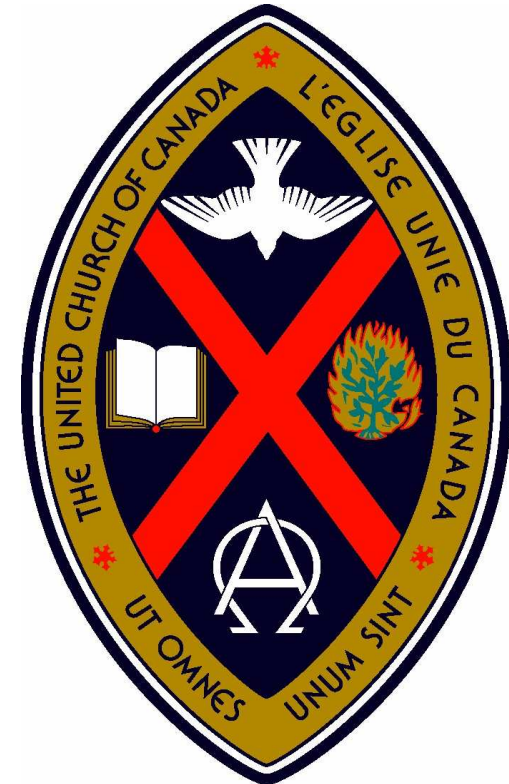


**Lambton Presbytery
2009-2010**

Handbook



Nominations Report (April 2009 draft)

INTRODUCTION

This handbook is a supplement to The Manual of the United Church of Canada, which serves as the constitution for Lambton Presbytery. This handbook is a summary of duties and powers in The Manual.

PURPOSE

It shall be the duty of Lambton Presbytery as a court of the United Church of Canada to have the oversight of the Pastoral Charges and to adopt measures that promote the mission of the Church within the Pastoral Charges of Lambton Presbytery.

CORE RESPONSIBILITIES

As outlined in The Manual (2004), section 332, the duty of Lambton Presbytery is:

- to have the oversight of the Pastoral Charges, [and Mission Units] within its jurisdiction,
- to review their records,
- to adopt new measures for promoting the religious life of the Pastoral Charges within its jurisdiction,
- to ensure that the Pastoral Charges comply with the policies and the polity of the United Church,
- to form new congregations,
- to transmit Proposals to higher courts,
- to deal with matters sent down from higher courts,
- the oversight of Order of Ministry.

MEMBERSHIP

The membership of Lambton Presbytery, as defined in Manual 310, shall be:

a) *Order of Ministry*

- called, settled, and appointed in Pastoral Charges, Missions of Ministries of Lambton Presbytery
- retired

APPENDIX III: CORRESPONDING MEMBERS

(may include members named above)

1. Candidates for Admission

Rev. James Sloan Church of Scotland

2. Candidates for the Order of Ministry

Carey Wagner	St. Paul's, Petrolia (CCS)
Adam Kilner	Grace (Emmanuel ~ intern Christ Church, Mississauga)
Gord Spence	High Park (Wilfrid Laurier)
Mary Fletcher	Central (AST)

3. Students

Sandra Cable Pres. D.L.M.
Forest (Brussels UC)

4. Inquirers

Terry Fletcher	Central
Joyce Morris	??

5. Licensed Lay Worship Leaders

Sandra Cable
others...

6. Presbyterian UCW Appointees

1. Wilma Johnson
2. Jennie Sawyer (corresp) ... possible M-at-L
3. Joan Ward (M-at-L)
4. Carole Lupton (Presbytery Exec)
- 5.

- otherwise defined in The Manual
- b) *Lay Representatives from Pastoral Charges*
- c) *Other Lay Members of the United Church*
 - Designated Lay Ministers (recognized by Conference) appointed to Pastoral Charge (i.e., former LPMs)
 - Designated Lay Minister (seeking Conference recognition) appointed to Pastoral Charge (i.e., former LPMiTs)
 - Designated Lay Minister appointed to Pastoral Charge (i.e., former Staff Associates)
 - Candidates for Ministry appointed to Pastoral Charge
 - Retired Designated Lay Ministers
 - Presbyterian UCW Representatives
 - Presbytery United Church Men Representative
 - Presbytery Youth Council Representatives
 - age 13 to 18 years
 - age 18 to 30 years
 - Presbytery Resource Centre Manager
 - Lay Members at Large
 - Other Lay members as defined in The Manual

