

Introduction to our governance structures 1



PRAIRIE TO PINE
REGIONAL COUNCIL
The United Church of Canada



STRUCTURES DOCUMENT

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¹ *This document is based on the former Conference of Manitoba and Northwestern Ontario Structure document and includes the decisions and recommendations of the Transition Commission, and then the Regional Executive over 2018-2019. The decisions and recommendations of the Transition Commission and the Region Executive are documented in the minutes of their meetings. To the best of our ability this draft reflects those decisions.*

Note: for the historical record: The former structure document was previously revised over the years as noted below.

*Structure Document — December 2014 (additions June 8, 2015) Changes — Additions — Deletions
This information was stored in a separate folder on the computer called Structure December 2014 (5: Structure-Embracing our Future/Structure December 2014). Edited August 2021; this version July 2025.*

Introduction

Welcome to this introduction to Prairie to Pine Regional Council's governance structure, which relies on the time and energy, skills and commitment of many generous people, from every part of the wide area we serve.

Prairie to Pine is an Affirming regional council within the United Church of Canada, created following the adoption of the three-council model on January 1, 2019. Our geographic area encompasses Manitoba and Northwestern Ontario within the same time zone.

The Prairie to Pine Regional Council works, lives, and serves on lands of the traditional and ancestral lands of many Indigenous peoples, including, Anishinaabeg (Ojibwe/Saulteaux), Nehethowuk (Rocky Cree), Ininiwak (Swampy Cree), Nehiyawak (Plains Cree), Anishininewak (Ojibwe-Cree), Dakota, Dene, and the Red River Métis.

Our website covers many more details about us: www.prairietopinerc.ca

We, along with Living Skies and Northern Spirit Regional Councils, share staffing resources for the Tri-Region positions of Executive Minister, Executive Administrator, Communication and Justice Minister, and Finance Administrator. We also work with national (General Council) staff deployed to our three Regions.

How this document works

This document has three parts: A visual summary of our overall structure (think of this as the eagle-eye view); shorter overviews of each of the governance bodies; and then a longer description of each plus other information that we hope will help invite your time and talents as a commission, committee, or task group member.

Governance for the ministry of the Regional Council is divided among **commissions, committees** and *task groups*.

Commissions are groups which have the responsibility for decisions and the receiving and dispersal of forms. They are mandated by The Manual.

Committees are groups that make recommendations to the Executive or the Full Regional Council and have a specific focus. Some relate to a Commission, and others are independent.

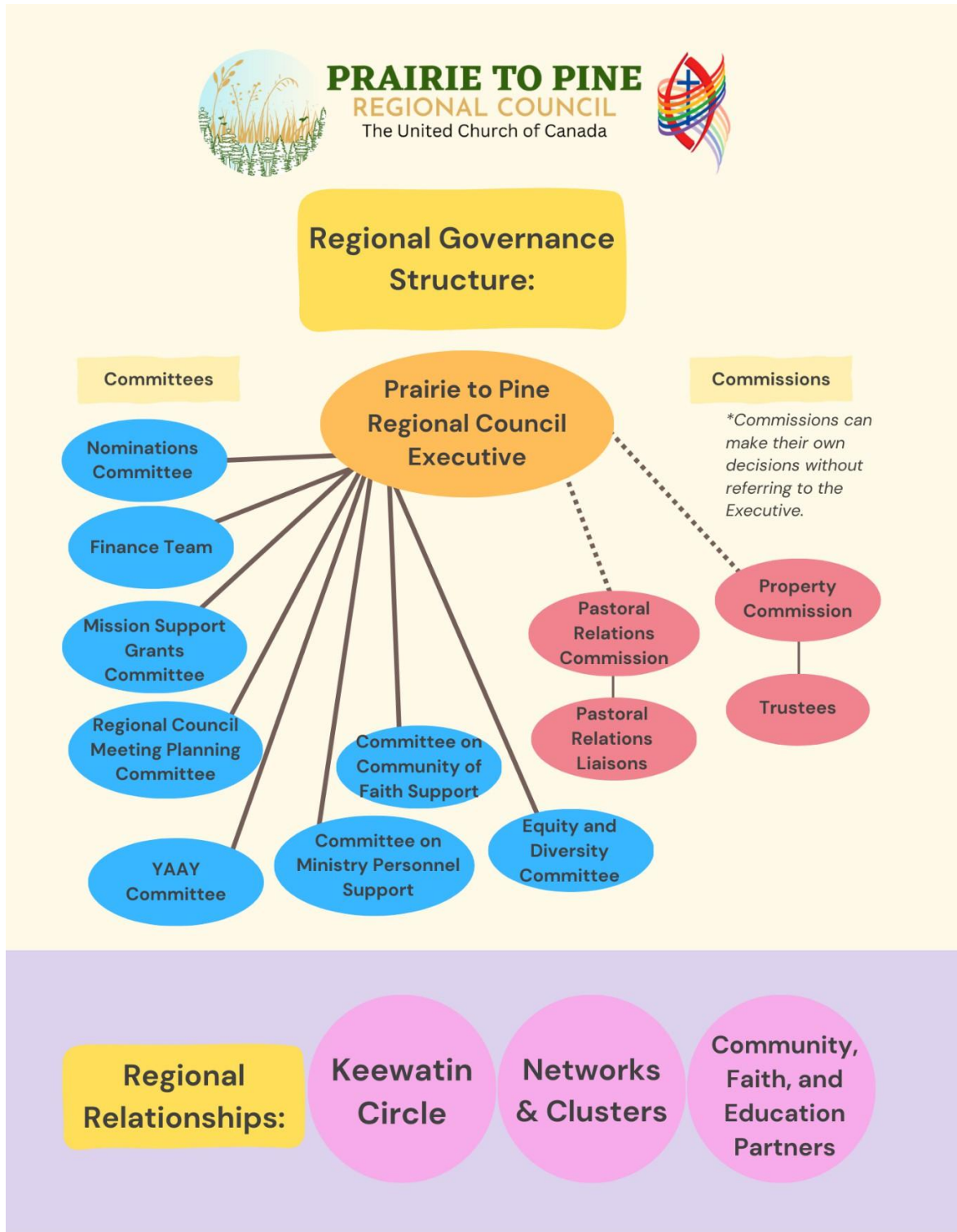
Task groups are very specific, time-limited responsibilities which will begin and end by decision of the Regional Council Executive. They are delegated to a task group that is named by the Nominations Committee and confirmed by the Executive.

Within this document we follow the definition from The Manual (2022) which defines a **Community of Faith** as any community of people within the United Church that:

- a) gathers to explore faith, worship, and serve; and
- b) is recognized as a community of faith within the United Church by the regional council through a covenantal relationship between the community of faith and the regional council. There are many kinds of communities of people that may be recognized as communities of faith: pastoral charges, congregations, outreach ministries, chaplaincies, faith-based communal living, house churches, online communities, and others. (B.1.1)

Diagram of Prairie to Pine Regional Council Structure

Shorter-term task groups are not included in this overview.





