

Resource Book

For Members of the
Executive of the General Council
of The United Church of Canada

2015–2018



This is a collection of various materials for reference and use by members of the Executive

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Serving on the Executive of the General Council

Overview

The Executive is accountable to the General Council and acts on its behalf between meetings of the Council. The purpose of the Executive is to study, promote, and protect the general interests of the United Church, and to ensure, as far as possible, the decisions and recommendations of the General Council are carried out. The Executive reports on its proceedings at each General Council. Full descriptions of the responsibilities of the General Council and the Executive are available in sections E2 and E4.5 of *The Manual* (2013), respectively.

Composition

The Executive of the General Council consists of 50 voting members and 19 corresponding members. The 50 voting members are:

- The Moderator, Immediate Past Moderator, and General Secretary
- Two representatives named by each of the 13 Conferences (one lay member and one member of the order of ministry or designated lay minister)
- The chairperson of the General Council Planning Committee
- The chairperson of the Theology and Inter-Church Inter-Faith Committee
- The chairperson of each of the four permanent committees
- Six members from the Aboriginal Ministries Council
- Four members at large—two of whom are to be youth and young adult representatives
- Two members from the francophone constituency
- Two members from the ethnic ministries constituency
- A United Church of Canada representative serving on the World Council of Churches' Central Committee

The corresponding members are:

- An elected officer of the National United Church Women
- The General Council Officers
- The Executive Secretaries or Speaker of the Conferences
- The chair of the Board of Directors of Observer Publications inc.
- An archivist employed by the United Church
- A global partner representative
- Other people named by the Executive when their expertise or wisdom is wanted.

Responsibilities of Conference-elected Members of the Executive

Conference-elected Members of the Executive serve in the following ways:

With the General Council

In order that they may serve effectively on behalf of the General Council, the members that Conferences elect to serve on the Executive from 2015-2021 will automatically become Commissioners for the 42nd General Council (2015) and the 43rd General Council (2018), as per *The Manual* (2013) E.1.1 (i).

As Commissioners, they will prepare for, attend, and participate in the General Council. The 42nd General Council 2015 will be held August 8-15 in Corner Brook, Newfoundland and Labrador. The 43rd General Council will be held in July 2018 in Oshawa, Ontario. Significant reading and preparation will be required.

With the Executive of the General Council

All voting members of the Executive are expected to understand and faithfully carry out the duties and powers of the Executive of the General Council, as listed in *The Manual*.

The Executive of the General Council meets twice a year, either in person or by video conference call. Meetings last between one and three days. In-person meetings are most frequently held in Toronto. Significant reading and preparation are required for these meetings. Additional webinars and conversations may occur by video conference call between meetings. The scheduled meetings for 2015-2018 are:

- Nov 21-23, 2015
- Apr 30-May 1, 2016
- Nov 18-19, 2016
- May 6-8, 2017
- Nov 18-20, 2017
- Mar 2-3, 2018

With Committees and Task Groups of the Executive

In order to manage its responsibilities, the Executive works closely with a number of committees and task groups. Members of the Executive are expected to accept at least one and not more than two appointments as full members of the groups that work most closely with the Executive:

- The Nominations Committee (one member from each Conference)
- Permanent Committee on Finance
- Permanent Committee on Ministry and Employment Policies and Services
- Permanent Committee on Programs for Mission and Ministry
- Permanent Committee on Governance and business
- Aboriginal Ministries Council
- Moderator's Advisory Committee
- General Secretary's Supervision Committee
- Pension Board
- Indigenous Justice and Residential Schools Committee
- Joint Grants Committee
- The Board of The United Church of Canada Foundation

In addition to these committees, Executive members may also offer to serve with other short-term task groups or working groups formed by the Executive.

It is expected that Executive members will prepare for, attend, and participate in the meetings of the groups to which they are appointed, and keep each body apprised of the work of the other. The length and frequency of meetings varies from group to group.

With the Sub-Executive of the General Council

A number of members of the Executive form the Sub-Executive to conduct work on behalf of the Executive between meetings. The Sub-Executive meets via conference call as needed.

With Observer Publications

Ten members of the Executive are asked to serve as the United-Church's appointed members of Observer Publications. The membership of Observer Publications meets once each year for the Annual Meeting. Members not located in the Toronto area join by video or telephone conference call.

With Conference

The Conference-elected members of the Executive play an important role in connecting the work of the Conference and the General Council. Each Conference has its own expectations for how their Conference-elected member serves and connects within the Conference. Additionally, a web-form on the United Church's website allows Commissioners and other church members to contact their Conference-elected member with questions and feedback about decisions under consideration by the Executive.

Responsibilities of Other Voting Members of the Executive

Members of the Executive who are Chairs of committees, members of the Aboriginal Ministries Council, or members of other named constituencies serve in various ways to report on the work of committees, broaden the voices on the Executive and connect the work of the Executive to others in the church.

Chairs of the Permanent Committees, Aboriginal Ministries Council and the Theology and Inter-Church Inter-Faith Committee meet by conference call in advance of each meeting of the Executive to help coordinate the work coming before the Executive.

Serving on the Executive is a vital and meaningful way of strengthening the mission and ministry of this United Church of ours.

Legal and Fiduciary Responsibilities

(Information from the United Way of Canada about serving on boards of voluntary organizations)

Legal Issues

Serving on a board of directors is not the perilous activity that some might have you believe. Ordinary caution, honesty and knowledge of how the organization conducts its business allow volunteer board members to direct the organization faithfully and avoid the pitfalls of breach of confidentiality, conflict of interest and personal liability.

Any activity involves a certain amount of risk. This is true for not-for-profit and charitable organizations as well as for the individuals who serve on their boards of directors.

When an individual agrees to serve on the board of directors of a community-based voluntary organization, he or she assumes a degree of personal risk. Board members have certain duties and obligations to the organization and its membership, to government and to those with whom the organization interacts (such as employees, volunteers, clients, supplies). These responsibilities carry with them the potential for liability. Unfortunately, there is no simple rule that defines these potential liabilities. The best way to avoid pitfalls and minimize risk is to learn about and understand the obligations of being a board member.

Legal Responsibilities

Volunteer directors of not-for-profit organizations have an obligation to three segments of society

1. the corporation and its members
2. the government
3. those with whom the organization interacts

Fiduciary Duties

In regard to fiduciary duties, board members are expected

- to act in good faith and in the best interest of the organization
- never to participate in discussions or decision-making about a matter that may benefit you or someone close to you
- to keep all information confidential

As well, board members have a duty to use the level of skill that may reasonably be expected of someone with their experience and expertise. Before making decisions, board members are expected

- to consider all information available to them,
- to inquire into the affairs of the corporation, and
- to attend meetings regularly

Lack of knowledge or passive participation will not absolve the director of legal responsibility.

Directors' and Officers' Liability Coverage

The United Church's Directors' and Officers' Liability insurance covers all employees, trustees, volunteers, and committee members or any person authorized to act on behalf of the church or at the direction of an officer or board of directors of the church. This policy is intended to protect the personal assets of the directors and officers against loss which they may become legally obligated to pay on account of a claim made against them for an alleged or actual "Wrongful Act." A "Wrongful Act" is any error, misstatement, misleading statement, act, omission, breach of duty, or neglect attempted or allegedly committed or attempted by an insured individual or otherwise in their capacity as a director or officer of the church.