Corresponding members of Lambton Presbytery, as defined in Manual 311, shall be:

- Lay Overseas Personnel
- Candidates for the Order of Ministry
- Students
- Inquirers
- Lambton Presbytery United Church Camp Board Member (and Camp Director)
- Licensed Lay Preachers
- Presbyterian UCW Appointees
- Other lay people as defined in The Manual

APPENDIX II: LAY MEMBERSHIP**1. Recognized Designated Lay Ministers appointed to Pastoral Charge**

Connie Ellis	St. Luke's
Fred Darke	Watford – Warwick

2. Designated Lay Ministers seeking recognition**3. Designated Lay Ministers appointed to Pastoral Charge**

Mary Fletcher	Central
Pat Morrison	Grace
Sharon Campbell Rayment	Oakdale

4. Candidates for Ministry appointed to Pastoral Charge

Mary Fletcher	Central
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5. Retired Designated Lay Ministers

Mrs. Jessie Dobbyn	Petrolia
Adele Rey	Sarnia

6. Presbyterial UCW Representative

Carole Lupton	Watford
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7. Presbytery United Church Men Representative
vacant**8. Presbytery Youth Council Representatives**

vacant	Grace (13 - 18)
vacant	Grace (18 – 30)

9. Lambton United Church Representative

Dave Exley	LUCC
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I. EXECUTIVE

Duties and Powers: The duties and powers of the Executive of Lambton Presbytery are:

- To have the duties and powers of Presbytery only in cases of emergency items of business. An emergency item is one that has a deadline prior to the next regular meeting of Presbytery and may include compassionate situations
- It is also competent for the Presbytery or Executive to act by Commission within the previous restrictions
- To set the detailed agendas for meetings within the framework of the basic agenda and to provide Parliamentary support.

Membership

At least 40% of the membership of the Executive of Presbytery shall be lay members

- Chairperson (Alison Hayes) [Courtright]
- Chairperson Elect (Louise Hall) [St. Luke's]
- Past Chairperson (Rev. Marilyn Townsend-Smith) [London Rd.W.]
- Secretary (Pat Begarnie) [St. Paul's, Sarnia]
- Treasurer (Susan Bedggood) [Calvary]
- Stewardship Oversight Convener (Nick Monsour) [Grace]
- Pastoral Oversight Convener (Rev. Mark Perry) [Oil City – Oil Springs]
- Mission Oversight Convener (vacant) []
- Pastoral Relations Committee Chairperson (Rev. Carol Ferguson [High Park] & Rev. Deanna Gibson [St. Paul's Sarnia])
- Presbyterial UCW President (Carole Lupton) [Watford]
- Education & Students Committee Chairperson (Rev. Jim Breen) [Alvinston]

- Conference Representative (Rev. David Woodall)
- Member-at-large #1 (vacant)
- Member-at-large #2 (George Bradley) [Port Lambton]
- Member-at-large #3 (vacant)
- Member-at-large #4 (vacant)

Meetings and Quorum

The executive of Lambton Presbytery shall meet in October, January, March and May [Manual 322]. Quorum shall be not less than one half of the members of the Executive of whom not less than one-third shall be members of the Order of Ministry or Laity

A meeting of the Sub-Executive [Manual 373], comprising the Executive Chairperson OR Chairperson-Elect OR Past Chairperson AND the Secretary OR Treasurer AND one division Convenor, may be called and constituted by either the Chairperson or the Secretary to deal with urgent or time sensitive matters between meetings of the Executive.

Chairperson. Alison Hayes (Courtright)

The Chairperson of Lambton Presbytery is responsible for:

- Understanding the United Church Manual, especially sections 370, 364
- Chair all meetings of Presbytery, or when unable to chair, notify the Past Chairperson
- Attending London Conference Executive and prepare a report for Presbytery
- Representing Presbytery at appropriate events
- Organizing Covenanting Services for new ministry personnel
- Providing leadership in areas of planning, mission and values

3. Retained / Special Appointments

Rev. Warren Litt	LHCS (retained)
Rev. Matthew Stevens	London Conference Staff (retained)
Rev. Deborah Elliot	On Leave (retained)
Rev. David Kim-Cragg	post-overseas personnel (retained)

