

Ottawa Presbytery 2017 Presbyters' Guide

REGENERATION

Welcome to Ottawa Presbytery

We are blessed to have you share in the ministry of the wider church through the work of this presbytery. Your gifts are important in building faithful and effective relationships between local congregations, the Presbytery and the United Church of Canada. It is our hope you will find ways of contributing to the ministry of the Presbytery and that you will find your own sense of discipleship enriched by the experience of sharing in the work of the wider church.

Ottawa Presbytery is fortunate to have a presbytery office and staff. This gives a tangible presence to the work that we do together and allows us to centralize information about the ongoing work and resources the presbytery is able to share. Do drop by and talk with the staff and familiarize yourself with the resources that are available.

This booklet is offered as a help to your task of understanding and equipping yourself to participate in the covenantal nature of the work of presbytery. Specific structures and administrative forms change from time to time but the underlying theological understanding of the presbytery being called a covenantal relationship with congregations, ministry personnel and members of the court and our denomination remains firm. We do this work, we engage in this ministry because God invites us and holds us in covenant with one another. The covenantal relationships we share find expression in the decisions we make and the way we govern ourselves.

As a member of Ottawa Presbytery you now share in this covenant of ministry. A covenant that holds the care and concern of all parts of the church, the Body of Christ within the United Church as we live out our call to discipleship.

The Ottawa Presbytery of the United Church of Canada is composed of 58 pastoral charges (46 in Ontario, 12 in Quebec) with over 70 congregations serving over 18,000 United Church members. More than 100 ministry personnel and over 100 lay representatives are members of the Presbytery. It is the largest presbytery in the Montreal & Ottawa Conference.

The Ottawa Presbytery Office is located in the United Church Regional Centre at City View United Church, 6 Epworth Avenue, Nepean. The Regional Centre is the home of the west office of the Montreal & Ottawa Conference and the Ottawa Presbytery. The Ottawa Presbytery Office is usually open Monday to Thursday from 10:00 am until 3:00 pm.

Your Responsibility as a Presbyter

The responsibility of each presbyter to their pastoral charge is:

- to report back to the pastoral charge the decisions and concerns of the presbytery;
- to assure action on the requests, petitions, and resolutions from the pastoral charge and report back decisions to the pastoral charge; and
- to encourage participation of members of the congregation in workshops, meetings, or events planned by presbytery to foster a sense of partnership between the pastoral charge, presbytery, Conference, and General Council.

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The responsibility of each presbyter to the presbytery is:

- to attend meetings of the presbytery;
- to attend covenanting services which are constituted meetings of presbytery;
- to read minutes and be familiar with the subjects to be discussed at regular meetings;
- to participate in the discussion and decision-making process at ministry team (committee) and presbytery meetings; and
- to share in the leadership of the presbytery by serving on ministry teams (committees), divisions, task groups or by accepting election to office.

Other responsibilities of each presbyter are:

- to attend and participate in the decision-making process at the Annual Meeting of Conference; and
- to inform the pastoral charge of actions taken and requests made at the Annual Meeting of Conference.

Presbytery Meetings

There are monthly meetings September through May. Often the ministry teams (committees) of the presbytery will choose to meet in the afternoon of the presbytery meeting. These meetings are noted in the Notice of Meeting mailed for the regular presbytery meeting. Some ministry teams have their own meeting schedule and advise their members of time and place directly. The typical meeting schedule for the full presbytery meeting begins at 5:30 pm for an hour of informal fellowship over supper (the cost of the meal is \$12.00), the court convenes at 6:30 pm for worship and business with a typical adjournment between 9:00 and 9:30 pm.

It has been the practice to designate two of those meetings as program meetings open to anyone interested in the topic being discussed. The months designated as program meetings are often December and March. The agenda for each meeting is planned by the Subcommittee on Agenda Planning in consultation with the Executive. Presbyters with agenda items are asked to communicate with the Chair of Presbytery or the Presbytery Minister.

The general rules of order for the conduct of the business of presbytery are those outlined in *The Manual 2016*; where further direction is desired Bourinot's Rules of Order are the operative authority.

The business of the court is administered by grouping together issues, concerns and information in a way that streamlines the decision-making process of the meeting. This methodology of doing the work of presbytery is based on presbyters taking responsibility for reading the material and being prepared to ask questions. It also respects the informed work of the ministry teams, trusting that the motions that are brought to the floor of presbytery have been carefully crafted and thought through. Also at work is the realization that for major items of decision-making, especially when they include financial obligations, presbyters need to time to consult with others before making decisions.