PRAIRIE TO PINE
REGIONAL COUNCIL
The United Church of Canada



**Regional Council
Membership is made
up of:**

**Lay Delegates from
Communities of
Faith**

**Ministry Personnel
(Active & Retired)**

**Members-at-large,
added by the
Executive**

Definitions:

Networks and Clusters are not governance bodies and may have a relationship with any of the church courts: communities of faith, regional councils, or General Council.

- **Clusters:** Clusters of communities of faith that focus on worship, mission, learning, collegiality, and strategic planning.
- **Networks:** link people working on specific issues or for project work.

YAAY Committee: Young Adults and Youth Committee



Prairie to Pine Regional Council

Purpose

The Regional Council is a decision-making body responsible to serve, support, and provide oversight for Communities of Faith within its bounds.

Accountability

The Prairie to Pine Regional Council is accountable to the General Council and to the Communities of Faith within the Regional Council.

Membership

The Regional Council is composed of all ministry personnel within the geographic bounds served by the Regional Council; ministers of denominations within mutual recognition agreements while under appointment or call; and lay members elected by their Community of Faith or appointed by the Regional Council.

Responsibilities

Live in a covenantal relationship with Communities of Faith; serve, support, and advise Communities of Faith; manage the Regional Archives; provide training and leadership.

The Regional Council composition and responsibilities are outlined in The Manual section C.

The following section summarizes all the current governing, program, or task bodies in Prairie to Pine Regional Council. It will be updated as needed, and in many cases, more information about these bodies is available on the regional website. Where possible, that information is linked to the shorter descriptions here.

For full details on the specific roles and responsibilities of the many people who serve on these bodies and bring the ministry of the Regional Council to life, please see Section 3, Job Descriptions, in this document.

Prairie to Pine Regional Council Executive²

Purpose

The Regional Council Executive is the guiding body deciding on direction and policy between annual meetings. It enables the work and witness of The United Church of Canada within the boundaries of this Region by acting for the Regional Council between its annual meetings, exercising oversight of its Committees and Task Groups, and receiving regular reports from Commissions.

Accountability

To report its action to the Prairie to Pine Regional Council for information and be accountable to the Regional Council. This body holds the day-to-day decision-making power for the Region, working within direction from the Regional Council.

² Previously updated: June 2004 Updated 2011 Updated December 2014

Membership

10 – 12 members, none of whom are chairing a committee or Commission, as well as 2 Indigenous members, at least 1/3 lay, 1/3 ministry personnel. Diversity and balance shall be considered. This Membership should include:

- Co-Chairs³/Chair and Past Chair
- Chair-Elect
- Treasurer

Terms are two years, renewable twice.

The Executive Minister is an ex officio member of the Executive.

Commission, committee, task group chairpersons, and Regional Council staff are corresponding members of the Executive.

Responsibilities

Deals with the financial vision of the Regional Council; participates in the ongoing regular work of the Regional Council, including hearing and acting on reports from committees; deal with the emerging needs of the ministry and Communities of Faith within the Regional Council.

Nominating Committee

Purpose

To match the passion and skills of members of Prairie to Pine Region as required with the work and ministries of associated committees, commissions, and task groups, as well as external organizations where the Regional Council has board representation.

Accountability

Accountable to the Regional Council and its Executive through written reports, including the annual nominations slate, and recommendations for appointments to specific vacancies that arise in between meetings of Regional Council.

Membership and terms

5- 7 committee members serving a 2-year term, renewable twice.

Responsibilities

- To advertise and receive applications and discern the most appropriate match to fill vacancies within the Prairie to Pine structure.
- Make recommendations for nominations to the governance and program bodies of the Regional Council, as well as external organizations where the Regional Council has board representation.
- Ensure that the Prairie to Pine structure document and committee job descriptions are up to date and maintain the membership lists of the Regional Council committees, commissions, and task groups.
- References from the Manual include the following sections: C.2.12; C.3.1 a). [Please click here for more information on the Nominating Committee.](#)

³ terms as per consensus decision #070/2019-2020

Property Commission

Purpose

To serve as the decision-making body for the Regional Council with respect to property matters.

Accountability

Accountable to the Regional Council and Regional Council Executive through written reports.

Membership

4 to 6 members serving two-year terms, renewable twice.

Responsibilities

- Create guidelines and make decisions regarding buying, leasing, selling, and renovating all property for the Regional Council and Communities of Faith within the Prairie to Pine Region.
- Ensure that all legal requirements for transactions are met and provide consent documents in due form.
- Distribute the proceeds of sales within denomination guidelines and regional policies.
- Regional Council responsibilities regarding property are described in The Manual

C.2.6 [Please click here for more information about the Property Commission.](#)

Trustees

Purpose

To serve as the legal representatives for the Prairie to Pine Regional Council in cases where the existing Community of Faith no longer has viable trustees

Accountability

For decisions regarding property, the Trustees are accountable to the Prairie to Pine Property Commission through written report

Membership

Three trustees with a two-year term, renewable twice.

Responsibilities

At the request of the Property Commission, Trustees make motions regarding selling of property when there are no current trustees within a Community of Faith and are responsible for signing the required legal paperwork.

Pastoral Relations Commission⁴

Purpose:

The Pastoral Relations Commission acts on, and/or makes decisions on behalf of the Regional Council in matters related to employment relationships between those exercising the functions of ministry and Communities of Faith.

Accountability

The Pastoral Relations Committee will report regularly to the Regional Council Executive and annually to the Regional Meeting.

⁴ The initial structure was approved by the Prairie to Pine Regional Commission on November 09, 2018 The Proposed revision to Prairie To Pine Structure Document, based on PRC/Liaison meeting on October 12, 2021

the Regional Council. The Pastoral Relations Commission makes decisions on behalf of the Regional Council. Any appeals will be directed to the Denominational Judicial Committee.

Membership

6 to 8 people serving a two-year term, renewable twice.

Responsibilities

- Oversee, receive, and give a final review to Community of Faith profile documents.
- Receive and review Record of Call or Appointment and accompanying documents and give final approval for the pastoral relationship.
- Train and support Regional Council Liaisons
- Receive and review all documents prepared by the Communities of Faith related to the posting of a ministry positions and the employment of Ministry Personnel.
- Ensure Communities of Faith are following current standards and policies set by the United Church of Canada, Prairie to Pine Regional Council, and the Labour Standards in the relevant jurisdiction.
- Regional Council responsibilities regarding pastoral relations are described in The Manual, Section I. [For more detail, see the Pastoral Relations Commissions web page.](#)

Pastoral Relations Liaisons

Purpose

To represent the Pastoral Relations Commission directly with Communities of Faith.

Accountability

Accountable to the Pastoral Relations Commission and are expected to submit a monthly status report.

Membership:

Twenty (20) individuals from various geographic locations serving indefinite terms

Responsibilities

Liaisons work directly with Communities of Faith to offer guidance and support throughout the profile/search process. (The Manual section I 1.15)

Committee on Ministry Personnel Support ⁵

Purpose:

To seek to provide care and support to ministry personnel toward the goal of health, joy, and excellence in ministry practice, especially through times of challenge and change.

Accountability

Report annually to the Regional Council and to the Executive when actions are required on matters such as the establishment of policies and budget requests. The Committee communicates to other committees and commissions any actions it takes that might impact the work of other committees or commissions.

Membership

4 to 6 members, the majority of whom are ministry personnel, serving a two-year term, renewable twice.