APPENDIX I: ORDER OF MINISTRY**1. Called/Settled/Appointed**

Rev. James Breen	Alvinston
Rev. Susan Browning	Grace
Rev. Jean Carruthers	Burns – Mooreline/ Mandaumin
Rev. Carol Ferguson	High Park
Rev. Sandra Fogarty	Brigden
Rev. Deanna Gibson	St. Paul's – Sarnia
Rev. Dr. Robert Gibson	St. Paul's – Petrolia
Rev. Christine Jerrett	Central
Rev. Catherine Larmond	Forest
Rev. Dr. Brad Morrison	Grace
Rev. Mark Perry	Oil City – Oil Springs
Valarie Pitt	Pt Edward – Blackwell
Rev. Jill Rogers	Courtright – Sixth Line
Rev. Gary Shuttleworth	Dunlop
Rev. Marilyn Townsend-Smith	London Road West
Rev. Kevin Toffelmire	Wyoming – Uttoxeter
Rev. Susan Woodhouse	Inwood-Shiloh
Carolyn Wilson Wynne	St. Clair
Rev. Doug Wright	Ausable
Rev. Joseph Wynne	Camlachie

2. Retired

Rev. Gary Carruthers, 2008	Wyoming
Rev. Doug Greenough, 2000	Sarnia
Rev. Les Hardy, 2000	Brigden
Rev. Dr. Don Lockett, 2004	Sarnia
Rev. Harley Moore, 1992	Sarnia
Rev. Alexander Rapson, 1992	Orillia
Rev. Trevor Richards, 1986	Carlisle
Rev. Gwyn Tucker, 2005	Sarnia
Rev. Gordon Pickell, ???	Sarnia

- Planning the focus for the Presbytery year
- Other duties as set by the Manual

Chairperson Elect. Louise Hall (St. Luke's)
The Chairperson Elect of Lambton Presbytery is responsible for:

- Understanding the United Church Manual
- Planning focus for the next presbytery year
- Chair meetings of Presbytery when the Past Chairperson is unable

Past Chairperson. Rev. Marilyn Townsend-Smith (LRW)
The Past Chairperson of Lambton Presbytery is responsible for:

- Understanding the United church Manual
- Co-ordinating the annual review of the Lambton Presbytery Handbook
- Chairing the Nominations Committee [Manual 375]
- Chair meetings of Presbytery when the Chairperson is unable

Secretary. Pat Begarnie (St. Paul's, Sarnia)
The Secretary of Lambton Presbytery is responsible for :

- Understanding of the United Church Manual, especially sections 371, 357, 364, 366-369
- Maintain the Role of Presbytery
- Acting as Privacy Officer
- Liaison with Communications Committee regarding computer equipment and the dissemination of information to members of Presbytery
- Receive and disperse all correspondence in a timely manner
- Managing the flow of forms and information in consultation with the Pastoral Oversight Convenor

- Liaison with Pastoral Charge Oversight Committee regarding Archives duties and responsibilities [Manual 380]
- Maintain index of presbyterial motions carried
- Other duties as set by the Manual

Treasurer. Susan Bedgood (Calvary)

The Treasurer of Lambton Presbytery [Manual 372] shall be a member of the Stewardship Oversight Division.

Executive Duties and Responsibilities.

The Executive shall ensure that the necessary work of Presbytery is done and coordinated in an effective and organized manner.

- Elect to Conference [Manual 323]
- Annual Report to Conference [Manual 324]
- Minutes to Conference [Manual 325]
- Covenanting Services [Manual 340d, 342f, 343h, 352]
- Sub-Executive [Manual 373]
- Commission [Manual 374]
- Nominations Committee [Manual 375]
- Standing Committees [Manual 376]
- Oversight of Pastoral Charges [Manual 332, 333]

The Executive shall bring to Presbytery recommendations for:

- Long and short term plans
- Changes to the Organization as needed. The Executive will conduct a review of the structure prior to the beginning of each new Presbytery year and make recommendations. Amendments to the Handbook or constitution of the Presbytery shall be approved by a 2/3 majority of the full court of Presbytery
- Nominations

V. OUTREACH MINISTRIES & OTHER

LAMBTON PRESBYTERY RESOURCE CENTRE

Chairperson: vacant
Treasurer (non-voting): vacant
Manager (non-voting): Collen Trott

Directors: Barbara Page
Connie Ellis
Paulette Thompson
Bonnie Chaytor
Rev. Kevin Toffelmire
Maxine Quinn (St. Paul's Sarnia Rep)
Susan Beddgood

Volunteers: Anne Miller (1989)
Jean Gordon (1992)
Alice Thompson (1995)
Sheila Fennel (2005)
Jane Evers (2005)

- Reporting Committee activity to the Division
- Committee Members.