- **Information items** - emailed or mailed with the Notice of Meeting. This contains a wide variety of notices from pastoral charges and presbytery ministry teams (committees) and community events. It is updated and reprinted for distribution at the monthly meeting as

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the agenda packet. Reports of ministry teams acting as commissions are mailed or emailed with Notice of Meeting when possible, or included in agenda packet. This information is received by Presbytery for information. Some ministry teams act as commissions. This means that the decisions of the ministry team (committee) are final and can be implemented immediately. It is used most frequently for pastoral relations matters that are time sensitive. **Section 4.3 Commission** of *The Manual 2016* reads,

4.3.1 Acting by Commission:

The presbytery or its executive may appoint one or more United Church members as a commission

(a) to take on a specific task for the presbytery or its executive; and

(b) to make decisions on behalf of the presbytery or its executive

4.3.2 Decision is Non-debatable

The commission's decision is as effective as a decision of the presbytery or executive that appointed it. The presbytery or its executive may not debate the commission's decision and come to a different decision.

4.3.3 Reporting

The commission is responsible for reporting its decision to the body that appointed it. The decision must be included in the minutes of that body.

- **Discussion items** –emailed or mailed when available or included in agenda packet. These motions usually deal with substantive matters requiring discussion and decision.

Resources to Help Presbyters

There is good news! There are resources that will assist in your work as a presbyter.

- **The Manual** of the United Church which is revised after each General Council is a valuable resource. The latest edition was effective September 28, 2016. It is available online at the United Church webpage www.united-church.ca. It outlines the responsibilities and policies by which the United Church governs itself. There are links to the handbooks that give more specific detail.
- **Presbytery Staff** - all of the staff are able and happy to respond to questions and to connect you with specific resources (material or a person) that can meet your needs.
- **Websites** - the presbytery, the Conference and the United Church of Canada all have a presence on the web where resources are available online. You can access all the links through the presbytery website, www.uccanottawa.org.
- **Parliamentarians** - our presbytery utilizes the expertise of two parliamentarians who are seasoned and wise in the ways of parliamentary procedure.
- **Information Sessions for new presbyters** - Each year the Nominations Ministry Team hosts one or two sessions for new presbyters. These provide an opportunity to meet presbytery leadership and to ask your questions. All presbyters are welcome to attend.

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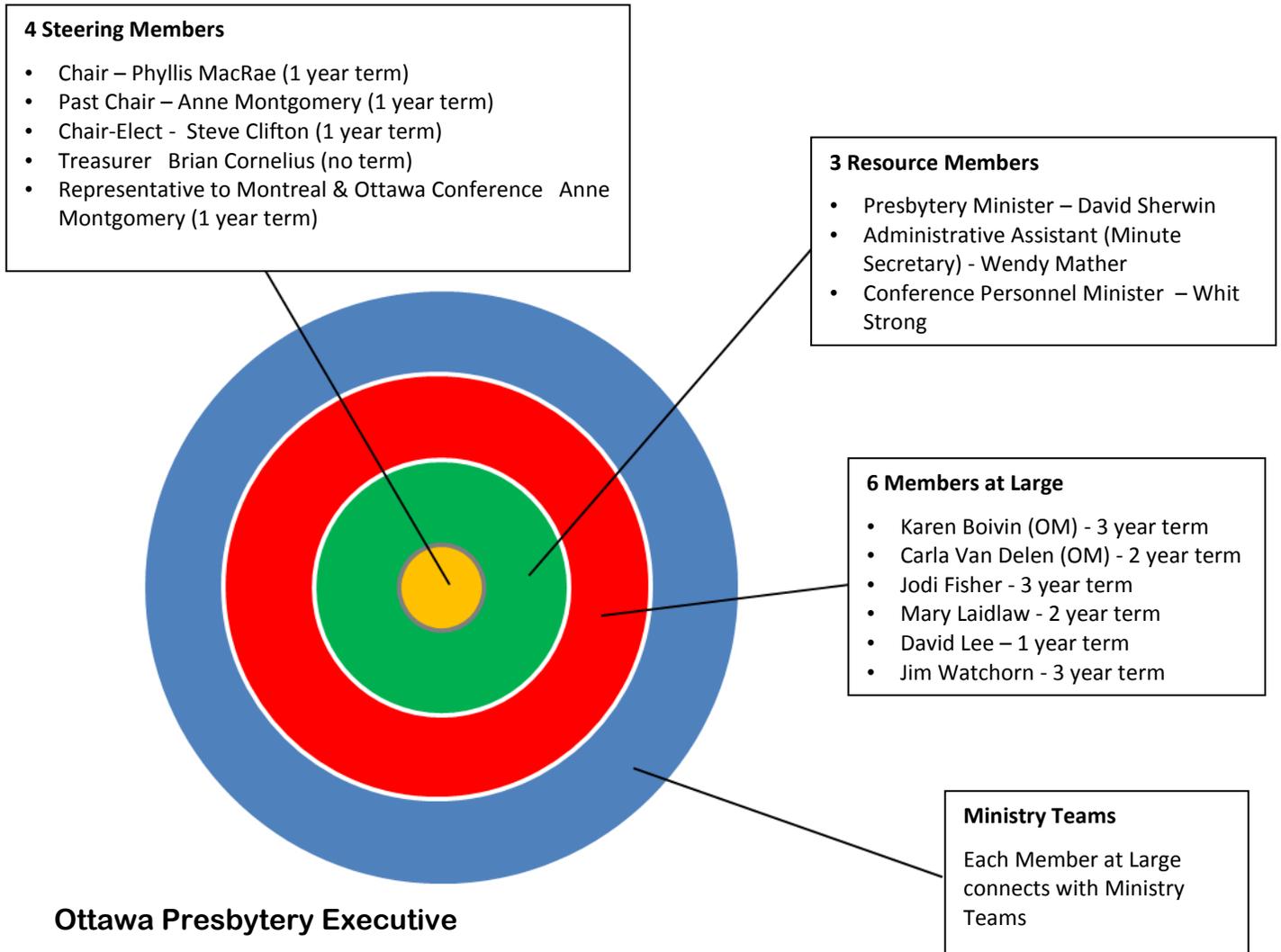
Purpose and Mission of Presbytery

