention and Response Policy and Procedures Handbook* (April 2011), Page 18).
- Two-thirds of the Consultants in the Conference shall be women. The Consultant Team will be made from laypeople and ministry personnel.

Accountability

- Accountable to the Conference Executive, through the APEC Committee

Meetings

- Consultant training every two years
- Meetings with the complainants or respondents when a case is presented

Objectives and Tasks

- To know the resources within the Conference
- To work in a consultative capacity with individuals who believe they have experienced or have directly witnessed sexual abuse and harassment in Alberta and Northwest Conference
- To inform respondents of a complaint of sexual abuse
- To keep anonymous records of all complaints of sexual abuse
- To alert the Conference Personnel Minister when a complaint is signed
- To make the existence of the Consultants known throughout the Conference

Specific Gifts Appropriate for Committee Membership

- Familiarity with issues of abuse and pastoral sexual misconduct
- Sensitivity
- Commitment to confidentiality
- Discernment
- Openness to issues of sexuality and sexual orientation

(Updated August 2013)

March 2013

1.7 Terms of Reference for Conference Committees - Continued

1.7.2 Appeals and Grants Standing Committee

Mandate

- To allocate Mission Support Grants and other mission funds available to Alberta and Northwest Conference
- To vet requests to conduct Financial Appeals within the bounds of Alberta and Northwest Conference

Membership

- Mission Support/Appeals and Grants Convenors appointed by each Presbytery within the Conference, and a Chairperson, appointed in accordance with the Conference Committee Membership Policy and Procedures
- The Executive Secretary and the Office Coordinator provide staff resource to the Committee

Accountability

- The Appeals and Grants Committee reports annually to the Conference Executive for information, in December

Meetings

- Twice a year, in May and November: in May, preliminary requests for grant support for the next year are made, along with a review of prior disbursements of grants. In November, final grants are allocated. In both May and November, applications to the Mission Transition Fund are considered.
- The Committee also meets by telephone conference call as required to consider emergent needs

Objectives and Tasks

- To receive, review and act on applications for Mission Support Grants from Presbyteries within Alberta and Northwest Conference, based on policies established by the General Council of The United Church of Canada, and the policies and organizational goals of Alberta and Northwest Conference
- To review, monitor and assess previously funded Mission Support Grants in light of policies established by The United Church of Canada, and operating principles of Alberta and Northwest Conference
- To allocate funds from the Ann Mazur and Revolving Funds of Alberta and Northwest Conference according to the terms of these Funds
- To receive applications and allocate grants from the Mission Transition Fund of Alberta and Northwest Conference
- To receive reports from the Conference Executive Secretary concerning the current activity of the Ann Mazur Memorial Fund, the Alberta and Northwest Conference Stabilization and Revolving Fund; and the Alberta and Northwest Conference Mission Transition Fund
- To review administrative decisions made by the Conference Executive Secretary with respect to Capital Assistance loans and grants, and support from the Real Property Fund
- To receive, review and act on requests for Financial Appeals within the bounds of Alberta and Northwest Conference

1.7 Terms of Reference for Conference Committees - Continued

1.7.2 Appeals and Grants Standing Committee - Continued

Specific Gifts Appropriate for Committee Membership

- Ability to become familiar with the mission priorities of The United Church of Canada and, specifically, the mission priorities of Presbyteries and Mission Units in Alberta and Northwest Conference
- Understanding of how organizations (Congregations and other Mission Units) are transformed for effective mission
- Skill in reviewing financial and statistical information
- Ability to work in partnership with Mission Units and Presbyteries
- Collaborative leadership style
- Respect for confidentiality

(Updated August 2013)

December 2004

1.7.3 Conference Meeting Planning Committee

Mandate

- To ensure that the following work of Alberta and Northwest Conference takes place each year
 - Installation of President
 - Ordination, Commissioning to Diaconal Ministry, Admission of persons being Admitted from other denominations or Re-Admitted to the Order of Ministry in The United Church of Canada
 - Acknowledgement of Retirees
- The Conference Meeting Planning Committee oversees the planning of the Conference Meeting and the Celebration of Ministry Service

Accountability

- The Alberta and Northwest Conference Meeting Planning Committee reports to the Conference Executive on an annual basis.
- Information is exchanged on a regular basis at the Conference Executive through the President, President-Elect and Executive Secretary

Meetings

- Meetings are held 4-8 times in the Conference year, or as required, to ensure that the mandate is fulfilled

Objectives and Tasks

- To oversee the organization of all aspects of the Alberta and Northwest Conference Meeting
- To solicit invitations from Presbyteries to host the Meeting of Conference and to determine the venue for the Conference Meeting

1.7 Terms of Reference for Conference Committees - Continued

1.7.3 Conference Meeting Planning Committee - Continued

- With a Local Arrangements Committee, the Conference Meeting Planning Committee will oversee and arrange the details of venue preparation, equipment, local activities, childcare and accommodation arrangements
- To determine the Theme and Theme Committee Membership
- To arrange for Music Leadership for the Conference Meeting
- To consult with the Youth and Young Adult Ministry Standing Committee (YAYAM) and support them in their programs at the Conference Meeting
- To communicate with the Business and Technology Committee and work with them in their planning
- To provide Delegates and participants with information about The United Church of Canada, Alberta and Northwest Conference, and organizations within the bounds of the Conference, through displays made available by organizations and committees
- To name and provide learning opportunities (if required) for Stewards, Facilitators, Chaplains, Friend at Conference, Registrars at Conference
- To ensure that the needs of Delegates and participants are met
- To oversee the planning of a Celebration of Ministry Service each year
- To submit a Budget request to the Planning and Administration Committee of the Conference and to monitor expenditures to be within the budget for the Meeting
- To evaluate each Conference Meeting and Celebration of Ministry Service

Membership

- Chairperson
- Secretary
- 3-5 Members-at-Large, recruited in accordance with the Conference Committee Membership Policy and Procedures
- Executive Secretary
- Conference President
- Conference President-Elect
- Representatives from the Local Arrangements, Theme, YAYAM, and Business and Technology Committees

Specific Gifts Appropriate for Committee Membership

- Organizational skills
- Knowledge and appreciation for the polity, ethos and organization of The United Church of Canada
- Ability to organize large events
- Skills in team work and enjoy working with others

(Updated August 2015)

December 2004

1.7 Terms of Reference for Conference Committees - Continued

1.7.4 Corporations Committee

The Corporations Committee is mandated by the Conference Executive to fulfill the duties of the Conference pursuant to Sections **B.8.3** and **D.2.12** of The Manual (2013).

1.7.5 Education and Students Committee

The Conference Education and Students Committee is mandated by Section **D.3.6.3** of The Manual (2013).

Its Responsibilities are listed in the General Council Handbook, *Conference Committees*.

1.7.6 Heritage Resources Standing Committee

Mandate

- To fulfil the tasks mandated under Section **D.3.6.5(a)** of The Manual (2013) of The United Church of Canada
- To liaise with Heritage Sites and Societies within the Conference, and to support the Conference Archivist

Membership

- Chairperson
- 5-7 members on the core committee, appointed/elected in accordance with the Conference Committee Membership Policy and Procedures
- Elders, named by virtue of their long service and their contributions to the objectives of the Heritage Resources Committee, as Corresponding Members
- Ex officio: Conference UCW Representative, Alberta and Northwest Conference Historical Society Representative, Archives Volunteers, Conference Archivist, and the Conference Executive Secretary

Accountability

- To the Conference through Conference Executive

Meetings

- Twice per year for one half to one day during the mid-week

Objectives and Tasks

- To have oversight of the Conference Archives in co-operation with the General Council Archives and History Committee, and to arrange for the preservation of the historically significant records of the Conference in appropriate places such as theological colleges, church-affiliated universities or schools, the Central Archives or Provincial Archives;
- To present annually to the appropriate body of Conference a budget for work of the Committee. The budget presented shall make adequate provision for the proper care and maintenance of the Conference Archives collections, including any necessary salaries for employees;

1.7 Terms of Reference for Conference Committees - Continued

1.7.6 Heritage Resources Standing Committee - Continued

- To appoint, in conjunction with the General Council Archives and History Committee, an Archivist, who shall be ex officio a member of the Conference Committee, and who shall have responsibility, under the direction of the Committee and in accordance with professional archival standards and procedures, for sorting and cataloguing the material in the Conference Archives, and for making accessible to official United Church bodies and to individuals information necessary for the preparation of historical studies relating to the United Church;
- To arrange for the gathering of archival material into the Conference Archives, both directly from church bodies and individuals and through the Presbytery Archives Committees within the Conference;
- To co-operate with the General Council Archives and History Committee in the development and use of consistent professional standards and procedures by Conference Archivists across the United Church, and on all other matters of common concern,
- To work with the General Council Archives and History Committee in the development of criteria and guidelines for the designation of United Church Historic Sites, and to seek appropriate designation of particular sites within the jurisdiction of the Conference. Each Conference shall designate at least one (1) church building within the Conference as a Conference historic site where special services may be held annually;
- To stimulate interest in the history of churches within the Conference, and in the history of the United Church, and to encourage and assist in historical research; and
- To encourage ecumenical studies in Canadian church history, and the archival resources that will support these studies.
- To liaise with the Historic Sites and Societies of Alberta and Northwest Conference

Specific Gifts Appropriate for Committee

- An interest in and knowledge of United Church history, especially in Alberta and Northwestern Canada
- An interest in archives and/or church records
- Ability to work with the Archivist and other committee members

(Updated August 2013)

April 2005

1.7 Terms of Reference for Conference Committees - Continued

1.7.7 *In Contact* Editorial Board

Mandate

- To be responsible for Alberta and Northwest Conference regional insert in the United Church Observer Magazine, which appears five times per year

Membership

- Chairperson
- 5-7 members on core committee, appointed/selected in accordance with the Conference Committee Membership Policy and Procedures
- *In Contact* Editor

Accountability

- To the Conference and/or its Executive

Meetings

- Five times a year, in January, March, May, September and November, to review the current publication, and to work on ideas, suggestions and input for future issues

Objectives and Tasks

- To share news of the Church's life, work, programs, policies and people with Observer readers across Alberta and Northwest Conference

Specific Gifts Appropriate for Committee Membership

- Interest in some of the following:
 - The wider church
 - Planning
 - Networking
 - Communication
 - Writing
 - Administration

December 2004

1.7 Terms of Reference for Conference Committees - Continued

1.7.8 Intercultural Ministry Standing Committee

Mandate

- To nurture and support the ministries of Ethnic Congregations and of Visible Minority Clergy and Laity in mainstream Congregations of Alberta and Northwest Conference
- To enable these ministries to participate fully in the life of The United Church of Canada
- To empower the constituents of the Intercultural Ministry Committee to participate in the General Council Mandate, *Towards Becoming an Intercultural Church*

Membership

- Chairperson and Secretary
- 5-7 members drawn from the cultural diversity of The United Church of Canada in Alberta and Northwest Conference
- The recruitment of Committee Members and their terms of office will be in accordance with the Conference Committee Membership Policy and Procedures
- Committee membership will be for a two year term with the possibility of one reappointment
- Three to four Ethnic Congregations shall have representatives on this committee
- Elder(s) named in recognition of the wise and faithful contribution of any longstanding former committee member. The Elder(s) would have full corresponding privileges.