Responsibilities

- Provide support for ministry personnel and retired members.
 - Publicize and promote, in a variety of ways, educational and leadership opportunities for ministry personnel
 - Provide guidance to the Pastoral Relations Minister or the Regional Council when requested on matters related to the purpose and mandate of the committee.
-
- [Please click here to see the Committee's web page.](#)

⁵ Revisions approved at meeting of Committee on Ministry Personnel Support on October 29, 2021

Committee on Community of Faith Support⁶

Purpose

Oversee and coordinate the Regional Council's responsibility to support Communities of Faith in their life and work.

Accountability

Accountable to the Regional Council Executive through regular reports and recommendations for action. Reports annually to the Regional Council in a written and /or verbal report.

Membership

10 to 12 members serving a two-year term, renewable twice.

Responsibilities

- Assist Communities of Faith to develop their Covenants of Mutual Commitment, Accountability, and Support with the Regional Council.
- Receive and review regular self-assessments from Communities of Faith
- Provide education resources and promote programs that help ensure Communities of Faith are safe, healthy, and vital ministries and in compliance with United Church policies
- Support Communities of Faith in structural (governance) changes, amalgamations, realignments and disbanding and recommending any actions to the Regional Council
- Support emerging new ministries
- Act for the Regional Council when it is necessary to assist Communities of Faith in completion of annual United Church statistical forms

Please see the United Church Manual for full details.

[Please click here to see the Committee's web page.](#)

Committee on Lay Ministry Support

Purpose

Coordinate the Regional Council's responsibility to provide ongoing leadership training for select groups of lay people and oversee the practice of their function.

Accountability

Accountable to the Regional Council Executive through recommending action on licensing and relicensing of Licensed Lay Worship Leaders (LLWL)

Accountable to the Regional Council Pastoral Relations Minister through Recommending action on licensing and re-licensing to administer the sacraments for Sacraments Elders.

Membership

Minimum of 5 people serving two-year terms, renewable twice (minimum 2 LLWL, minimum 2 from other streams of ministry, minimum 1 lay person)

⁶ – reviewed and approved by the Committee on Community of Faith Support on Oct. 20, 2021

Responsibilities

This Committee provides support and oversight of Licensed Lay Worship Leaders and Sacraments Elders. It maintains a registry of Congregational Designated Ministers.

[Please click here to see the Committee's web page.](#)

Young Adults and Youth [YAAY] Committee ⁷

Purpose

Encourage and co-operate with the Regional Council and Communities of Faith in providing regular opportunities for learning, leadership development, and networking for the youth and young adults of the Regional Council.

Accountability

The Committee is accountable to the Regional Council and shall report on a regular basis to the Regional Council or its Executive.

Membership

Approximately 20 members, serving a one-year renewable term.

Responsibilities

Act as a liaison between local youth groups and the Regional Council youth group. Plan and organize events for youth and maintain connections with youth and young adults throughout the Regional Council.

[Please click here to see the Committee's web page.](#)

Equity and Diversity Committee⁸

Purpose

The Committee will assess, educate, and raise awareness to celebrate the diversity and the intercultural membership of our Region.

Accountability

Accountable to the Regional Council Executive through submitting a report for information and action. The annual progress report and action plan is presented to the annual meeting of the Regional Council. Maintains membership in Affirm United/ S'affirmer Ensemble.

Membership

5 to 12 members, ensuring diverse representation, serving two-year terms, renewable twice.

Responsibilities

The Committee will communicate with all Communities of Faith, Outreach Ministries, and other Regional Council members regarding the assessment of needs, delivery of education, and raising of awareness to celebrate the diversity and the intercultural membership of our Region. This includes but is not limited to: sexual orientation, gender identity and expression, Indigenous nations, histories, and cultures, racial justice, abilities, mental health, economic status, and age. Maintains membership and connection with Affirm United/ S'affirmer Ensemble. [Please click here to see the Committee's web page.](#) ⁷ June 2004 Updated 2013; 2021. ⁸

Established by Prairie to Pine Executive Decision 012-2020/2021 Nov. 5, 2020 PROPOSAL # 012-2020/2021

Regional Council Meeting Planning Committee⁹

Purpose

To prepare plans for the meeting of Prairie to Pine Regional Council and to facilitate the flow of business and program during the meeting.

Accountability

Report to and be accountable to the Prairie to Pine Regional Council Executive.

Membership

8 individuals, including a representative from the Regional Council executive: and two individuals to facilitate local arrangements for in person meetings. Members serve a one-year term, renewable 5 times.

Responsibilities

To plan the annual meeting in consultation with the Regional Council executive. This includes a budget, theme, resource people and volunteers for the Annual Meeting.

Mission Support Grants Committee

Purpose

Facilitate the process by which Mission Support grant applications are processed and funding recommended.

Accountability

This committee submits a report to the Executive meeting for approval.

Membership

2 to 3 people serving a 2-year term, renewable twice

Responsibilities

Read all Mission Support grant applications that are received by the deadline. Apply guidelines in determining recommendation of funding allocations to the Executive.

[Please see the Funding page for more information.](#)

Networks and Clusters

These are not part of the formal governance of the Regional Council. They offer crucial programs and support to the people and ministries of the Regional Council. The people of the Regional Council do not need the permission of the Regional Council to form or join Networks or Clusters, but it is important to inform the Regional Council office if you form a Cluster or Network so that the office can assist with communicating.

Clusters generally share the same geography, though in our Regional Council that area can cover a large territory. They often focus on ministry support, and can include ministry personnel only, lay people only,

⁹ REVISED for Prairie to Pine Regional Council 2019; *initial document June 2004, Updated December 2014, revised 2021.*

or be shared by both. Some Clusters focus on a particular concern shared by others in the same geographic area, such as worship, right relations between Indigenous and non-Indigenous people, being 2SLGBTQIA+ Affirming, and more.

Networks are more issue-focused and may cover much wider geography. Many cross provincial or regional boundaries.

The name is not really important; the ministry and community we create is most important. The Regional Council has a budget to support the work of Networks and Clusters, a contact list maintained by the Regional office, and a dedicated web page. [Please click here to learn more about Clusters and Networks.](#)

Regional Council Appointments to Boards¹⁰

Purpose

The Prairie to Pine Regional Council appoints members to the following boards to maintain United Church Connections with each organization.

Accountability

Representatives are accountable to the Regional Council and shall submit an annual written accountability report.

Membership

Number of members and terms are dependent upon the structure of the respective board.

