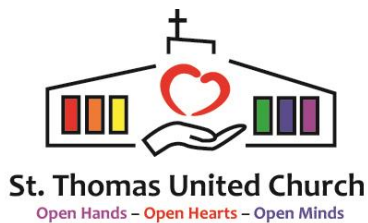
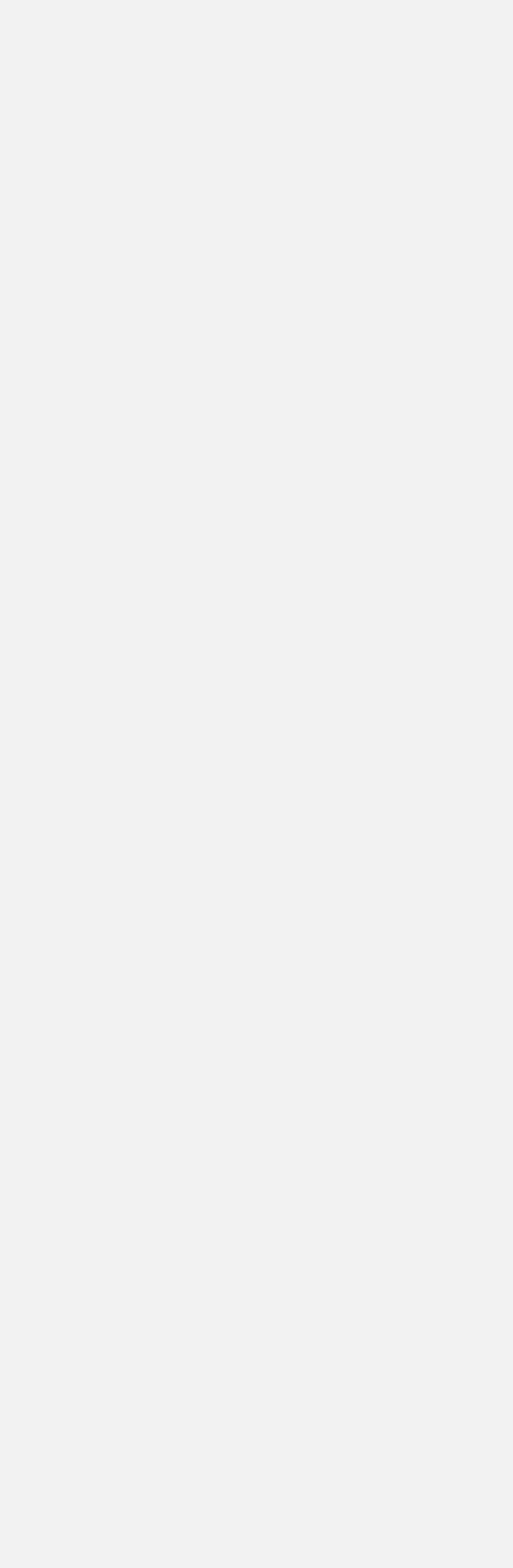


