

## **Terms of Reference for Mission Support Working Group**

Reviewed June 26, 2023

### **Purpose**

The Mission Support Working Group will assess applications from Indigenous Communities of Faith and submit recommendations to the National Indigenous Council on apportion in accordance with the annual strategy and budget.

### **Roles and Responsibilities**

The Working Group is responsible for:

1. Making recommendations to the National Indigenous Council regarding Mission Support Grants to Indigenous Communities of Faith.
2. Monitoring the work resulting from financial changes to Pastoral Charge Totals, with support from the Indigenous Office of Vocation and the Community Capacity Development Coordinators (CCDCs). Mission and Service Working Group will provide motions to NIC to advise of changes in the administration of the current M&S budget to support Communities of Faith.
3. Assisting in creating minutes and recording of motions that are submitted to the Executive Minister and the National Indigenous Council once approved by the Working Group.
4. Preparation of quarterly report narratives that are submitted to the Executive Minister and the National Indigenous Council.

The Working Group will:

1. Implement Policy and Procedures related to Mission Support with the principles and values outlined within the Calls to the Church, the United Nations Declaration on the Rights of Indigenous Peoples and, Recommendations from the Truth and Reconciliation Calls to Action
2. Work collaboratively within the church structures
3. Practice regular Review and evaluation of the Mission Support Working Group terms of reference
4. Communicate the shared vision of the Framework on Mission Support as directed by the National Indigenous Council

The Working Group is supported by the Community Capacity Development Coordinators and the Executive Minister. The Working Group also works in relationship with the Indigenous Office of Vocation.

### **Reporting**

The Working Group will provide an annual report to the National Indigenous Council.

## **Membership**

The Working Group consists of seven (7) appointed members which may include a member from the National Indigenous Elders Council, and one (1) member appointed by the National Indigenous Council (NIC) as the portfolio liaison.

Members are selected through an application process and may include lay and order of ministry representatives with broad national representation, knowledge of Indigenous community, culture, and practices. With representation from Ontario/Quebec Regional Circle, Keewatin Regional Circle, Alberta/Saskatchewan Regional Circle, Pacific Regional Circle, Urban Ministry Circle and one member appointed by the NIC.

The Working Group sees regional representation as a primary goal but, recognizing that there are fewer volunteers available from some geographical regions, if needed will waive regional representation in order to ensure that there are enough members for quorum.

## **Qualifications**

Members will also possess these skills:

- 1 Working knowledge of financial analysis and good stewardship practices
- 2 Awareness of the United Church's personnel policy
- 3 Ability to think creatively
- 4 Understanding of the complex nature of community ministry and pastoral care
- 5 Respect for diversity

Members will also require access to technology.

## **Terms of Appointment**

1. Terms of appointment are determined by the National Indigenous Council.
2. If a member is absent from two consecutive meetings without notification, the Chair will reach out to the member to discuss whether that member is able to fulfill their duties.
3. Members to advise the Chair should they be unable to complete their term.
4. The Chair to advise the National Indigenous Council and the Executive Minister of vacancies.

## **Governance**

1. Decisions of the Working Group are made by consensus.
2. A quorum of 50 % plus 1 can make decisions on behalf of the Working Group as long as there is consensus
3. When deemed appropriate, the Chair can initiate an email poll when a collective conference call is not possible. Results of the email poll to be included in the minutes of the next meeting.
4. The Working Group will determine a Chair for a one-year term. Upon conclusion of the term another member can be appointed Chair.
5. The Chair will ensure that meeting dates and times are set in collaboration with the Working Group and staff and prepare agenda with support of the lead Community Capacity Development Coordinator.

6. Members must declare a conflict of interest should they be a member/clergy of a community of faith's application for funding.

### **Meetings**

The Working Group will meet a minimum 10 times a year with additional meetings as deemed appropriate by the Chair.

The Working Group will require a face-to-face meeting to review the Mission and Service Grant Applications each year.

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