Boards and other governance bodies:

Church Development Incorporated
(CDI) Fred Douglas Society Inc

General Council Judicial
Committee Initiatives For
Just Communities
The Jubilee Fund

Manitoba Council for International
Cooperation Manitoba Interfaith
Immigration Council Manitoba Multifaith
Council

Regional Council representative to the Refugee Advocacy Group, General Council

St. Andrew's College Board

University of Winnipeg Board of Regents

University of Winnipeg, The Centre for Theological Studies Advisory Council
Winnipeg Free Press: Representative to The Advisory Committee

¹⁰ Updated 2008 Updated December 2014* Revised for Prairie to Pine Regional Council 2019

Part 3: Job Descriptions Document¹

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<p>The Committee will communicate with all Communities of Faith, Outreach Ministries, and other Regional Council members regarding the assessment of needs, delivery of education, and raising of awareness to celebrate the diversity and the intercultural membership of our Region. This includes but is not limited to: sexual orientation, gender identity and expression, Indigenous nations, histories, and cultures, racial justice, abilities, mental health, economic status, and age. Maintains membership and connection with Affirm United/ S'affirmer Ensemble. Please click here to see the Committee's web page. ⁷ June 2004 Updated 2013; 2021. ⁸ Established by Prairie to Pine Executive Decision 012-2020/2021 Nov. 5, 2020 PROPOSAL # 012-2020/2021</p>	
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¹ Edited January 2025

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PRAIRIE TO PINE
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Introduction to detailed positions

Prairie to Pine Regional Council is an Affirming regional council within the United Church of Canada, created following the adoption of the three-council model on January 1, 2019. The geographic area encompasses Manitoba and North Western Ontario within the same time zone.

The Prairie to Pine Regional Council works and lives and serves on lands of the traditional and ancestral lands of many Indigenous peoples, including, Anishinaabeg (Ojibwe/Saulteaux), Nehethowuk (Rocky Cree), Ininiwak (Swampy Cree), Nehiyawak (Plains Cree), Anishinewak (Ojibwe-Cree), Dakota, Dene and Métis Nation.

This document is intended to offer a short but comprehensive overview of each governance body in Prairie to Pine. Its purpose:

- To help the wider Regional Council understand how our governance works, in an accessible way.
- To help the Nominations Committee find the many members of these bodies, by offering them a clear reference point and summary wording that can be used in conversations with potential new members.
- To provide a reference point for the Executive, which is responsible for the overall governance of the Regional Council.
- To provide a basic and public reference point for your own committee or commission.

Prairie to Pine Regional Council Lay Representative/ Regional Council Delegate

Purpose

To serve as a voting member of the Prairie to Pine Regional Council and to serve as a liaison between the community of faith and the wider church

Reporting and Accountability

Verbal and/or written report to the community of Faith

Membership and Term

Each community of faith will appoint lay representatives whose number is based on the membership of the community of Faith. Lay members must be a full member of a community of faith within the Regional Council. The term is until the representative steps down or the community of faith votes to replace.

Responsibilities

- Attend the annual meeting of the Region, and other full meetings of the Regional Council if required (extra meetings are called very infrequently).
- Report the highlights of the annual meeting to the governing body; give quarterly reports to the governing body of the work of the Executive, through sharing of the Executive minutes, the newsletter, website News items, etc.
- Serve as liaison and a contact person between the Community of Faith and the Region
- Be a connection in the covenant between the Region and the community of faith, bringing the experience of each to the other.
- Be willing to participate in at least one committee/ Commission/ task group in the Region.
- Help the Nominations/ Nominating Committee of the Regional Council find lay representation from your community of faith as needed for committees, commissions, and task groups.
- Be a member of your governing body (board/council), or have a clear path to reporting to the board/ council.
- Subscribe to the Regional Council weekly newsletter.
- Highlight the regional website and Facebook page or group, and Regional Council education and engagement opportunities, to the community of faith, as a source of information and connection.

Time Commitment

- Attend the annual meeting of the Regional Council, which may be in person or by zoom
- Reporting highlights to your community of faith.

Gifts, Skills, and Experience

- A desire to be a disciple through service to the local community of faith and the wider church
- An interest in fostering connections and communications within various parts of the church
- Curiosity and a willingness to learn about the role, ministry, and structures of the Regional Council, and the many relationships that are part of its ministry.
- Access to a computer and reliable internet is definitely an asset, as most communication is electronic.

Equity and accessibility commitments from the Regional Council

Accommodation for visual or hearing impairments, online vs in person meetings

Prairie to Pine Regional Council Executive

Purpose

The Regional Council Executive is the guiding body deciding on direction and policy between annual meetings. It enables the work and witness of The United Church of Canada within the boundaries of this Region by acting for the Regional Council between its annual meetings, exercising oversight of its Committees and Task Groups, and receiving regular reports from Commissions.

Accountability

To report its action to the Prairie to Pine Regional Council for information and be accountable to the Regional Council. This body holds the day-to-day decision-making power for the Region, working within direction from the Regional Council. The Executive considers the reports and decisions put before them using a consensus decision-making process

Membership and Terms

- 10 – 12 members, none of whom are chairing a Committee or Commission, as well as 2 Indigenous members, at least 1/3 lay, 1/3 ministry personnel. Diversity and balance shall be considered. This Membership should include:
 - Co-Chairs /Chair² and Past Chair
 - Chair-Elect
 - Treasurer
- The Executive Minister is an ex officio member of the Executive.
- Commission, committee, task group chairpersons, and Regional Council staff are corresponding members of the Executive.
- Terms are two years, renewable twice.

Responsibilities

Deals with the financial vision of the Regional Council; participates in the ongoing regular work of the Regional Council, including hearing and acting on reports from committees; deal with the emerging needs of the ministry and Communities of Faith within the Regional Council.

Time Commitment

The P2P Executive meets monthly via Zoom. Currently, the meetings are 3:30 – 5:30 PM on the 1st Thursday of each month, with meeting documents to be read before each meeting. Members may also volunteer for short-term tasks between meetings, with varying time commitments.

Gifts, Skills, and Experience

- A commitment to the purpose and vision of P2P Region.
- Ability to see the big picture, an interest in innovative ministry,
- Interest and/ or skills in developing relevant policies
- Willingness and ability to keep details in mind.
- Willingness to invest the time needed in order to come to meetings prepared and informed about agenda issues.
- Willingness and ability to consider other points of view, make constructive suggestions and help the Executive arrive at decisions that respect and enhance the vision and purpose of the Regional Council.
- An active member of the United Church of Canada
- Previous experience on governing bodies would be an asset but is not required
- Access to a computer and the ability to use email, Zoom, and Drop Box are beneficial, but not essential.
- P2P needs people who can offer fresh perspectives and insights and bring knowledge and experience from being active in local communities.

Equity and Accessibility Commitments from the Regional Council

The P2P Executive meets monthly via Zoom. If there are face to face meetings in the future, there is an expense account for travel and child care expenses. Currently, the meetings are 3:30 – 5:30 PM on the 1st Thursday of each month.

To facilitate effective meetings meeting documents are posted in Drop Box before each meeting.

The Nominating Committee considers diversity and all aspects of balance when nominating new members to the Executive. Members' terms are staggered 2-year terms to allow for mentoring of newer members, with the possibility of renewal.

Regional Council Co-Chair or Chair²

² **As per following Executive decision:** 070/2019-2020 Having received a report from the Nominating Committee recommending a **staggered Executive co-chairs**.

Purpose

To preside over the worship, meetings, business, and life of the Regional Council and to represent the Regional Council at meetings or events involving the wider church and the wider community.

Reporting and Accountability

The Co-Chair (or Chairs) is directly accountable to the Regional Council Annual meeting and to the Regional Council Executive and shall report at each meeting.

Membership and Term

One individual as chair, two individuals as co-chairs, with staggered terms

Terms are two years (with staggered term of the co-chairs)

Following their term, the retiring co-chair, or chair may be nominated to a further one-year term on the executive.