“That All May Be One,” Anti-Racism Policy Statement

The United Church of Canada:

Participate fully

1. Encourages the full participation of Aboriginal and First Nations peoples and people of racial and ethnocultural minority within The United Church of Canada at every level of the church, particularly decision-making bodies, by:
 - 1.1 Facilitating equitable participation of all people within decision making processes in the church.
 - 1.2 Encouraging the effective participation of Aboriginal and First Nations peoples and people of racial and ethnocultural minorities in decision making processes, and in leadership and mentoring roles within the church
 - 1.3 Ensuring that various types of resources (i.e., human, media, and financial) are in place to support Aboriginal and First Nations peoples and people of racial and ethnocultural minorities as they assume these positions
 - 1.4 Adopting and applying just and equitable hiring and employment policies and practices
 - 1.5 Making an active effort to recruit and hire Aboriginal and First Nations persons and persons of racial and ethnocultural minorities for various positions within the church, especially in communications, education, and professional development
 - 1.6 Encouraging and supporting Aboriginal and First Nations peoples and people of racial and ethnocultural minorities to undertake theological studies

Organize for diversity

2. Supports anti-racism work and promote positive relationships among the diverse racial and ethnocultural groups within The United Church of Canada, by
 - 2.1 Including anti-racism activities and focus (coordination, resources, advocacy, and support functions), within staff portfolios at all levels of the church
 - 2.2 Through the interdivisional core staff team, encouraging, monitoring, reporting, and fostering self-assessment of anti-racism work across the church
 - 2.3 Developing, compiling, and making available education resources on anti-racism, cross-cultural relations and realities, and conflict resolution at various levels of the church
 - 2.4 Encouraging the use of curriculum materials that are set in diverse racial and ethnocultural contexts
 - 2.5 Including diverse Aboriginal, racial, and ethnocultural content and approaches to learning in church curricula
 - 2.6 Encouraging the review of worship and Christian education resources, and other visual and written materials at all levels of the church from an anti-racism perspective (See the anti-racism education resource, “That All May Be One,” compiled by the Education Working Group)
 - 2.7 Providing training and continuing education in anti-racism for students, staff at theological colleges, volunteers, clergy, local, regional, and national staff, and summer camp staff
 - 2.8 Enhancing our worship and ministry by using sources and interpretations from racial and ethnocultural minority experiences, theologies, and analyses
 - 2.9 Enriching our worship and ministry through the use of diverse racial and ethnocultural music, song, images of God, stories, and practices
 - 2.10 Including preaching exchanges and joint worship services among groups of different races, ethnicity, language, and culture

- 2.11 Encouraging clergy, staff, and other participants in the church to bring people together from the church and the surrounding community to enhance mutual understanding across race, ethnicity, and culture
- 2.12 Encouraging the establishment of local, regional, and national networks to share experiences and successes

Act justly

3. Will endeavour to act justly within its own structures, courts, policies, and practice, by
 - 3.1 Applying an anti-racist lens in practising ethical and just financial stewardship
 - 3.2 Reviewing the candidacy, settlement, and post-settlement processes for clergy to ensure that they are supportive and non-discriminatory
 - 3.3 Developing and publicising the availability of policies and procedures to address complaints and conflicts with respect to racism
 - 3.4 Helping people to become aware of and support others in accessing church and public services/processes when rights are violated by acts of racism
 - 3.5 Helping those who have committed acts of racism to recognize the sin of racism and to be transformed
 - 3.6 Working to create or maintain just relations with persons of racial and ethnocultural minority
 - 3.7 Working to create or maintain just relations with Aboriginal and First Nations peoples

Speak to the world

4. Supports anti-racism work within broader society, by
 - 4.1 Monitoring, evaluating, and advocating with respect to human rights and equity legislation, regulations, policy, and practice
 - 4.2 Monitoring, evaluating, and advocating portrayals of Aboriginal and First Nations peoples and people of racial and ethnocultural minority in the media
 - 4.3 Monitoring and responding to racist coverage of local and global events, and editorials and commentaries covered or not covered by the media, ensuring the media either through the presentation of facts or through innuendo does not inflame, provoke, or support racist sentiments
 - 4.4 Providing the anti-racist voice for those who cannot respond for fear of retribution
 - 4.5 Urging all levels of the church to speak out against human rights violations, including instances of racial injustice
 - 4.6 Participating in wider society initiatives that address anti-racism, human rights, and social justice issues
 - 4.7 Participating in wider society initiatives that promote mutual understanding among groups of different race, ethnicity, and culture

Privacy Legislation

The *Personal Information Protection and Electronic Documents Act* (the Act), commonly referred to as PIPEDA, came into effect January 2004.

The Act and other existing provincial privacy legislation give individuals a right to privacy in the collection, use, and disclosure of their personal information. The intent of the legislation is to prohibit the use of personal information for *commercial purposes* and to prevent *identity theft*.

Personal information includes but is not limited to home address, home phone number, age, personal e-mail address, race, national or ethnic origin, colour, religion, sexual orientation, marital status, mental or physical disability, family members' names, employee files, identification numbers, evaluations, social status, income, credit and bank records, donation information, loan records, and medical records. To comply with the legislation, all forms used in the collection of personal information should contain the following phrase:

“The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronic Documents Act (2000, c.5).”

Points to Remember:

- Personal information can only be used for the purposes for which it is collected, for example, social insurance numbers are collected for government purposes only and should not be used for any other purpose without the consent of the individual. Specific permission must be sought if personal information is to be used for any other purpose than that for which it was initially collected.
- Limit the amount of information gathered to what is necessary for the identified purpose.
- Personal information, as always, is to be stored under lock and key and only certain authorized individuals should have access to it.
- Once the personal information is no longer required it should be destroyed except in cases where federal and/or provincial retention rules apply. Conferences and presbyteries should consult with their Conference Archivist. Pastoral charges may use the resource *Archives & Recordkeeping: A How-to Guide for Congregations and Conferences* (2005); print copies are available for sale from UCRD or online at www.united-church.ca/archives/resources.
- All records and information are the property of The United Church of Canada and can only be destroyed in accordance with established records retention guidelines as determined by the Archives Network (General Council Committee on Archives and History).

To protect against illegal harvesting of personal information, all necessary precautions should be taken to secure and back up personal information that is stored electronically. Appropriate safeguards include up-to-date antivirus software, firewalls, password protection, installation of critical software updates and patches, controlled physical access to personal information servers, and other network security measures. If you have any questions or comments, please direct them in writing to the Privacy Officer at privacy@united-church.ca

Agenda Planning

The General Secretary

The duties of the General Secretary include preparing for the meetings of the General Council, its Executive, and its Sub-Executive (*The Manual E. 4.2.3*)

The Permanent Committee on Governance and Agenda

Part of the mandate of the Permanent Committee on Governance and Agenda is to advise the General Secretary in planning the agenda of the Executive of the General Council. To this end, the committee will:

1. monitor the planning and flow of the meeting life of the Executive of the General Council through the triennium
2. monitor the calendar of the Executive of the General Council for the three year period, including keeping track of work requested by the Executive of the General Council and their due dates
3. receive requests for agenda time and advise the General Secretary on agenda items and time allocation
4. consult with the Permanent Committee Chairs in the preparation of the agenda
5. evaluate meetings of the Executive

Submission of Proposals and Reports

All proposals and reports are to be submitted to the General Secretary four weeks prior to the meeting of the Executive of the General Council

Decision Making Procedures

The Executive of the General Council uses two procedures in its meetings: the proposal method to discuss and adjust proposals as a group and parliamentary procedure to conduct the meeting and to make official decisions on proposals.

Proposal Method

The proposal method is used both in sessional committee and in plenary when the Chair moves an item of business into proposals.

The point of moving the meeting to proposals is to enable a full discussion that focuses on the essence of the ideas rather than getting bogged down in procedures for motions and amendments.

When a proposal is before the Executive, there will be a time of discussion only. No motions are placed during this time. During the discussion, individuals may indicate agreement or disagreement with the proposal, or suggest ways in which they would like to change the proposal.

Parliamentary Procedure

The Executive follows the rules of debate and order set out in the appendix in *The Manual*.

Holy Manners

In all procedures, members are called on to practice Holy Manners or Holy Conversations. (See pages 15-16)

Sessional Committee Processes

The role of a sessional committee is to review material assigned to it and to enable the Executive of the General Council to make decisions. The Executive may assign reports, proposals, correspondence, or any combination of these items to sessional committees

Members of the sessional committee are asked to consider proposals, give thoughtful and prayerful consideration to the issues, and then present their recommendation to a plenary session of the Executive in a manner which will facilitate effective dialogue and decision-making. The sessional committee's function is not to try to achieve a particular result, but rather to communicate clearly the essence of the information and differing views it has considered. While the Committee will recommend to the Executive a particular course of action, it should do so in a way that enables the Executive to make its own informed decision.

Process:

When dealing with proposals referred to them, sessional committees may:

1. take the action requested in the proposal
2. take the action requested in the proposal with some changes
3. take different action on the same subject matter as the proposal
4. refer the proposal
5. receive the proposal but take no further action
6. take some other action that the court of action decides is appropriate

(from *The Manual 2016*, F 1.4)

Sessional committees may develop new proposals.

Sessional committees may suggest that, at the time of reporting to the Executive, table group discussion or times of prayer be allowed to assist with the discernment process.

