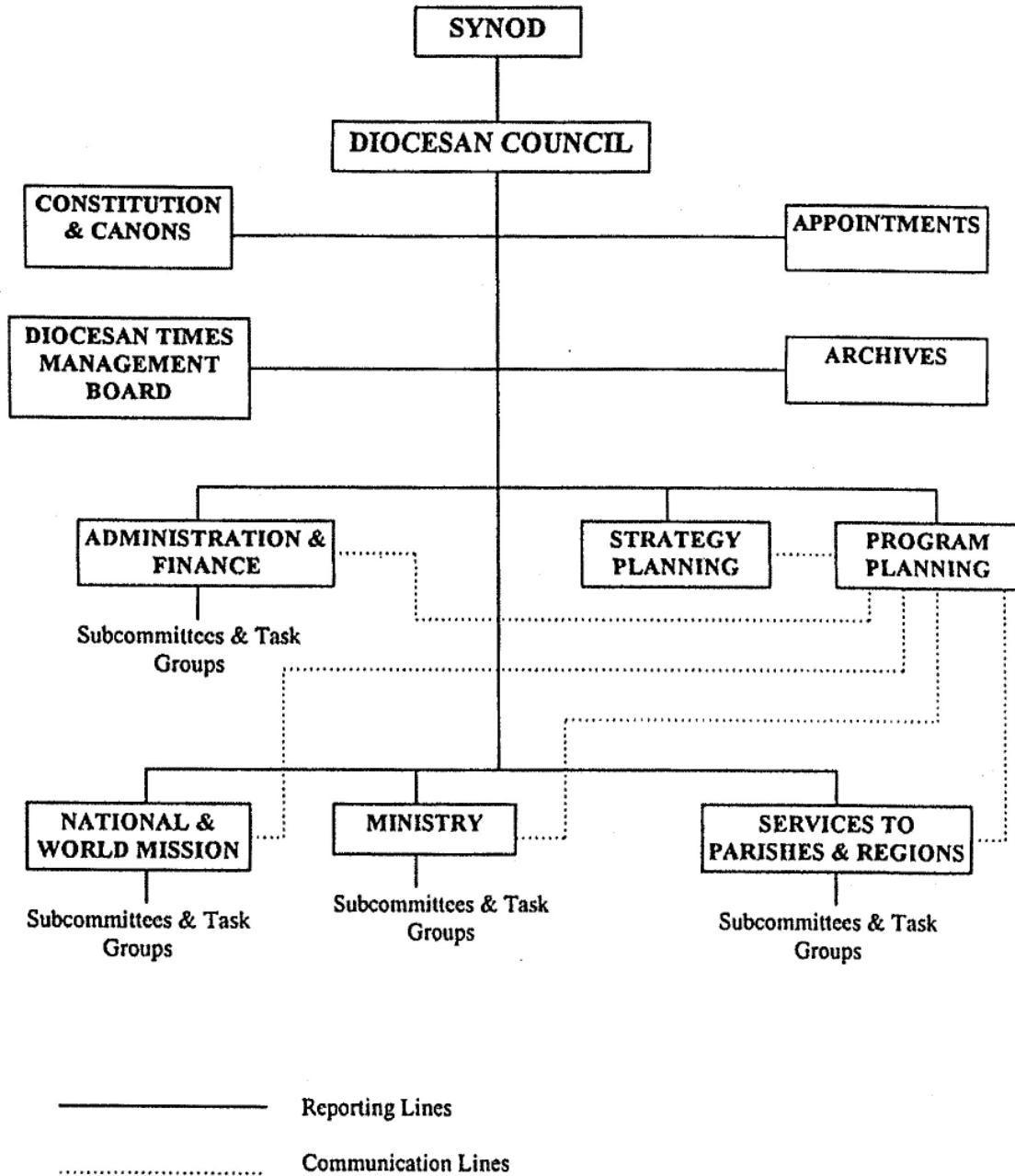


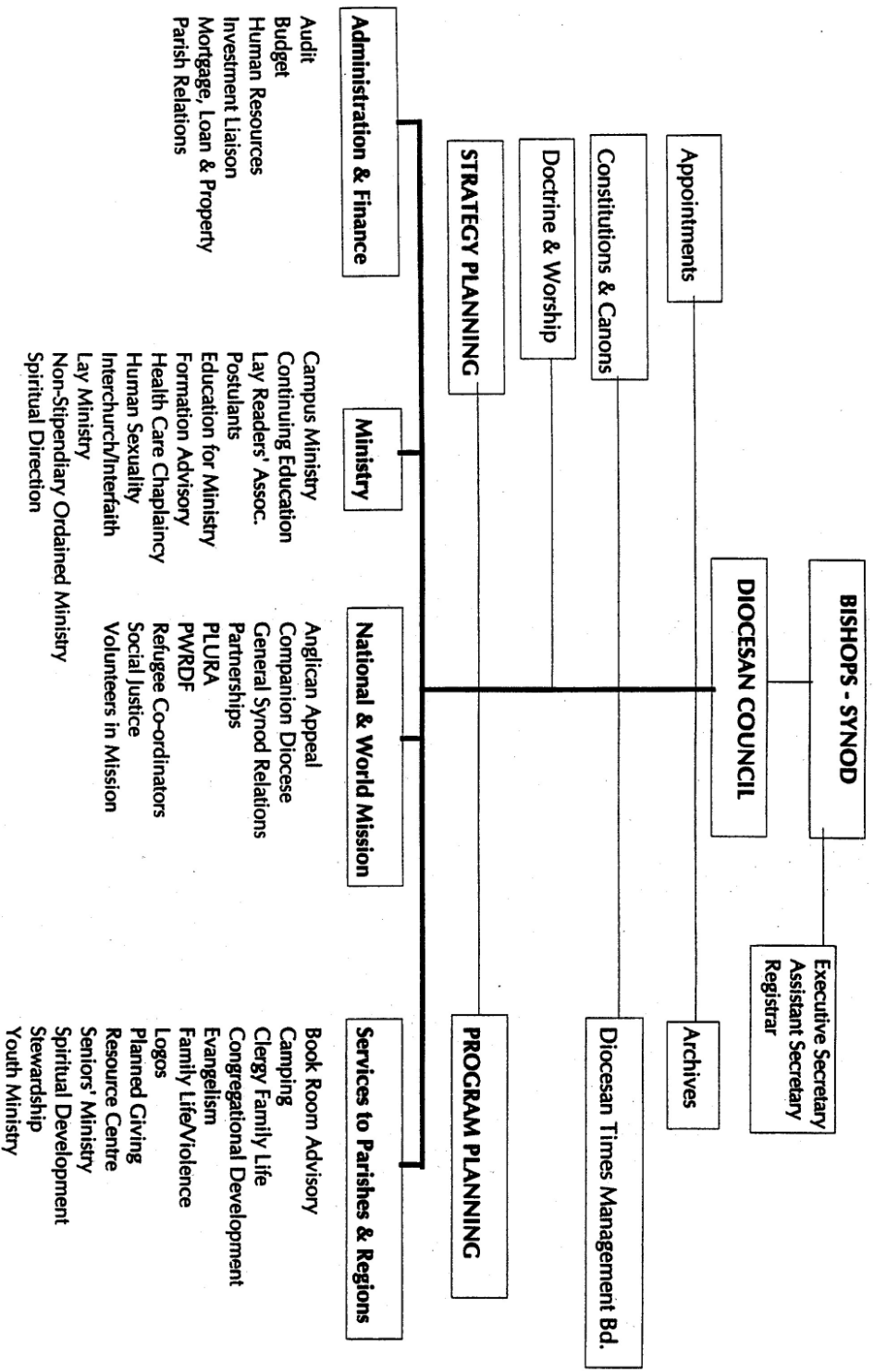
## **SECTION 2**

- 1. ORGANIZATIONAL CHART**
- 2. STANDING COMMITTEE LISTING AND BRIEF DESCRIPTION**
- 3. GUIDELINES FOR STANDING COMMITTEES**
- 4. TERMS OF REFERENCE FOR COMMITTEES – CANON 50**

## CORPORATE STRUCTURE



# DIOCESE OF NOVA SCOTIA AND PRINCE EDWARD ISLAND



\*Subcommittees, Task Groups indicate areas of interest and all might not be active at the moment.