Responsibilities

- Preside at meetings of the Regional Council and its Executive
- Direct Regional Council business
- Carry out other tasks as assigned by the Regional Council and its Executive, or at the Chair's own initiative if required for the good order of the Regional Council (e.g. committee appointments, agenda preparation, etc.).
- To be the primary spokesperson for the Regional Council representing as far as possible, the mind and will of the Regional Council
- Co-chairs will decide how the duties and responsibilities are shared.

Time Commitment:

The P2P Executive meets monthly via Zoom. Currently, the meetings are 3:30 – 5:30 PM on the 1st Thursday of each month. To facilitate effective meetings meeting documents are posted in an online folder before each meeting.

Annual meeting will be held by zoom or in person. The meetings are typically scheduled for a Friday to Sunday with the dates of the meeting are decided upon consultation with the Tri-Region.

Agenda preparation

Time commitments are flexible and shared between co-chairs

Gifts, Skills, and Experience

- A commitment to the purpose and vision of P2P Region.
 - Ability to see the big picture,
 - Interest and/ or skills in developing relevant policies
 - Willingness and ability to keep details in mind.
-

- Willingness to invest the time needed to prepare for meetings
- Willingness and ability to consider other points of view, make constructive suggestions and help the Executive arrive at decisions that respect and enhance the vision and purpose of the Regional Council.
- Willingness and ability to run a meeting
- An active member of the United Church of Canada
- Previous experience on governing bodies would be an asset but is not required
- Access to a computer and the ability to use email, Zoom, and Drop Box are beneficial, but not essential.
- offer fresh perspectives and insights and bring knowledge and experience from being active in local communities.

Equity and Accessibility Commitments from the Regional Council

The co-Chair/chair is a volunteer position, but travel, phone, accommodation, and incidental expenses will be covered.

If there are face to face meetings in the future, there is an expense account for travel and child care expenses

The Nominating Committee considers diversity and all aspects of balance when nominating new chairs/co-chairs.

Prairie to Pine Regional Council Treasurer

Purpose

The Prairie to Pine Region Treasurer is a volunteer Executive position responsible for working with the Executive Council to safeguard and be good stewards of the Region's financial assets. In consultation with the Executive Minister and the Tri-Region Administrator, the Treasurer oversees the financial and accounting systems of the Region and is one of the Region's signing officers. The Regional Treasurer is responsible for items from The Manual C2.5c.

Membership and Term

Serves as a member of the executive for a two-year term, renewable twice.

Responsibilities

1. Attendance at meetings:
 - a. Regional Executive:
 - Attend all meetings as a full member of the Regional Executive.
 - Report to the Regional Executive the most current financial statements.
 - Annually bring proposed budget and audited financial statements
 - b. Annual Meeting

- Report to annual meeting the audited statements and lead the discussion on the budget assumptions, in preparation for submission of the budget for approval by the Prairie to Pine Executive.
2. Accounting Functions:
- a. Monthly
 - Review bank and investment reconciliations
 - Review month-end financial statements and trial balance
 - b. Annual
 - Review Charity Information Return
 - review year-end financial statements
 - review year-end accruals and adjustments
 - review working papers and reports prepared for Auditor
 - Compile Regional budget with the Finance Administrator
3. Other:
- Resource for investment/banking decisions as required
 - Accounting assistance to the Tri-Region Finance Administrator as required
 - Ad hoc involvement or input into special projects and other related duties/tasks as may be required

Time Commitment

- 8-10 meetings per year of approximately 1 1/2 to 2 hours via Zoom, for executive meetings
- Budget meetings
- Meeting dates and times are standardized, but may be negotiated amongst the members
- Work between meetings is as needed related to the responsibilities outlined above to prepare budget.

Gifts, Skills, Experience, and Qualifications

The Prairie to Pine Region Treasurer should have a working knowledge of accounting and financial matters as well as a sound knowledge of the Prairie to Pine Region's organizational and governance structure.

Equity and Accessibility Commitments from the Regional Council

- Cost of long-distance phone calls, or contributions to internet will be covered if needed
- Other accommodations will be considered as required
- Expenses for travel, meals, and accommodation related to in-person meetings are covered by the Regional Council.
- Barriers to participation may include: travel and childcare for in-person meetings; internet access for online meetings; and/or effective accommodation for visual or

hearing impairments at all meetings. The committee is asked to discuss these needs, to arrive at an agreement, and to consult the Executive when further supports or budget are needed.

Property Commission

Purpose

To serve as the decision-making body for the Regional Council with respect to property matters.

Reporting and Accountability

Accountable to the Regional Council and Regional Council Executive through written reports.

Membership and Term

4 to 6 members serving two-year terms, renewable twice.

Responsibilities

- Create guidelines and make decisions regarding buying, leasing, selling, and renovating all property for the Regional Council and Communities of Faith within the Prairie to Pine Region.
- Receive and review requests to seek to sell or purchase real property, and requests for renovations over \$50K, including the approval of mortgages and financing agreements
- Ensure that all legal requirements for transactions are met and provide consent documents in due form.
- Distribute the proceeds of sales within denomination guidelines and Regional policies.
- Update policies
- Regional Council responsibilities regarding property are described in The Manual C.2.6

Time Commitment

Meetings are held by zoom or conference call, as needed, typically ½ to 1 hour in length.

Gifts, Skills, and Experience

- Knowledge of denominational and regional policies on property
- Familiarity with the United Church Act regarding property and the role of trustees
- Awareness of provincial and local laws and regulations with respect to the sale of property and Land Titles requirements
- Willingness and ability to write motions
- Available to answer questions from communities of faith
- Business or administrative experience

Equity and Accessibility Commitments from the Regional Council

- meetings are typically by zoom/ conference call, expense coverage for milage and long-distance calls
- Barriers to participation may include: travel and childcare for in-person meetings; internet access for online meetings; and/or effective accommodation for visual or hearing impairments at all meetings. The committee is asked to discuss these needs, to arrive at an agreement, and to consult the Executive when further supports or budget are needed.

Regional Council Trustees

Purpose

To serve as the legal representatives for the Prairie to Pine Regional Council in cases where the existing Community of Faith no longer has viable trustees

Reporting and Accountability

For decisions regarding property, the Trustees are accountable to the Prairie to Pine Property Commission through written report

Membership and Term

Three trustees with a two-year term, renewable twice.

Responsibilities

At the request of the Property Commission, Trustees make motions with regard to selling of property when there are no current trustees within a Community of Faith and are responsible for signing the required legal paperwork.

Time Commitments

Minimal time commitment is required, meetings are by zoom or conference call as required at the request of the property commission, and meeting in person or by zoom with lawyers to sign legal documents

Gifts, Skills, and Experience

- Some knowledge of legal documents as related to property is an asset

Equity and Accessibility Commitments from the Regional Council

- meetings are typically by zoom or conference call, expense coverage for milage and long-distance calls
- Barriers to participation may include: travel and childcare for in-person meetings; internet access for online meetings; and/or effective accommodation for visual or hearing impairments at all meetings. The committee is asked to discuss these needs, to arrive at an agreement, and to consult the Executive when further supports or budget are needed.

