

## APPENDIX

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### Appendix I

#### CONSENT PROPOSALS

##### **BP 01 Sub-Executive Alternates**

**Origin: Business Planning Committee**

##### **1. What is the issue?**

The Executive needs to establish its expectations for sufficient participation in Sub-Executive meetings for faithful decision-making.

##### **2. Why is this issue important?**

The Sub-Executive consists of five voting members: the Moderator, General Secretary and three other members of the Executive. Quorum is set at one third, but given the small size of this body the Executive may prefer to have a mechanism for other members of the Executive to take part in the Sub-Executive as needed.

##### **3. How might the General Council Executive respond to the issue?**

**The Business Planning Committee proposes that:**

- a) **When any member of the Sub-Executive gives notice that they will not be available for a meeting, a note should go out to all members of the Executive to seek a volunteer to serve in place of the absent member for that meeting; and that**
- b) **Where short notice or other reason makes it impractical to find a replacement, and as long as the basic quorum requirement is met, the Sub-Executive may either proceed with business before them, or defer any items for a future meeting.**

##### **4. Background:**

Sub-Executive meetings are held as needed between regular meeting of the Executive. All members of the Executive receive all materials and proposals that are to be. All members of the Executive are invited to offer any feedback on the proposals.

Under this proposal, all members of the Executive will also be notified if a member of the Sub-Executive offer regrets for a meeting. Any member can offer to serve in the absent member's place.

In the case of an unexpected absence, a Sub-Executive meeting may still be held provided that two of the voting members, in addition to the Moderator and General Secretary (or their designates) are present.

The standard practice for all Sub-Executive meetings is that the agenda and proposals are sent to all members of the Executive, so that any member of the Executive may offer comments.

## ***The Manual 2019***

### **D.6 Sub-Executive of the General Council**

#### **D.6.1 Requirement**

The Executive of the General Council is responsible for having a sub-executive to do the continuing work of the executive between regular meetings.

#### **D.6.2 Membership**

The Sub-Executive of the General Council consists of

- a) the Moderator;
- b) the General Secretary of the General Council; and
- c) three members of the Executive of the General Council, as elected by the executive.

#### **D.6.3 Responsibilities**

The sub-executive has the following responsibilities:

- a) making decisions on financial or administrative matter on behalf of the Executive of the General Council where the matter involves assets or expense of less than two million dollars, subject to the authority of the Executive of the General Council to decide the matter itself; and
- b) such other responsibilities as may be assigned to it by the General Council or its executive.

#### **D.6.4 Meetings**

##### **D.6.4.1 Meeting and Alternative Decision-Making**

The sub-executive may make decisions under paragraph D.6.3 a) above at meetings or by signing written resolutions as an alternative to holding meetings, as long as the resolutions are signed by all members of the sub-executive.

##### **D.6.4.2 Reporting**

The sub-executive is responsible for reporting its actions to the Executive of the General Council for information and for inclusion in the minutes of the executive.

##### **D.6.4.3 Quorum**

The sub-executive may meet only if at least 1/3 of its members are present. Corresponding members are not counted for this purpose.

## **FIN 01 Finance Advisory Committee Terms of Reference**

**Origin: Finance Advisory Committee**

**The Finance Committee proposes**

**That the Executive of the General Council approved the updated Finance Advisory Committee Terms of Reference.**

Terms of Reference appended.

### **3.03 – General Council Executive Finance Advisory Committee**

#### **VISION:**

***Remember this: The person who sows sparingly will also reap sparingly, and the person who sows generously will also reap generously. Each person should do as he has decided in his heart—not reluctantly or out of necessity, for God loves a cheerful giver. – 2 Corinthians 9:6-***

***Based on the gift each one has received, use it to serve others, as good managers of the varied grace of God. – 1 Peter 4:10***

#### **Purpose Statement**

**The GCE Finance Advisory Committee will provide support, leadership and advice on the finances of the General Council Office, the General Council and its Executive.**

#### **Policy**

##### ***Governed by This Policy***

1. The policy applies to the members of the GCE Finance Advisory Committee.

#### **Terms of Reference**

##### ***Responsibilities***

2. The GCE Finance Advisory Committee is responsible to
  - (1) oversee and monitor the finances and policies of the General Council including assets, liabilities, income, expenditures, considerations of its short and long-term financial issues, risk management and investment and fund management
  - (2) oversee the long-term financial planning of the General Council
  - (3) work with the Executive recommending the assumptions on which the annual budget is prepared
  - (4) recommend the overall expenditure and income budget to the Executive

- (5) monitor income, expenditures, assets, liabilities, and capital initiatives and report them regularly to the Executive
- (6) recommend financial strategies
- (7) ensure accountability for delegated tasks
- (8) ensure that the Executive briefs the General Council on a regular basis on its finances.