Accountability

- The representatives of the Ethnic Congregations will be expected to report and respond to the goals that are set by the Committee
- The Committee is accountable to the Conference Executive
- The Committee also reports its tasks and results to the appropriate General Council unit

Meetings

- An Annual General Meeting in the spring of each year lasting 2-3 days
- A one-day meeting in the fall
- Meetings will be held in Calgary, Edmonton, or where convenient
- Special meetings may be held at the call of the Chairperson or four Ethnic Ministries Congregations

Objectives and Tasks

- This committee will provide support through listening, participating in workshops, and networking with one another
- This committee will network with Ethnic Ministries in the Conference throughout the year, sharing resources (through E-mails, Newsletters)
- This committee will connect with the Church in Mission Unit of the General Council
- This committee will participate in the life of the Conference, sharing cross-cultural diversity among churches within the Conference to maintain the visibility of Ethnic Ministries
- This committee will set annual goals to be reviewed and evaluated by the constituents at each Annual General Meeting

(Updated August 2013)

October 2008

1.7 Terms of Reference for Conference Committees - Continued

1.7.9 Internship and Educational Supervision Committee (CIES)

The Internship and Educational Supervision Committee is mandated to fulfil the duties of the Conference pursuant to the Supervised Ministry Education Policy, Section H.4.4.1 of The Manual (2013).

Policies and Procedures for this Committee are listed in the General Council Handbook, *Procedures for the Conference Committee on Internship and Educational Supervision* (SME 227).

1.7.10 Interview Board

The Conference Interview Board is mandated by Section D.3.6.3 of The Manual (2013). Its Responsibilities, Purpose and Procedures are listed in the General Council Handbooks, *Conference Committees*, and *Procedures for the Conference Interview Board* (CIB 270).

Mandate:

- To interview Candidates for Ministry - to determine their suitability
- Responsible for taking a “sober second look” at Candidates who have been recommended by Presbyteries

Membership:

- Chairperson and Secretary appointed in accordance with the Conference Committee Membership Policy and Procedures
- Interviewers (approximately 20) named by the Chairperson of the Interview Board after consulting widely with Presbyteries, Education and Students Committees, Conference Staff, Conference Committee Chairpersons and others

Accountability:

- Accountable to the Education and Students Committee
- Accountable to Candidates/Inquirers and Observers
- Financially accountable to the Conference Treasurer
- Accountable to the Conference through the Conference Executive
- Accountable to the presence of God

Meetings:

- Meetings are held in March, April, October and November, and as necessary

Objectives and Tasks:

- To be available to interview Candidates most months
- To come prepared, having read all Candidates' material
- To attend a training workshop once a year in September
- An interview team makes a recommendation on behalf of the Interview Board

Specific Gifts Appropriate for Committee Membership

- Lay people with a depth of experience in the church and a feeling for ministry practice
- Persons with Human Resources experience
- Educators who can evaluate assimilation of learning
- University professors who can engage in articulate discussion without threatening

1.7 Terms of Reference for Conference Committees - Continued

1.7.10 Interview Board - Continued

- Psychologists
- University students
- Elders
- Ministry personnel with a broad background in rural and urban ministry, including younger ministry personnel with 5 years or so experience in ministry

(Updated August 2013)

April 2005

1.7.11 Leadership Resource Development Committee

Mandate

- Purpose of Standing Committees: to do an ongoing task mandated to the Conference by The Manual of The United Church of Canada or the General Council; to do an ongoing task mandated by the Conference or its Executive
- To support the discernment of gifts and oversee nominations, and to appoint Members to all Conference Committees except the Leadership Resource Development Committee

Membership

- Appointed by the Conference Executive as follows:
 - Chairperson
 - 5-7 members on the core committee
- Two-year term of membership, renewable once
- Corresponding Member: immediate Past-President of Conference

Accountability

- Accountable to the Conference and/or its Executive

Meetings

- Two face-to-face meetings per year, one in the fall and one in the spring
- Up to four telephone conference calls per year
- E-mail communication

Objectives and Tasks

- Conference Committee Membership Policy and Procedures outlined in the Conference Handbook of Policies and Procedures
- Monitor Terms of Reference for all Conference Committees
- Discern Committee Member appointments, and needs for leadership development
- Nominations for Chairperson, Secretary and Diaconal Representative to the Conference Settlement Committee, and other Conference positions as required
- Approval of guidelines for Individual Learning Grants

1.7 Terms of Reference for Conference Committees - Continued

1.7.11 Leadership Resource Development Committee - Continued

Specific Gifts Appropriate for Committee Membership

- Respect for confidentiality
- Collaborative and partnership style of working
- Sensitivity to people's gifts and talents

(Policy approved December 2, 2004)
(Revised March 8, 2006) (Updated August 2013)

**December 2004
(Revised March 2006)**

1.7.12 Living Into Right Relations Standing Committee

Background

- The mandate of the Living Into Right Relations (LIRR) Ad Hoc Committee of Conference expired in June of 2013.
- The work of the Truth and Reconciliation Commission continued into 2014 with the final National Event in Alberta.
- The 83rd Meeting of Alberta and Northwest Conference established Living Into Right Relations as a Standing Committee of Conference beginning January 1, 2013.
- The work of Living into Right Relations requires a balance between Indigenous and Non-indigenous participants throughout Alberta and Northwest Conference and relationships with other bodies such as the All Native Circle Conference and the Aboriginal Ministries Council. Balance in this work refers to balance of power. Consequently, the ratio of Indigenous and Non-Indigenous participants will not necessarily be a one to one ratio.

Mandate

The work of the Living Into Right Relations Ad Hoc Committee ended on December 31, 2012 and was assumed by the LIRR Standing Committee effective January 1, 2013

Purpose

The purpose of the LIRR Standing Committee is as follows:

- developing and effecting methods of building awareness, changing perceptions, increasing dialogue and developing skills for reconciling and enhancing relationships between Indigenous and non-Indigenous groups, organizations and individuals within but not limited to Alberta and Northwest Conference of the United Church;
- finding ways and means for living out the apologies given by the United Church of Canada to First Nations Peoples and to former students of residential schools, their families and communities, and developing a deeper and broader vision for our life together;
- monitoring the recommendations and outcomes of the Truth and Reconciliation Commission, with a view to taking appropriate action;
- encouraging the governments to uphold the treaties and the United Nations Declaration on the Rights of Indigenous Peoples; and

1.7 Terms of Reference for Conference Committees - Continued

1.7.12 Living Into Right Relations Standing Committee - Continued

- accessing, assessing and promoting resources for use in churches and other organizations.

Partnerships

- the LIRR Standing Committee will work in conjunction with All Tribes Presbytery of the All Native Circle Conference and the Kairos Indigenous Rights Circle

Membership

- The membership of the LIRR Standing Committee will be no less than 10 persons, at least five of whom identify as having indigenous heritage in Canada
- As much as possible, membership will be drawn from across the Conference, representing people from Treaties 6, 7 and 8, as well as the three regions of the Conference
- Membership in the United Church is important but not essential

(Policy approved November 29, 2012)
(Revisions approved by the Executive January, 29, 2015)

**November 2012
(Revised January 2015)**

1.7.13 Pastoral Relationships Committee

Mandate

- The responsibilities of and need for a Settlement Committee are outlined in the Basis of Union Sections **9.4** through **9.7.2** [The Manual (2013)].
- Section **D.3.6.3** of The Manual (2013), Fulfilling Mandatory Committee Responsibilities, provides for some flexibility in how these duties are fulfilled:
In these bylaws and other approved policies and procedures, responsibilities have been assigned to the following bodies:
(a) *Conference Settlement Committee; [...] The Conference must ensure it has committees in place to fulfill those responsibilities or provide for their work to be done in some other way. The committees may have the same names as above or different names.*

Membership

- Chairperson elected by the Conference
- Secretary elected by the Conference
- Diaconal Minister elected by the Conference
- Presbytery Pastoral Relations Convenors or their designates
- Presbytery Pastoral Oversight Convenors or their designates
- Attention will be given to the balance of lay and ordered representation elected by Presbyteries
- Conference President
- Staff Resource: Conference Personnel Minister

1.7 Terms of Reference for Conference Committees - Continued

1.7.13 Pastoral Relationships Committee - Continued

Meetings

- At least one meeting annually, according to the work load of the Committee

Tasks

- Conduct Settlements/placements as required and as outlined in The Manual
- Monitor, interpret and respond to the health of pastoral relations across the Conference so that we can:
 - a. Provide resources and support to Presbytery Pastoral Relations Convenors;
 - b. Provide resources and support to Presbytery Pastoral Oversight Convenors;
 - c. Share learning and resources among the Presbyteries in ways that promote healthy, pastoral relationships

(Policy approved October 3, 2013)

October 2013

1.7.13.1 Sub-Committee: Interim Ministry

The Interim Ministry Committee is a Sub-Committee of the Pastoral Relationships Committee to fulfill the duties of the Conference in designating persons as eligible to serve as interim ministers, pursuant to Section I.1.7.2 of The Manual (2013).

Policies and Procedures for the designation of interim ministers are listed in the General Council Handbook, *Interim Ministry*.

(Policy updated October 3, 2013)

Revised October 2013

1.7.14 Planning and Administration Committee

Mandate

- Responsible financial and operational planning

Membership

- 5-7 persons appointed to the core committee, in accordance with the Conference Committee Membership Procedures, as follows:
 - Chairperson
 - Conference Treasurer
 - Chairperson of the Appeals and Grants Committee
 - Chairperson of the Leadership Resource Development Committee
 - Three other persons, one from each Region
- Staff Support: Executive Secretary
- Term of membership is two years, renewable once

1.7 Terms of Reference for Conference Committees - Continued

1.7.14 Planning and Administration Committee - Continued

Meetings

- Two to three meetings per year, as necessary

Accountability

- To the Conference and/or its Executive

General Task

- To be responsible for the administration and operation of the Conference in the areas of financial management, office and staffing
- To ensure that necessary Conference/General Council liaisons are maintained

Objectives and Tasks

- To oversee the financial operations of the Conference, including budget preparation and monitoring of expenditures
- To co-ordinate requests for funding support and distribution of Support to Local Ministries Mission Support Grants through the Appeals and Grants Sub-Committee
- To monitor and co-ordinate Conference links with other Church courts, including Conference representation to General Council Committees through the Leadership Resource Development Committee

Specific Gifts Appropriate for Committee Membership

- Have human resource skills
- Have finance and budgeting acumen
- Have high performance expectations concerning the use of resources, both human and financial

(Updated August 2013)

December 2004

1.7.15 Stewardship and Mission Education Committee

Mandate

- To ensure that the principles and practices of Christian Stewardship and Mission Education are promoted throughout the Presbyteries and Pastoral Charges
- To give leadership to the Conference in initiating and developing plans for raising the Mission and Service Fund

Membership

- Chairperson, Secretary, Conference UCW Stewardship Chairperson
- Presbytery Stewardship Convenors
- The General Council Financial Development Officer of the Prairie Region as a Corresponding Member
- Representatives from committees formed under the umbrella of this committee (i.e., Stewardship Event Planning Committee) as Corresponding Members

1.7 Terms of Reference for Conference Committees - Continued

1.7.15 Stewardship and Mission Education Committee - Continued

Accountability

- The Chairperson of the Stewardship Committee, or a named designate, will be a Member of and report to the Conference Executive for a continuous term of three (3) years

Meetings

- The Stewardship and Mission Education Committee will meet in the fall of the year, and this meeting will have an educational portion on the agenda.
- The Chairperson, Secretary, Conference UCW Chairperson, and three Presbytery Convenors named at the fall meeting, will meet in the spring for business arising

Objectives and Tasks

- To ensure stewardship and mission education is taking place throughout the Conference
- To provide information and direction, as requested, to Presbyteries with respect to stewardship and mission education
- To promote education concerning the work of the Mission and Service Fund and coordinate support of the Fund throughout the Conference
- To provide direction to the Conference re the annual Conference objective for the Mission and Service Fund
- To provide learning opportunities, training and support for Presbytery Stewardship Convenors and other interested stewardship leaders
- To consult with the Presbytery Stewardship Convenors concerning the use and promotion of stewardship resources available through the relevant General Council units
- To oversee the implementation and evaluation of the Conference *Reclaiming the Mission* Project and Fund under the objectives of the General Council Revenue Generation Initiative

(Updated August 2013)

April 2005
(Revised October 2007; March 2015)

1.7.16 Youth and Young Adults Ministry Committee (YAYAM)

Mandate

- The Vision of this committee, for Youth and Young Adult Ministry at all levels of the Conference is this: *Youth and Young Adults empowered to seek and live a passionate faith in church and society.*
- Our Mission: *As followers of Christ, we, the people of Alberta and Northwest Conference, will provide and develop resources, leadership and education to foster safe, supportive communities where Youth and Young Adults can seek and live out their faith.*

1.7 Terms of Reference for Conference Committees - Continued

1.7.16 Youth and Young Adults Ministry Committee (YAYAM) - Continued

Membership

- Appointed/elected in accordance with the Conference Committee Membership Policy and Procedures
- Chairperson
- 5-7 members on the core committee

Accountability

- Directly to the Conference Executive
- Indirectly to Youth and Young Adults of Alberta and Northwest Conference

Meetings

- The committee meets 5-6 times per year with meetings lasting approximately 3 hours
- Communication between meetings may occur via e-mail, telephone calls, conference calls, or video conferencing

Objectives and Tasks

- Youth at Conference
- Youth Rally - twice a year (Senior High and Junior High)
- Young Adult events
- Leadership training
- Networking among Youth Leaders
- Providing a support system for Leaders and Youth

Specific Gifts Appropriate for Committee Membership

- Interest and ability to work with and for Youth and Young Adults

(Mission and Vision Statements created at YAYAM visioning meeting, March 6, 2004)
(Terms of Reference updated at YAYAM meeting, April 1, 2005)
(Approved by Conference Executive, May 5, 2005)

May 2005

1.7 Terms of Reference for Conference Committees - Continued

1.7.17 Ad Hoc Committees

From time to time, Ad Hoc Committees are established to undertake time-certain, task-specific work mandated by the Conference or its Executive. A Proposal for an Ad Hoc Committee, including its Terms of Reference, may originate in any area of the Conference organization. Proposals are reviewed by the Conference Executive.

Alberta and Northwest Conference - The United Church of Canada

Proposal for Ad Hoc Committee

PROPOSAL:

Name of Committee: [Please provide a short form name for the Committee.]	
Purpose: [Why have this Committee?]	
Motivation: [A theological statement: How will this help us to be the Church?]	
Needs Assessment: [What is the situation now? What needs assessment work has been done? What need is being met or what problem is being solved?]	
Tasks: [List the specific tasks which will need to be done to accomplish this purpose.] ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪	Committee Membership: [Who will do the work?] ▪ ▪ ▪ ▪ ▪ ▪ ▪

Alberta and Northwest Conference Handbook of Policies and Procedures

1.7 Terms of Reference for Conference Committees - Continued

1.7.17 Ad Hoc Committees - Continued

Alberta and Northwest Conference

Proposal for Ad Hoc Committee

2

Start Date: [When will the work begin?]	End Date: [When will the work be completed?]
Budget: [What will it cost to do the work? Please attach a detailed statement.] Total Expense: \$	Budget: [What income is anticipated? Please attach a detailed statement of resources available.] Total Revenue: \$
Accountability and Oversight: [To whom will the Committee report?]	Evaluation: [How will the work be assessed and by whom?]

ADDITIONAL SUPPORT REQUIRED FROM THE CONFERENCE: [Please itemize your request.]

Human/Skill Resources:	Financial Resources:
Conference Action:	Conference Action:
Additional Resources: [Aside from the resources of the Conference, what additional resources (financial, human, audio visual, print, other) will be utilized?]	

CONTACT:

Name:		Address:			
Phone:	()	Fax:	()	E-mail:	

October 2003

1.8 Conference Committee Membership

POLICY

Governance and Standing Committees

The responsibility for governance rests with the Conference Executive, working with the Planning and Administration Committee and the other Standing Committees, which will normally have the following attributes, except where mandated otherwise by The Manual of The United Church of Canada, the Conference or its Executive, or the Committee Terms of Reference:

- Committee size - five to seven people
- Term of Office is two years, renewable once
- Membership is regionally based

In addition all Committees will strive for a:

- Balance of male and female Members
- Balance of lay persons and ministry personnel
- Balance of rural and urban representation

The Leadership Resource Development Committee will oversee appointments to all Committees but its own. Appointments to the Leadership Resource Development Committee will be recommended to the Conference, or its Executive, for approval.

Ad Hoc Committees

A proposal for an Ad Hoc Committee can originate anywhere in the Conference organization. The Terms of Reference are developed by the originating body, and include proposed Budget and Committee Membership. The Conference Executive will review the Ad Hoc Committee Proposal and make a decision regarding establishment of the Ad Hoc Committee and its Terms of Reference. A template for the Terms of Reference for an Ad Hoc Committee is available from the Conference Office.

Other Appointments

The Conference Executive may request the Leadership Resource Development Committee to assist in recruiting people for specific positions in the Conference (e.g. Conference Treasurer, Representatives to the Executive of the General Council), or to serve as Representatives of the Conference to other related organizations (e.g. General Council Committees and Task Groups).

PROCEDURES

1. The United Church of Canada requires that the Chairperson, Secretary and Diaconal Representative on the Conference Pastoral Relationships Committee be elected by the Conference (General Council Handbook, *Conference Committees*). The Leadership Resource Development Committee presents these nominations to the Conference.
2. The persons named in the Conference Committee Membership Report are presented for information to the Conference or to the Conference Executive, and take office at the Rise of Conference Meeting, unless otherwise directed by the Conference. It is both desired and expected that an individual will serve on one Conference Committee at a time.

1.8 Conference Committee Membership - Continued

3. The Leadership Resource Development Committee conducts a needs assessment annually to determine the membership needs of Conference Committees. All Committee Chairpersons are invited to participate in the annual Resources Forum (human and financial resources) for this purpose.
4. Committees are encouraged to identify potential Members for their Committee. The interested person is asked to complete a Committee Member Form and submit it to the Leadership Resource Development Committee c/o the Conference Office. Committee Member Forms are available from the Conference Office and on the Conference website.
5. The publication of opportunities to serve on Conference Committees is accomplished by using the periodic Resource Mailings and the Conference website. Applicants are asked to complete a Committee Member Form and submit it to the Leadership Resource Development Committee c/o the Conference Office.
6. The names of individuals who receive grants from the General Council Learning Grant funding are retained in the Conference Resource Pool and may be considered for Committee Membership.
7. The Leadership Resource Development Committee receives and reviews Committee Member Forms, consults with Committee Chairpersons about membership needs, and makes appointments to Committees and updates the Conference database (except for appointments to the Leadership Resource Development Committee which will be appointed by the Conference or its Executive). Applicants and Committee Chairpersons are informed of the Leadership Resource Development Committee's actions.
8. The Leadership Resource Development Committee reports changes in Committee membership to the Conference Executive.
9. Committee membership is published in the Conference Committee Membership section of the Conference Directory.
10. Committee Member resignation is requested in writing, to be directed to the Committee Chairperson and to the Leadership Resource Development Committee c/o the Conference Office.
11. The Policy and Procedures for Committee Membership are available from the Conference Office.

(Policy and Procedures received October 2, 2002)

(Policy and Procedures revised October 9, 2003)

(Updated August 2011, August 2013, and October 2013)

October 2002
(Revised October 2003; October 2013)

1.9 Role of the Conference President

Mandate: Section D.3.4.1 of The Manual (2013) of The United Church of Canada states:

- a. *Election: The Conference is responsible for electing a President or Leading Elder from among its members. The Conference may not delegate the election of a President or Leading Elder to the Executive, the Sub-Executive, or a commission.*
- b. *Term of Office: The Conference is responsible for deciding the term of the President or leading Elder. It may be a term of one, two, or three years. (In Alberta and Northwest Conference the term is two (2) years.)*
- c. *President-Elect: The Conference may also elect a President-Elect to serve as the next President.*
- d. *Responsibilities of President or Leading Elder: The president or leading Elder is responsible for*
 - (i) formally opening the meetings of the Conference;*
 - (ii) presiding and keeping order at meetings;*
 - (iii) taking votes and announcing the results;*
 - (iv) directing the Conference's business;*
 - (v) ensuring the names of members of the order of ministry transferred into and out of the Conference are reported to the Conference immediately after the roll is called at the annual meeting; and*
 - (vi) fulfilling other responsibilities as assigned by the Conference or the General Council.*
- e. *Committee Membership: The President or Leading Elder is automatically a member of all Conference committees.*
- f. *Right to Preside at Services and Administer Communion: A President or Leading Elder who is a diaconal minister or a layperson may.*
 - (i) preside at services of commissioning and ordination; and*
 - (ii) administer communion at regular meetings of the Conference and its Executive.*
- g. *Acting President or Leading Elder: If the President or Leading Elder dies, resigns, is removed, or cannot serve for any other reason, an Acting President or Leading Elder must take their place.*

The Acting President or Leading Elder will be the most recent Past President or Leading Elder who is still a member of the Conference. This Acting President or Leading Elder will complete the term.

There is one exception. If there is a President-Elect, that person will be the Acting President. This Acting President will complete the term and then continue in office for the next term.

Role: The President shall:

- Constitute the meetings of the Conference, its Executive and Sub-Executive and preside at its meetings -- preserve good order, seek good governance, take the vote and announce Decisions
- Provide spiritual leadership to the Conference

Duties: In fulfilling the role of President in Alberta & Northwest Conference the following duties will be undertaken:

- Visit each of the nine Presbyteries to encourage and build up the mission of the church in the Conference and its Presbyteries
- Communicate with the Conference through articles in each issue of *In Contact* published in the Observer, greetings and Conference mailings as appropriate

1.9 Role of the Conference President - Continued

- Attend and help to celebrate special anniversaries and events at the invitation of Congregations, mission units, AOTS, and Women's Ministries in the Conference
- Attend meetings of the Conference Meeting Planning Committee and the Planning and Administration Committee
- Attend the annual Newcomers' Orientation and the final Education and Students interviews with ministry candidates
- Attend the Conference Presidents' Gathering hosted by the General Council -- if such gathering convenes during the term of the incumbent President
- Attend as a Commissioner the meeting of the General Council -- if the General Council meets during the incumbent's term of office
- With the Executive Secretary, respond to media relations issues and represent The United Church of Canada before provincial and territorial government bodies, as invited
- In consultation with the Executive Secretary, respond to correspondence addressed to the President
- Provide coaching/mentoring for the President-Elect

Role Relationships:

The President is accountable to the Conference and its Executive and works closely with the Executive Secretary.

Conflict of Interest:

In order to avoid potential conflict of interest situations, the President will resign from any Presbytery and Conference committees, working groups and tasks during the term of office.

(Updated August 2011 and August 2013)

December 2004

1.10 Election of Commissioners to General Council

The Conference is responsible for electing commissioners to the General Council.

It must elect an equal number from each of the following groups:

- (a) members of the order of ministry and designated lay ministers, in a proportion reflecting their relative numbers in the Conference; and*
- (b) lay members other than designated lay ministers.*

Commissioners must be members of the Conference that elected them at the time of the election and at the time that the General Council meets.

The Conference is responsible for deciding how to elect its commissioners.

The Conference is also responsible for electing a number of alternate commissioners.

The Manual (2013), Section **D.2.5**

The Conference process provides for nominations and representation from each of the nine Presbyteries.

The following policy was approved by the Alberta and Northwest Conference Executive on February 6, 2000.