Nominations Committee

Purpose

To match the passion and skills of members of Prairie to Pine (P2P) Region as required with the work and ministries of associated committees, commissions, and task groups, as well as external organizations where the Regional Council has board representation.

Reporting and Accountability

- Accountable to the Regional Council and its Executive through written reports, including the annual nominations slate, and recommendations for appointments to specific vacancies that arise in between meetings of Regional Council.
- Attendance as corresponding member(s) at P2P Executive meeting as required for reporting to the executive.

Membership and Term

Convenor plus 5-7 committee members serving a 2 year term, renewable twice

Responsibilities

- To make members of Prairie to Pine Region aware of vacancies on Regional committees, commissions, and task groups, through a variety of means, including the Weekly emails, and posting job descriptions on the Prairie to Pine website.
- To receive applications and discern the most appropriate match to fill the vacancy.
- As required to contact members of the Region via phone, email, or in person to assess their willingness to serve on committees, commissions, and task groups.
- Commitment to become familiar with the structure of the Prairie to Pine Region, and the needs of the committees, commissions, and task groups.
- Commitment to diversity in all its forms in filling vacancies.
- Review the nominations, and make recommendations for appointments to the Regional Council, the executive, or the executive minister.
- Ensure that the P2P structure document and committee job descriptions are up to date.
- Maintain the membership lists of the Regional Council committees, commissions, and task groups.
- To ensure that job descriptions are updated annually by their respective committees.

Time Commitment

- 8-10 meetings per year of approximately 1 1/2 to 2 hours via Zoom, may be more often as a slate of nominees is prepared for the annual meeting.
- Meeting dates and times are negotiated amongst the members
- Work between meetings is as needed to contact individuals about volunteering.

Gifts, Skills, and Experience

- Interest in learning about the specific needs of the church; learning about people's skills and gifts; and finding a match
- Commitment to developing a knowledge of the structures and task groups of Prairie to Pine Regional Council, and their needs.
- Awareness of and commitment to diversity.
- At least some of the members should be comfortable talking to or emailing people they don't know.

Equity and Accessibility Commitments from the Regional Council

- Balance of ministry personnel and lay members,
- Commitment to the make-up of the committee representing the diversity of our Regional Council in all its forms including gender, intercultural, indigenous, LGBTQ2IA, youth and young adults, and geography.
- Cost of long-distance phone calls will be covered if needed
- Other accommodations will be considered as required
- Barriers to participation may include: internet access for online meetings and/or effective accommodation for visual or hearing impairments. The committee is asked to discuss these needs, to arrive at an agreement, and to consult the Executive when further supports or budget are needed.

Pastoral Relations Commission

Purpose:

The Pastoral Relations Commission acts on, and/or makes decisions on behalf of the Regional Council in matters related to employment relationships between those exercising the functions of ministry and Communities of Faith.

Reporting and Accountability

The Pastoral Relations Committee will report regularly to the Regional Council Executive and annually to the Regional Council. The Pastoral Relations Commission makes decisions on behalf of the Regional Council. Any appeals will be directed to the Denominational Judicial Committee.

Membership and Term

6 to 8 people serving a two-year term, renewable twice.

Responsibilities

- Oversee, receive, and give a final review to Community of Faith profile documents.
- Receive and review Record of Call or Appointment and accompanying documents and give final approval for the pastoral relationship.
- Train and support Regional Council Liaisons
- assist Communities of Faith to get signed onto Church Hub
- Appoint pastoral charge supervisors
- Approve supply appointments

- Assist in the approval of congregational designated ministers
- Receive and review all documents prepared by the Communities of Faith related to the posting of a ministry positions and the employment of Ministry Personnel.
- Ensure Communities of Faith are following current standards and policies set by the United Church of Canada, Prairie to Pine Regional Council, and the Labour Standards in the relevant jurisdiction.
- Regional Council responsibilities regarding pastoral relations are described in The Manual, Section I.

Time Commitment

- Monthly meetings, typically by zoom, 2- 3 hours

Gifts, Skills, and Experience

- good listening skills.
- empathy
- discretion
- good communication skills.

Equity and Accessibility Commitments from the Regional Council

- Balance of ministry personnel and lay members,
- Commitment to the make-up of the committee representing the diversity of our Regional Council in all its forms including gender, intercultural, indigenous, LGBTQ2IA, youth and young adults, and geography.
- Cost of long-distance phone calls will be covered if needed
- Barriers to participation may include: travel and childcare for in-person meetings; internet access for online meetings; and/or effective accommodation for visual or hearing impairments at all meetings. The committee is asked to discuss these needs, to arrive at an agreement, and to consult the Executive when further supports or budget are needed.

Pastoral Relations Liaisons

Purpose

To represent the Pastoral Relations Commission directly with Communities of Faith.

Accountability

Accountable to the Pastoral Relations Commission and are expected to submit a monthly status report.

Membership:

Twenty (20) individuals from various geographic locations serving indefinite terms

Responsibilities

Liaisons work directly with Communities of Faith to offer guidance and support throughout the profile/search process. (The Manual section I 1.15)

Time Commitments

3- 5 hours per month depending on the needs of the Community of Faith one is working with

Gifts, Skills, and Experience

- good listening skills.
- empathy
- discretion
- good communication skills.
- computer skills / ability to use zoom
- understanding of the Pastoral Relations process
- familiarity with church hub

Equity and Accessibility Commitments from the Regional Council

- Cost of long-distance phone calls and travel will be covered if needed
- Training is provided
- Barriers to participation may include: travel and childcare for in-person meetings; internet access for online meetings; and/or effective accommodation for visual or hearing impairments at all meetings. The committee is asked to discuss these needs, to arrive at an agreement, and to consult the Executive when further supports or budget are needed.

Committee on Ministry Personnel Support

Purpose:

To seek to provide care and support to ministry personnel toward the goal of health, joy and excellence in ministry practice, especially through times of challenge and change.

Reporting and Accountability

Report annually to the Regional Council and to the Executive when actions are required on matters such as the establishment of policies and budget requests. The Committee communicates to other committees and commissions any actions it takes that might impact the work of other committees or commissions.

Membership and Term

4 to 6 members, the majority of whom are ministry personnel, serving a two-year term, renewable twice.

Responsibilities

- Caring pastorally for ministry personnel and retired ministry personnel

- Publicize and promote, in a variety of ways, educational and leadership opportunities for ministry personnel
- Initiate programming to enhance the health, joy and excellence in practice of ministry
- Provide guidance to the Pastoral Relations Minister or the Regional Council when requested on matters related to the purpose and mandate of the committee.

Time Commitment

- Meetings
- More time is required prior to planned events/ training opportunities
- Terms are 2 years, renewable twice

Gifts, Skills, and Experience

- good listening skills, empathy, discretion
- good communication skills.
- Familiarity with the office of Vocation
- Ability to organize

Equity and accessibility commitments from the Regional Council

- Cost of long-distance phone calls will be covered if needed
- Barriers to participation may include: travel and childcare for in-person meetings; internet access for online meetings; and/or effective accommodation for visual or hearing impairments at all meetings. The committee is asked to discuss these needs, to arrive at an agreement, and to consult the Executive when further supports or budget are needed.