The Manual 2016 of The United Church of Canada details the duties and structure of presbyteries within The United Church. The primary duties of presbytery are: oversight of the pastoral charges; adopting measures that promote the religious life of the pastoral charges and ensuring that the policies and practices of the United Church are observed.

Ottawa Presbytery understands its mission to be the resourcing and support of its pastoral charges and ministry personnel. Its mission is given life through its staff and the volunteer leaders of the ministry teams (committees) of presbytery who often give many hours working directly with congregations through times of crisis, changes in pastoral relationship and by offering educational resources. Other presbyters give of their time in outreach projects and social justice concerns.

The mission of the presbytery is financially resourced through assessments to the pastoral charges. The ministry of the presbytery includes the operation of an office; both administrative and program staff; support to various outreach chaplaincies in hospitals, educational settings, and marginalized economic communities; and access to resources through the office and staff, the webpage and workshops.

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Ottawa Presbytery Executive

Ottawa Presbytery implemented a new model for its Executive and its ministry teams (committees) beginning July 1, 2014. The Executive Members at Large work on the “big picture” and setting priorities for our presbytery. Each of them also relates directly to ministry teams by meeting with the leaders and keeping aware of significant matters of interest to each ministry team. The Members at Large are the link between the ministry teams and the Executive.

The work of presbytery is primarily implemented through its ministry teams. A list of the ministry teams along with a brief description of their activities is found in this booklet. Most ministry teams meet in addition to the plenary meetings of presbytery to consider their areas of responsibility. When the consent of the whole presbytery is needed to approve the work of the ministry team, the ministry team brings forward those motions to the monthly plenary meeting. Many of the ministry teams have their areas of oversight and responsibility set forth in The Manual 2016 of the United Church of Canada. It is highly encouraged that every presbyter participates in the work of the presbytery through one of the ongoing ministry team or groups. If you are interested in serving on a particular ministry team you are invited to be in conversation with either the chair of the ministry team or the chair of nominations.

The Executive is elected annually as part of the nominations report. The Chair of Presbytery, whose term is one year, acts as the presiding officer of both the Presbytery and the Executive.

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Ottawa Presbytery Ministry Teams

Archives:

Inspects and certifies the records of pastoral charges (minutes, historic roll)

Chaplaincy:

Supports congregational pastoral care teams and pastoral care volunteers for long-term care facilities and hospitals

Christian Development:

Seeks to enhance spiritual life and nurture, increase knowledge of theology and scripture, and deepen faith and understanding

Subcommittee on Life Long Learning: provides information on funding and receives applications

Church Extension Committee:

Works with congregations seeking funding for building projects

Church in Society:

Focuses on domestic social justice issues

Diversity:

Provides opportunities for living out the meaning of inclusive welcome; maintains presbytery's membership in be Affirm United/S'affirmer ensemble

Education and Students:

Works with persons who wish to become candidates for the order of ministry

Finance:

Handles financial matters (budget, presbytery assessments, audit)

Global Partners:

Focuses on global social justice issues

Inter-Church Inter-faith:

Encourages ecumenical and inter-faith relations

Licensed Lay Worship Leaders:

Interviews applicants and organizes a two-year training program

Living in Right Relations:

Supports the United Church commitment to walking with our Aboriginal brothers and sisters

Ministries in French:

Gives increased visibility to use of French in worship and study

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Mission Strategy:

Encourages strategic plans and priorities for mission and ministry in presbytery as a whole and within groups of pastoral charges

Mission Support:

Assesses applications for funding from M&S Mission Support Fund

Nominations:

Helps presbyters identify their gifts and skills; match skills with needs

Pastoral Care and Oversight:

Conducts the triennial visit to pastoral charges; assist pastoral charges experiencing difficulties

Subcommittee on Organization of Pastoral Charges: reviews new governance models

Pastoral Relations:

Works with pastoral charges for Joint Needs Assessments (JNAC), Joint Search Committees, and other pastoral relations matters; assists Ministry & Personnel Committees

Pensions and Group Insurance:

Encourages contact with those on UCC Pension

Property, Insurance and Manses:

Makes a recommendation about any proposal to purchase or lease property, erect, enlarge or re-build a building or sell property; inspect manses

The W.H. (Bill) Scrivens Memorial Fund and The James Elwood Baillie Helping Others Fund:

Provides funding for youth and young adult ministry

Staff (Presbytery Personnel):

Parallels the function of the Ministry & Personnel Committee in a pastoral charge

Stewardship:

Encourages stewardship activities (sharing of gifts)

Women's Network:

Supports women's activities, especially those of the UCW

Youth and Young Adults (YAYA):

Promotes, develops and evaluates youth and young adult ministry in pastoral charges and in presbytery as a whole; includes operation of Camp Awesome, Worshiplude

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The Faces of Ottawa Presbytery

Presbytery Staff



Rev. David Sherwin
Presbytery Minister



Wendy Mather
Administrative Assistant



Rev. Hilary Merritt
Youth & Young Adult Minister



Rev. Glen Stoudt
Acting Presbytery Minister

Presbytery Chair



Phyllis MacRae is a member of Emmanuel United Church

Montreal and Ottawa Conference Staff in Ottawa



Larry Richardson
Office Administrator



Rev. Whit Strong
Personnel Minister & Conference Support (West)

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Contact Information

United Church Regional Centre
 6 Epworth Avenue
 Nepean ON K2G 2L5
www.uccanottawa.org
 phone: 613-224-5318 fax: 613-224-5620

Officers of the Court		
Chair	Phyllis MacRae	pmjmacrae@rogers.com
Chair-Elect	Steve Clifton	sclifton@rideaupark.ca
Treasurer	Brian Cornelius	brian.cornelius@firstunitedchurchottawa.org
Secretary	David Sherwin	presbyteryminister@uccanottawa.org
Presbytery Staff		
Presbytery Minister	David Sherwin	presbyteryminister@uccanottawa.org 613-224-5318 ext. 11
YAYA Minister	Hilary Merritt	hmerritt@uccanottawa.org 613-224-5318 ext. 17
Administrative Assistant	Wendy Mather Monday to Thursday 10:00 - 3:00	office@uccanottawa.org 613-224-5318 ext. 10
M&O Conference Staff in Ottawa		
Personnel Minister (West)	Whit Strong	whitstrongucc@gmail.com 613-224-5318 ext. 21
Office Coordinator	Larry Richardson	moconferenceuccott@gmail.com 613-224-5318 ext. 22

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PASTORAL CHARGES & MINISTRIES OF THE OTTAWA PRESBYTERY

OTTAWA

Ashton Munster	Barrhaven	Bells Corners	Bethany	Bethel-St. Andrews	Britannia
Carleton-Memorial	Carp-Dunrobin	Centretown	Chinese	City View	Cumberland
Dominion-Chalmers	Emmanuel	First	Glebe-St. James	Glen Cairn	Hawthorne
Kanata	Kenmore	Kitchissippi	Knox	Knox, Edwards	Mackay
Manotick	Merivale-Fallowfield	Metcalfe	Navan-Vars	North Gower	Orleans
Osgoode-Kars	Parkdale	Queenswood	Richmond	Rideau Park	Riverside
Rockland	Rothwell	Russell	South Gloucester	Southminster	St. Paul's-Eastern
Stittsville	Trinity	Vernon	Woodroffe		

OUTAOUAIS (West Quebec)

Aylmer-Eardley	Aylwin	Bristol	Buckingham	Campbell's Bay	Templeton
Grace	Namur	Poltimore	Quyion	Shawville	Thurso

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