



The Manual Committee

Key Points

The Manual is the official rulebook of The United Church of Canada. It contains our Basis of Union and Bylaws and sets out how the church is governed, how decisions are made, and the responsibilities of our three levels of council: community of faith, regional council, and the General Council. The Manual Committee supports the General Secretary by reviewing and recommending changes to ensure that the language of The Manual is clear, accurate, and reflects the most recent decisions of the church.

Vacancies: 1 vacancy, ministry personnel

Key skills: Ministry personnel; knowledge of the role and use of The Manual in ministerial life; theological insights; strong writing and analytical skills; a collaborative spirit. The committee also hopes to increase its regional and racial diversity.

Meeting expectations: Four to six meetings each year primarily by videoconference call, with in-person meetings in Toronto as needed.

About This Volunteer or Elected/Appointed Member Opportunity

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; and
- conducting any remits under section 8.6.2(1) of the Basis of Union.

Membership

The committee will be made up of six members. It is desirable to have one or two members who are lawyers or bring a legal background.



Member Skills and Experience

This committee is seeking a minister who can enrich the team with theological insights and experience with the role and practical use of *The Manual* in ministerial life. The committee also hopes to increase its regional and racial diversity. In particular, the committee encourages expressions of interest from people who identify as racialized and from those living in British Columbia, the Prairies provinces, or the Atlantic provinces.

Members must have good writing skills and be comfortable with the plain language style of *The Manual*.

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.

United Church Relationship: Active participant

Expectations and Term

- **Online meetings:** four to six per year
- **In-person meetings:** Once or twice each term (three years), in Toronto, as needed.
- **Expectations between meetings:** Members prepare for meetings with significant reading. Urgent matters may be dealt with by email exchange followed by short videoconference calls.
- **Additional appointment possibilities or expectations:** The committee may at times form working groups of members with interests and skills required for particular aspects of this mandate.
- **Appointment term:** December 2026 to August 2028 (46th General Council), with the possibility of reappointment for up to two additional three-year terms.

For All Elected and Appointed Member Roles

The following expectations apply to all elected and appointed member roles for denominational committees and task groups.

Elected and appointed 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 and discern;



- 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; and
- able to commit the time required for this responsibility.

Elected and appointed members agree to a [Behavioural Covenant](#) as a way of committing to mutual relationships, responsibilities, and accountabilities.

All boards and committees of the General Council play a role in living into the [Call and Vision](#) of the United Church in fulfilling their responsibilities. Boards and committees work in partnership with the General Council Office as it implements the objectives of the strategic plan.

Equity Commitment

The United Church is committed to working toward the full participation of people with disabilities; youth and young adults; people who identify as Two Spirit or LGBTQIA+, Indigenous, racialized, or francophone; people active in French ministries; people 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 peoples. Individuals with these identities and lived experiences are encouraged to express interest.

To the extent possible, each committee or task group will reflect the broad 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.

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: Wednesday, October 14, 2026