1.10 Election of Commissioners to General Council - Continued

The Alberta and Northwest Conference Executive adopts the following process for the election of Commissioners to the General Council:

1. That the following persons be elected as Commissioners:
President, President-Elect, Conference United Church Women President (or designate), and the two Conference Representatives to the General Council Executive (or their alternates).
2. That the balance of the Commissioners be elected as follows:
 - i. That each Presbytery be asked to nominate one Order of Ministry person and one lay person, such nominations to be given to the Executive Secretary prior to the start of the Conference Meeting in which the elections are to take place.
 - ii. That there be additional nominations from the floor during the Conference Meeting, such nominations to be signed by at least two persons and the nominee.
 - iii. That each candidate or his/her nominators post an 8½ x 11 sheet at the Conference meeting giving pertinent information about the nominee.
 - iv. That the candidates for election be presented to the delegates at the Conference meeting.
 - v. That an open ballot listing all the nominees and their Presbyteries be presented to the delegates at the Conference Meeting and the delegates be asked to choose up to the number needed to be elected.
 - vi. That the nominees receiving the most votes be declared elected as Commissioners with the following exception:
That the Conference elect as Commissioners the lay and ordered nominees from each of the nine Presbyteries who receive the most votes from the Conference.
 - vii. That the runners up in the ballot, after the exception noted above has been taken into account for purposes of the initial election only, be considered as Alternates in the order of most votes received replacing any of the previously elected Commissioners who are unable or become ineligible to attend the General Council meeting.

(Updated January 2012 and August 2013)

December 2001

1.11 Designated Sundays

Alberta and Northwest Conference has designated the following Sundays for recognition by Pastoral Charges.

Youth and Young Adult Ministry Sunday, preferably on the Sunday of the Youth Rally weekend.

International Women's Day Sunday on the Sunday closest to March 8.

College Sunday, as requested by St. Andrew's and St. Stephen's College.

December 2001

2. CONFERENCE ARCHIVES

2.1 Archives Policy

Alberta and Northwest Conference Archives:

- Is the official archival repository for the non-current records created, received and/or maintained by Alberta and Northwest Conference, its Presbyteries, Pastoral Charges and Congregations, related institutions of Conference, clergy and church workers. The Conference Archives also acquires the personal papers of clergy and church workers and accepts donations from individuals with a connection to The United Church of Canada and/or Alberta and Northwest Conference.
- Has archival holdings which include the records created, received and/or maintained by the predecessor denominations: the Methodist, Presbyterian, and Congregational churches. The United Church of Canada was created on June 10, 1925 out of the union of the Methodist Church (Canada); the Presbyterian Church in Canada, the Congregational Union; and the Council of Local Union Churches. Further unions have enriched the United Church since 1925, the largest union being the entry of The Canada Conference of the Evangelical United Brethren Church on January 1, 1968.

Alberta and Northwest Conference is presently comprised of nine Presbyteries: Calgary, Coronation, Edmonton, Foothills, Northern Lights, Red Deer, South Alberta, St. Paul, and Yellowhead. While most Presbyteries are located within Alberta, the Conference boundaries extend into the Northwest Territories and the Yukon, and Northeastern British Columbia (Northern Lights Presbytery), and in two cases, Saskatchewan (Coronation Presbytery - Macklin, SK and St. Paul Presbytery - Pierceland, SK).

Note: Conferences are courts of the Church organized as an administrative grouping of Presbyteries within a specific geographic area. The Presbyteries are Church courts within smaller geographic boundaries with the oversight of Pastoral Charges.

- Acquires, preserves and makes available the non-current records and documents created, received, and/or maintained by the various entities described above, and as outlined in the Permanent Loan Agreement with The Provincial Archives of Alberta (PAA).
- Arranges and describes the archival holdings according to established archival principles and as described in the Permanent Loan Agreement with PAA; and makes them accessible to the general public on a regular basis, unless access is restricted by legal or church requirements or by written agreements with the individual depositors and/or donors to the Conference Archives.
- Provides adequate and appropriate conditions for the storage, protection, and preservation of archival holdings, as described in the Permanent Loan Agreement with PAA.
- Provides for regular reference services, as described in the Permanent Loan Agreement with PAA, to United Church members and groups, as well as to individual members of the public, and to any other individual or group interested in the activities and holdings of the Conference Archives.
- Provides educational and outreach programming, internally to the Conference and externally to the general public, whenever possible, to increase awareness and appreciation of the history and development of the United Church of Canada and Alberta and Northwest Conference.
- Material acquired by the Conference Archives is in the custody of The Provincial Archives of Alberta as per the Permanent Loan Agreement. At such time as the material is deemed no

2.1 Archives Policy - Continued

longer relevant to the Archives, the Archivist may recommend de-accessioning to The Provincial Archives of Alberta.

- In such a case, the material may be de-accessioned according to the established procedure of The Provincial Archives of Alberta. De-accessioning will not take place without the written approval of the Executive Secretary/Heritage Resources Committee. Final approval for de-accessioning rests with The Provincial Archives of Alberta. Copies of all information pertaining to the de-accessioning and disposal of holdings will be retained in the Conference Archives records.
- The Archives retains the right to reproduce material by mechanical, electronic, or photographic means for security, conservation, or research purposes, as described in the Permanent Loan Agreement with PAA.
- The Conference Archives does not charge for reference and research services. In some cases, The Provincial Archives of Alberta schedule of fees may apply. Other fees may be in effect as per the terms and conditions of the Permanent Loan Agreement with PAA.
- The Conference Archives will only accept material on a permanent basis, except when borrowing material for short-term loans to reproduce or to include in displays or exhibits.
- Materials from the Archives may be loaned to other institutions or organizations only under the following circumstances:
 1. written authorization is obtained from the Conference Executive Secretary;
 2. The Provincial Archives of Alberta agrees to and arranges the loan according to their procedures and the Permanent Loan Agreement; and
 3. the borrower ensures adequate care and handling of the material on loan
- If at any time the Archives determines that the material on loan is not being cared for adequately, the Archivist may cancel the loan and request the immediate return of the material.
- No person shall be prevented from using archival holdings unless it is determined that the holdings will be physically abused or used in a libellous or illegal manner.

Archives Contact:

Jane Bowe McCarthy, Conference Archivist
Alberta and Northwest Conference
Mailing Address: c/o The Provincial Archives of Alberta
8555 Roper Road NW, Edmonton AB T6E 5W1
Phone/Voice Mail: 780-437-8687
Fax: 780-438-3317
E-Mail: Jane.Bowe-McCarthy@gov.ab.ca

(Policy approved for use by Alberta and Northwest Conference Archives, February, 14, 1999)
(Revised April 2007)

2.2 Archives Acquisition Policy

Legal Authority

- Alberta and Northwest Conference is the official archival repository for the non-current archival records and documents of Alberta and Northwest Conference (See Conference Archives Policy).

Mandate

- The Conference Archives acquires, preserves and makes available the non-current archival records and documents that are created, received, and/or maintained by the various entities of Alberta and Northwest Conference (as described in the Conference Archives Policy).

Sources of Acquisition

- Sources of acquisition include Alberta and Northwest Conference, its Presbyteries, Pastoral Charges and Congregations, related institutions of Conference, and clergy and church workers; as well as the donation of personal papers of clergy and church workers, and individuals with a connection to The United Church of Canada and/or Alberta and Northwest Conference.

Methods of Acquisition

- The Archives acquires deposit transfers of records from Conference, Presbyteries, Pastoral Charges and Congregations, related institutions of Conference, and clergy and church workers.
- The Archives also acquires donations of personal papers of clergy and church workers and accepts donations from individuals with a connection to the United Church of Canada and/or Alberta and Northwest Conference.

Responsibility for Acquisition

- The Conference Archivist is responsible for acquisitions, as per the Conference Archivist's responsibilities (See Conference Archives Policy and Procedures Manual Archivist -- Responsibilities and Qualifications)

Permanent Property of Conference Archives

- Material acquired by the Conference Archives shall become the permanent property of the Archives, and therefore, the Conference, until such time as the Archivist deems it no longer relevant to the Archives.

De-accessioning

- In such a case, the material may be de-accessioned according to the established procedure. De-accessioning will not take place without the written approval of the Executive Secretary/Heritage Resources Committee. All information pertaining to the de-accessioning and disposal of holdings will be retained in the Conference Archives records.

2.2 Archives Acquisition Policy - Continued

Description of Archives and Related Materials for Acquisition

Archives

- The Archives defines archival holdings as: non-current records and documents created, received and/or maintained in the course of the regular functions and activities of the Church, its members and their work; and retained for operational, legal, evidential, financial, and/or historical reasons.
- The Archives will accept archival records and documents of any medium, including textual records, photographs, slides, maps, plans, architectural records, sound and video recordings, and oral history tapes.

Information Files

- The Archives maintains information files with non-archival information on various subjects (people, places, events, etc.) relevant to The United Church of Canada and Alberta and Northwest Conference.

Books and Published and/or Printed Materials

- The Archives accepts books and other published and/or printed material when these items are useful in understanding the holdings of the Conference Archives and/or the history and development of The United Church of Canada and Alberta and Northwest Conference. Rare books, such as bibles (with inscriptions, annotations, and/or a Conference connection) or monographs written by church members may also be accepted, at the discretion of the Archivist.

Artifacts

- Artifacts belonging to Conference members or personal individuals will be referred to the Provincial Museum of Alberta, which has an agreement to collect United Church artifacts as per *The Alberta and Northwest Conference Artifact Collection Project*, which began on January 13th, 1990. (For further information: see documentation in the Conference Archives Policy and Procedures Manual).
- The Conference Archives according to this Archives Acquisition Policy will retain all “documentary” materials that accompany the artifacts, and that are archival in nature (e.g. archival photographs, slides, textual items, and records). The Conference Archives will inform the Provincial Museum of Alberta staff of these accompanying items, and will make these archival items available for consultation in the Archives Reference Room, as required.
- The Conference Archives will continue to educate church members and Provincial Museum of Alberta staff on the distinction between archives and artifacts and will endeavour to prevent archival records and documents from being alienated from the legal custody of the Conference, in accordance with the following sections of The Manual. The United Church of Canada, (1998 edition):

Section 090 (a) ...[s]ince church records belong to the United Church, ministers, officials, or other individuals may not alienate them or in any way assume personal control of them;

Section 092 (u) ... the records of Pastoral Charges and Congregations and other organizations, and the Courts, Divisions, Departments, Sessions, Boards, Councils, and Committees of the United Church along with correspondence and other documents of historical value,

2.2 Archives Acquisition Policy - Continued

along with correspondence and other documents of historical value, when no longer regularly needed, should be deposited in the Central Archives or the Conference Archives either directly or through the Committee on Archives of the Presbytery or the Conference.

Electronically Stored Data

- Electronically stored data may be accepted at the discretion of the Archivist. However, at this time, the direction in the use of electronic technology in the creation of United Church records is summarized as follows: (taken from Managing Your Congregation's Records, prepared by the Committee on Archives and History, The United Church of Canada, September 1997, page 8).

*Computer disks are not stable and technological support systems change rapidly. These factors, together with the voluntary nature of most congregational record keeping, make managing records electronically problematic. Consider the **purpose** of the computer record when making management decisions:*

- *If its use is primarily for reading/reference and its value is **permanent**, print and preserve a **paper copy** as original*
- *If its use is primarily for reading/reference and its value is temporary, preserve in whatever form is most convenient for use at the active and inactive stages of its life.*
- *If its use is primarily for data control and manipulation (e.g. accounting files, membership databases), preserve standard reports (such as annual financial reports) in **paper form**. Preserve the computer records in electronic form. However, these records must be maintained on media (e.g. disks) compatible with current hardware and **kept compatible** with upgrades or changes in software.*

Related Equipment

- From time to time, the Conference Archives is asked if it would like to acquire equipment which would facilitate the viewing of items in its holdings. Such equipment may include: lantern slide projects, reel-reel tape players, film-strip projectors, BETA VCR's, etc. At the discretion of the Archivist, the Conference Archives will acquire these items as donations to the Conference Archives. The items may be further donated to The Provincial Archives of Alberta, upon the approval of the Heritage Resources Committee.

