

Opportunities to Serve Hamilton Conference - The United Church of Canada

ADMINISTRATIVE ASSISTANTS SUPPORT GROUP

Committee Mandate

To provide support to the Administrative Assistants of Hamilton Conference.

This Committee has the following responsibilities:

- to offer support for the Administrative Assistants individually and as a group
- to meet on a regular basis with Administrative Assistants

Reporting Relationship

The liaison from the Staff Committee will report to that committee as appropriate.

Gifts, Skills and Experience Needed:

Committee members be empathetic, compassionate, good listeners who can provide thoughtful feedback. They will have strong interpersonal skills, ability to work with a range of opinions and theological convictions, ability to problem solve, deep respect for a wide diversity of cultural values, experiences, and peoples, sensitivity to intercultural communication styles and patterns. Work experience in a church or not for profit setting would be an asset.

Committee members will be active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues including needs of new delegates and people with different learning styles, passionate about the mission and ministry of The United Church of Canada, and open to the Spirit.

Orientation and Training Available:

Sharing the duties of the Administrative Assistants Support Group.

Membership:

There will be four members of this committee, including **one Support Person for each Administrative Assistant** and a **representative of the Staff Committee**. Staff Support will be provided by the Executive Secretary.

Expectations and Terms:

Members will serve a three year term, which may be renewed once. The committee will meet as needed at the Conference Office, by conference call and email exchange.