



**The United  
Church of Canada  
L'Église Unie  
du Canada**

416-231-5931 | 1-800-268-3781  
united-church.ca | egliseunie.ca

# Volunteers Needed

## **The Manual Committee (2–3 vacancies)**

*This committee is seeking members who bring strong writing and analytical skills and a collaborative spirit along with legal expertise, theological insight, or intercultural experience.*

### **Mandate**

The Manual Committee serves the church at the pleasure of, and through the office of, the General Secretary. Its responsibilities are to assist the General Secretary in

- preparing changes to *The Manual* that are required to implement decisions of the General Council
- preparing changes to the wording and organization of *The Manual* where its provisions are redundant, ambiguous, or otherwise unclear in expressing the intention of the General Council
- conducting any remits under section 8.6.2(1) of the Basis of Union

### **Membership**

The committee is made up of six appointed members who reflect the diversity of The United Church, with particular attention to its equity commitments and the presence of both lay people and ministry personnel from across the geography of the church. It is desirable to have one or two members who are lawyers or bring a legal background. A chair is selected from the members of The Manual Committee. The chair's duties include facilitating meetings and fostering an effective and respectful team.

### **Member Skills and Experience**

Specific skills and traits that would be assets to this work include an appreciation of the importance of detail and accuracy, ability to think conceptually and reflect critically on text, and awareness of and sensitivity to the diversity of the United Church. Members must have good writing skills and be comfortable with the plain language style of *The Manual*.

To broaden age, ministry-stream, and geographic diversity, we particularly encourage interest from youth (age 30 and under), ministry personnel, and individuals from Atlantic Canada.

This committee would additionally be strengthened by members who bring an intercultural lens to this work, based on

- lived experience as an Indigenous, racialized, or Francophone person
- leadership with Indigenous, racialized, or Francophone communities, or those that include a diversity of cultures
- proficiency in languages in addition to English

Committee members will be

- active in a community of faith or ministry
- committed to the calling of the United Church and willing to discern God's yearnings for this work
- predisposed to collaboration and teamwork
- able to listen deeply and open to spiritual practices of discernment
- committed to right relations, the principles of the United Nations Declaration on the Rights of Indigenous Peoples, the vision of becoming an intercultural church, and the journey to becoming an anti-racist denomination
- comfortable with and able to participate in electronic meetings
- able to commit the time required for this responsibility

**United Church Relationship:** Active participant or full member

### **Equity Commitment**

The United Church is committed to working toward the full participation of people with disabilities, youth and young adults, those who identify as 2S or LGBTQIA+, Indigenous, racialized, or Francophone, people active in French ministries, those who speak a primary language other than English or French, and people from marginalized communities not named here. This is a part of the United Church's commitments to equity and self-determination, as well as eliminating barriers and working toward the full participation of all people.

Individuals with these identities and lived experiences are encouraged to express interest.

### **Expectations and Term**

The committee holds four to six meetings each year primarily by videoconference call, with in-person meetings in Toronto as needed. Meetings may occur during the week or on weekends, based on the availability of members. Additional urgent matters may be dealt with by email exchange followed by short videoconference calls. Members are expected to attend all meetings. The committee may at times form working groups of members with interests and skills required for particular aspects of this mandate.

Members of this committee agree to a [Behavioural Covenant](#) as a way of committing to mutual relationships, responsibilities, and accountabilities.

The term of this appointment is for three years, beginning December 2025, with the possibility of reappointment for two additional three-year terms.

Visit our [Opportunities page](#) for information on this and other opportunities.  
Use our [online nominations form](#) to nominate someone or express your own interest.  
**Deadline: Thursday, October 16, 2025**