

# Home Missions BC Conference

Adoption Date: April, 2007  
Last Revision Date: Nov. 2006  
Last Reviewed Date: April 2007

## Terms of Reference

### A. Values

#### Theology

- The committee will operate from a theology of God's abundance and possibility.
- The committee will be a good steward of the financial resources entrusted to it.
- The committee will respect and account for the diversity of cultures, needs, and ministries within the Conference.

#### Decision Making Processes

- The committee will make its decisions in a manner that seeks to discern the leading of God, including the use of prayer, worship, and rational conversations.
- The committee will consider each application on its own merits, recognizing differences in culture, opportunity and context.
- The committee will seek to be fair and equitable, treating like cases alike.

#### Transparency

- Committee deliberations, decisions, and work will be open to scrutiny as far as possible without jeopardizing confidentiality. Written minutes will be kept of all meetings. Operating principles, values and procedures will be written and easily accessible.
- The committee will trust that applicants and presbyteries have stated their needs honestly.

#### Membership

- The committee will make every effort to have the right people at the table, representing all parts of the aid-receiving constituency.

#### Accountability

- The committee will honour the guidelines and regulations of the funds being dispersed.
- The committee will make appropriate reporting to the General Council and BC Conference.
- The committee will honour the work of congregations and presbyteries and be able to account for its decisions and actions to congregations and presbyteries upon request.

**Cooperation**

- The committee will seek to find understanding and mutual agreement among the different levels of decision making.

**B. Purpose**

To provide financial support to Pastoral Charges, Outreach Ministries and other identified projects that need assistance, by strategically and equitably allocating Mission Support Grants and Real Property Grants to qualified applicants.

**C. Authority**

1. The Home Missions Committee is authorized to make all decisions and take all actions directly related to the accomplishment of the Purpose above (B) and the Responsibilities below (E), subject to the Limitations below (G).
2. The Home Missions Committee is supervised by the Finance Council and reports regularly to the Council. In addition to its own Limitations, the Committee is also restrained by the Finance Council Limitations.

**D. Funding Principles**

The committee will fund ministries:

- Whose work is consistent with the Gospel story as reflected in the Conference Mission (or is open to working in that direction)
- That are transparent and complete in reporting
- To which the Church has made historic promises
- That practice good stewardship
- That are effective (that is, are actually achieving their goals)
- That are engaged in developing the ministry of the whole people of God

**E. Responsibilities**

- To receive, consider, and take action on Presbytery-approved applications for Mission Support Grants
- To allocate BC Mission Support funds.
- To receive, consider, and forward approved applications for Real Property Maintenance funds
- To receive, consider, and forward approved Technology Grant applications to the General Council
- To receive, consider, and process applications for Conference “unspents” and/or to submit further requests to the General Council “Common Fund”
- To prepare a report for each BC Conference General Meeting
- To report regularly to the appropriate General Council committee
- To reflect on the theology, philosophy, processes and practices of Home Missions work; to make policy related to the work of the Committee; to make appropriate recommendations to BC Conference or General Council.
- To ensure Committee effectiveness
- To regularly review and do a self-evaluation of the work of the Committee.

### **F. Presbytery Convenors' Responsibilities**

- Provide education and advocacy in congregations and presbyteries on Home Missions work and opportunities
- Work with grant applicants to ensure timely, accurate applications
- Help presbyteries assess grant applications
- Provide information to congregations, presbyteries and other ministries about additional funding sources
- Contribute to the work and decision-making of the Home Missions Committee through active participation in its meetings and conversations

### **G. Limitations**

1. The Committee will not:
  - a. contravene any Executive Secretary Limitation policies
  - b. contravene any Finance Council Limitations policy
  - c. give final approval to any alteration of this foundational document.
2. The budget determined for the work of the Committee will not be exceeded.

### **H. Relationships**

1. To BC Conference
  - a. The Home Missions Committee is a committee of BC Conference, reporting to the Finance Council. The Finance Council is directly accountable to the Executive Secretary.
2. To Finance Council
  - a. The Finance Council has oversight of the Committee. The Committee reports to the Finance Council regularly.
  - b. The Chair of the Committee is a member of the Finance Council.
3. To General Council
  - a. The Committee follows the procedures and regulations governing the grants provided by the General Council
  - b. The Chair of the Committee and Conference Staff attends meetings called by the appropriate General Council committee related to Home Mission work.
4. To Presbyteries
  - a. Committee membership includes one member from each presbytery, selected by each presbytery
  - b. Presbytery Convenors work with their presbyteries to assess grant applications
  - c. The Committee keeps presbyteries informed about the work and decisions of Home Missions
5. To Congregations and Missions
  - a. The Committee is not structurally related to congregations and missions.
  - b. Presbytery Convenors work with congregations and missions to ensure timely, accurate grant applications (see "F" above)
  - c. The Committee keeps congregations and missions informed about the work and decisions of Home Missions

## **I. Committee Membership**

1. Membership
  - a. Chair
  - b. Vice-Chair
  - c. Secretary
  - d. One Convenor from each presbytery, selected by each presbytery
  - e. Related Conference staff as determined by the Executive Secretary
  - f. Executive Secretary
2. Terms
  - a. Three year terms, renewable once
  - b. Terms begin on June 1 of each year
  - c. A member who finishes the term of a former member shall have the right to serve a further full two terms
3. Recruitment
  - a. Each presbytery appoints a Convenor to the Committee
  - b. Fall meeting – identify needs and potential officers
  - c. Spring Meeting – finalize selection of officers
  - d. consultation will be held with the Executive Secretary throughout the recruitment process
4. Skills Among Members
  - a. working knowledge of presbytery and United Church structure;
  - b. financial and property management
  - c. good understanding of BC Conference
  - d. concurrence with Conference mission and goals
  - e. theological reflection
  - f. listening and communication skills
  - g. passion for the mission of the Church
5. Decision Making
  - a. all members of the Committee are entitled to vote;
  - b. all major decisions shall be made on a motion duly moved and seconded with a majority vote by show of hands or ballot;
  - c. the Chair shall vote only in the event of a tie vote;
  - d. routine and procedural decisions may be made by vocal assent, at the discretion of the Chair
  - e. while consensus shall be sought, it shall not be at the expense of silencing dissenting voices or unnecessarily delaying decision-making.

### **Typical Meeting Agenda**

Worship  
Adoption of minutes  
Review Timeline of Home Mission work  
Major meeting work (from schedule below)  
Create, review, and monitor Committee policies  
Other Business items  
Set Next Meeting dates

The following agenda items shall be included at the noted meetings. This does not preclude other agenda items at each meeting.

#### Spring Meeting

- a. review Committee Terms of Reference
  - b. review grant application forms
  - c. story-telling about the grant applicants and other presbytery needs
  - d. make a first draft of future 'real property' request
  - e. assess the need for the use of "unspents" and to make decisions regarding their use
  - f. hear and make decisions on other grant requests
- Technology Grants
  - Thomas Crosby Fund
  - Manse Modernization
  - Capital Assistance Loans

#### Fall Meeting

- a. report on meeting(s) with the appropriate General Council committee
- b. deal with requests for Mission Support Grants, Real Property maintenance grants, "Unspents", and other grants
- c. provide estimates for grant requests for the subsequent year