

Opportunities to Serve Hamilton Conference - The United Church of Canada

(revised February 16, 2011)

ARCHIVES & RECORDS COMMITTEE

Committee Mandate

To encourage Congregations and Presbyteries to care for their important records in the best possible manner. This committee has the following responsibilities:

- to provide advice to Archives Committees at the Pastoral Charge and Presbytery levels
- to inform Pastoral Charges of their responsibility, as per The Manual, to deposit records at the Conferences Archives in Toronto
- to assist Pastoral Charges who have questions and concerns about archives and records
- to plan special events from time to time for ministry personnel and lay people on archives and record keeping
- to prepare a budget for the Committee
- to review minute books of the Presbyteries

Reporting Relationship

With the other Central Ontario Conferences, Hamilton Conference contracts with the Conferences Archives to care for our records under optimum conditions at the office of The United Church of Canada. The Chairperson will submit a report on behalf of the Committee and attend the Annual Meeting of the Archives and History Committee, and write a report for the Annual Meeting of Hamilton Conference.

Gifts, Skills and Experience Needed:

Committee members will be open to the leading of the Holy Spirit. They 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. Experience on a Presbytery or local Archives Committee would be an asset.

Orientation and Training Available:

All members of the Committee will be responsible for orientation and training of new Committee members.

Weekend courses in archival methods and practice are available from the Archives Association of Ontario.

Membership:

There will usually be fourteen members of this committee, including **Chairperson, Vice-chair, Secretary, Representatives of the six Presbyteries, a Representative of the Conference UCW, four Members-at-Large appointed by Hamilton Conference, and the Central Ontario Conference Archivist (Ex-Officio)**. Staff Support will be provided by the **Executive Secretary**.

The Chairperson (or designate) is a member of the Archives and History Committee

Expectations and Terms:

Members will serve a three year term, which may be renewed once. The committee will meet twice per year (once in the fall and once in the spring), and by call of the Chair (if needed).

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~ Recommendations by Screening Committee ~

The Hamilton Conference Screening Committee has reviewed the job descriptions and associated material submitted by the above named committee and offers the Human Resources Committee these comments.

Reviewed On: 13 January 2009

Risk Assessment: LOW Risk

Appropriate Screening Steps:

- none required

Other Recommendations: