

Opportunities to Serve Hamilton Conference - The United Church of Canada

CONFERENCE EDUCATION AND STUDENTS COMMITTEE

Committee Mandate

To assist the work of the Presbytery Education and Students Committees; to liaise with Candidates and to coordinate a New Ministries Interview Day.

The responsibilities of this committee are:

- to receive reports from the Presbyteries on all Inquirers and Candidates
- to receive reports on each Candidate recommended for ordination and commissioning
- to examine separately each Candidate recommended for ordination or commissioning by a team of no fewer than three persons
- to report to the Conference Executive through the Division of Ministry Personnel and Education for information and directly to the Conference for action, its recommendation concerning each Candidate for ordination or commissioning
- to receive and consider a recommendation from a Presbytery for an individual to be a Designated Lay Minister and to make a recommendation to the Conference
- to review the Presbytery reports on a Diaconal Minister **or** equivalent of an Ordained Minister from another denomination recommended for Admission to the Order of Ministry of the United Church by a Presbytery of the Conference and, if satisfied, to recommend that they be admitted by the Conference

The responsibilities of the Chairperson will be:

- to meet candidates in the system, sometime in the Fall, particularly those seeking ordination and commissioning (usually done by a visit to Emmanuel College)
- to receive reports and file forms from Presbytery Education and Students Committees
- to ensure that appropriate, timely training is provided for those
- conducting interviews
- to present names of those seeking admission, ordination, commissioning or to be received to the Annual Meeting of Hamilton

Conference

- to take part in the New Ministries Service of Hamilton Conference
- to destroy files on all Candidates that have been ordained, commissioned, received **or** admitted
- to mentor the Vice-chairperson for the future position of Chairperson

Note:

The Chairperson has no power to change **or** approve requests from Candidates; they can only recommend what action a Candidate can take **or** to whom they can speak. Until Candidates are brought to the Conference Education and Students Committee for final interviews, their oversight lies within the bounds of their own Presbytery.

The responsibilities of the Vice-chairperson will be:

- to lead worship at the annual New Ministries Interview Day
- to act as Chairperson chair when designated by the Chairperson
- to assist the Chairperson in training interviewers

The responsibilities of the Secretary will be:

- to oversee preparations for the New Ministries Interview Day (i.e. booking space, coordinating interviewers, planning the day, arranging interview teams, etc.)
- to keep records, minutes and lists on behalf of the Chairperson

Reporting Relationship

Supervision and support is provided by the Personnel Minister, the Division of Ministry Personnel and Education and the General Council Office.

The Chairperson will report on behalf of the Committee to the Division of Ministry Personnel and Education meetings and write a report for the Annual Meeting of Hamilton Conference to be included in the Record of Proceedings.

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Gifts, Skills and Experience Needed:

Committee members having an understanding of and experience in the educational processes of The United Church of Canada would be an asset.

Committee members need good organizational skills, to be approachable, an ability to maintain confidentiality, to chair meetings and to speak to large gatherings.

Committee members will be open to the leading of the Spirit, 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 and differences in learning styles and passionate about the mission and ministry of The United Church of Canada.

Orientation and Training Available:

Sharing the duties of the Education and Students Committee. The retiring Chairperson explains files and procedures to the incoming Chairperson.

Membership:

This committee will usually consist of nine members, including a **Chairperson, Vice-chairperson, Secretary and the six Chairpersons of Presbytery Education and Students Committees.** The **Chairpersons of the Interview Board** and of the **Conference Internship and Educational Supervision Committee** will be corresponding members. Staff Support will be provided by the **Personnel Minister.**

Expectations and Terms:

Committee members elected by the Conference will serve a three year term. The committee will normally meet six times per year in September, November, January, February (at New Ministries Day), March and May at the Conference Office, by conference call and email exchange.

CONFERENCE EDUCATION & STUDENTS (E&S)

~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 Resource Committee these comments.

Reviewed On: 10/22/03

Risk Assessment: LOW to MEDIUM Risk

- access to confidential / sensitive information re: Candidates
- occasional one-on-one meeting with Candidates

Appropriate Screening Steps:

Reference Checks for Chairperson and Secretary re:

- ability to give accurate information to Candidates
- understanding of process
- interest in preparation for ministry

Other Recommendations:

Education and Students should screen interviewers for the New Ministries Day in February