Reporting to the Executive

At a time determined by the Business Table, the co-chairs present the report of the sessional committee.

- The Moderator calls upon the co-chairs for the report from the sessional committee.
- The item of business to be considered is identified and the location in the workbook is named.
- The Moderator asks for the recommendation of the sessional committee.
- Discussion within the Executive takes place and changes are incorporated into the proposal.
- When the Moderator discerns that the Executive is ready to move to a decision, she or he asks the Executive whether it is ready to make a decision. If yes, the proposal becomes a motion moved and seconded by the sessional committee co-chairs.
- Voting takes place.
- At the conclusion of the sessional committee report, prayer is offered for all the work that has been considered.

Work Flow to and from General Council and its Executive

(From Governance Policy 1.05 – General Council Processes)

Responsibilities

- Oversight for work/actions of voting members rests with voting members.
- Oversight for the work/actions of staff rests with the General Secretary.
- Oversight for work/actions is at a level of accountability consistent with the nature of the work/action.
- Allocation of human and financial resources to support the work/actions of elected and appointed members rests with the General Secretary within the annual budget approved by the Executive.
- Work/actions may only be assigned to one place at a time.

Practices: Work/Action Items to General Council

Work/actions may flow to General Council as a result of

- (1) proposals from the Conferences, presbyteries or pastoral charges
- (2) referrals from a previous General Council (Record of Proceedings)
- (3) proposals from the Executive (minutes)
- (4) proposals from the General Secretary
- (5) new work initiated from the floor of General Council

Practices: Work/Action Items from General Council

General Council may assign work/actions to

- (1) its Executive for policy development and approval, for further study and report back to General Council, or for consideration in conjunction with the strategic plan or
- (2) the General Secretary for implementation or for further study and report back to General Council

The Executive may assign work/actions to

- (1) a Permanent Committee for policy recommendation, or for further study and report back to the Executive
- (2) a committee, task group or sub-committee for policy recommendation, or for further study and report back to the Executive
- (3) the General Secretary for implementation or for further study and report back to the Executive; and may reassign work as required

Clarification of the intent of a General Council action, if necessary, will be provided by the Executive.

Following assignment by General Council or its Executive and before any work is undertaken a proposal, outlining the human and financial resources required for new work to be undertaken, will be provide by the General Secretary to the Executive.

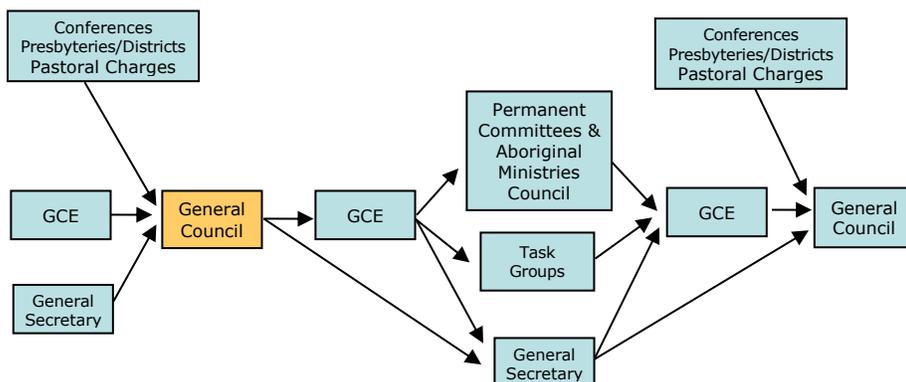
Pathways

The following paths define the flow of work “from” the General Council:

1. The General Council assigns work to the General Secretary.
2. The General Council assigns work to the Executive of the General Council, and the Executive of the General Council may further assign the work to one of the four permanent committees or the General Secretary or a task group.

The following paths define the flow of work “to” the General Council:

1. The Conferences, presbyteries, or pastoral charges may direct proposals to the General Council.
2. The previous General Councils may direct work to the General Council (Record of Proceedings).
3. The Executive of the General Council may direct work to the General Council (minutes).
4. The General Secretary may direct work to the General Council.



Holy Conversations (also know as Holy Manners)

At the heart of Holy Conversations, there are three critical formation questions:

1. Who are we?
(our identity as a congregation, a faith community)
2. What has God called us to do or be?
(our purpose in light of our relationship with God and God's relationship with us)
3. Who is our neighbour?
(the community in which we live, the world)

"Holy" because we are talking about our relationship with God as we understand, shape, and inform who we are as a people of faith.

"Conversation" versus debate. It is respectful listening and respectful speaking. "The talk is full of stories, memories, and hopes—the kind of conversation that strengthens and transforms people." (p. xiii)

Holy Conversation needs time, time to attune ourselves to God's Spirit, time to listen to one another and to ourselves—time to listen to God with one another. Recognizing that there are some decisions that have definite time limits, many decisions that we think are time-limited are not. Ponder: How critical is it for us to make a decision at this time?

Facts and theories, at their best, are pieces of helpful information. Financial charts, age demographics of a congregation, increasing or declining attendance at worship do not tell us what to do. "It is the conversation about that graph and those numbers...that will provide direction and meaning." (p. xviii) There are choices to be made. "Change occurs through conversation" (p. xviii) "It is the conversation of the people with one another and with God... that changes people" (p. xviii).

If we are all part of the Body, if we are all sisters and brothers in Christ, as many people as possible need to be involved in decision-making, especially the decisions that affect their lives. It is helpful (critical, in fact) to know what *The Manual* says, to know what our responsibilities are organizationally and legally.

Wise, faith-full people ask, "Who needs to be involved in this decision because, they, too are part of the Body? Because their insights and questions might also help us discern where God is calling us at this time?"

As a church people, our lives and agendas need to be more like an open book, rather than "secret codes." There is a difference between confidentiality (information that protects a person's privacy, human rights, etc.) and secrecy (knowledge is power; therefore, I will prevent you from "being in the know" by not sharing helpful information with you).

Note: Much of this material is based on the book by the same name. *Holy Conversations: Strategic Planning as a Spiritual Practice for Congregations* by Gilbert Rendle and Alice Mann (The Alban Institute, USA, 2003). (notes compiled by Marion Pardy 2005)

Holy Conversation	Unholy Conversation
Intentionally and continuously focuses on God and God's yearning (desire) for our church.	Might "give a nod" to God at the beginning and ending of a meeting; does not refer to the "God-Presence" at any other time.
Honours each person in the room as a person created in the image of God.	Makes the agenda the "all important"; persons become secondary.
Creates a "climate of safety" whereby all persons who wish to do so are free to speak.	The "climate" feels unsafe and adversarial and only the assertive feel free to speak.
Recognizes that others in the room have views; as participant I attempt to be "brief" in my comments, as leader I ensure that there is time for all to speak.	Considers "my view" as the most important; thus, it does not matter how much time I take to speak.
Listens respectfully when another is speaking, listening to thoughts and feelings and seeking to hear what God might be saying to us through the words.	Interrupts or makes "side" comments or rehearses a rebuttal when someone else is speaking.
Recognizes that all people in the congregation are part of the "Body of Christ"; does not make decisions that affect others without involving them in the decision-making.	Places excessive emphasis on our "right" to make a decision regardless of its effect on others.
Allows time for silence for persons to collect their thoughts and feelings and place them before God.	Hurriedly rushes through the decision-making.
Uses conflict constructively, to help "build up the Body of Christ."	Uses conflict destructively, moves into "blaming" mode, "getting rid of" the "problem."
People tend to leave physically tired, emotionally strengthened, and spiritually nourished and energized.	People tend to leave physically tired, emotionally bruised, and spiritually depleted.

List compiled by the Very Rev. Dr. Marion Pardy based upon resources read.

Vision for Becoming an Intercultural Church

*When we affirm and welcome a variety of expressions of faith,
it deepens our understanding of God and of each other.*

An intercultural church is

a welcoming church...

- It is joyful, accepting, and life-giving.
- It trusts that God's Spirit opens us to new experiences. It recognizes that those experiences can be challenging, painful, or uncomfortable.
- In referring to God, it uses a range of names and images. In writing policies and making statements, it uses many different images and ways of speaking.
- It is committed to listening and learning, not just to speaking and teaching. It invites full participation and dialogue. It allows itself to be changed.

a relational church...

- It treasures the different contexts that God gives to different communities. It values diverse expressions of faith.
- It offers a positive vision of the whole community, together in its diversity. It encourages a healthy critique of each other's points of view.
- It values the give and take of respectful relationships. It commits to building right relationship with all of creation.
- It takes steps to become a multilingual community.

an adaptive church...

- It is able, with God's grace, to accept mistakes. It learns from the past and grows.
- It is open to being vulnerable.
- It affirms diverse cultural identities, and avoids their assimilation into the dominant culture.
- It dares to engage in an ongoing transformation of heart, mind, structure, and policy. It adapts to change when change is called for.

a justice-seeking church...

- It keeps finding new ways to share resources, redress imbalances of power, and challenge unfair systems. It seeks the equitable participation of all—both inside and outside of the church.
- It faithfully addresses racism and White privilege.
- It recognizes the churches' participation in historic injustices. It strives to do things differently.
- It thinks globally and commits itself to seeking justice.

an intentional church...

- It aims to be enriched by different experiences and points of view. It knows that we hold much in common, but also have many differences.
- It provides a safe context for difficult conversations.
- It supports and encourages diverse leadership. This is especially important in communities that have been marginalized in the past.
- It examines itself, reflects, and keeps learning. It prays, educates, and consults. It monitors how well it is living out its intercultural vision.

a missional church

- It looks for and applies the biblical and theological foundations for becoming an intercultural church.
- It affirms that the God of mission has a church in the world. We—in all of our differences—are active participants in God’s mission.

What does “intercultural” mean?

It means living together with a respectful awareness of each other’s differences.

We do this by

- examining ourselves,
- building relationships, and
- distributing power fairly.

This is a plain language revision of the “Vision for Becoming an Intercultural Church,” which was adopted at the Executive of General Council (GCE) in October 2012 as part of the report “Intercultural Ministries: Living into Transformation.”

Intercultural Lens



The United Church is committed to seeking justice and living it out. For example, we work for the full inclusion of all sexual orientations and gender identities, for racial and gender justice, and for right relations between Indigenous and non-Indigenous people.

One of these commitments is the vision for becoming an intercultural church. This lens is a practical tool for engaging with our intercultural vision.

When you are reviewing a report, making a decision, or having a discussion, ask yourself the following questions:

What is the context?

- What are our biases? How will we address them?
- What are our cultural norms, values, or rules? Are they reflected in this report or discussion? Have we discussed them?
- Are any points of view missing? What can we do to include them?
- Have we considered systemic issues—such as racism, sexism, or ableism? How can we?
- What assumptions are we making about who and what matters?

Who will be affected?

- When we make a decision, how do we listen to voices that have not been fully included in the past?
- Who has an interest in the outcome of our decisions?
- Who has been invited to participate in the process?
- Whose voices are valued? Whose are undervalued?
- Whose points of view are missing? What can we do to include them?

How will this report, decision, or discussion increase equity?

- How does it honour the church's intercultural vision?
- How does it address differences in power?
- How does this process demonstrate fairness?
- How will we check or confirm our assumptions?
- How will this report, decision, or conversation help the church live out its commitments to justice?

(Plain language rewrite, Oct. 30, 2015)

Remember to...

- 1) Question biases
- 2) Challenge assumptions
- 3) Notice who's missing
- 4) Value all voices
- 5) Aim for equity
- 6) Live out our commitments

... as we seek God's will

Persons and Roles Present at Meetings of the Executive of the General Council

Voting Members

There are 50 voting members of the Executive including 26 members elected by the Conferences; eight selected for specific constituencies or gifts; six from the Aboriginal Ministries Council; the four chairpersons of the permanent committees, the Theology and Inter-Church Inter-Faith Committee and the General Council Planning Committee; the United Church's representative to the Central Committee of the World Council of Churches. The Moderator, the immediate Past Moderator and the General Secretary are also voting members of the Executive.

Corresponding Members

Corresponding members are those who have "voice but no vote." They serve by virtue of their position. Corresponding members who are named to the Executive in *The Manual* include, an elected officer of the National United Church Women, the Chairperson of the Board of Directors of *The United Church Observer*, a global partner, the General Council Officers, the 12 Executive Secretaries of the Conferences, and the Speaker of the All Native Circle Conference, and an Archivist. Other persons may be named by motion as Corresponding Members of the Executive for specific meetings when their expertise and input are required or desired by the Executive of the General Council.

The Business Table

The Business Table assists in the facilitation of the meeting. Those present at the Business Table include the Chair and other members of the Governance and Agenda Committee and assigned staff.

Staff and Volunteers—Administrative

Administrative staff and volunteers are present at the meetings to fulfill specific assigned roles, including recording minutes, projecting the proceedings of the meeting, distributing materials, and coordinating meeting arrangements.

Staff and Other Resource People

Resource staff and others are present at the Executive meetings in order to bring specific expertise to the work and discernment of the Executive. They can address the court when requested to do so.

Visitors

On occasion, visitors may be present for all or portions of the meeting. Unless invited to do so, visitors do not address the court or participate in the conversations of the meeting.

Media

The secular media's presence at meetings varies depending on the degree of interest and relevance of the Executive's agenda to the wider world. It is customary for reporters to identify themselves as journalists whenever they are working. Please remember that while you are encouraged to cooperate with the media, it is usually best to assume that all conversations with reporters are on the record (that is, for publication).

In addition to the secular media's coverage, the United Church's own reporters, including *The United Church Observer* and *Aujourd'hui Credo*, are present to report on the work of the Executive.

The Members of the Executive

Voting Members

<i>Role on Executive</i>	<i>Serving Member</i>
Moderator	Jordan Cantwell
General Secretary	Nora Sanders
Immediate Past Moderator	Gary Paterson
Newfoundland and Labrador	Jean Brown and Paula Gale
Maritime	Sean Handcock and Pauline Walker
Montreal and Ottawa	Richard Balson and Andrea Harrison
Bay of Quinte	Norma Thompson and Judith Evenden
Toronto	Jim McKibbin and Norman Seli
Hamilton	Tim Reaburn and Sybil Wilson
London	Wendy Brown and Douglas Wright
Manitou	Janice Brownlee and Erin Todd
Manitoba and Northwestern Ontario	Ken DeLisle and Anna Stewart
Saskatchewan	Vic Wiebe and Brenda Curtis
Alberta and Northwest	Donalee Williams and Sue Brodrick
British Columbia	Graham Brownmiller and Jean MacDonald
All Native Circle	Marlene Lightning and Nelson Hart
Ethnic Ministries Constituents	Vilvan Gunasingham and Sungmin Jung
French Ministries Constituents	Felix Bigirimana and Caroline Penhale
Members at Large	Janice Asiiimwe*, Miriam Bowlby Noah Richardson*, Donna Rumpel *Youth & Young Adult Representatives
PC-Finance	Brian Cornelius
PC-Governance and Agenda	Beverly Kostichuk
PC-Ministry and Employment Policies	Debra Kigar
PC-Programs for Mission and Ministry	Mary Royal-Duczek
Aboriginal Ministries Council	George Montour, Russel Burns, Gabrielle Lamouche, Lori Lewis, Lawrence Sankey, Janet Sigurdson

Representative to WCC Central Committee	Miriam Spies
Theology and Inter-Church Inter-Faith Committee	Daniel Hayward
General Council Planning Committee	Lawrence Doyle

Corresponding Members—Other Committees and Organizations

<i>Role on Executive</i>	<i>Serving Member</i>
National United Church Women	Nancy Sutherland
Observer Board	John Ambrose
Global Partner Representative	Peggy Mulambya Kabonde

Corresponding Members—Staff

<i>Role on Executive</i>	<i>Serving Member</i>
CES - Newfoundland and Labrador	Faith March-MacCuish
CES - Maritime	David Hewitt
CES - Montreal and Ottawa	Rosemary Lambie
CES - Bay of Quinte	Bill Smith
CES - Toronto	David Allen
CES - Hamilton	Peter Hartmans
CES - London	Cheryl-Ann Stadelbauer-Sampa
CES - Manitou	William Kunder
CES - Manitoba and Northwestern Ontario	Shannon McCarthy
CES - Saskatchewan	Bill Doyle
CES - Alberta and Northwest	(Shannon McCarthy & Bill Doyle)
CES - British Columbia	Doug Goodwin
Speaker - All Native Circle	Cheryl Jourdain
Archivist	Nichole Vonk

Abbreviations

WCC – World Council of Churches
 PC – Permanent Committee
 CES – Conference Executive Secretary

The Members of the Sub-Executive

Voting Members

<i>Role on Sub-Executive</i>	<i>Serving Member</i>
Moderator	Jordan Cantwell
General Secretary	Nora Sanders
Immediate Past Moderator	Gary Paterson
Conference Representatives	Pauline Walker Richard Balson Norma Thompson Anna Stewart Susan Brodrick Graham Brownmiller Paula Gale
Ethnic Ministries Constituents	Sungmin Jung
French Ministries Constituents	Caroline Penhale
PC-Governance and Agenda	Beverly Kostichuk

Leadership Roles

Table Group Facilitators

A strong Executive worships, discerns, and works well together. Table groups are key to this. They provide a small group in which members can discuss presentations, make inquiries, and ask each other questions for clarification. Table Groups offer the opportunity to create a community and build trust. They can create a space where all are given voice.

The table group facilitator is a key role. It is the Table Group Facilitator's role to facilitate the work and conversations of the group and to create an environment that supports each member of the group.

Table Group Facilitators will help to build community by:

1. Introductions and Reconnections:

- Welcoming and introducing new members.
- Making sure reconnections are made among those returning to the table
- Ensuring each person is heard and has time to share who they are, where they come from and what they bring to the table.

2. Table Covenants:

- Re-introduce Holy Manners and the Intercultural lens.

3. Discussion Facilitation:

- Before each discussion, determining who will record the discussion and who will report back to the plenary
- Ensuring that each person at the table is given the opportunity to speak to the issues being discussed in table groups
- Sharing ideas when they can help the conversation progress
- Raising questions to bring out different viewpoints.
- Summarizing the issues from time to time.
- Gently checking people when they dominate the conversation or are not following covenants of the table group

There may be many different opinions at the table on how to approach complex issues. On occasion, disagreements or even conflict may arise within the table group. When tension arises in a table group, remember that conflict offers the opportunity for all participants to be heard more deeply. In such times, Table Group Facilitators set the tone of respect and calm, and assist their table group in exploring these tensions in a spirit of curiosity and support rather than fear or anger.

When people are in conflict, the table group facilitator should try to stay connected with both or all parties, treating each of them with respect while maintaining ease and a sense of openness. Encourage people to use questions of curiosity, which are aimed to assist the table group to truly understand each other's perspective, while not judging each other.

Remember you are among friends! It is not your job to figure it all out. You don't have to have all the right answers. When you are stuck, say so. You might say, "Hmm, I'm not really sure how we should

proceed. Does anyone have an idea?" Our best resources are our humanness and our desire to honour each other's dignity. Keep a sense of humour. Enjoy the time together. Have fun and learn together.

Over the course of the triennium, different members will be invited to take a turn in this role. Knowing that this is not everyone's gift, we hope the request to serve is received by each person knowing they have option to say "no thank you".

Reference and Counsel

Reference and Counsel is a small group who are called upon by the Executive to devote more time to considering an issue than is permitted in the full court. This is a procedural option that is used when there is a point of confusion that can't easily be resolved, or the court becomes bogged down in multiple amendments. It is a means to get an issue off the floor, to allow for further discernment and redrafting before it or an amended proposal is returned to the Executive for further discernment and decision.

The Executive may refer either the whole proposal or a specific question relating to the proposal, to Reference and Counsel and ask for a report back with a recommendation as to the best way to move forward. Reference and Counsel may draw on the wisdom of others as they undertake their work.

The Business Table may refer those preparing proposals for new business to Reference and Counsel who will serve as a resource to them in preparing their proposal.

Usually two or three people are asked to serve in this role for each meeting. Their names are confirmed as part of the Procedural Motions at the meeting.

Friend in Court

A Friend in Court provides the executive and other participants a means of sharing their pastoral concerns and celebrations with the Executive. The Friend in Court is given agenda time each day to bring these announcements to the meeting.

The Friend in Court is confirmed as part of the Procedural Motions.

Chaplains

A "chaplain" is appointed to provide pastoral care as needed by the executive and other participants during executive meetings. This includes delivering and caring for those who receive challenging news from home and being present and offering prayers with participants who are upset by issues being deliberated by the executive. Chaplains may also be called upon at the meeting to offer grace.

The Chaplain is confirmed as part of the Procedural Motions at each meeting.

Worship Leaders

Worshipping together as the Executive inspires us and grounds us for the work we are doing. The worship team works with the Moderator, Music Leaders or related staff to offer worship at Executive meetings. This may include opening worship each day, closing worship at the end of the meeting and a fuller worship service on Sunday morning. Other worship times may also be assigned.

The worship is based on the scripture texts provided by the Permanent Committee on Governance and Agenda (often the lectionary readings for the Sunday of the meeting). Depending on the needs of each meeting, worship may need to include communion, covenanting with new members, or recognition for donations received in memory of loved ones.

Worship leaders coordinate with assigned staff to ensure that any needed materials are arranged for by staff or provided by the worship team.

Music Leaders

Music leaders provide music during worship, gathering times, and on other occasions as called upon by the Business Table. Music assists the Executive to build community, set the tone for the meeting, and ground and inspire the members to engage in the work before them. Music is one of the ways that Executive members share their gifts with each other.

Music Leaders works closely with the Worship Leaders and related staff. Music should reflect the intercultural nature of our church and include a variety of styles of music and hymns in languages other than English.

Music leaders coordinate with assigned staff to ensure that any needed materials are arranged for by staff or provided by the music team.

Theological Reflectors

Theological reflection is used at meetings of the Executive of General Council to consider the work of this body in light of scripture, tradition, and the life of Jesus. This is a time to consider our deliberations in light of our beliefs, actions and heritage. It is a time to confirm, challenge, clarify and expand our thinking.

The Governance and Agenda Committee invites a guest to serve as Theological Reflector. The Theological Reflector listens to the meeting and then offers a reflection on what they have observed, picking up on some of what was talked about, and offering wisdom from scripture, a story, or other relevant experience. The reflection is usually about ten minutes in length at the end of each day.

Sessional Committee Leaders

The agenda of the Executive is very heavy. Sessional committees are a means by which the Executive can effectively deal with its business within the limited time available. A sessional committee is not another court of the church; it has no decision-making power of its own. By dividing work into sessional committees every member of the Executive has the opportunity to be involved directly and actively in the business of the Executive. The smaller group makes room for more voices to be heard.

Sessional committees are led by two co-chairs and are supported by a Conference Executive Secretary/Speaker and two administrative staff. The sessional committee leadership and support staff are usually asked to meet at lunch of the first day of the Executive Meeting.

Co-chairs:

- Meet by conference call or email ahead of time to create a draft agenda for approval by the sessional committee.
- Determine which items are less time-sensitive and schedule them accordingly in the agenda, in case the sessional committee has insufficient time to complete its work.
- Prepare a consent agenda (if suitable) to group together items that could be approved as a block, with the understanding that any voting member can ask for a matter to be removed from the consent agenda and dealt with individually.
- Coordinate with support staff who organize projection of the proposals
- Invite resource people (staff and/or other leadership who prepared the proposal) to join their sessional when a specific proposal is being considered.
- Take turns chairing the meeting of the sessional committee, moderating discussion and seeking consensus in shaping the final proposal.
- Review response sheets submitted from Executive members who are not present in the sessional committee. At the end of the discussion, share with the committee any points which have not already been raised. (This is often done by the co-chair who is not in the chair's role)
- Prepare and present to the plenary the work of the sessional committee for discussion and decision by the Executive.