- Ruth Leitch (Alvinston)
-

Committee Duties The responsibilities of the Communications Committee include:

a) Media Technology

- Explore use of all available media to facilitate and encourage learning and dialogue related to church life
- Support and promote TV programs relating to the United Church of Canada
- Encourage the use of United Church publications and resources, including the United Church Observer
- Support and promote the effective use of computers and internet technology (e-mail, mailing lists) in church life
- Establish and maintain an Internet presence for the church within the presbytery
- Receive and present recommendations concerning Technology Grant applications

b) Presbytery Communication

- Prepare and publish Presbytery information on a regular basis (e.g., Presbytery Newsletter)
- Provide support to Presbytery in the dissemination of information from all Divisions
- Petitions and Appeals [Manual 320]
- Matters Sent Down by Higher Courts [Manual 321]
- Statistics and Information Forms [Manual 332]

c) Lambton Presbytery Resource Centre

- Be responsible for oversight and functioning of the Lambton Presbytery Resource Centre
- Provide at least one member for the Board of Directors of the Resource Centre. Nominate other directors as needed.

- Special events
- Assignment of delegates to the Divisions, their orientation training and assuring an appropriate balance of numbers of Lay and Ordered Ministry
- The yearly schedule of meetings
- A yearly focus regarding the mission of the Presbytery

Divisions of Lambton Presbytery

All Divisions of Lambton Presbytery and their committees are accountable to Presbytery and do not have the power to act on behalf of Lambton Presbytery. Preparative work, discussion and definition of options should be done in the Division. Any item exceeding the mandate of the group, its budget, or impacting upon others must be presented to the full court for information and/or decision.

II. STEWARDSHIP OVERSIGHT

Division Convenor. Nick Monsour (Grace, M-at-L)

The Stewardship Oversight Convenor [Manual 392c] is responsible for:

- Understanding the United Church Manual, especially sections 337, 384, 383, 328, 332e, 392, 391, 335.
- Ensuring, through oversight, that the aforementioned Manual sections are appropriately executed on behalf of Lambton Presbytery
- Calling and chairing meetings of the Division.
- Coordinating the work of the Finance and Property Committees
- Attending and communicating with the Lambton Presbytery Executive
- Recruiting division members in consultation with the Presbytery Nominations Committee

Division Secretary Susan Beddgood (Calvary)

The Stewardship Oversight Secretary is responsible for:

- Understanding the United Church Manual, especially sections 337, 384, 383, 328, 332e, 392, 391, 335
- Recording the decisions of the Stewardship Oversight Division
- Managing the flow of forms and information in consultation with the Stewardship Oversight Convenor and the Lambton Presbytery Secretary

FINANCE COMMITTEE

Chairperson. Susan Beddgood (Calvary)

The Finance Committee Chairperson is responsible for:

- Understanding the United Church Manual, especially sections 384, 383, 328, 332e, 392

- Valerie Clark (Forest)
- Ida Burley (Thedford)
- Bill Miller (Burns-Mooreline/Mandaumin)
- Jenny Sawyer (corresponding)

Committee Duties The responsibilities of the World Outreach Committee include:

a) Mission Education

- Promote World Outreach issues and mission education in the pastoral charges
- Promote the work of Conference and National committees engaged in World Outreach ministry, providing Lambton Presbytery with relevant information on world wide missions and projects
- Study and respond to Interchurch and Interfaith issues
- Study and respond to international affairs
- Promote the World Development and Relief Fund
- Stimulate and maintain awareness and involvement in the church's mission in its global dimensions
- Support and maintain awareness of Overseas Personnel from our Presbytery
- Support urgent action initiatives
- Support of special projects e.g Bluefields, Amnesty International

COMMUNICATIONS COMMITTEE

Chairperson. Rev. Kelvin Toffelmire (Wyoming)

The Communication Committee Chairperson is responsible for:

- Understanding the United Church Manual, especially sections 381, 320, 321, 332I
- Ensuring that the aforementioned Manual sections are appropriately executed on behalf of Lambton Presbytery