Conflict of Interest Guidelines

Alberta and Northwest Conference operates in keeping with **A Code of Ethics for Archivists in Canada** developed by the Association of Canadian Archivists, and for the purposes of this Acquisition Policy, adheres to the relevant sections of the **Code of Ethics**.

Availability

This document is to be made publicly available, upon request.

(Approved for Use by Alberta and Northwest Conference Archives, February 14, 2000)

February 2000

2.3 Archives Access Policy

Alberta and Northwest Conference Archives defines three levels of access to records: Open Access, Closed Access, and Restricted Access.

Open Access

General Statement Regarding Open Access:

The Conference Archives holdings from 1975 to 1996 are arranged and described in the United Church inventories located in the Reference Room with a summary of the holdings described in A Guide to the Archives of The United Church of Canada: Alberta and Northwest Conference (1991).

Conference Archives holdings may be consulted by and/or reproduced for research and private study by Conference Archives and Provincial Archives staff, UCC members and members of the public (with the exception of certain records that are either closed or restricted – see ANW Conference Policy and Procedures Manual for details).

Researchers may consult open records upon completion of the annual Provincial Archives of Alberta Researcher Registration form and completion of retrieval slips for the items they require. The Conference Archives operates according to the established retrieval procedures of the Provincial Archives of Alberta.

Closed Access

Closed Records in the Holdings of the Conference Archives

Certain records in the Conference Archives holdings are closed for a period of time negotiated between the depositor or donor of the records and/or the Conference Archives (or in the past, the Provincial Archives of Alberta).

These records are closed to all researchers with the exception of the Conference Executive Secretary and / or the Conference Archivist who may have access to the records during the closure period.

The ANW Conference Archives and the Provincial Archives of Alberta maintain a list of the closed records, a duplicate of which is located in the Conference Archives Policy and Procedures Manual.

The closed items are identified in the finding aid as “**CLOSED UNTIL DAY/MONTH/YEAR.**”

United Church Pension Records

According to the procedures of The United Church of Canada Central Archives, United Church pension records are routinely closed. The records are open 22 years from the date of death of the last beneficiary. [to be defined by the Conference Archivist]

Any pension records (or duplicates thereof) located in deposits from the Conference Office or from presbyteries or congregations are subject to closure in accordance with established procedures of The United Church of Canada Central Archives.

2.3 Archives Access Policy - Continued

United Church Personnel Records

Access to personnel records (or duplicates thereof) located in deposits from the Conference Office or from presbyteries or congregations are subject to closure in accordance with established procedures described in "United Church of Canada Policy on Personnel Records" (March 1992). See the Conference Archives Policy and Procedure Manual for a copy of this document.

Records of a Personal Nature, Not Specifically Personnel Files

Records which contain information of a personal nature, but which are not "personnel" files, as defined "The United Church of Canada Policy on Personnel Records" (March 1992) will be arranged together in a series: "Records Relating to Personnel".

Records in this series may include:

- yearly records of candidates for ministry
- Pastoral Relations Committee minutes, correspondence and other records
- Committee on Education and Students minutes, correspondence and other records
- Ministry, Personnel and Education minutes, correspondence and other records
- General pension files
- General retirement files
- General salary/re-location files
- Files concerning problems with individual ministers
- Files concerning problems of pastoral charges

Records will be restricted for a period of 75 years.

Restrictions will be applied on a file by file basis from the last dated item in each file to the first day of the year following the year that the restrictions are lifted (i.e. a file which has on its latest item a date of April 20, 1967 will be open January 1, 2043 and not April 20, 2042).

Permission to examine the records and, where necessary, to photocopy them, must be in written form from the Conference Executive Secretary.

In cases where an individual (or his/her representative) has obtained permission to examine records **specifically related to his/her personal situation** the Conference Archivist will vet general files and correspondence files to ensure that the privacy of information relating to other persons in these files is protected.

This procedure is in accordance with the procedure of the United Church of Canada Central Archives [Tab H/Section 07/Subject 08].

Method of Closed Access

The method of closed access will adhere to Item 7.4.2 in The UCC Policy on Personnel Records (March 1992) which states:

2.3 Archives Access Policy - Continued

Access to records that contain sensitive personal information is customarily *closed* in accordance with the following archival procedures:

- a) *closed* records are kept in closed stacks to which only the Archives staff have access (or in a locked vault or cupboard if the Archives has open stacks).
- b) The files and boxes or cabinets in which they are stored are clearly identified as **“CLOSED UNTIL DAY / MONTH / YEAR ”** so that they are not given to unauthorized persons by mistake. The *closure* conditions are clearly documented on the container, *the finding aids*, and in the reference procedures and relevant correspondence files.
- c) The Archives staff are familiar with the details of the *closures* and will communicate the *closures* to researchers.

Note: the term “restricted” in this policy has been replaced with the term “closed” in keeping with the terminology used in the 2002 agreement between the Conference and the Provincial Archives.

Requests for Access to Closed Records Prior to the Opening Date

Requests for access prior to the opening date may be made in writing to the Conference Archivist, who will then forward the request to the Conference Executive Secretary for his or her consideration.

If granted, permission to view the closed records prior to the opening date must be given in writing by the Conference Executive Secretary to The Provincial Archives of Alberta in accordance with the 2002 agreement between the Conference and the Provincial Archives.

The researcher will be required to complete the Provincial Archives of Alberta Researcher Registration form and retrieval slips for the items.

Restricted Access

Certain holdings of Alberta and Northwest Conference Archives are subject to access restrictions:

- Unprocessed Holdings
- Church Registers
- British Columbia Civil Registers
- Conservation / Poor Condition
- Copyright
- Permission to Use

Unprocessed Holdings

While the Conference Archives holdings from 1975 to 1996 are arranged and described in the United Church inventories located in the Reference Room, there is currently a backlog in processing the deposits received during 1997 to present.

2.3 Archives Access Policy - Continued

Deposits have been accessioned and in some cases may have been re-boxed and re-folded, but the majority of the deposits have not. Some deposits may have listings sent by the depositor or created by the Archivist, but some have no listing at all.

As there is not yet adequate control of these deposits, there is no public access to these holdings until they have been arranged and described, and have complete inventories.

All requests for access must be forwarded to the Conference Archivist, who will deal with the researcher directly on a case by case basis.

In accordance with the Provincial Archives of Alberta Private Records Team decision of 19 October 1999, the following criteria must be complete before a researcher may access records:

- Acquisition approval (not required for ANW Conference Archives acquisitions)
- Accessioning according to Provincial Archives Procedures
- Appraisal report (undertaken by the Conference Archivist)
- Fonds level RAD description (approved by Provincial Archives Descriptive Standards Committee)
- Re-boxed, re-housed and major conservation issues addressed
- Minimally a handwritten file/(item list, if applicable) – optimally a descriptive inventory

Church Registers

According to a motion passed by the Executive of General Council in November 1995, there are *“...no restrictions to limit access to the information recorded in Baptismal, Marriage and Burial Registers deposited in United Church archives, except as specified in any arrangement between an individual archives and the entity depositing to that archives, or in any agreement which an individual archives is legally bound to observe. It is understood that individual archives may develop their own procedures to administer this access.”*

The Conference Archives has developed the following procedure:

1. Individual researchers may consult United Church registers (including register entries in Home Mission Record Books) in the Reference Room of the Provincial Archives of Alberta upon completion of the Provincial Archives of Alberta Researcher Registration form and the Agreement Concerning Baptismal, Marriage and Burial Records in the Control of the United Church of Canada Alberta and Northwest Conference (located on the reverse of the Provincial Archives Researcher Registration form).
Researchers will complete this form annually in order to have access to the registers.
2. Researchers may take notes based on the information in the registers
3. Church registers are not to be photocopied (in order to protect the personal information contained within the registers).
4. Researchers wishing to receive a copy of an entry from a church register will be given a verbatim transcript of the record, according to the established procedure of the Provincial Archives of Alberta (see Conference Archives Policy and Procedure Manual for a copy).

2.3 Archives Access Policy - Continued

5. Genealogical and/or other research projects involving extensive use of the church registers must receive approval from the Executive Secretary of Conference and/or the Conference Archivist. This includes requests from other religious denominations.

British Columbia Civil Registers

In some instances, congregations in British Columbia have recorded marriages in civil registers of the Province of British Columbia. It appears that these registers were routinely sent to the B.C. Office of Vital Statistics once they were full. The Office of Vital Statistics then recorded the information and returned the register to the congregation.

These registers appear to be covered under British Columbia's Freedom of Information and Protection of Privacy (FOIPP) Act, and as such must be administered in accordance with the Act.

Note: The Provincial Archives of Alberta does not administer the legislation of another province and does not deal with this issue.

These registers are not publicly accessible.

Requests for access must be directed to the Conference Archivist.

Verbatim transcripts are made available to eligible applicants as identified by the BC Vital Statistics Agency.

Eligible applicants will receive a photocopy of the record annotated by the Conference Archivist that it is a true copy of the original entry. (see Conference Archives Policy and Procedure Manual for procedure).

Conservation / Poor Condition

The Conference Archives reserves the right to withdraw archival documents that are in poor condition and/or are too fragile for public reference and use.

The Conference Archivist has the authority to restrict archival documents for conservation reasons.

Copyright

Records may not be copied if this involves an infringement of copyright. Copyright matters are subject to the provisions of Canada's Copyright Act.

Any copies made of records in the Conference Archives are provided solely for the purpose of research or private study.

Use for any other purpose may require the authorization of the copyright owner. Through receipt of these copies, the researcher assumes full responsibility for locating the copyright owner and obtaining any necessary authorizations for publication or any use other than research or private study. The Copyright Act requires that the Archives make available to the author or the copyright holder, upon request, information about copies made during research.

[Adopted from: The United Church of Canada Central Archives Procedure
[Tab H / Section 05 / Subject 01]]

2.3 Archives Access Policy - Continued

Authority to Administer Copyright in Alberta and Northwest Conference

Any requests beyond copying records solely for the purpose of research or private study must be referred to the Conference Executive Secretary. (See Conference Archives Policy and Procedure Manual).

S/he has the authority to administer copyright on behalf of ANW Conference on items for which the Conference and/or the United Church of Canada hold the copyright.

Permission to Use

The ANW Conference retains the right to prohibit the use of any archival records by a researcher for commercial or public use.

Requests for copies of archival records for commercial or public use must be made in writing to the Conference Archivist who will forward the request to the Executive Secretary for his/her consideration. (See Conference Archives Policy and Procedure Manual).

Access to Holdings during the Residential School Litigation Period

Access to any records pertaining to residential schools conforms to the one or more of the three levels of access, depending on the record itself.

However, requests to remove any records from the custody of the Conference Archives (e.g. if by court order) will be dealt with using the “Conference Archives Procedure to Deal with Requests for Records of Unpleasant Events” [located in the Conference Archives Policy and Procedure Manual].

Code of Ethics Regarding Access

Alberta and Northwest Conference operates in keeping with **A Code of Ethics for Archivists in Canada** developed by the Association of Canadian Archivists, and for the purposes of this Access Policy, adheres to the relevant sections of the **Code of Ethics**.

Availability

This document is to be made publicly available, upon request.

Approval

Approved for Use by Alberta and Northwest Conference Archives, June 26, 2002

June 2002

3. CONFERENCE MEETINGS

3.1 Conference Meetings

The Conference is required to meet at least once every third year. It may decide to meet more often. [The Manual (2013), Section **D.4.1**].