Executive Secretary/Speaker:

- Sits between the co-chairs and the administrative staff to offer assistance to both.
- Help the administrative staff accurately record any recommended wording changes to the proposals
- Advises the co-chairs on process, if needed
- Assists the co-chairs in preparing their presentation to the plenary
- Ensures that the final consensus wording is captured both on the laptop and in a saved file to be given to the co-chairs (usually on a USB stick)

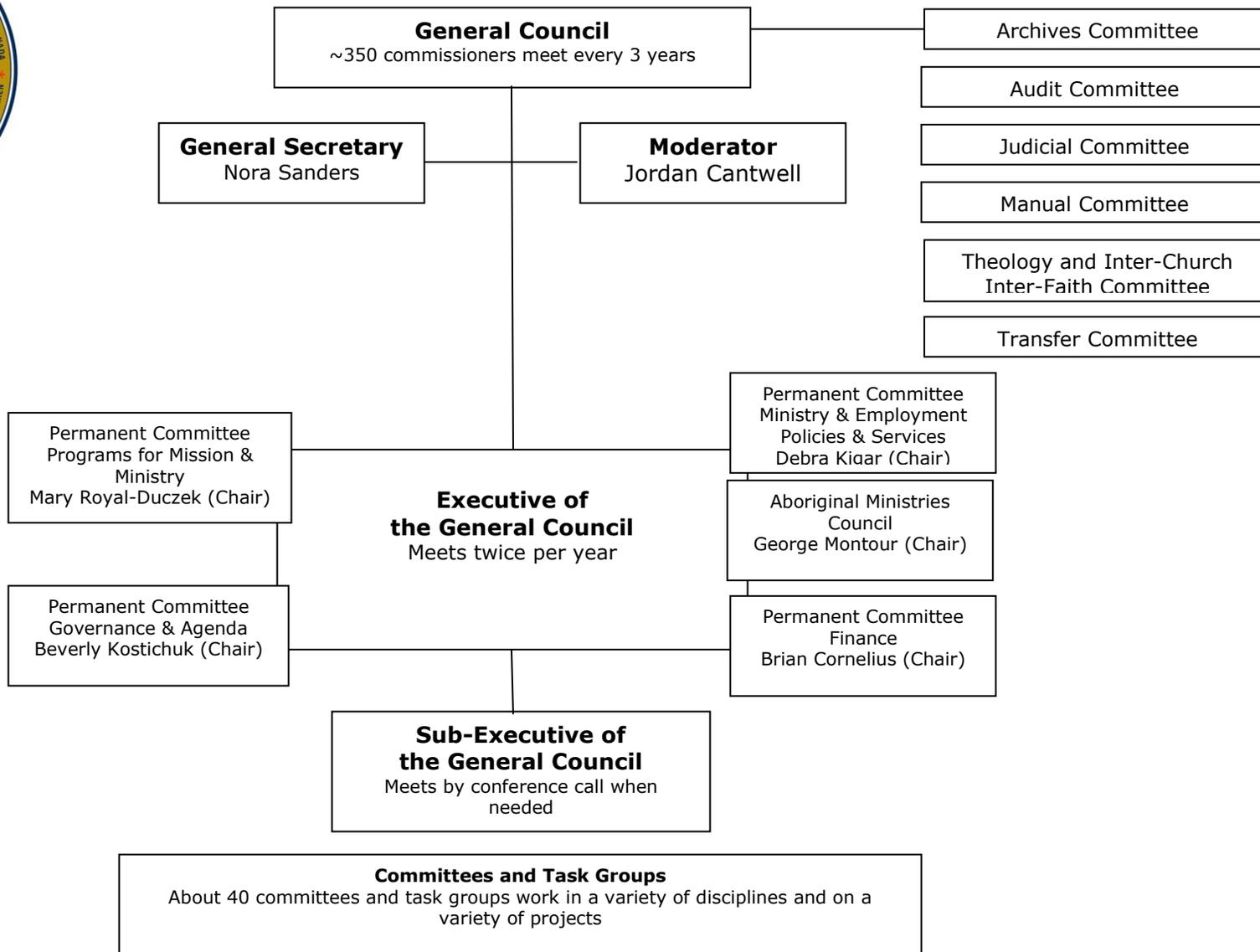
Support Admin Staff:

- Project proposals for viewing by the sessional committee.
- Record any recommended wording changes to the proposals as they are proposed and affirmed (with assistance from the Conference/Executive Secretary/Speaker)
- Provide the co-chairs with the revised proposals on a USB stick



General Council Governance

Effective with the rise of the 41st General Council, August 2012





General Council Senior Staff List

Moderator

[Jordan Cantwell](#)

General Secretary

[Nora Sanders](#)

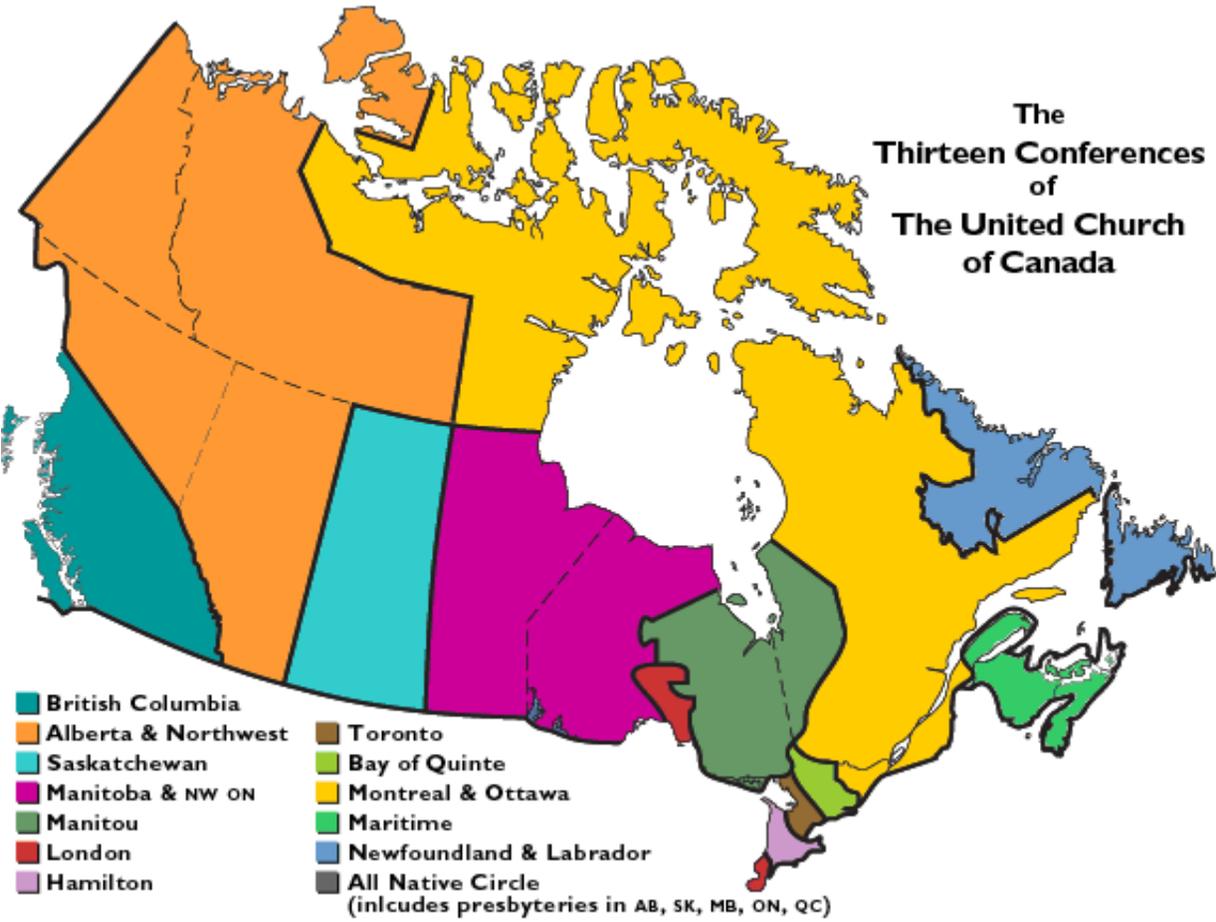
General Council Office

Aboriginal Ministries Circle	Maggie McLeod
Church in Mission/ L'Église en mission	Michael Blair
Finance	Erik Mathiesen
Philanthropy	David Armour
Ministry and Employment	Alan Hall
Communications	Catherine Rodd

Conference Executive Secretaries and Speaker

Alberta and Northwest	(Shannon McCarthy & Bill Doyle)
All Native Circle	Cheryl Jourdain
Bay of Quinte	Bill Smith
British Columbia	Doug Goodwin
Hamilton	Peter Hartmans
London	Cheryl-Ann Stadelbauer Sampa
Manitoba & Northwestern Ontario	Shannon McCarthy
Manitou	Will Kunder
Maritime	David Hewitt
Montreal & Ottawa	Rosemary Lambie
Newfoundland & Labrador	Faith March-MacCuish
Saskatchewan	Bill Doyle
Toronto	David Allen

The Thirteen Conferences



Support and Information for Committee Members at Church House

As a member of a General Council Committee, you are an essential part of a denomination-wide network of appointed volunteers. We are pleased to welcome you to the General Council Office (Church House). For meetings held here, please note the following:

Office Hours

The office is open Monday–Friday, 8:30 a.m.–4:30 p.m. Meetings may also be scheduled outside of office hours.