- Oversight of the Lambton United Church Centre and appoint representatives from Presbytery to the Board of Directors of the Lambton United Church Centre (minimum of one Ordained person)
 - Receive and present recommendations concerning Mission Support Grant applications
 - Develop and present recommendations concerning Capital Assistance Fund loan and grant applications
 - Develop and present recommendations concerning Ventures in Mission Fund applications
- c) *Wider Church*
- Promote the work of Conference committees, including Rural Life, Church in Society, Youth and Young Adults, Children at Conference
 - Support and promote presbytery lay organizations, including Presbyterial United Church Women, Lambton Presbytery Youth Council, presbytery men's group
 - Support and promote ministry with refugees

WORLD OUTREACH COMMITTEE

Chairperson Joan Ward (Forest, M-at-L) & Carey Wagner (St. Paul's Petrolia)

The World Outreach Committee Chairperson is responsible for:

- Understanding the United Church Manual, especially sections 393, 385
- Ensuring that the aforementioned Manual sections are appropriately executed on behalf of Lambton Presbytery
- Reporting Committee activity to the Division

Committee Members

- Rev. Dr. Bob Gibson (St. Paul's Petrolia)

- Ensuring that the aforementioned Manual sections are appropriately executed on behalf of Lambton Presbytery
- Reporting Committee activity regularly to the Division Convenor

Committee Members.

- Treasurer: Susan Beddgood (Calvary)
- Resource Centre Board of Directors: vacant
- Wilma Johnson (Camlachie)
-
-

Committee Duties. The responsibilities of the Finance Committee include:

a) *Budget*

- Prepare a Presbytery budget for presentation at the NOVEMBER MEETING OF Presbytery based upon the input received from the various Committees and Divisions including honoraria and travel allowances.
- Monitor spending against budget on an on-going basis
- Prepare up-to-date regular (at least quarterly) financial statements
- Ensure that the financial ledger of the Presbytery, the Lambton Resource Centre, and the Lambton United Church Centre are audited yearly and reported to Presbytery

b) *Assessments* [Manual 328]

- Assess requests for Special Appeals and present recommendations to Presbytery

c) *Financial Support Visits* [Manual 332e]

- Receive and review requests for financial assistance for pastoral charges, special missions and institutions

d) *Stewardship* [Manual 392]

- Report on and encourage the Mission and Service giving by Congregations
- Interpret to Presbytery why funds are needed and how spent
- Stimulate the use, by Pastoral Charges, of stewardship material provided by the Church
- Ensure that the mission of the Church in all its aspects is promoted within the Pastoral Charges among all age groups
- Develop and organize special events to promote Presbytery stewardship
- Appoint one member to the Resource Centre Board
- Consult with the UCW Presbyterial [Manual 392b]

PROPERTY COMMITTEE

Chairperson. Jim Loucks (St. Paul's Sarnia)

The Property Committee Chairperson is responsible for:

- Understanding United Church Manual, especially sections 391, 335
- Ensuring that the aforementioned Manual sections are appropriately executed on behalf of Lambton Presbytery
- Reporting Committee activity regularly to the Division Convenor

Committee Members

- vacant
- vacant
-
-

- Ensuring that the aforementioned Manual sections are appropriately executed on behalf of Lambton Presbytery
- Report Committee activity to the Division

Committee Members

- Presbyterial UCW President: Carole Lupton (Watford)
- Presbytery United Church Men: vacant
- Youth Rep (13-18): vacant
- Young Adult Rep (18-30): vacant
- LUCC Rep: Dave Exley (Corresponding)
- Rep to LUCC Board of Directors: Pat Morrison (Grace), Louise Hall (St. Luke's), Connie Ellis (St. Luke's)
- Rev. Dr. Brad Morrison (Grace)
- Pat Whitton (Dunlop)
- Janice Rising (St. Clair)
- Mary Fletcher (Central)
- Rev. Jean Carruthers (Burns-Mooreline/Mandaumin)
- Marilyn Grant (Port Lambton)
- Fred Darke (Watford-Warwick)
- Bill Miller (Burns-Mooreline/Mandaumin)
- Maxine McDonald (St.Luke's)

Committee Duties The responsibilities of the Mission in Canada Committee include:

a) *Mission Education*

- Promote the work of worship, evangelism, education and leadership training in the pastoral charges

b) *Mission Support*

- Liaison with the Native Ministry within the bounds of Presbytery and arrange appropriate assistance from Pastoral Oversight and Stewardship Divisions

IV. MISSIONS OVERSIGHT

Division Convenor. (vacant)

The Mission Oversight Convenor is responsible for:

- Understanding the United Church Manual, especially sections 337,387,327,393,385,381,320,321,332I
- Ensuring, through oversight, that the aforementioned Manual sections are appropriately executed on behalf of Lambton Presbytery
- Calling and chairing meetings of the Division
- Coordinating the work of the Mission in Canada, World Outreach, and Communications Committees
- Attending and communicating with the Lambton Presbytery Executive
- Recruiting division members in consultation with the Presbytery Nominations Committee

Division Secretary Judy Scott (Blackwell)

The Pastoral Oversight Secretary is responsible for:

- Understanding the United Church Manual, especially sections 337, 387 327, 393, 385, 381, 320, 321, 332I
- Recording the decisions of the Mission Oversight Division
- Managing the flow of forms and information in consultation with the Pastoral Oversight Convenor and the Lambton Presbytery

MISSION IN CANADA COMMITTEE

Chairperson Rev. Jean Carruthers (Burns-Mooreline/Mandaumin)

The Mission in Canada Committee is responsible for:

- Understanding the United Church Manual, especially sections 387, 327

Committee Duties. The responsibilities of the Property Committee include:

a) Dealing with Real Property [Manual 335]

- Investigate and recommend action to be taken by Presbytery concerning proposals to sell, purchase, or lease real property or to erect, enlarge, rebuild or acquire a building for any purpose, and review financial arrangements.

b) Corporations [Manual 336]

III. PASTORAL OVERSIGHT

Division Convenor. Rev. Mark Perry (Oil City – Oil Springs)

The Pastoral Oversight Convenor is responsible for:

- Understanding the United Church Manual, especially sections 332h, 337, 356, 388, 332b, 332a, c, d, 362, 386, 380, 334d, 090-094, 330, 331, 334
- Ensuring, through oversight, that the aforementioned Manual sections are appropriately executed on behalf of Lambton presbytery
- Calling and chairing meetings of the Division
- Coordinating the work of the Pastoral Charge Oversight, Pastoral Relations and Education and Students Committees
- Attending and communicating with the Lambton Presbytery Executive
- Recruiting division members in consultation with the Presbytery Nominations Committee

Division Secretary. Rev. Marilyn Townsend-Smith (LRW)

The Pastoral Oversight Secretary is responsible for:

- Understanding the United church Manual, especially sections 357, 366-368, 388, 332b, 332a,c,d, 362, 386, 380, 334d, 090-094, 330, 331, 334
- Recording the decisions of the Pastoral Oversight Division

PASTORAL CHARGE OVERSIGHT COMMITTEE

Chairperson. Louise Hall (St. Luke's)

The Pastoral Charge Oversight Committee Chairperson is responsible for:

- Understanding The United Church Manual, especially sections 388, 332b, 332a,c,d, 362, 386, 380, 334d, 090-094, 330, 331, 334

- Interview and when suitable recommend certification of applicants for admission to college for pre-theological education
 - Organize services for the recognition of Candidates
- b) Internships*
- Recommend the appointment of Supervisors as required
- c) Lay Preachers and Lay Education [Manual 34]*
- Develop training programs for and recommend certification of Lay Pastoral Minister and Lay Preachers
 - Encourage and inform Laity to use the Life Long Learning Fund for educational development
- d) Ordained or Diaconal Supply [Manual 342]*
- e) Re-admission and Admit from Other Denomination [Manual 361, 360]*
- Examine all applications received to the Order of Ministry of the United Church of Canada, and take appropriate action
- f) LPMiT and Staff Associates [Manual 343a,b,c,e,f, 345e]*

- Interim Ministers
- Pastoral Charge Supervisors
- Lay Pastoral Ministry in Training, Lay Pastoral Minister and Staff Associates

f) *Multiple Staff* [Manual 351]

g) *License to Administer Sacraments* [Manual 353]

EDUCATION AND STUDENTS COMMITTEE

Chairperson. Rev. Jim Breen (Alvinston)

The Education and Student Committee Chairperson is responsible for:

- Understanding the United Church Manual, especially sections [382, 346, 344, 342, 360, 361, 343a,b,c,e,f, 345e]
- Ensuring that the aforementioned Manual sections are appropriately executed on behalf of Lambton Presbytery
- Reporting Committee activity regularly to the Division Convener

Committee Members:

- Internship Committee Rep: Rev. Jill Rogers (Courtright-Sixth Line)
- Lois Marley (Wyoming, M-at-L)
- Rev. Marilyn Townsend-Smith (London Road West)
- Sheila Scott (Grace)
- Rev. Doug Wright (Ausable)