Committee on Community of Faith Support

Purpose

Oversee and coordinate the Regional Council's responsibility to support Communities of Faith in their life and work.

Reporting and Accountability

Accountable to the Regional Council Executive through regular reports and recommendations for action. Reports annually to the Regional Council in a written and /or verbal report.

Membership and Term

10 to 12 members serving a two-year term, renewable twice.

Responsibilities

- Assist Communities of Faith to develop their Covenants of Mutual Commitment, Accountability, and Support with the Regional Council.

- create, refine and distribute templates and instruction for Self-Assessments. Each Community of Faith is required to complete a Self-Assessment once every 3 years.
- receive Self-Assessment forms and complete by reading and reporting back to the Community of Faith
- Provide education resources and promote programs that help ensure Communities of Faith are safe, healthy, and vital ministries and in compliance with United Church policies
- Support Communities of Faith in structural (governance) changes, amalgamations, realignments and disbanding and recommending any actions to the Regional Council
- Support emerging new ministries
- participate in reading of Pastoral Charge Supervisor reports to help identify any needs within Pastoral Charges.
- participate in events to recognize Community of Faith closures within our Regional Council
- Act for the Regional Council when it is necessary to assist Communities of Faith in completion of annual United Church statistical forms
- **Please see the United Church Manual for full details.**

Time Commitment:

- At least 3 hours each month for regular meeting
- Time for other work as it emerges. We work hard to share the load.

Gifts, Skills and Experience

- Good communication skills
- Good follow through
- Familiarity with the UCC Manual to assist with Governance Documents

Equity and accessibility commitments from the Regional Council

- Cost of long-distance phone calls and travel will be covered if needed
- Barriers to participation may include: travel and childcare for in-person meetings; internet access for online meetings; and/or effective accommodation for visual or hearing impairments at all meetings. The committee is asked to discuss these needs, to arrive at an agreement, and to consult the Executive when further supports or budget are needed.

Committee on Lay Ministry Support

Purpose

Coordinate the Regional Council's responsibility to provide ongoing leadership training for select groups of lay people and oversee the practice of their function.

Reporting and Accountability

Accountable to the Regional Council Executive through recommending action on licensing

and relicensing of Licensed Lay Worship Leaders (LLWL)

Accountable to the Regional Council Pastoral Relations Minister through Recommending action on licensing and re-licensing to administer the sacraments for Sacraments Elders.

Membership and Term

Minimum of 5 people serving two-year terms, renewable twice (minimum 2 Licensed Lay Worship Leaders, minimum 2 from other streams of ministry, minimum 1 lay person)

Responsibilities

- Interviews, supports and provides oversight of Licensed Lay Worship Leaders, and organizes gatherings for them
- make recommendations to Prairie to Pine Regional Council Executive for licensing.
- provides training, support and oversight for Sacraments Elders
- maintains a registry of Congregational Designated Ministers.

Time Commitment

- at least 2 hours each month for a meeting
- time for other work as it emerges

Gifts, Skills, and Experience

- good listening
- good communication
- good follow through

Equity and accessibility commitments from the Regional Council

- Cost of long-distance phone calls will be covered if needed
- Balance of ministry personnel and lay members,
- Cost of long-distance phone calls will be covered if needed
- Barriers to participation may include: travel and childcare for in-person meetings; internet access for online meetings; and/or effective accommodation for visual or hearing impairments at all meetings. The committee is asked to discuss these needs, to arrive at an agreement, and to consult the Executive when further supports or budget are needed.

Young Adults and Youth [YAAY] Committee ³

Purpose

To facilitate and promote the planning and participation of all youth grade 7-12 in youth events across the region. To provide leadership opportunities for youth and young adults and ensure equity and diversity is upheld in the planning and participation of events.

³ Last Updated January 2024

Reporting and Accountability

Report to and be accountable to the Prairie to Pine Regional Council Executive and work with the regional young adult and youth ministry staff member.

Membership and Term

Enough members to ensure the workings of the YAAY Committee can be fulfilled. Positions generally filled by the committee include:

- co-conveners to run the meetings and maintain contact with regional executives, the Young adult and youth staff person and other members of the committee.
- Adult advisors to provide guidance with regards to united church theology and policy.
- Someone to find co-coordinators for various youth events.
- A nominations representative to ensure positions on the committee are filled.
- Equity monitors to ensure committee membership and leadership and youth events remain equitable, inclusive and accessible for all participants.
- Social media coordinators to promote upcoming events for young adults and youth
- A website coordinator to update the YAAY page, calendar and news feed on the regional website to maintain the presence of YAAY online.
- A secretary to record and distribute minutes from YAAY meetings.
- Other roles are created and filled based on member passions, demographics, location, or projects needed at the time (Eg. Grant Writer, Traveling Youth Group coordinator, Google Drive Manager, Photographer, Young Adult Event Planner)

Members are appointed for a one-year term but are encouraged to consider serving for more than one year to ensure some level of continuity.

Responsibilities

The YAAY Committee is responsible for supporting young leaders in offering programming for youth and young adults according to special interests, age, or location.

- **Meeting Management:** preparing agenda, chairing meetings, keeping meetings on schedule, and adapting as appropriate.
- **Advocating:** for youth and young adult voices in United Church decision-making forums.
- **Retreat Planning:** Finding coordinators and choosing themes for youth retreats.
- **Advertisement:** Maintain the YAAY page, update calendar, write news articles on the Prairie to Pine website, and create posters to advertise upcoming events on Facebook and Instagram.
- **Communicating National United Church Opportunities:** such as General Council and Rendezvous.

- **Equity and Diversity:** the committee will bear in mind commitments the Regional Council has made regarding accessibility, Affirming, anti-racism, intercultural, and more.
- **Maintain contact with Regional Executive:** name a representative of the YAAY committee to attend Regional Executive meetings and report back to the YAAY committee. Ensure the co-convenors of the YAAY committee have contact with the regional executive.
- **Budget:** build and maintain a budget, to be approved by the Executive.

Time commitment

YAAY meetings occur approximately three times a year, online or in-person with an online option, and are about 2 hours in length. Meetings are scheduled at a time that works best for everyone, usually either a weekday night or Sunday afternoon.

Specific roles on the committee may require extra time commitments to perform tasks or attend other meetings or events.

Gifts, Skills, and Experience

YAAY committee members are representatives of the participants that attend our events. We aspire to represent all age demographics, gender identities, race and sexual orientations.

We encourage people who have relationships with our programs (Rock Lake Camp, Wellman Lake Camp, Neechi Camp, Explorer project, Traveling Youth Group, etc.) to join the YAAY committee as representatives of their respective program.

Equity and Accessibility Commitments from the Regional Council

Meetings are held online or at a physical location chosen by the committee. Meeting times are set by the committee and virtual attendance can be accommodated.

Barriers to participation may be travel for in-person meetings or internet access. Expenses for travel related to in-person meetings can be covered by the Regional Council.

Equity and Diversity Committee⁴

Purpose

The Committee will assess, educate, and raise awareness to celebrate the diversity and the intercultural membership of our Region; and will help the Regional Council be accountable for living out its Affirming commitments and membership.