Alberta and Northwest Conference meets once every triennium in the same year as the meeting of the General Council. A Mid-Triennium Event is held half way between meetings.

The Conference has authorized a fee for Meals in relation to Delegates attending the meeting. Refunds of the fee for Delegates not attending will be issued if the Conference is notified fifteen days prior to the start of the meeting. The Conference has also authorized a penalty fee for late registrations.

The purpose of the meeting of the Conference is to conduct the business of the Conference, including the following tasks: to consider Proposals to the Conference and to the General Council; to elect a President and/or President-Elect, Ordered and Lay Representatives to the Executive of the General Council, Commissioners to the General Council, and the Chairperson, Secretary and Diaconal Representative to the Pastoral Relationships (formerly Settlement) Committee, in accordance with the terms of these offices; and to provide inspiration, education and the opportunity to network for Members of the Conference.

(Updated August 2013 and August 2015)

**December 2001
(Revised July 2006; July 2009)**

4. CONFLICT RESOLUTION

4.1 Alternate Dispute Resolution

The Conference supports the use of alternate dispute resolution processes, such as mediation when disputing parties are unable to resolve their own situation. This would normally involve the use of an outside resource person skilled in mediation techniques.

4.2 Conflict Resolution Facilitators

Alberta and Northwest Conference has appointed specific persons to be Conflict Resolution Facilitators within the Conference for conflict situations requiring outside assistance. The use of a Conflict Resolution Facilitator is mandatory when a complaint has been written to one of the church courts as outlined in Section J of The Manual (2013). Courts may use the Facilitators or other skilled persons when the dispute is not being driven by a formal complaint. The Conference Executive Secretary normally appoints a Conflict Resolution Facilitator when one is required. Costs are absorbed by the party or parties requesting the intervention.

4.3 Grants for Legal Expenses

The Conference can provide, under certain conditions and guidelines, grants to its Presbyteries or Pastoral Charges to assist with the payment of legal fees and disbursements. Applications are made to the Executive Secretary and are considered on an individual basis by the Conference Executive. Further details are available from the Conference Office.

December 2001

5. FINANCE

5.1 Assessments

The Conference Budget is raised through Assessments to Presbyteries as per The Manual (2013) of The United Church of Canada (Section D.2.14). The assessments are based on a percentage averaging of each Presbytery's share of the Conference total of operating costs (less Mission Support Grants) and the total of financially supporting households: Presbyteries make assessments of the Pastoral Charges within their bounds. Conference Assessments paid in full by February 28 of each calendar year are eligible for a discount as shall be determined from time to time.

5.2 Travel Expense Reimbursement

Application

This policy applies to volunteers (Lay and Ministry Personnel) who are required to travel in order to conduct the work of the Conference through its various Standing, Ad Hoc, Advisory, Overview and Visioning Committees, or the Executive. This policy does not apply to the Conference President who may be required to travel extensively when representing the Conference, or to Conference staff. The Conference Meeting Committee may request the Conference Executive to approve a different policy for travel to a meeting of the full Conference.

Procedure

All claims for expenses are to be made using the current "Personal Expense Request" form (available from the Conference Office). In the case of Committee Members, expense claims are to be signed by ("Approved by:") the applicable Committee Chairperson. In the case of Committee Chairpersons, expense claims are to be signed by ("Approved by:") the Conference Executive Secretary. Expense claims will not be paid without the appropriate approval.

Travel

People travelling by vehicle to and from a meeting or event will be reimbursed at the current Conference travel rate per kilometre for the distance actually travelled. People travelling by train, bus or airplane will be reimbursed for the actual cost of the travel. Original receipts are required.

Meals

People travelling to meetings will be reimbursed for the actual costs of any meals en route. Costs of alcoholic beverages are not reimbursable. Original receipts are required.

Accommodation

People who must travel more than 250 km one-way to attend a Conference committee meeting may claim an amount of not more than \$125.00 for accommodation en route. Original receipts are required.

For meetings of two days duration, accommodation in a residential setting is encouraged. Accommodation for those requiring an overnight stay for a two-day meeting will be reimbursed to a maximum of \$125.00. Original receipts are required.

(Policy approved October 11, 2001)
(Amended December 3, 2003, May 6, 2004, December 2006, October 2008)

May 2004

5.3 Individual Learning Grants

The United Church of Canada has established a fund which provides continuing education funding in the form of Individual Learning Grants. The Conference has established criteria for persons (ordained and lay) wishing to obtain grants from this fund. Courses and events approved for funding will be those that develop leadership in relation to the three Conference goals. Individuals receiving grants are expected to be part of the Conference Resource Pool and provide leadership beyond their Congregation in the succeeding two years. A portion of the Fund may be used to sponsor Conference-wide Leadership Development events. Decisions regarding funding will be made by the Leadership Resource Development Committee. Minimum grants are \$100, and maximum \$700, for up to 1/3 of the total cost. Application forms are available from the Conference Office, and on the Conference Web Site, albertanorthwestconference.ca.

(Policy approved December 2001,
Amended June 2010)

June 2010

5.4 Mission Support Grants

Decisions regarding Mission Support Grants and Capital Assistance Loans/Grants from the Church in Mission Unit of the General Council are made in Alberta and Northwest Conference by the Appeals and Grants Committee. Major Mission Support Grant decisions are reported annually to the Conference Executive.

(Updated August 2013)

**December 2001
(Revised August 2007)**

5.5 Conference Funds

Alberta and Northwest Conference has several funds available for use by Congregations and other church bodies within the Conference.

The **Conference Revolving Fund**, resulting from revenue from the sale of church property and bequests, supports projects for which funding is unavailable from other sources. This includes Congregations experiencing considerable difficulties. The Conference Appeals and Grants Committee receives and processes requests to the Revolving Fund.

The **Ann Mazur Memorial Fund** supports projects up to \$20,000, primarily for Congregations in development or redevelopment situations. The Conference Appeals and Grants Committee oversees requests to this fund. Funds are generally provided on a loan basis, interest free for the first three years and 5% interest over the next seven. Presbytery approval for the requests is required. Further details and application forms are available from the Conference Office.

The Conference has also approved a **Designated Personnel Emergency Fund** to cover Conference participation in shared costs of support for Pastoral Charges experiencing a personnel emergency situation.

5.5 Conference Funds - Continued

The Conference **Mission Transition Fund** was established as part of the Mission in Transition Model for Conference Governance at the 83rd Meeting of the Conference in 2012. The purpose of this Fund is to promote the mission work of the church. Each year, beginning in 2013, \$75,000 is to be allocated to this Fund from the Operating Budget of the Conference. A minimum of 30% of monies available in a given year will be dedicated to projects or programs focused on youth and young adult ministries. Application forms are available from the Conference Office.

(Updated August 2013)

5.5.1 Alberta and Northwest Conference Revolving Fund

Background

The Conference Revolving Fund was established by action of the Conference in May 1993. The Fund consists of 60% of total funds received from unexpected revenue (i.e. sale of church properties, bequests, investment income). The balance of these funds goes to the Conference Stabilization Fund (30%) and to the Mission and Service Fund of The United Church of Canada (10%).

The purpose of the Fund is to support church development and redevelopment, the work of Conference and Presbyteries, and Congregations experiencing great difficulties.

Terms Of Reference

- 1) The Appeals and Grants Committee of the Conference will receive and process applications for funding.
- 2) Applicants seeking funding for church development and redevelopment projects should first explore funding from the Ann Mazur Fund and relevant Presbytery sources.
- 3) Up to 60% of the balance of the Revolving Fund can be made available for a single project.
- 4) Short term repayment projects will have priority.
- 5) In special circumstances grants can be made at the discretion of the Appeals and Grants Committee.
- 6) Repayment terms of loans will be interest free for the first three years and at 5% interest over the next seven years, the total to be repaid within ten years, unless otherwise negotiated with the Appeals and Grants Committee.
- 7) 10% of the Fund Income (new revenue and interest) will be allocated annually to the Mission and Service Fund.
- 8) Applications will include
 - a) A Presbytery endorsement which includes
 - i) a copy of the mission design and/or outline of the proposed project
 - ii) a copy of the current financial statement of the congregation/applicant along with the latest financial review statement/audit.
 - iii) the reason for applying to the Revolving Fund, and
 - iv) a plan for accommodating the repayment plan, where applicable.
 - b) A plan for adequate and effective ongoing supervision by Presbytery, where applicable
 - c) Evidence that local and Presbytery resources have been researched, and where possible, drawn upon.

**June 2002
(Revised August 2007)**

5.5 Conference Funds - Continued

5.5.2 Mission Transition Fund

FUND CRITERIA:

- Priority will be given to projects arising out of partnership ventures
- Applications must demonstrate good stewardship of resources
- Priority will be given to projects or programs with long-term impact
- Projects will respond to changing cultures and contexts and will be committed to furthering the mission priorities of The United Church of Canada
- Projects/Programs supported by the Fund must demonstrate measurable outcomes
- Priority will be given to projects or programs that will be self-sustaining
- Priority will be given to projects or programs where the Conference is not the sole funder
- Project/Program Applications must demonstrate support for one or more of the Conference priorities: Healthy Congregations, Effective Ministry, Strong Public Witness, Open Communication and Connections

APPLICATION INTAKE:

Applications may be submitted for review throughout the year. However, funding decisions will be made on complete applications in May (Primary) and November (Secondary, depending on available funds).

Application deadlines are: April 15 and October 15 each year.

January 2013

5.6 Audio Visual Equipment

The Alberta and Northwest Conference maintains audio-visual equipment for use by the constituency, to enhance the opportunities for education and leadership development within the Conference.

This policy applies to the following equipment, which will normally be used together:

1. LCD video projector (with carrying case and cables)
2. six-foot projection screen
3. laptop computer

Subject to the terms of this policy, Conference audio-visual equipment may be used by the following, in descending order of priority:

1. Conference Meetings
2. Conference Committees
3. Conference Staff for educational events in Regions, Presbyteries, Congregations, etc.
4. Presbyteries within the Conference
5. Mission Units within the Conference
6. Other not-for-profit organizations

All requests for the use of the Conference's audio-visual equipment must be made through the Office Coordinator. To avoid conflicts, users are encouraged to make bookings well in advance.

Responsibilities of the Office Coordinator or designate:

- Keep records of the booking requests, including return dates, and contact information
- Familiarize users with this policy

5.6 Audio Visual Equipment - Continued

Responsibilities of the Office Coordinator or designate: Continued

- Determine the qualifications of the named operators
- Arrange training through the Planning and Administration Committee if needed

Responsibilities of the User:

- Name an operator satisfactory to the Office Coordinator.
- Arrange to pick up and return the equipment during normal office hours, and within the agreed-upon dates. Transportation by public carrier is not an option.
- Ensure that the equipment is used properly and report any problems encountered
- Return the equipment and all accessories in the same condition as provided
- Restore any user settings and remove any files installed on the computer
- Secure permission to use copyrighted material

Responsibilities of the Conference Planning and Administration Committee:

- Provide instruction sheets for the use of the equipment
- Provide training as required
- Ensure that the audio-visual equipment is properly insured and serviced
- Keep records of service and maintenance
- Review and evaluate the usage and the suitability of the equipment.

November 2002

5.7 Property Approval

The Executive Secretary has authority to give Conference Administrative Approval to property transactions approved by and forwarded from Presbyteries, such transactions that require further action by representatives of the General Council.

Further guidelines are outlined in the Alberta and Northwest Conference Handbook, *Church Property Matters in Congregations: A Handbook*.

