

The United Church of Canada
Shining Waters Regional Council

EXECUTIVE MINISTER: RESPONSIBILITIES AND ACCOUNTABILITY

This policy outlines the responsibilities and accountability of the Executive Minister.

Date Approved: November 30, 2018	Review date by the Executive: 2021
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RESPONSIBILITIES

The Executive Minister shall use his/her gifts and talents in support of the Region's vision / mission.

The Executive Minister will provide supervision and support for all staff. This may be delegated.

Staffing as the Region begins includes the following. Staff Lead: Regional & Congregation Support; Pastoral Relations Ministers; Minister, Community Engagement and Partnership; Executive Assistant; Administrative Support; Cluster & Network Support Animation Ministers; Youth Ministries Coordinator; and Social Justice Animator.

Information is available on the website: www.shiningwatersregionalcouncil.ca

The executive Minister will have signing authority as designated by the Executive and reviewed from time to time.

The Executive Minister, in consultation with the Regional Council Executive, is responsible for policy and finance. (*The Manual 2019 C.2.5*) This includes:

- a) administering policy set by the General Council, and setting appropriate regional policy;
- b) participating in determining priorities for mission and ministry work through the Mission & Service fund; and
- c) setting and managing its annual budget, including revenue from the denominational assessment, and setting any additional regional assessment for any additional services the Regional Council wishes to undertake.

The Executive Minister will be responsible for Incorporated Ministries (*The Manual 2019 C.2.13*) and the Licence to Administer the Sacraments (*The Manual 2019 C.2.9*). These may be delegated.

ACCOUNTABILITY OF THE EXECUTIVE MINISTER

The Executive Minister is accountable to the Executive and to the General Council through the supervisor appointed by the General Council.

The Executive Minister is the sole official connection to the operational organization, its staff and work for members of the Regional Executive.

The Executive will monitor the Executive Minister's performance. The Executive Minister will provide regular reports to the Executive and to the Regional Council.

No policy decisions shall be taken by the Executive Minister that properly belong to the Regional Council or the Regional Council Executive as outlined in *The Manual 2019* and other policies of The United Church of Canada.