Reporting and Accountability

Accountable to the Regional Council Executive through submitting a report for information and action, and requesting meetings with the Executive as needed. The annual progress report and action plan is presented to the annual meeting of the Regional Council.

Membership and Term

5 to 12 members, ensuring diverse representation, serving two-year terms, renewable twice.

Responsibilities

- The Committee will communicate with all Communities of Faith, Outreach Ministries, and other Regional Council members regarding the assessment of needs, delivery of education, and raising of awareness to celebrate the diversity and the intercultural membership of our Region. This includes but is not limited to: sexual orientation, gender identity and expression, Indigenous nations, histories, and cultures, racial justice, abilities, mental health, economic status, and age.
- Maintains membership and connection with Affirm United/ S'affirmer Ensemble.

Time commitment

- This position is most active September- June; it generally involves meetings no more than once a month, during the day or scheduled at a time that works best for everyone involved, and may be held online or in-person.
- Meetings are about 90 minutes in length but will be longer or more frequent if a major project is underway.

Gifts, Skills, and Experience

- A wide variety of skills, background, and lived experience will be valued. These can include:

⁴ Established by P2P Executive Decision 012-2020/2021 Nov. 5, 2020 PROPOSAL # 012-2020/2021 ; Last updated: March 2024

- People with diverse backgrounds, including but not limited to: Black, Indigenous, people of colour, people with disabilities, people with lived experience of economic marginalization, Two Spirit and LGBTQIA+ people, neurodiverse people, people of a wide range of ages, and more.
- The ability to work well in a diverse team.
- Experience planning learning activities of any kind.
- Experience with anti-oppression, equity, diversity and inclusion initiatives.

Equity and Accessibility Commitments from the Regional Council

- Meetings are held online or at a physical and accessible location chosen by the committee. Meeting times are set by the committee to accommodate all members.
- Barriers to participation may be travel for in-person meetings, internet access, and/or effective accommodation for visual or hearing impairments. The committee is asked to discuss these needs, to arrive at an agreement, and to consult the Executive if further supports or budget are needed.
- Expenses for travel, meals, and accommodation related to in-person planning meetings are covered by the Regional Council.

Regional Council Meeting Planning Committee

Purpose

The Annual Meeting Planning Committee is responsible for organizing and planning the annual meeting of the regional council, which consists of church members and ministry staff from across Manitoba and Northwestern Ontario.

Reporting and Accountability

Accountable to the Regional Council Executive through regular reports and recommendations for action. Also receive recommendations from the Regional Council Executive.

Membership and Term

Up to 8 individuals from across the region, including a representative from the Regional Council executive, and relevant Regional Council staff. Members are required for a one-year term (September to the annual meeting) but are encouraged to consider serving for more than one year to ensure some level of continuity.

Responsibilities

- **Worship:** this includes finding volunteers or helping to organize a team to lead all or some of the worship times at the meeting.

- Theme: this includes finding volunteers or helping to organize a team to plan sessions for the meeting focused on the idea or Scripture that is guiding the meeting. This can include bringing in outside help or a professional speaker.
- Meeting management: this includes preparing and keeping track of the agenda for the meeting and ensuring that the meeting does not run off schedule. This would also include preparing the budget for the meeting and ensuring the meeting meets that budget
- Local arrangements (when meeting is in-person): this includes organizing food and coffee for meals and breaks, working with regional council staff to help with managing relationships with the venue and their staff, recruiting volunteers to assist where necessary.

Time Commitment

This position typically involves meetings at least once a month, during the day or scheduled at a time that works best for everyone involved and may be held digitally or in-person.

Meetings are about two hours in length but will be longer as the annual meeting becomes closer. Members are required to be present for the whole annual meeting, which normally occurs on a weekend near the end of May.

Gifts, Skills, and Experience

- A wide variety of skills and experiences will be required to plan a meeting that is representative of the membership of the regional council and wider church.
- experience with planning meetings or events, technical experience with programs like Zoom, volunteer management abilities or the ability to work well with teams of people, financial management and budgeting experience, worship planning experience for a wide variety of audiences, and/or experience planning learning activities of any kind.

Equity and Accessibility Commitments from the Regional Council

- Annual meetings are held in a physically accessible location when meeting in person, while planning meetings are held either at the Regional Council office or online.
- Barriers to participation may be travel to Winnipeg for in-person meetings, internet access, and/or effective accommodation for visual or hearing impairments.
- Expenses for travel, meals, and accommodation are covered by the Regional Council
- Meeting times are set by the committee to accommodate all members.

Mission Support Grants Committee

Purpose

Facilitate the process by which Mission Support grant applications are processed and funding recommended.

Reporting and Accountability

accountable to the Regional Council Executive through recommending action on successful applicants and amount of funding to be directed to those applicants

Membership and Term

2 to 3 people serving a 2 year term, renewable twice

Responsibilities

- receive electronic copies of applications that have been received on time at the Regional Council office.
- read applications and contact applicants if further information is needed.
- create a recommendation for Regional Council Executive approval which outlines how funds should be allotted to successful applicants.
- give reasons why any applicants were deemed unsuccessful
- *Note: this committee makes decisions based on the grant monies based on the Regional council budget

Time Commitment

approximately 4-6 hours over 2 months. Time to read documents (historically on 5 applications are received each year). There is need of one or two meetings for discussion and creation of recommendation.

Gifts, Skills, and Experience

- Good attention to detail
- Good follow through

Equity and Accessibility Commitments from the Regional Council

- Barriers to participation may be travel to Winnipeg for in-person meetings, internet access, and/or effective accommodation for visual or hearing impairments.
 - Meeting times are set by the committee to accommodate all members.

Networks and Clusters

These are not part of the formal governance of the Regional Council; their ministry is very important to the life and ministry of the Regional Council. Please see [the latest list of Networks and Clusters on our website](#).

Regional Council Appointments to Boards

Purpose

The Prairie to Pine Regional Council appoints members to the following boards to maintain United Church Connections with each organization.

Accountability

Representatives are accountable to the Regional Council and shall submit an annual written accountability report.

Membership

Number of members and terms are dependent upon the structure of the respective board

Boards

Church Development Incorporated (CDI)

Fred Douglas Society Inc

General Council Judicial Committee

Initiatives For Just Communities

The Jubilee Fund

Manitoba Council for International Cooperation

Manitoba Interfaith Immigration Council

Manitoba Multifaith Council

St. Andrew's College Board of Regents

University of Winnipeg Board of Regents

University of Winnipeg, The Centre for Theological Studies Advisory Council

Winnipeg Free Press Representative to The Advisory Committee



PRAIRIE TO PINE
REGIONAL COUNCIL
The United Church of Canada



STRUCTURES DOCUMENT

Thank you to all people, past, present, and future, who have offered your faithful skills and knowledge to the ministry of Prairie to Pine Regional Council. →

Roughly 100 people are needed to govern our Regional Council and to help it live out its ministry in our church and the Treaty lands on which we live and minister.

Your Nominations Committee welcomes your discernment and questions at any time. If you want to learn more or wish to talk to the committee, [please see their homepage and latest news here](#).

If you see any mistakes or needed updates in this Structures Document, please contact the Prairie to Pine regional office at prairietopine@united-church.ca