Scent-Free Environment

The General Council Office encourages a scent-free environment. We ask all members and staff to avoid the use of scented products both at Church House and in meetings outside the building, so that we may provide an environment that is healthy for everyone.

Guest Lounge & Working Area

The guest lounge is located on the second floor to the right of reception. Guests can relax here, place phone calls or meet with each other.

Building and Office Access

Some parts of the office are accessible only with a pass-card, especially outside office hours. Elevators also may not work without a pass-card at that time. Check with staff if you require a pass-card or contact information to gain access to the office or meeting space. (If you get stuck in the lobby, building security can assist.)

Washrooms

The washrooms on the 2nd floor have accessible doors. The women’s washroom is located outside the glass doors; you will need an access card after working hours to regain access to meeting areas.

Parking

Underground parking is available in Bloor Islington Place off of Aberfoyle Crescent. Validate your parking ticket at reception before you leave. Please note that the validation is only good for 20 minutes.

Minor Illness/Injury

First aid kits are located in every kitchen area. If you are in need of assistance, please inform your support staff.

Fire

In the event of fire, activate a fire alarm “pull station,” located on the wall beside each stairwell. The fire alarm will sound over the public address system. Follow the instructions for emergency evacuation. If you see a fire:

- evacuate the immediate area and close any doors (to contain the fire)
- call 9-911 (you need to dial “9” for an outside line)
- call Building Security (416-233-1292)
- leave the building by the stairs

Evacuation Procedures

Upon hearing the fire alarm and/or emergency announcement:

- Do not attempt to return to your meeting room to retrieve personal articles.
- Calmly exit by way of the closest stairwell.
- If you need assistance due to a medical or mobility condition: Wait near the elevator lobby of the floor you are on at the time of the emergency. Ask your support staff to advise a floor Fire Warden of your location.
- Proceed to the Evacuation Meeting Place (west side of the tennis courts on Aberfoyle Crescent) and check in with your support staff before going elsewhere.
- Stay away from the office towers until the “all clear” announcement has been made.

Self-Identify If Assistance Is Needed During an Evacuation

If for any reason (e.g., due to a medical or mobility condition) you feel you cannot manage the stairs in an emergency evacuation, notify your staff support in advance of your meetings. Your staff support will explain the alternative procedures used for evacuation

Travelling to Church House: 3250 Bloor Street West

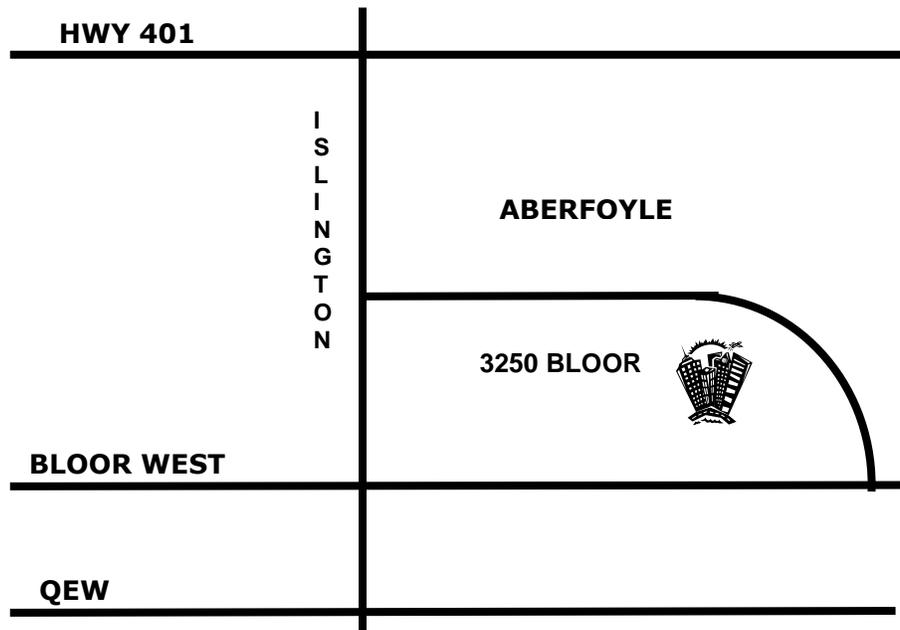
Church House is located in the most easterly of the three-tower office complex known as the Bloor Islington Place (formerly the SunLife Financial Centre). The street address is the address of our tower. We hope these tips will facilitate your arrival:

BY TTC: The subway and bus station serving this complex is **ISLINGTON**. Upon arrival at Islington Subway Station, while still underground, follow the signs to Bloor Islington Place. Once in the complex, walk through the first floor concourse level, through the variety of shops and the food court, until you reach 3250 (East Tower), then take an elevator up to the 2nd floor where our reception is located.

BY TAXI: Simply have the taxi drop you at the street address. Pass through the revolving doors, and you are in the main foyer of our building. Proceed to the elevators (East Tower) that will take you to the General Council Office reception on the second floor. (If departing by taxi, taxis will meet you at the back-entrance on Aberfoyle)

BY CAR: We cover the cost of parking in the underground parkade below our building (The East Tower) for committee members. From Islington, turn into Aberfoyle Crescent and enter the parkade using the easternmost parkade doors. Park on level 1. Take the elevator to "1", which is the foyer. Use the second set of elevators opposite these to take you to the General Council Office reception on the second floor.

Please note that you **can** park your car overnight, but you must let your event co-coordinator know so they can notify building security.



Travelling to and from the Airport

The General Council Office encourages volunteers and staff to travel to and from meetings in an ecologically and economically conscious way. Below are shuttle and public transit options available to you.

TTC - 192 Airport Rocket

The 192 Airport Rocket route provides all-day accessible express bus service between Kipling Station on the 2 Bloor-Danforth Subway and Pearson International Airport.

- Buses stop only at Kipling Station, Dundas Street West and East Mall Crescent, then Jetliner Road at Airport Road (Ground Level), then Terminal 1 (Ground Level), then Terminal 3 (Arrivals Level).
- Service operates from approximately 5:30 am to 2:00 am Monday through Saturday, and from approximately 8:15 am to 2:15 am on Sunday.
- One-way travel time is approximately 20 to 25 minutes.

Web site at www.ttc.ca

To get to Church House, take the 192 Rocket to Kipling station, take the subway one stop east to Islington station. For a downtown hotel, continue on the subway to the appropriate stop.

\$3.25 from the airport to Kipling Station

Go Transit

GO Transit operates bus service between Terminal 1 (Ground level) at Pearson International Airport and York Mills and Yorkdale subway stations.

- This service operates every 60 minutes, from approximately 6:00 am to 1:00 am Monday to Saturday, and from approximately 9:00 am to 1:00 am on Sundays.
- Travel time from Yorkdale station is approximately 30 - 35 minutes, and from York Mills station approximately 40 - 45 minutes.
- For more information on GO Transit service, including fares, call GO Transit at 416-869-3200 or 1 888 GET ON GO (438-6646), or visit their Web site at www.go transit.com.

To reach a downtown hotel, take Go Transit to Yorkdale or York Mills subway stations, then the subway south to the appropriate stop.

Approx. \$6 for Go Transit + \$3 TTC fare

Airport Shuttle

The two west-end hotels have free shuttle service to and from Pearson. We encourage members to take advantage of the shuttle service.

The Quality at Airport East: Located at 2180 Islington Ave. To arrange a shuttle from the airport please call 416-240-9090 and select 'Guest Services'

Hampton Inn: Located at 5515 Eglinton Ave West. To arrange a shuttle call the hotel directly at 416-646-300 after collecting luggage.

No Charge!

The United Church of Canada Preferred Hotels in Toronto

The General Council Office has special rates with four hotels in Toronto; two properties are in the west end, and two downtown properties. For information on what amenities are offered at each hotel please speak to your resource staff. The General Council Office covers up to \$125 per night for bed and breakfast. If the hotel you stay at is over this price the overage will be not be covered by the GCO.

