

## Covenant Support Team

LEADERSHIP TEAM: Covenant Support Team	Date Approved: November 9, 2019
	Review date:
Purpose: To provide terms of reference for the Covenant Support Team.	

### Covenant Support Team Narrative

The Covenant Support Team is a leadership team that supports and nurtures the relationships between the East Central Ontario Regional Council and Communities of Faith, Retirees, Licensed Lay Worship Leaders, and those in paid accountable ministry; in other words- those who are in a covenant relationship with the Regional Council.

As of 2019 there are three forums that relate to the Covenant Support Team:

- Retirees Forum
- Licensed Lay Worship Leaders Forum
- Liaisons Forum

Each forum is unique and has a set focus (see mandates)

The large scope of work for the Covenant Support Team is assisted by the Forums; through their collective wisdom and experience, recommendations for policies and decision making are made to the Covenant Support Team.

Feedback from the spring 2019 Inaugural Regional Council Meeting queried the size of the Covenant Support Team; at its first meeting this fall the Team considered their membership numbers and recommended that no changes be made until the Team considers how all of its work will be accomplished.

### Purpose

The Covenant Support Team of the East Central Ontario Regional Council shall, with other Teams, shall assist the East Central Ontario Regional Council meet its responsibilities as outlined in the 2019 Manual C.2.

The Covenant Support Team shall exercise specific responsibilities to serve, support and provide oversight of Communities of Faith, Ministry Personnel and Pastoral Relationships.

### Membership

The Covenant Support Team shall consist of 12 members composed of:

- two members of the Assembly of Elders as appointed by the Assembly of Elders;
- two members selected from and by the Pastoral Relations Liaison Officers of the East Central Ontario East Central Ontario Regional Council; and
- eight members from the Communities of Faith elected by the East Central Ontario Regional Council.

The Regional Minister for Pastoral Relations, Office of Vocation Minister and Executive Minister are Corresponding Members and Staff Resource to the Team.

## Meetings

The Covenant Support Team shall convene every other month and/or as required. The meetings may be in person, telephone conference call or web based. At least three meetings a year will be in-person meetings held at a mutually convenient location.

## Duties

- 1) To serve, support and provide oversight of Communities of Faith, through:
  - a) amalgamations, realignments and disbanding:
    - i. receive, review and make recommendations to the Assembly of Elders regarding amalgamations, realignments, and disbanding of communities of faith [The Manual C.2.1]; and
    - ii. provide to the Mission Through Property and Finance Team the status of the Community of Faith when requests are made for the acquisition of property, major renovations, or the sale of properties deemed as surplus.
  - b) assistance for Ministry and Personnel Committees, by:
    - i. providing support, advice, and services to communities of faith in human resource matters; and
    - ii. providing ongoing leadership training for ministry personnel and lay people [*The Manual C.2.2*].
  - c) oversight of Communities of Faith, by:
    - i. supporting emerging new ministries;
    - ii. ensuring Community of Faith compliance with the policies and polity of the United Church and reviewing any relevant records;
    - iii. reviewing and ensuring that Communities of Faith have an updated Community of Faith Profile that adequately describes the mission and ministry of the community;
    - iv. recommending to the Assembly of Elders the assuming of control of a Community of Faith in extraordinary circumstances where the Community of Faith is unable to or refuses to meet its responsibilities or acts outside of denominational policies;
    - v. recommending to the Assembly of Elders the appointment of Interim Ministers;
    - vi. providing Pastoral Charge Supervision as required:
      - 1) receive, review and act on requests for changes to the covenantal relationship with the Community of Faith;
      - 2) recruit and train Pastoral Charge Supervisors;
      - 3) compile a list of resources for Community of Faith Support;
      - 4) assign Pastoral Charge Supervisors as required (*This responsibility may be delegated to the Pastoral Relations Minister*); and

- vi. reviewing and recommending action to the Assembly of Elders on a request to approve a “congregational designated minister” position.
- 2) To serve, support and provide oversight of Pastoral Relations, by:
    - a) making decisions and report on continuing appointments;
    - b) making decisions and reporting to the Assembly of Elders the routine ending of calls, appointments, and covenants with ministry personnel and other staff;
    - c) reviewing and recommending action to the Assembly of Elders the ending of calls appointments, and covenants with ministry personnel and other staff that are not routine or that are initiated by a Community of Faith [*The Manual I.3.1.6*];
    - d) overseeing the recruiting, choosing, calling, appointing, and covenanting with ministry personnel and Communities of Faith (for this purpose a Liaison Forum may be established);
      - i) recruiting, training and approving Liaisons Officers for the Regional Council;
      - ii) appointing Liaison Officers to work with Communities of Faith in Transition (this responsibility may be assigned to the Pastoral Relations Minister);
      - iii) receiving recommendations from the Liaisons Forum regarding the self-assessments of Communities of Faith and Community of Faith Profiles and approving vacancies (this responsibility may be assigned to the Pastoral Relations Minister); and
      - iv) receiving recommendations for the calling and appointing of ministry personnel with Communities of Faith.
  - 3) To serve, support and provide oversight of ministry personnel, by:
    - i. encouraging and supporting ministry personnel toward health, joy, and excellence in ministry practice;
    - ii. assisting with informal conflict resolution processes;
    - iii. receiving and making recommendations to the Assembly of Elders about all requests for the granting of a license to administer the sacraments to diaconal ministers, designated lay ministers, people who retired while serving as designated lay ministers, and sacrament elders;
    - iv. making recommendations to the Assembly of Elders about those who are retained or retired seeking the status of a Voluntary Associate Minister and/or requesting a marriage license; and
    - v. arranging celebrating the retirements of ministry personnel.
  - 4) Ensure adequate training for LLWLs, conduct annual evaluations, and approve annually the licensing and relicensing of LLWLs (*Manual I.1.11.5*)
  - 5) Accountability
    - i. the Covenant Support Team is accountable to the Assembly of Elders for all activities and decisions; and
    - ii. the Covenant Support Team reports annually to the East Central Ontario Regional Council.