

CHARTER: Ministry Committee

Mandate

The Ministry Committee is a sub-committee of the Pastoral Relations Committee.

The Ministry Committee shall take such part in the selection, pastoral care and oversight of candidates for the specified ministries of the Church as is required by the Synod and/or Assembly [Reg 2.3.1 and 2.3.2] and as has been delegated by the Pastoral Relations Committee:

Responsibilities

1. To receive applications for the Specified Ministries as defined in Regulation 2.2 (notably Ministers of the Word, Deacons, Pastors and Lay Preachers);
2. to carry out all Presbytery responsibilities in regard to the administration of applications and the discernment of applicants, including receiving confidential reports from the Minister and Church Council, consideration of references, interviewing the applicant and managing the process of the application through Presbytery and to the Synod Selection Panel;
3. to maintain oversight of all Candidates for specified ministries within the Presbytery during candidature in cooperation with the Faculty and Committee of Ministerial Formation;
4. to oversee all matters relating to Pastors, especially the attainment and assessment of the General and Core Competency requirements;
5. to inform the Presbytery when Candidates have completed their ministerial formation and are proceeding to ordination or commissioning;
6. to ensure that membership of the Ministry Committee is adequate to meet its responsibilities, including relating to the diversity of applicants to the Presbytery.

Delegations

1. To appoint appropriate mentors, supervisors and support persons as required and maintain regular contact with both the person undertaking the ministry process and the person providing the oversight;
2. to meet pastorally with each candidate at least annually and to provide or arrange additional support and oversight as required;
3. to maintain contact with the Committee of Ministerial Formation, the Dean of Formation and the Untied Theological College Faculty to ensure that all relevant matters are addressed;
4. to invite members of interviewing panels for applicants from outside the membership of the Ministry Committee.

Appointment

1. Membership and Convenor appointed every 18 months by the Presbytery
2. Convenor or Convenor's nominee shall be a member of the Pastoral Relations Committee

3. Committee to comprise no fewer than five members
4. New members will be appointed by the PRC and the appointment affirmed by the Presbytery
5. Presbytery Standing Committee has the right to remove a member of a Committee at any time.

Meetings

1. Meetings will be held no less frequently than quarterly
2. Additional meetings may be convened by the Committee Convenor according to need or if requested by two Committee members or the Chairperson of Presbytery
3. Only Presbytery appointed members may vote
4. Quorum shall be 50% of members plus one other member
5. Minutes and Action Log to be prepared after every meeting
6. Minutes to be presented to the next Pastoral Relations Committee after the Committee meeting
7. Minutes of the Ministry Committee will always contain matters of a personal nature. Minutes will be available only to members of the PRC and relevant extracts to individuals named in the minutes

Process for Review

1. Committee Charter and Delegations to be reviewed annually by the PRC and then submitted to Presbytery Standing Committee for ratification
2. Presbytery Standing Committee has the right to amend the Charter and/or Delegations at any time