West End Hotels

<p>Quality Hotel & Suites</p> <p><u>-Free Hot Breakfast, parking and airport shuttle</u></p> <p>Toronto Transit (TTC) Fare: \$3.25 exact change (or token) Bus # 37, 37A or 37D from Islington Station</p>	<p>2180 Islington Ave (15 minutes North of the General Council Office)</p> <p>\$90.00 + taxes /night</p>
<p>Hampton Inn</p> <p><u>-Free Hot Breakfast, parking and airport shuttle</u></p> <p>Mississauga Transit Fare: \$3.50 exact change Bus # 35 from Islington Station</p>	<p>5515 Eglinton Ave W (15 minutes west of the General Council Office)</p> <p>\$124.00 + taxes/night</p>

Downtown Hotels

<p>Comfort Hotel</p> <p><u>-Free Hot Breakfast</u></p> <p>Toronto Transit (TTC) Fare: \$3.25 exact change (or token) Subway Stop: Yonge/Bloor Station</p>	<p>15 Charles St. East Downtown Toronto</p> <p>\$113.00 + taxes/night</p>
<p>Chelsea Toronto *</p> <p>www.chelseatoronto.com</p> <p>Toronto Transit (TTC) Fare: \$3.25 exact change (or token) Subway Stop: College Station</p>	<p>33 Gerrard St. W Downtown Toronto \$144 + taxes/ night (Jan-Apr.; Nov./Dec.) \$155+taxes/night (May-Oct.)</p>

*Chelsea Toronto is over the allowable bed and breakfast rate covered by the General Council Office. Guests will be responsible to pay for the overage and their own breakfast.

6.08 - Reimbursement of Expenses

Purpose Statement

The purpose of this policy is to specify the criteria by which persons serving on the Executive of the General Council, a committee, sub-committee, or task group will be reimbursed for expenses incurred on Church business.

Policy

Governed by this Policy

1. This policy applies to all persons serving on the Executive of the General Council, a committee, sub-committee, or task group.
2. Any portion of any expense described in this Policy which is paid for by a third party shall not be claimed for reimbursement from the Church.
3. Any portion of any expense described in this Policy which is paid directly by the Church shall not be claimed for reimbursement.
4. The schedule of expenses is set by the General Secretary.

Transportation

5. Persons should travel by the most economical means related to the schedule and purpose of the travel.
6. Travel by private vehicle or the actual costs of a taxi or public transportation will be reimbursed for travel between home or office and the point of departure of a commercial carrier and for travel at the destination from the point of arrival to the hotel or meeting location.
7. The General Council will reimburse the actual cost of travel on Church business by commercial carriers. Persons should take advantage of senior citizen discounts, seat sales or any other discounted rates or fares for which they are eligible.
8. Travel by air will be reimbursed for economy airfare and taxes including the seat selection charge.
9. Travel by rail will be reimbursed at the lesser of the actual cost or the cost of an economy airfare for the same trip.
10. Travel by private vehicle, when it is the most economical option, will be reimbursed at the rate set out in the schedule to this Policy for a return trip. When several people travel together in the same vehicle, the owner but not the passengers will be entitled to reimbursement.
11. Persons attending meetings are encouraged to use public transportation at the meeting location whenever available.
12. Underground parking at the General Council Office is available.
13. Parking at hotels is reimbursable but cannot be charged to the hotel accounts.

Accommodation

14. Accommodations are selected which are reasonable, conveniently located, safe and accessible. The accommodation for most meetings is determined based on availability and group rates with designated hotels and centres. The normal accommodation is single person occupancy; there is provision for sharing upon request.
15. If a person chooses to stay in other accommodation, the person will be reimbursed for the actual cost to the maximum rate set out in the schedule. Persons should take advantage of senior citizen, group, or any other discounted rates for which they are eligible.
16. A person travelling to meetings who stays with a relative or friend in lieu of designated accommodation, may claim the cost of a token of appreciation (not alcoholic beverages) according to the hospitality rate set out in the schedule to this Policy. Receipt required.

Meals

17. Meals are reimbursed on the basis of an un-receipted allowance as set out in the schedule.
 - (1) Alcoholic beverages shall not be included in any meal claim.
 - (2) Meals shall not be charged to hotel room accounts.
 - (3) When meals are provided during the meeting, no other claims are allowed.
18. Meals are reimbursed on travel days on the basis of an un-receipted allowance.
 - (1) Breakfast should not be charged if travel begins after 7:30 am
 - (2) Dinners should not be charged if travel ends prior to 6:30 pm
19. When a group of persons who are members of a committee or task group eat together, the total cost may be claimed by one of the persons provided that the claimant identifies the persons whose meals have been covered.

Telephone Expenses

20. The General Council provides a toll free phone number (1-800-268-3781) to provide communication with staff at the General Council office.
21. Guest facilities are available at the General Council Office to make long distance telephone calls which are covered by the General Council's long distance plan.
22. When a person is travelling or at a meeting, the cost of long distance calls to the person's home or office (using a personal calling card or a General Council Calling Card) and the cost of local calls from a hotel are reimbursable.

Dependent Family Care

23. A person may claim the cost of care arrangements for a family member or other significant person when traveling on church business.
24. This expense must be approved with Member Engagement staff prior to making travel arrangements.

Pulpit Supply

25. The pastoral charge or mission unit will be reimbursed for the cost of pulpit supply at the rate set out in the schedule. Analogous situations may be reimbursed subject to pre-approval.

Non-Reimbursable Personal Expenses

26. The following are considered personal expenses and are not normally reimbursable

- (1) personal entertainment
- (2) car rentals
- (3) excess/overweight baggage charges
- (4) personal life insurance
- (5) trip cancellation insurance
- (6) traffic fines
- (7) laundry or dry-cleaning
- (8) internet charges
- (9) all expenses related to a companion
- (10) change fees for bookings for personal reasons

Expense Claims

27. Persons shall submit Travel Expense Claims to the General Council office within thirty (30) days of completing their travel together with required receipts, a record of kilometres traveled by private vehicle and any other detailed information which a signing officer may require to determine that the expenses were reasonable.

28. Persons submitting expense claims electronically must either scan the related receipts and include them in the electronic submission or otherwise ensure the receipts are delivered to the General Council office as soon as possible.

29. To obtain reimbursement a person must submit receipts for the following expenses

- (1) travel by commercial carrier unless purchased or provided by the Church
- (2) any transportation costs not included in the basic fare
- (3) taxi fares
- (4) parking charges in excess of five dollars (\$5.00)
- (5) accommodation in excess of the rate set out in the schedule.
- (6) long distance telephone calls

Exceptions

30. All exceptions to this policy must be approved prior to the travel beginning by Member Engagement staff.

31. Anticipated expenses for international travel must be approved in advance of travel by Member Engagement staff. Member Engagement staff will consult with designated Resource Staff.

Established 2007-11-16-214 by the Executive of General Council

Schedule Policy 6.08 (Effective January 1, 2016)

Use of Private Vehicle

\$0.41 per kilometre

Maximum Hotel plus Breakfast Rate

\$125.00 plus tax per day in the Toronto area

Hospitality Rate

\$25.00 per night to a maximum of \$100.00 per meeting for your host for home stays

Standard Meal Allowance – no receipts required

Please note that the cost of alcoholic beverages cannot be claimed

Breakfast	Up to a maximum of \$15.00 (without hotel stay the previous night)
Lunch	Up to a maximum of \$15.00
Dinner	Up to a maximum of \$25.00

Weekend Supply, and Worship Leadership and Preaching

Supply reimbursement is based on a pro-rated per diem rate. The number of hours required should be discussed ahead of time, but should not be less than 6 hours in accordance with ministry and employment policy.

\$124.50 per 6-hour day

\$166.00 per 8-hour day

\$249.00 per 12-hour weekend supply

In addition, applicable travel and incidental expenses (e.g. meal costs) are reimbursable up to a maximum of \$50.00 with receipts or mileage claims.

Direct Deposit

If you would like to have your reimbursement deposited directly into your bank account, obtain the Direct Deposit Form from your staff contact person and attach a blank cheque.

Goods and Services Tax (GST)

Please attach the original receipts for travel and accommodation expenses claimed which indicate the GST paid and the GST number of the business/vendor. The United Church of Canada can claim the Goods and Services Tax rebate only where original receipts are provided. These are used also for audit purposes.