Committee Duties: The responsibilities of the Education and Students Committee include:

a) *Inquirers and Candidates* [Manual 346]

- Assists Ministers, Sessions and Official Boards to seek out suitable candidates for the professional ministry

- Ensuring that the aforementioned Manual sections are appropriately executed on behalf of Lambton Presbytery
- Reporting Committee activity to the Division

Committee Members

- Rev. Gary Shuttleworth (Dunlop)
- Marg Cameron (Grace)
- Nick Monsour (Grace M-at-L)
- Ann Gilliland (Corunna)
- Rev. Christine Jerrett (Central)
- Marion Henderson (St. Paul's Petrolia)
- Rev. Carol Ferguson (High Park)
- Bill Milliken (Alvinston)
- Rev. Sandra Fogerty (Brigden)

Committee Duties: The responsibilities of the Pastoral Charge Oversight Committee include:

a) *Triennial Visits* [Manual 332a,c,d, 362]

- Visit each Pastoral Charge of the Presbytery at least once every three years, meeting separately with the paid accountable staff as well as the Official Board or corresponding body of the Pastoral Charge
- Review finds of the visiting committee and decide if further action is required in specific areas
- Monitor and encourage continuing education among paid, accountable staff

b) *Manse Inspections* [Manual 386]

- Inspect Manse, listing areas requiring improvement, during the regular pastoral visits and at a change in pastoral relations

c) *Archives* [Manual 380,334d, 090-094]

- encourage the keeping of full and accurate records by the Presbytery and Pastoral Charges

- Inspect and certify all non financial records of each Pastoral Charge on a regular basis
- d) *Transitions* [Manual 330, 331, 334]
 - Approve organizational restructuring within Pastoral Charges
 - Identify and assist in realignment of Pastoral Charges when necessary
 - Oversee congregations created, entering, amalgamating, disbanding and ceasing
- e) *Support*
 - Organize Elders and Stewards workshops
 - Provide liaison with the Native Ministry within the bounds of Presbytery
 - Encourage congregational health by providing resources, training, sharing of programs etc. to address issues of change, growth and renewal in Pastoral Charges
 - Recommend and organize regional or Presbytery wide workshops on emerging issues relevant to the church of the future

PASTORAL RELATIONS COMMITTEE

Co-Chairperson. Rev. Carol Ferguson (High Park)
Rev. Deanna Gibson (St. Paul's Sarnia)

The Pastoral Relations Committee Chairperson is responsible for:

- Understanding the United Church Manual, especially sections 364, 389, 350, 354, 363, 326a, 390, 342k, 355, 332f,g, 340, 341, 343d, 343g,i,j,k,l, 345, 351, 353, 365
- Ensuring that the aforementioned Manual sections are appropriately executed on behalf of Lambton Presbytery
- Reporting Committee activity regularly to the Division Convenor

Committee Members.

- Settlement Committee Ordered Rep: Rev. Deanna Gibson (St. Paul's Sarnia) [alt. Rev. Mark Perry]
- Settlement Committee Lay Rep: Sheila Scott (Grace)
- Pensions Rep: Rev. Don Lockett (retired)
- Sheila Scott (Grace)
- Rev. Mark Perry (Oil City – Oil Springs)
- George Bradley (Port Lambton)
- Rev. Gary Carruthers (retired)
- Susan Browning (Grace)
- Carolyn Wilson Wynne (St. Clair)
- Pauline Stokes (Oil City)

Committee Duties: The responsibilities of the Pastoral Relations Committee include:

a) *Settlement Process* [Manual 326a]

b) *Joint Needs Assessment and Search Committees*

- Provide assistance to a Pastoral Charge from assessment to covenant
- Scrutinize and act on estimates of moving costs as needed
- At a change in pastoral relations, obtain recommendations on the condition of the manse from the Pastoral Charge Oversight Chairperson
- Organize services for the covenanting of ministry

c) *Retirees, Pensions & Group Insurance* [Manual 365, 390, 342k, 355]

- Provide liaison among pension members, retired ministers and the Pension Committee

d) *Remuneration* [Manual 332f,g]

- Review all salaries and benefits during a change in Pastoral Relations, prepare the necessary forms and make recommendations to presbytery

e) *Appointments* [Manual 340, 341, 343d, 343g,i,j,k,l, 345]