

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

### **SETTLEMENT COMMITTEE**

#### **Committee Mandate**

To fulfill the terms of The Manual, 2007, 440-454

The responsibilities of this committee are:

- to plan the Fall Pastoral Relations Workshop with the Personnel Minister of Hamilton Conference
- to review page for Hamilton Conference to be included with Transfer package
- to review Cumulative Record at every meeting except the “Matching Meeting”
- to approve or deny pastoral charges recommended for Settlement
- to visit pastoral charges approved for Settlement with candidates for “Goodness of Fit Interviews” (held after Transfer Meeting)
- to make final motions for Settlement prior to Annual Meeting of Hamilton Conference
- to ensure that Mentors are named for ordinands/commissionands
- to set budget request for Hamilton Conference Budget
- to review pastoral charges to be left open for Appointment

The Chairperson will:

- meet with candidates for Ordination / Commissioning in the Fall, prior to the Annual Meeting of Hamilton Conference, to determine needs and limitations of the candidates when it comes to the Transfer and Settlement process
- meet with candidates a second time at the final Ordination / Commissioning interviews, usually held in February at Five Oaks, to update profile created in the Fall
- respond to inquiries regarding Settlement charges from other candidates in other Conferences
- represent Hamilton Conference at the National Transfer Committee (usually meeting after Easter in Toronto)

- communicate with Presbytery Representatives to Settlement Committee
- prepare and send out appropriate correspondence after the Annual Meeting of Hamilton Conference re. Settlements made with Hamilton Conference (i.e. letters include those sent to pastoral charges receiving a candidate, pastoral charges requesting settlement but because of no match are released back to the search process and letters to the candidates being settled in Hamilton Conference)

#### **Reporting Relationship**

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

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

Committee members need to discern when to refer a question or concern; be able to maintain confidentiality especially related to the personal information about ordinands and commissionands; to be open to the Spirit in the midst of joy and pain and have a sense of humour.

As the Chairperson is usually appointed from those currently serving on the Committee, awareness of, and some familiarity with, Pastoral Relations and Settlement forms would be an asset.

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.

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

### **Orientation and Training Available:**

Serving on a Presbytery Pastoral Relations Committee and sharing the duties of the Settlement Committee. The Vice-chairperson is usually appointed the second year of the current Chairperson's final term.

### **Membership:**

This committee will usually consist of sixteen members, including **Chairperson, Vice-chairperson, Secretary, Diaconal Representative and two representatives from each Presbytery.** Staff Support will be provided by the **Personnel Minister.**

### **Expectations and Terms:**

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

#### SETTLEMENT COMMITTEE

~ 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:** MEDIUM Risk

- Confidentiality Issues
- Boundaries for one-on-one interviews

**Appropriate Screening Steps:**

**Other Recommendations:**