(Updated August 2013)

December 2001

5.8 Legacy Revitalization Fund *(formerly Disposition of Assets on Closure of a Congregation)*

Background:

In March 2013, the Conference Executive approved the creation of an Ad Hoc Committee to propose a policy framework to guide decisions of the Conference and the Presbytery about use of assets of disbanded congregations (and assets declared surplus following the amalgamation of two or more congregations); and to help create a culture of trust that the courts of the wider church are well placed to make decisions which will enable the mission of the church to go forward.

The Ad Hoc Committee was directed to report to the Conference Executive within one year, and to continue its work of education through the Presbyteries until the Spring of 2015.

The Manual (2013 Edition), in Section G.1.5.7, assigns responsibility for the distribution of assets from the sale of property within its bounds to the Conference.

Purpose:

Taking guidance from Acts 2: 44-45, *All who believed were together and had all things in common; they would sell their possessions and goods and distribute the proceeds to all, as any had need*, the purpose of the Legacy Revitalization Fund is to provide aid and support to local ministry units and other ministries of The United Church of Canada in order to sustain and grow healthy ministries, and to share generously the hospitality of the church in the world. The assets of the church sustain the mission of the whole church.

The Legacy Revitalization Fund has been established for the purpose of receiving net cash assets from the sale of church property when a congregation has disbanded or when surplus assets are identified from the amalgamation of two or more congregations; for the purpose of pooling funds for re-investment of the church's wealth to strengthen, re-energize and create new ministries of The United Church of Canada;

In advance of, and in preparation for, the use of the Legacy Revitalization Funds from the sale of church property, Presbyteries are to create a priority list of existing congregations (local ministry units), missions, and ministries of the United Church of Canada that could benefit from the Legacy monies. This list is to be reviewed regularly, in order for it to remain in current context, and shared with congregations as they consider disbanding and liquidating their property;

Procedures for Distribution of Assets:

First call on the assets from the sale of property following the retirement of debt and costs associated with the sale of the property are as follows:

- 5% will be allocated to the Archives Trust Fund of Alberta and Northwest Conference to archive the records of the disbanded congregation.
- 10% of remaining funds is to be given to the Mission and Service Fund of The United Church of Canada.

The second call on the assets from the sale of the property is as follows:

- The pre-determined United Church ministry and/or mission as decided by the congregation in consultation with the Presbytery.

5.8 Legacy Revitalization Fund - Continued

Beyond that, the Presbytery within whose bounds the disbanded/amalgamated congregation was/is located has first option on applying for funds from the Legacy Revitalization Fund within the first six (6) months following the announcement of available funds; for the purpose of strengthening or energizing an existing ministry or to create a new ministry within the Presbytery.

Following the 6-month first option time period, if said Presbytery has not made application to the Fund for monies, said funds be made available to fulfill applications from throughout the Conference.

The Legacy Revitalization Fund is administered by the Appeals and Grants Committee of Alberta and Northwest Conference.

Approved at the 84th Conference Meeting, May 2015

May 2015

6. MINISTRY

6.1 Registration of Ministry Personnel to Perform Weddings

The conduct of weddings under the auspices of The United Church of Canada is part of the regular pastoral and outreach ministry of the church. Weddings are also services of worship. The congregational setting is the normal and appropriate place for weddings to occur. Persons have the right to receive and Congregations the responsibility to provide pastoral care during the planning of weddings and afterward as persons live out their marriage.

Licences to perform weddings are issued to Ministry Personnel by provincial and territorial governments as authorized by their religious bodies. All Jurisdictions served by Alberta and Northwest Conference require that marriages performed under church auspices be recorded in a Marriage Registry, which is provided by Pastoral Charges. All licenses issued to Ministry Personnel are done so through the Conference Office.

Alberta and Northwest Conference has the responsibility for authorizing licences for persons to officiate at weddings within the bounds of the Conference. This authorization occurs automatically for all United Church ordered ministers (ordained and commissioned) and Designated Lay Ministers called, settled or appointed to Pastoral Charges and other special pastoral ministries accountable to Presbyteries (e.g., Chaplains) within the Conference. The Conference Executive can also give approval to requests from Presbyteries for the right to perform weddings for other persons (e.g., Designated Lay Ministers-in-Training, ordained supply) serving in congregational ministry personnel positions where other licensed persons are unavailable.

Diaconal Ministers and Designated Lay Ministers who have completed the prescribed course on sacraments are also provided licences to solemnize marriages and permission to administer sacraments while serving in paid accountable ministry within the Conference.

Individuals may be designated as Honourary Associates of particular Congregations on annual recommendation of their Presbyteries. Special temporary licences are available on request from both the individual who is to perform the wedding and a host or sponsoring Congregation.

Alberta and Northwest Conference, in endeavouring to honour the pastoral/congregational focus for weddings and marriage, to ensure accountability for both persons performing weddings and those being married under the auspices of The United Church of Canada, and to comply with provincial and territorial regulations, has adopted the following as policy re the issuing of licences to marry:

1. Licences to perform weddings are issued for the use of ministry personnel during the course of their active pastoral ministry within a particular ministry setting.
2. Persons regularly called, settled, or appointed to pastoral ministry will be accountable both to their pastoral charge/ministry setting and Presbytery for the conduct of weddings as part of their pastoral duties and responsibilities.
3. All such weddings conducted by persons in 2. above will be at or part of their ministry on the Pastoral Charge/ministry setting to which they have been called, settled, or appointed unless appropriate arrangements have been made with and agreed to by another Pastoral Charge/ministry setting or by the Presbytery or Presbyteries concerned.

6.1 Registration of Ministry Personnel to Perform Weddings - Continued

4. Pastoral Charges may designate ordered United Church ministers not in Pastoral Charge positions, including retired ministers, as Honourary Associate ministers and request Presbytery annually to seek permission from Conference for these persons to be licensed to perform weddings on or on behalf of those Pastoral Charges.
5. Pastoral Charges may also request from Conference special temporary licences for United Church ministers not in Pastoral Charge positions, retired United Church ministers, or qualified ministers from outside the Conference to perform specific weddings on specific days for persons whose weddings they wish to host or sponsor.
6. Pastoral Charges may also request from the Conference a special temporary licence for a lay member of a Congregation who has received training by a Presbytery in the theology and practice of marriage in circumstances where a licensed clergy person is not available within a reasonable distance from the said Congregation and community.
7. All weddings performed under the auspices of The United Church of Canada will be in compliance with provincial or territorial regulations and will be recorded in an appropriate register.

(Policy approved February 8, 2002
Revised May 2003, November 2009)

November 2009

6.2 Candidates for Ministry

The United Church of Canada, in preparation of persons for the Order of Ministry, requires that all Candidates appear before the Conference Interview Board with respect to assessing their vocational goals and/or general suitability for membership in the Order of Ministry.

The Conference assumes the costs of Presbytery representatives and Candidates for Ordered Ministry appearing before the Conference Interview Board.

(Policy approved December 2001
Revised November 2009)

November 2009

6.3 Designated Lay Ministers

The Conference supports the procedures for recognition and appointment of Designated Lay Ministers as outlined in the General Council Handbook, *Process for Discernment, Appointment, and Recognition as a Designated Lay Minister* (DLM 510).

The Conference assumes the costs of an applicant for Designated Lay Ministry and his/her designated support person appearing before the Conference Interview Board.

(Updated August 2013)

November 2009

6.4 Administration of the Sacraments

In compliance with The Manual of The United Church of Canada Sections on Sacramental Privileges, the policy and procedures outlined in the Conference document, “*Administration of the Sacraments*”, shall govern administration of the Sacraments of Baptism and Holy Communion in Alberta and Northwest Conference.

(Updated August 2013)

December 2001

6.5 Discontinued Service List

The Conference Executive receives from Presbyteries recommendations regarding the placing of names of Ministry Personnel on the Discontinued Service List. If the request was not initiated by the ministry person, a Formal Hearing shall be held to decide the matter. The Conference Settlement Committee informs the next Conference Meeting of names placed on the Discontinued Service List by the Executive.

December 2001

6.6 Screening

The Conference supports the General Council Guidelines, *Faithful Footsteps* for the screening of persons in positions of trust and authority.

(Updated August 2013)

December 2001

6.7 Licensed Lay Worship Leadership Guidelines

I Introduction and Purpose

Alberta and Northwest Conference appreciates the willingness of lay people who come forward to offer their faith, insight and skill as worship leaders in Congregations. The Presbyteries of the Conference have partnered with St. Stephen’s College, Edmonton, to offer support to lay worship leaders through an educational program which provides resources and enhances understanding of worship practices in The United Church of Canada. The Licensed Lay Worship Leadership program is intended to honour and encourage members of the Laity to share their gifts and express their faith while meeting the vital need of congregations to gather for worship.

Sections II and III of this document quote information about Licensed Lay Worship Leadership from the General Council Handbook *Licensed Lay Worship Leaders: Guidelines for Preparation* and The Manual (2013), Section I.1.8.4.

6.7 Licensed Lay Worship Leadership Guidelines - Continued

Section IV provides guidelines approved by the Alberta and Northwest Conference Executive, and suggested for use throughout Alberta and Northwest Conference to ensure that expectations regarding the practice of Licensed Lay Worship Leadership are consistent among the Presbyteries of the Conference.

II Role and Characteristics of Licensed Lay Worship Leaders

(from the General Council Handbook, *Licensed Lay Worship Leaders*)

In 1925, when the Methodist, Presbyterian, and Congregationalist churches joined to form The United Church of Canada, lay preachers, as a leadership designation, became a part of this union. Today, rather than the designation “lay preachers,” the term “Licensed Lay Worship Leader” is used to designate those who offer occasional worship leadership that continues to be part of our life as a church.

Specifically, a **Licensed Lay Worship Leader** is a person who:

- has completed a course of study and, after appropriate recommendation and evaluation processes by Presbytery/District, is licensed to offer occasional worship leadership and preaching within the bounds of that Presbytery/District in the absence of a regularly designated minister.
- conducts worship when a regularly designated minister is away due to illness, continuing education course work, or vacation.
- is a member in good standing in a local Congregation who has been determined by his/her home Congregation and local Presbytery/District to have gifts and a sense of call to a ministry of worship leadership and preaching. Through participation in a Presbytery/district-approved course of study, these gifts and call are developed further, giving both the Licensed Lay Worship Leader and the Congregation confidence that worship leadership is built upon a theological and biblical foundation consistent with the ethos of the United Church.

Many lay people in a Congregation participate and give leadership in worship, but those who choose to participate in a Licensed Lay Worship Leadership program are choosing to develop their leadership gifts further. They are **not** entering an order of ministry. The term “licensed” indicates that an individual has engaged in a course of study and is considered suitable for this ministry by a congregational Session, Board, or Council as well as that Congregation’s Presbytery/District. Licensed Lay Worship Leaders are not eligible for appointment to any paid accountable ministry personnel position, although they may receive standard remuneration for conducting individual worship services on the basis of the “Worship Leadership and Preaching” rate, including travel, in the current *Salary and Allowances Schedule* issued by General Council each year. They are not eligible, by virtue of licensing, to preside at sacraments or to wear vestments.

Prior Assessment

Before expressing interest in participating in a Licensed Lay Worship Leader course, and before requesting recommendation to such a course by a congregational Session, Board, or Council, an individual has gifts and experience that lend themselves to a ministry of worship leadership and preaching.

6.7 Licensed Lay Worship Leadership Guidelines - Continued

Some people may bring transferable skills from their life and workplace experience, such as written and oral communication, public speaking, and teaching.

In addition, some may indicate budding gifts for worship leadership through such congregational activities as facilitating adult study groups and prayer groups, making presentations at committee meetings, and contributing thoughtful and reflective writing to church newsletters or other publications.

Of course, an individual may clearly demonstrate worship leadership through leading prayers and liturgy, preaching, and conducting entire services.

Personal Qualities

In affirming that an individual has the potential to participate in a Licensed Lay Worship Leaders program, a Session, Board, or Council is saying that this individual has demonstrated a commitment to the ethos of the United Church and is comfortable with that ethos as it is manifested at the levels of Pastoral Charge, Presbytery/District, Conference, and General Council.

Such an individual may possess a prayerful and integrated spirituality, openness to ongoing development and learning, and a desire to share a relevant faith informed by Christian hope and God's Spirit. Other personal qualities may include:

- the ability to relate sensitively to a wide range of people
- be discreet and trustworthy
- engage with ideas in an open and non-judgmental fashion

Clear written and oral communication skills, as well as organizational skills, are additional assets. While none of us is fully formed, and an individual interested in being a Licensed Lay Worship Leader will not have all the necessary competencies at the beginning of her or his course of study, evidence of budding gifts that can be further honed is part of the assessment process.

Competencies

During a Licensed Lay Worship Leaders course of study, competencies will be explored such as:

- developing knowledge of the scriptural basis for Christian faith
- understanding theological themes
- exploring United Church history and polity
- recognizing and respecting different congregational contexts
- responding to pastoral issues in congregational contexts
- organizing and preparing worship liturgy
- understanding and writing prayers
- becoming familiar with United Church hymnody as singing our faith
- preparing and delivering sermons
- practising public speaking and presentation

6.7 Licensed Lay Worship Leadership Guidelines - Continued

III The United Church of Canada Policy on Licensed Lay Worship Leaders

(from The Manual (2013), Section I.1.8.4)

The Presbytery shall make enquiry as to the ability, character, and doctrine of a person recommended by a Session or Church Board or Church Council to be licensed as a Licensed Lay Worship Leader, and shall conduct a written examination on the course of study required by the appropriate General Council working unit. Upon successful completion of these requirements, the Presbytery shall issue a licence to the person on the prescribed form. The Licensed Lay Worship Leader shall be recognized at a public service to be held under the direction of the Chairperson of the Presbytery.

Presbytery Direction. The person licensed as a Licensed Lay Worship Leader shall function under the direction of the Presbytery.

Transferability. A Licensed Lay Worship Leader transferring membership in the United Church from one Pastoral Charge to another Pastoral Charge in the same Presbytery shall continue to be recognized as a Licensed Lay Worship Leader. A Licensed Lay Worship Leader transferring membership to a Pastoral Charge in another Presbytery shall not function as a Licensed Lay Worship Leader until recognized as a Licensed Lay Worship Leader by that Presbytery.

Renewal of Licence. The licence of a Licensed Lay Worship Leader shall be renewed each year at the discretion of the Presbytery within the jurisdiction of which such Licensed Lay Worship Leader is a member in good standing of a Congregation.

IV Alberta and Northwest Conference Standards of Practice

(approved by the Executive of Alberta and Northwest Conference, October 6, 2011)

Preparation and Licensing

In Alberta and Northwest Conference, the licence of a Licensed Lay Worship Leader shall be renewed each pastoral year (July 1 to June 30) at the discretion of the Presbytery.

In Alberta and Northwest Conference, the course of study which prepares individuals for Lay Worship Leadership is that provided through St. Stephen's College, Edmonton. Individuals may also choose to take the Lay Worship Leaders program for personal interest only.

Each Presbytery is responsible for determining whether individuals who have completed courses of study for Lay Worship Leadership offered by Presbyteries outside Alberta and Northwest Conference have acquired appropriate preparation for licensing in that Presbytery.

The Presbytery has responsibility for licensing an individual as a Licensed Lay Worship Leader. Presbyteries are to determine which Presbytery committee will assume primary responsibility for support and coordination of the Licensed Lay Worship Leaders program.

An individual is recommended for licensing, or subsequent renewal of licensing, after an interview process conducted by the appropriate committee of the Presbytery, including a determination of the person's understanding of the ethos and theology of The United Church of Canada.

6.7 Licensed Lay Worship Leadership Guidelines - Continued

When seeking licensing or renewal, individuals are asked to provide a letter from their home Congregation's Session, Official Board or Church Council affirming their membership in good standing and suitability in this role within the wider church.

Presbyteries are required to exercise due diligence by requesting to see a police information check completed within the past 6 months before granting initial license, and every 6 years subsequently.

Licensed Lay Worship Leaders will be recognized at a public service to be held under the direction of the Chairperson of the Presbytery in accordance with The Manual Sec. 344 (a).

Ongoing Support and Renewal of Licensing

The appropriate committee of the Presbytery will arrange annual meetings with Licensed Lay Worship Leaders to provide support and opportunity to discern if renewal of the license is appropriate.

A current license remains valid while a Lay Worship Leader remains a member of any Pastoral Charge within the Presbytery. When the Licensed Lay Worship Leader transfers membership to a Pastoral Charge in another Presbytery, they will not function as a Licensed Lay Worship Leader until recognized by that Presbytery (The Manual Sec. 344 (c)).

The appropriate committee of the Presbytery is expected to provide opportunity for Licensed Lay Worship Leaders to be engaged in ongoing learning.

Stewardship of Lay Worship Leadership Resources

Licensed Lay Worship Leaders are encouraged to assist the Presbytery in meeting the needs of all Pastoral Charges which are without ministry personnel. It is therefore intended that Licensed Lay Worship Leaders will circulate in the Presbytery so that a number of Pastoral Charges can benefit from their leadership.

The Licensed Lay Worship Leader may cover three consecutive Sundays a month, to a maximum of ten services per year, in one Pastoral Charge. Alternatively, the Licensed Lay Worship Leader may lead services for one complete month in a six month period in one Pastoral Charge. If asked to lead worship for more Sundays, the Licensed Lay Worship Leader is to seek the approval of the appropriate committee of the Presbytery before agreeing to do so.

In order to exercise stewardship of Licensed Lay Worship Leadership, at the time of renewal of the license, the Licensed Lay Worship Leaders is asked to provide the Presbytery with a complete list of the dates and locations of services of worship led in the past year (including funerals).

The Pastoral Charge is expected to remunerate Licensed Lay Worship Leaders in accordance with the "Worship Leadership and Preaching" rate, including travel, in the current *Salary and Allowances Schedule* issued by General Council each year. It is to be noted that this rate is a minimum. When leading worship on a multi-point Pastoral Charge, it is intended that the Licensed Lay Worship Leader would receive above the minimum rate, but not necessarily the full rate for each worship service.

6.7 Licensed Lay Worship Leadership Guidelines - Continued

When leading worship in the Pastoral Charge where their membership is held, it is expected that Licensed Lay Worship Leaders receives the same honorarium as any other lay member of the Pastoral Charge who leads worship. If an honorarium is provided to members of the Pastoral Charge, it is not subject to the current *Salary and Allowances Schedule* issued by General Council each year; it is set at the discretion of the Official Board of the Pastoral Charge.

The Licensed Lay Worship Leader is not, by virtue of the role, permitted to serve as Pastoral Charge Supervisor or Presbytery representative at Official Board/Church Council meetings.

Although it is recognized that there is an element of pastoral care in worship leadership, the Licensed Lay Worship Leader is not, by virtue of the role, permitted to enter an ongoing relationship of pastoral care with the Pastoral Charge. It is expected that the Licensed Lay

Worship Leader will refer any requests or requirements for pastoral care (counselling, home visitation, hospital visitation) to the called or appointed Ministry Personnel or the Pastoral Charge Supervisor for follow-up.

Like any person, a Licensed Lay Worship Leader may conduct a funeral. However, the conduct of funerals within a Pastoral Charge (including a funeral home located within the bounds of a Pastoral Charge), is to be arranged in consultation with the called or appointed Ministry Personnel or the Supervisor of the Pastoral Charge. If the Licensed Lay Worship Leader conducts a funeral, s/he must ensure that the information about the service is entered in the Burial Register of the Pastoral Charge.

Licensing does not include permission to preside at the sacraments or license to perform marriages.

For their own awareness and protection, Licensed Lay Worship Leaders are encouraged to review the Sexual Abuse Policy of The United Church of Canada found in The Manual Sec. 073.

For liability insurance purposes, the Licensed Lay Worship Leader is covered by Presbytery for their worship leadership services only.

October 2011

7. COMMUNICATIONS AND TECHNOLOGY

7.1 Social Media Policy

Be Wise, Be Respectful, Be Who God Expects you to Be

Social Media offers many opportunities for us to connect within and beyond our churches, with others through the country and internationally. When participating in social media, be human and be yourself. We live in a society that still values being genuine, honesty, and having integrity.

Participating in social media for United Church employees, volunteer leadership and participants, involves the same values, Biblical principles, ethics, and following the policies and legislation that we are expected to live in our day-to-day lives.

1. Be respectful and act responsibly in all communications.
2. Protect yourself and others. Be careful about what personal information you share online.
3. Know the Boundaries: In Social Media, the lines between a person's work/volunteer life and personal life are often blurred. Readers may not discern the difference between official comments made for your work in social media or personal comments made on personal pages and blogs.

If you post about church related matters that are within your area of job or volunteer responsibility, it's important to disclose your affiliation with the United Church of Canada.

4. State that it's YOUR opinion. When commenting on church related items, unless authorized to speak on specific issues, state that the views expressed are your own.
5. Be diligent in respecting intellectual property (copyright and trademark), libel and slander laws, financial disclosure laws, false advertising, etc. Different medium; same laws and rules.
6. Your participation in social media should follow the following United Church policies: Ethical Standards and Standards of Practice for Ministry Personnel; Human Resources Policy Manual: Code of Conduct, Policy 3.1; Social Media Guidelines for People Involved in Youth Ministry in the United Church of Canada.

The above policies will be connected to the following links

http://www.united-church.ca/files/handbooks/pastoral_ethical.pdf

http://www.united-church.ca/files/handbooks/hr_manual.pdf

http://www.united-church.ca/files/local/duty/caring_social-media-guidelines.pdf

7. Social media posts and blogs are not the places to air personnel issues, work conflicts or personal grievances with your employer or colleagues. Please use appropriate channels.
8. If you spot a potential issue on Social Media and believe that a response is required from Alberta and Conference or other church bodies, please forward via appropriate channels.

Please contact the Conference office if you have encountered a situation in social media or on the internet for which you need assistance to respond.

(Policy approved October 15, 2014)

October 2014

7.2 Directory Privacy Statement

For the 2014/2015 Conference Year, the Conference Directory was, for the first time, published as an online resource posted to the Conference web site: albertanorthwestconference.ca. The following is the wording of the Directory Privacy Statement published with the Directory.

Provincial and Federal legislation highlights the need for society to safeguard the privacy and personal information of its members.

Alberta and Northwest Conference is committed to reducing any potential harm to its members by safeguarding how personal information is gathered, stored and distributed.

At the same time the Conference is also committed to ensuring its members can communicate quickly and easily with one another for work and fellowship.

This Directory honours both of these commitments. It attempts to be as comprehensive as possible so the breadth of the United Church in Alberta and Northwest Conference can recognize itself as one body united in Christ. At the same time, it contains little or no personal information as defined by the legislation.

In order to further safeguard our members, Alberta and Northwest Conference asks all who access the Directory to honour the following restrictions:

- Please do not use the information contained in the Directory for any purpose other than the work and fellowship of the church.
- It should not be used for personal, commercial, political or any other non-church purpose.

Finally, if you feel any of your information contained on the Directory is “personal” and you do not want it included within the Online Directory, please contact the Conference Office, and it will be removed. Or, you can edit your own Directory Profile within the Online Directory.

Our goal is to provide a helpful resource for the church while respecting what an individual deems as private.

(Policy approved October 15. 2014)

October 2014