

**Ministry Through Property & Finance Team**

Leadership Team: Ministry Through Property & Finance Team	Date Approved: October 1, 2024
	Review date: Sept 2024
Purpose: To assist the East Central Ontario Regional Council meet its responsibilities as outlined in the 2019 Manual C.2.	

**Purpose**

The Ministry through Property & Finance Team of the East Central Ontario Regional Council shall assist the East Central Ontario Regional Council meet its responsibilities as outlined in The Manual C.2.

The Ministry through Property & Finance Team shall exercise specific responsibilities to serve, support and provide oversight of the financial responsibilities of the East Central Ontario Regional Council and of the financial viability and property matters of the Communities of Faith.

**Membership**

The Ministry through Property and Finance Leadership Team shall consist of 11 elected voting members as recommended by the Nominations Team for approved by the ECORC following recruitment and discernment practices. The members serve a three-year term with an annual rotation of 1/3 of the members. The East Central Ontario Regional Council Executive Minister; and the East Central Ontario Regional Council Treasurer shall be Ex officio members of the Leadership Team. The Treasurer shall also be a voting member of the team.

An Elder appointed by the Council Elders and Chairs of Team Forums may serve as corresponding members.

**Role of Members**

Members of the Team make decisions and recommendations upholding the overall vision and mandate as given by the East Central Ontario Regional Council and reflected in polity and policy. Team Members are expected to prepare for meetings of the Team and participate fully in the deliberations of the Team. Members may expect to be given specific assignments for completion such as assignment to work with a Forum.

When representing a Forum or presenting a report the Team member should voluntarily limit participation to the nature of a corresponding member to avoid the perception of bias

**Role of Corresponding Members**

Corresponding members do not vote and do not participate in discussion unrelated to the area of representation. Corresponding members provide a specific and contextual knowledge and level of awareness that is important to the deliberations of the Team. Corresponding members share make sure the elected members have the information they need to discern a course of action.

Corresponding members also have the responsibility to ensure that the body they represent is informed of the work and decisions of the Leadership Team.

**Meetings**

The Ministry through Property & Finance Team will meet as needed, primarily by videoconference call. As needed, and possible, the committee may meet in person.

## **Quorum**

Quorum shall be 50% plus one of the eligible members.

## **Chairperson**

The Leadership Team shall select from among the elected membership the Team Chairperson and a Chairperson Designate, and a Secretary. The names of the individuals to be reported annually to the Council of Elders. The Chairperson shall not serve more than two consecutive years. The three-year term of an elected member may be extended by one year if serving as the Chairperson.

The Chairperson and the Secretary shall be responsible for reporting Team activities and actions to the Council of Elders monthly as required. They shall attend Council of Elder meetings upon request of the Council of Elders.

## **Vacancies**

A member of the Team unable to fulfill their term may resign. A member failing to fulfill the responsibilities may be removed from the position by a 2/3 majority decision of the remaining members.

Vacancies are filled by the Nominations Team during an annual election cycle.

To provide continuity of task, or for the purpose of securing a chairperson, the Team may request of the Council of Elders or Nominations Team to extend the membership of a member by one year.

## **Forums**

The Covenant Support Team may be assisted in the work by creating Forums of knowledge and expertise to support and undertake directed work. Forums may consist of one or more individuals and be short term or permanent. It is the responsibility of the Leadership Team to determine the Terms of Reference of the Forums, to recruit and appoint Forums. Forums may be authorised to undertake necessary steps to complete the assigned activities but may not make decisions on behalf of the Leadership Team. Forums shall report to the Leadership Team regularly.

## **Authority as a Commission**

The Leadership Team is appointed by the Regional Council as a Commission for designated matters of a routine nature that are supported by policy and precedence. Commission powers shall be noted in the Mandate printed in italics with the date granted.

## **Duties**

The Ministry through Property and Finance Team shall have responsibility for the completion of the mandated duties, making *decisions as authorized*<sup>1</sup> and making recommendations to the Council Elders as required. The responsibilities shall include:

5. The promotion of stewardship to communities of faith and the Regional Council
6. The oversight of finance including annual budget and investments
7. Supporting community of faith with property maintenance and usage and maintaining properties assumed by the Regional Council

The Team shall have responsibility for the establishment of Forums and the oversight of same. The Team shall appoint Chairpersons of the Forums.

The Team is accountable to the Council Elders for all activities and decisions (with exception of those for which it is empowered to operate as a commission); and shall report annually to the East Central Ontario Regional Council.

## **Mandate**

### **1. Stewardship**

- i. to encourage promote and support individual generosity and discipleship of resources.

- ii. to encourage, promote and support Communities of Faith engagement in Stewardship Campaigns.
- iii. to consult and work with the East Central Ontario Regional Council Stewardship & Gifts Officer.
- iv. to encourage, promote and support Communities of Faith engagement with the Mission and Service; and
- v. to participate as requested in determining priorities for mission and ministry work through the Mission & Service.

## 2. **Finance**

- i. provide oversight of all revenues, expenses and funds of the East Central Ontario Regional Council including revenue from denominational assessments.
- ii. prepare and manage the core operating budget of the East Central Ontario Regional Council.
- iii. propose and manage an annual budget supporting the mission objectives and strategies as determined by the East Central Ontario Regional Council and Council Elders.
- iv. set any additional regional assessment for any additional services the East Central Ontario Regional Council wishes to undertake; and
- v. receive, review and make recommendations to the Council Elders on requests from Communities of Faith for financial assistance and grants.

## 3. **Property**

- a. provide support and guidance to Communities of Faith on all matters pertaining to property.
- b. make recommendations to the East Central Ontario Regional Council on the meaning of the terms “other major assets” and “major renovations” and communicate the meanings of those terms to each community of faith within the bounds served by the East Central Ontario Regional Council.
- c. receive and provide guidance to Communities of Faith requesting to buy, sell, mortgage, exchange, renovate, lease, develop or otherwise deal with community of faith property.
- d. review and make recommendations to the Council Elders regarding the buying, leasing or major renovations of community of faith property or other major assets including the proposal of financing the transactions.
- e. review and make recommendations to the Council Elders the disposition of surplus property resulting from closure, mergers, disbanding or amalgamations, including the distribution of proceeds within denominational policies and guidelines and in accordance with East Central Ontario Regional Council established policies.
- f. make recommendations on the property of Communities of Faith remaining after the Communities of Faith cease to exist.
- g. review and, in consultation with the Covenant Support Team, make recommendation to the Council Elders on the plans of Community of Faith property transactions and the utilization of the proceeds of such transactions due to altering or changing ministry focus; and
- h. upon direction of East Central Ontario Regional Council, oversee the buying, selling, leasing, development and renovating of regional property, and distributing any proceeds within denominational guidelines.
- i. *The Ministry through Property and Finance is authorized to operate as a Commission to complete a transaction in keeping with the direction and terms set by the Council of Elders as it relates to all activities resulting from the approved, by ECORC, sale of property, renewal of Community of Faith leasing arrangements and property management of properties held by the region in the regional land Trust.*<sup>1</sup>

*<sup>1</sup>Items printed in italics are decisions the Ministry through Property and Finance Team may take on behalf of the Council Elders and Regional Council*