## STANDING COMMITTEES

**Strategy Planning:** Responsible for the oversight of a disciplined corporate process of Diocesan wide strategic planning. Members should be people with long range perspective, vision, patience, political sensitivity and capable of managing a broad based inclusive process.

**Program Planning:** Responsible for implementing procedures that translate Diocesan goals into an annual plan of action. Members should be skilled in program planning, moderately competent in finance and capable of sensitive negotiations with other units of Council.

**Services to Parishes and Regions:** Responsible for planning, promoting, communicating and coordinating a balanced range of Diocesan support services in the interests of vital and healthy Parishes and Regions and of the unity of the Diocesan community. Members should understand the nature of services offered and be able to elicit the cooperation and support of skilled persons to deliver them. Specific areas of concern are Christian Education, Communication, Family Life, Stewardship, Spiritual Development, Evangelism and Youth Ministry; and provision of resources for these areas.

**National and World Mission:** Responsible for assuring that the Parishes of this Diocese and corporate Diocesan activities are seriously addressing the social needs in God's world and contributing to the national and worldwide work of the Church. Members should be familiar with the work of the National Church, aware of social, political, health, economic and value issues in Canadian society, and who can recruit and elicit the support and cooperation of skilled persons for counsel and advice to congregations and regions, and the Bishop and Council. Specific areas of concern are Social Justice, and various forms of outreach, both National and Worldwide.

**Committee on Ministry:** Responsible for planning, promoting, communicating and coordinating Diocesan support services in ministry for the nurture and authentication of the baptismal ministries of all Anglicans, lay and ordained. Specific areas of concern are Continuing Education for all forms of ministry, the provision of special ministries at Colleges and Universities, Health Care Institutions, and wherever else needed, and maintaining ongoing ecumenical dialogue.

**Administration and Finance:** Responsible for the oversight and coordination of Diocesan units bearing accountability for fiscal matters, administration, personnel practices and property. Members should collectively be expert in all matters of finance, budget, investment, personnel practices and property.

**Appointments:** Responsible for appointing personnel for openings on all Synod Standing Committees and other Synod committees as determined from time to time by the Synod. Appointments are reported regularly to Synod and are subject to ratification by Synod.

See Appendix: Committee Listing, for a complete list of the Committees and Membership

## GUIDELINES FOR STANDING COMMITTEES

These guidelines, or standards, are designed to help Diocesan Standing Committees and their members to function as efficiently and effectively as possible. Due to the small size of Standing Committees, and specific capabilities of each of their members, it is essential that all members of each committee work effectively with dedication and commitment.

The following guidelines will provide general rules for committee members:

1. Members are expected to attend all meetings of their committee in so far as possible and to let the chair know if they cannot attend. Members who miss more than two consecutive meetings without good cause will automatically be deemed to have resigned from the committee.
2. Meeting times will be set (preferably in consultation with members) well in advance and members will be notified of meetings by mail. Adequate minutes of all meetings will be kept and circulated to members prior to the next meeting together with background material for that meeting.
3. Members are expected to use their knowledge, their expertise and their fund of personal information without reservation to advance the work of the committee and for the good of the Diocese.
4. Members are expected to devote their best efforts to the tasks and problems of the committee not only at committee meetings but at intervals, perhaps frequent intervals, between meetings.
5. Members are expected to use their resources and capabilities to complete agreed assigned tasks between meetings, so that the business of the committee does not get held up because of incomplete material or information at a meeting.
6. Members of Diocesan Committees are expected to consider any personal bias as secondary, and to recognize that their participation on the committee represents a Diocesan commitment, not a personal, parish or regional one. While members of Diocesan Committees are expected to consider committee business as primary, personal beliefs will be respected and be part of consensus building. Yet there always has to be the recognition that participation on Diocesan Committees represents the good of the whole Diocese.
7. Committee solidarity and consensus are always mindful of confidentiality.

## **STRATEGY PLANNING COMMITTEE**

### *Regulations*

#### **General Mission Statement**

*The Strategy Planning Committee is responsible for the oversight of a disciplined corporate process of diocesan wide strategic planning. The main emphasis of its work is not “making plans,” but ensuring that the diocese, through existing structure and ad hoc groups, is engaged in a healthy, productive long-range planning process that contributes to a unity of purpose across the diocese, and authority and direction for all diocesan committees.*

#### **Organizational relationships**

Reports to Diocesan Council. May establish such ad hoc groups as it deems necessary in a healthy, productive long-range planning process that contributes to a unity of purpose across the diocese and authority and direction for all diocesan committees.

#### **Membership qualifications**

Members should be persons with long-range perspective, vision, patience, political sensitivity, and should be capable of managing a broad-based, inclusive process.

#### **Performance**

As a result of the work of this committee, it is expected that the diocese will have a strategic plan in place, reviewed and renewed on a three-year cycle of planning. Components of the plan will include:

- Statements of overall diocesan purpose and mission;
- Studies of the environment within which the diocese is called to serve;
- Studies of the state of the Anglican Church in the Diocese;
- Statement of issues and goals;
- A compilation of diocesan policy and standards;
- Occasional review of diocesan structures and process.

## **PROGRAM PLANNING COMMITTEE**

### *Regulations*

#### **General Mission Statement**

*The Program Planning Committee is responsible for oversight of procedures which translate diocesan goals into an annual plan of action.*

#### **Organizational relationships**

Reports to Diocesan Council. Coordinated with the Strategy Planning Committee and other standing committees and, with respect to program issues, consults with the Budget Sub-Committee of the Administration and Finance Committee. Staff support serviced by the Director of Program and Ministry.

#### **Membership Qualifications**

Members should be skilled in program planning, moderately competent in finance and should be capable of sensitive negotiations with other committees of the Diocesan Council or Synod.

#### **Performance**

As a result of the work of this committee, it is expected that the program plan of the diocese will, insofar as possible, be responsive to the long-term vision of the diocese, particularly as set forth in diocesan goals.

Procedures will be in place that:

- Assist the Strategy Planning Committee in interpreting its plans to program personnel.
- Support the National and World Mission, Ministry and Services to Parishes and Regions standing committees, and also their sub-committees, in formulating program plans which are coherent and purposeful, and in making their claim on the budget;
- Support the Budget Sub-Committee of the Administration and Finance Committee in justifying the program portion of the diocesan budget.

## NATIONAL AND WORLD MISSION

### *Regulations*

#### **General Mission Statement**

*The National and World Mission Committee is responsible for ensuring that the parishes of this diocese and corporate diocesan activities are seriously addressing the social needs in God's world and contributing to the national and worldwide work of the Church.*

#### **Organizational relationships**

Reports to Diocesan Council. May establish such sub-committees, task forces and volunteer offices as it deems necessary or desirable for the effective dispatch of its mission. Staff support serviced by the Director of Program and Ministry.

#### **Membership qualifications**

Members should be persons familiar with the work of the National Anglican Church and aware of social, political) health, economic and value issues in Canadian society and who can recruit and elicit the support and cooperation of skilled persons for counsel and advice to congregations and regions as well as to the Bishop and Diocesan Council.

Members of the diocesan deputation to General Synod are also ex officio members of this committee, and may participate in discussions.

#### **Performance**

As a result of the work of this committee, it is expected that:

- Parishes are challenged to hear and be supported in responding (as ecumenically) as possible) to the call of God to address local social issues;
- Parish members are knowledgeable about, and generously contributing to wider Anglican causes such as companion dioceses and Primate's World Relief and Development Fund;
- The prophetic voice of the Anglican Church is heard in the wider society of Nova Scotia and Prince Edward Island
- The Diocese of Nova Scotia and Prince Edward Island is known in the wider Anglican fellowship as a diocese seriously and effectively involved in national and world mission.

