

## Opportunities to Serve Hamilton Conference - The United Church of Canada

### **DIVISION OF MINISTRY PERSONNEL & EDUCATION (MP&E)**

#### **Committee Mandate**

To give oversight and to co-ordinate all Conference responsibilities and concerns for matters relating to the training, settlement, continuing education and welfare of the members of paid and accountable ministry staff on the roll of Hamilton Conference.

#### **Reporting Relationship**

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

#### **Gifts, Skills and Experience Needed:**

Committee members with experience in the areas of Education and Students, Settlement, and/or Pastoral Relations, along with an overall understanding of how these groups relate to each other would be an asset.

Committee members need the ability to chair a meeting, willingness to help other committee members discuss, make decisions, and express opinions about related issues in the national church, maintain confidentiality, think clearly about issues, and work co-operatively with others.

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 Division of Ministry, Personnel and Education.

#### **Membership:**

This committee will usually consist of nine members, including a **Chairperson, Vice-chairperson, Secretary, and the six Chairs of these Conference committees: Settlement, Education and Students, Interim Ministry, Internship and Educational Supervision, Conference Interview Board, and Pensions and Group Insurance.** Staff Support will be provided by the **Personnel Minister.**

#### **Expectations and Terms:**

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

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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:** 11/28/03

**Risk Assessment:** LOW Risk

**Appropriate Screening Steps:** Reference Letter(s) re.

- ability to keep information heard confidentiality

**Other Recommendations:**