### **Membership**

3. The Committee will be composed of six to eight members including:
  - (1) two voting members of the Executive appointed by the Executive of whom one will be chair.

This person will have good communication, facilitation and process skills, as well as a broad vision of the financial health and program work of The United Church of Canada.

- (2) up to six other members who will be able to contribute some or all of the following gifts: a passion for and sound understanding of the United Church of Canada, financial experience and skills, theological reflection skills and experience, or stewardship knowledge and experience.
  - (3) Ideally the make-up of the committee will include an accountant with a professional designation such as CPA, CGA, and persons with real estate and philanthropy expertise.
4. The Executive Officer, Finance and Executive Officer Philanthropy are Resource Staff for the Committee.

### **Meetings**

5. The Committee meets throughout the year as necessary at the General Council Office or by conference call, depending on agenda items. Additional committee and task group meetings will be used for items specific to agenda projects where warranted.

*The Manual, 2016*, Sections E.4.5.6, E.4.9

Established 2001-11-02-0247 by the Executive of the General Council

### **Revision History**

<b>Date</b>	<b>Resolution or Minute Number</b>	<b>Description of Modification</b>	<b>Modification Authorized by</b>
2007-11-16	214	New Format	Executive of the General Council

### **Review History**

<b>Date</b>	<b>Have modifications been made (Yes/No?)</b>	<b>Review conducted by</b>	<b>Review Approved by</b>
2007-05-04-122	Yes	Executive of the General Council	Executive of the General Council

## **GS 15 Indigenous Justice Advisory Group**

**Origin: General Secretary**

### **1. What is the issue?**

The term of the former Indigenous Justice and Residential Schools was continued temporarily until the National Indigenous Council could review its mandate and consider how this work should be approached under the new structures of the Indigenous and non-Indigenous church.

### **2. Why is this issue important?**

Indigenous Justice, including the legacy of residential schools, requires the long term attention of the United Church of Canada as a whole. This is part of how we live into our commitments to support the UN Declaration on the Rights of Indigenous Peoples. These obligations require commitment and action from the majority non-Indigenous church as well as guidance and insight from the Indigenous Church. In consideration of the Calls to the Church from the Caretakers of the Indigenous Circle, the proposal is for a new advisory group that is jointly accountable.

### **3. How might the General Council Executive respond to the issue?**

**The General Secretary proposes that:**

**The Executive of the General Council approve the proposed terms of reference for an Indigenous Justice Advisory Group accountable to the new National Indigenous Organization and the Executive of the General Council, pending approval by the National Indigenous Spiritual Gathering.**

### **4. Background:**

The National Indigenous Council has approved the following terms of reference, which were developed in consultation with the General Secretary. If the Executive approves, them, they will go to the National Indigenous Spiritual Gathering in August for their approval.

### **Proposal for an Indigenous Justice Advisory Group**

**Origin: National Indigenous Council**

*This document has been prepared in collaboration with the Committee on Indigenous Justice and Residential Schools. The National Indigenous Council commends this work to the Executive of General Council for its review and approval. Further, it is recommended that the Indigenous Justice Advisory Group be launched at the 2019 National Indigenous Spiritual Gathering.*

### **Purpose Statement**

The Indigenous Justice Advisory Group (Advisory Group) will advise the National Indigenous Council and the General Council Executive of The United Church of Canada on matters related to Indigenous justice, the legacy of residential schools, and the Calls to Action issued by the Truth and Reconciliation Commission of Canada. This will encompass legal requirements, pastoral care,

communication, healing, advocacy, education, reflection, spiritual renewal, and building right relations.

Through the advice it provides, the Advisory Group will demonstrate a commitment to promoting right relationships within the denomination, ecumenically and in Canadian society. It will remind The United Church of Canada that the ministry of healing and reconciliation belongs to the whole church. Faithful consideration will be given to the many good steps taken. It will be informed and guided by the legacy of work of the Committee on Indigenous Justice and Residential Schools and the All Native Circle Conference's Council on Healing and Respect.

### **Terms of Reference**

- 1) The Advisory Group is accountable to the National Indigenous Council and the General Council Executive, and responsible for providing advice on:
  - a) all issues related to residential schools and related institutions, including pastoral concerns, communications, alternate dispute resolution possibilities, healing and reconciliation initiatives and financial planning;
  - b) ways that the church should live out its apologies, through theological reflection and Indigenous knowledge and wisdom; and through education and advocacy for Indigenous justice issues including but not limited to land, rights, treaties, the impacts of colonialism, and racism and white privilege;
  - c) How the whole church can address the 94 Calls to Action issued by the Truth and Reconciliation Commission of Canada, June 2015;
- 2) The Advisory Group will:
  - a) Provide advice as requested to the National Indigenous Council and the General Council Executive
  - b) Work in partnership with the National Indigenous Council and collaborate with KAIROS, other ecumenical and denominational partners, and Indigenous organizations; submit full reports and recommendations as required to the General Secretary and to each meeting of the Executive of the General Council as well as to the National Indigenous Council;

### **Membership**

The Advisory Group will comprise three (3) Settler/Newcomer and three (3) Indigenous members, for a total of six (6) members. Committee members will have a good awareness of Indigenous justice issues and familiarity with the legacy of the Indian Residential School System. Members will possess a working knowledge of The United Church of Canada's history as it pertains to Indigenous ministry and justice.

Considerations for determining membership:

1. Two (2) young adults – one Indigenous and one Settler/Newcomer
2. One (1) past member of the All Native Circle Conference Council on Healing and Respect.
3. Other 3 remaining seats are for 2 Settler/Newcomer and 1 Indigenous

The National Indigenous Council will determine the appointments of 1 Indigenous young adult; 1 past member of the All Native Circle Conference's Council on Healing and Respect; and 1 additional

Indigenous member. The Executive of General Council will determine the appointment of 1 Setter/Newcomer young adult and 2 Setter/Newcomers.

Two co-chairs, one Indigenous and one Settler/Newcomer, will be appointed by the Advisory Group.

### **Meetings**

Upon its establishment, the Advisory Group may decide to meet face-to-face for the purpose of creating relationships and clarity on its roles and responsibilities. Following that, meetings will be primarily held by video conference (Skype for Business, Zoom, or Adobe Connect).

Time commitments:

- a) A minimum of bi-monthly video conference call (2 hours).
- b) Possibility of evening and weekend meetings.
- c) Members may be called upon to represent the Advisory Group at regional meetings, gatherings, or meetings with representatives of government, Indigenous organizations or other churches and to participate in short-term project-oriented task groups.

## **GS 16 Worship Coordinator GC44**

### **1. What is the issue?**

A call from the Nominations Committee seeking a worship coordinator for the 44th General Council, 2021, was circulated in February 2019. No applications were received.

In consultation with the General Secretary and the chair of the General Council Planning Committee, the Moderator approached Graham Brownmiller to consider this position. The Moderator had worked with Graham as a worship leader and a worship team facilitator in BC Conference. The Moderator highlighted Graham's organizational abilities, as well as his gifts of bringing people together in prayer and praise, as reasons for asking him to consider this role.

### **2. Why is this issue important?**

Having excellent worship is important to the life of the Council. Worship and music create a foundation for faithful discernment and gathering as a community of Christ.

The Coordinator will need to begin to recruit a team as soon as possible.

### **3. How might the General Council Executive respond to the issue?**

**The General Secretary proposes**

**That the General Council Executive appoint Graham Brownmiller of Pacific Mountain Regional Council as the Worship Coordinator for the 44th General Council, 2021.**

### **4. For the body transmitting this proposal to the General Council Executive:**

We are seeking someone who can recruit and support a wide range of worship leaders to create inspiring worship integrated throughout the General Council.

The Worship Coordinator is responsible for recruiting and coordinating the worship leadership for the General Council with direction from the Planning Committee.

The Worship Coordinator works closely with the Moderator, General Secretary, Chair of the Planning Committee, related General Council staff, and music leadership to plan and ensure that the worship components of the Council are implemented. The Worship Coordinator ensures that the worship program supports the General Council theme and helps enable discernment and decision-making by upholding the presence of the Holy Spirit.

Worship and music will reflect a diversity of styles and languages by profiling leadership from the local community and those attending General Council (including global and ecumenical partners, invited guests, commissioners, and people of all ages) while also creating continuity throughout the gathering.

The Worship Coordinator serves as a voting member of the General Council Planning Committee and assists in its responsibilities for

1. planning a General Council where commissioners engage in the continuous work of discernment, visioning, and direction-setting and legislate on matters respecting the doctrine, worship, membership, and government of the United Church
2. planning a Council where the commissioners can exercise the powers and fulfill the duties outlined in *The Manual*
3. integrating and coordinating the elements of the Council, such as the involvement of children, young teens, and youth; worship; the business of the Council; local arrangements; and invited guests (such as global and ecumenical partners)
4. assessing and taking into consideration on-site logistics and past evaluations
5. documenting the planning of the Council and evaluating all elements of the Council

The Worship Coordinator will work with the General Council Planning Committee to develop guiding principles for the work of the General Council.

The term of the appointment is from May 2019 until after the rise of the 44th General Council (July 2021), when the final evaluation report is presented to the General Council Executive (November 2021).