## **ADMINISTRATION & FINANCE COMMITTEE**

### *Regulations*

#### **General Mission Statement**

*The Administration and Finance Committee is responsible for the oversight and coordination of diocesan committees with respect to financial management, budgeting, administration, personnel policies and property.*

#### **Organizational Relationships**

Reports to Diocesan Council. Responsibility encompasses the development of the budget through the Budget Sub-Committee, in consultation with the Program Planning Committee, and the oversight of the work of the Audit, Investment, Mortgage, Loan, Property, Parish Relations, and Personnel Sub-Committees, and other such sub-committees or ad hoc groups it may, from time to time, appoint in the interest of sound administrative and financial management. Staff support services shall be provided by the Director of Administration.

#### **Membership Qualifications**

Members should, collectively, have experience in financial management and budgeting, and proven ability in the management of financial reporting, investments, lending arrangements, personnel and property.

#### **Performance**

As a result of the work of this committee, it is expected that:

- All financial transactions, records and reports are in accordance with generally accepted accounting policies and practices and meet or exceed all church and government regulations and standards;
- Financial planning and budgeting is in place in order to support the programs of the diocese;
- All diocesan investments are prudent, moral, productive) legal, under regular review and in accordance with the standards of The Anglican Church Acts of Nova Scotia and Prince Edward Island;
- The purchase and sale of real property is characterized by strategic relevance, clear and certain transfer of title and good stewardship of diocesan and parochial resources, furthering the mission of the dioceses;
- Personnel practices in the diocese are fair, positive and supportive;
- Parochial leaders in general understand and support the diocesan Allotment system.

## **APPOINTMENTS COMMITTEE**

### *Regulations*

#### **General Mission Statement**

*The Appointments Committee is responsible for appointing personnel for openings on all Synod Standing Committees and other Synod committees as determined from time to time by the Synod. Appointments are reported regularly to Synod and are Subject to ratification by Synod.*

#### **Organizational Relationships**

Reports to Synod and to the Diocesan Council with respect to appointments made between sessions of Synod.

#### **Membership Qualifications**

Members should be persons who thoroughly understand the structure of the diocese and personnel requirements of diocesan committees, and who will actively seek counsel and advice from at least diocesan staff and regional deans in carrying out their duties.

#### **Performance**

As a result of the work of this committee, it is expected that:

- Membership of diocesan committees is made up of communicants of the Anglican Church of Canada with a solid understanding of the structure of the diocese; proven committee abilities and the ability to deal with people interested in the life and work of the diocese; and appropriately skilled in the particular responsibilities of their assigned committee, eager and able to serve in that ministry.
- Synod is confident that the Appointments Committee has done its homework and is proposing qualified persons;
- Committees reporting to Diocesan Council may obtain counsel and advice from the Appointments Committee in acquiring appointees for their sub-committees.

## **MINISTRY COMMITTEE**

### *Regulations*

#### **General Mission Statement:**

*The Ministry Committee is responsible for the planning, promoting, communicating and coordinating of diocesan support services in ministry for the nurture and authenticating of the baptismal ministries of Anglicans, lay and ordained. The primary emphasis of this committee is not in directly addressing desired conditions of ministries, but in planning, organizing and coordinating the efforts of others assigned to specific areas of accountability.*

#### **Organizational Relationships:**

Reports to Diocesan Council. May establish such sub-committees and task forces as it deems necessary or desirable for the effective dispatch of its mission. Staff support services by the Director of Program and Ministry.

#### **Membership Qualifications:**

Members should be familiar with national, provincial and diocesan canons on ministry and with related educational services, and they should be advocates of a broad view of ministry of all Christian people in world and in church.

#### **Performance:**

As a result of the work of this committee, it is expected that the diocese will have standards, policies and procedures respecting:

- selecting, training and educating postulants for ordination and candidates for licensed ministries;
- performance review, continuing education and career counselling for ordained personnel;
- support services for institutional chaplaincies;
- mental health and pastoral care services for clergy;
- services geared to helping laity understand their baptismal ministries and experience the support of their church in those ministries;
- the deployment of salaried personnel

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