St. Thomas United Church Staff and Teams' Terms of Reference – Section 4



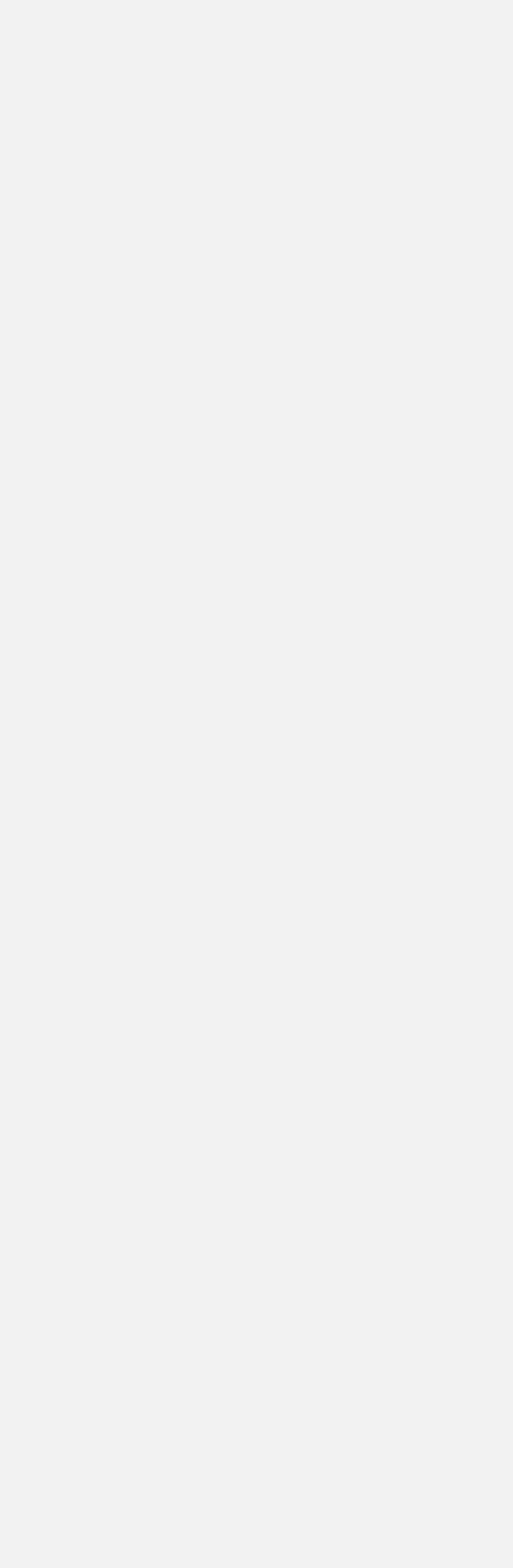
December 10, 2021



This section contains the Terms of Reference for the paid staff and volunteer teams at St. Thomas United Church. The Terms of Reference (TOR) define the purpose, accountability, relationships, descriptions and responsibilities of the staff positions and church teams.

Sections and Review Dates

<u>Section</u>	<u>Title</u>	<u>Date Last Reviewed</u>
4.01	List of St. Thomas United Church Staff	June 2022
4.02	List of St. Thomas United Church Teams	November 2021
4.03	Minister for Worship, Nurture, & Family Ministries	June 2022
4.04	Shared Minister for Foothills United Church and St. Thomas United Church	June 2022
4.05	Office Administrator	November 2021
4.06	Organist/Pianist/Adult Accompanist	November 2021
4.07	Senior Choir Director	November 2021
4.08	Youth Choir Director	November 2021
4.09	Youth Choir Accompanist	November 2021
4.10	Orchestra Director	November 2021
4.11	Children's Choir Music Director	November 2021
4.12	Children's Choir Accompanist	November 2021
4.13	Youth Leader(s)	June 2023
4.14	Affirming Team	November 2021
4.15	Building and Property Team	November 2021
4.16	Communications Team	November 2021
4.17	Faith in Community Engagement Team	November 2021
4.18	Finance Team	November 2021
4.19	Hospitality Team	November 2021
4.20	Ministry and Personnel Team	November 2021
4.21	Music Team	November 2021
4.22	Outreach Team	November 2021
4.23	Pastoral Care Team	November 2021
4.24	Paths To Reconciliation Team	November 2021
4.25	Planning Team	November 2021
4.26	Stewardship Team	November 2021
4.27	Worship Team	November 2021
4.28	Youth Advisory Team	September 2023

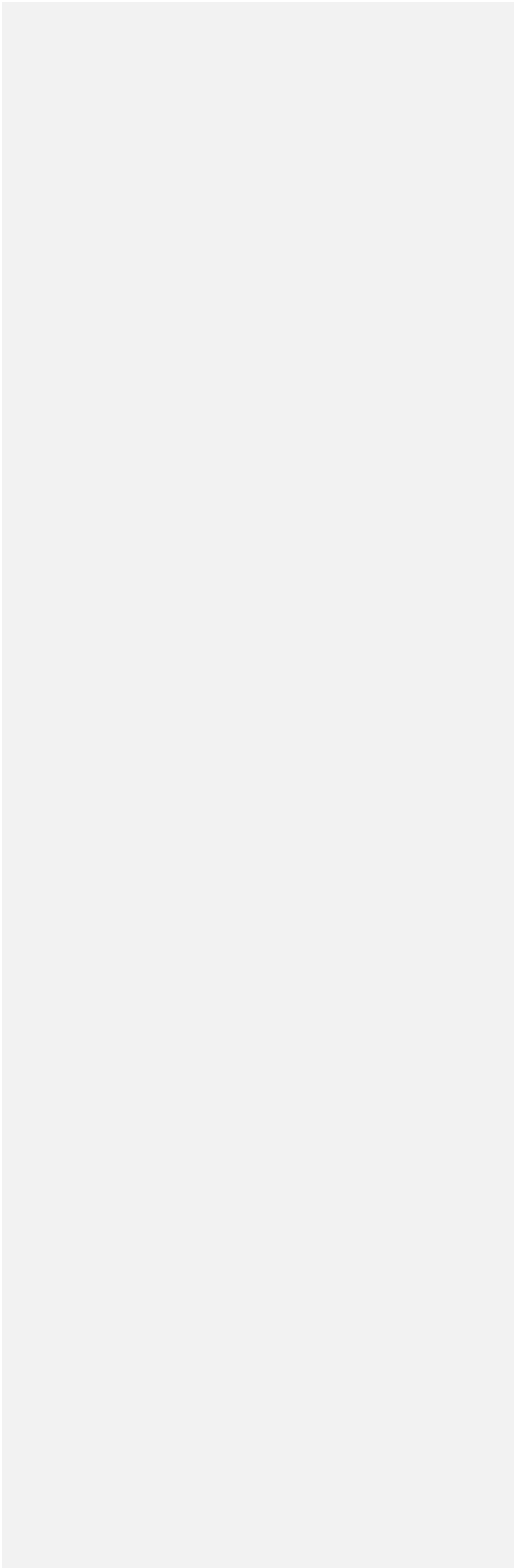


4.01 Staff

- 1) St. Thomas United Church has the following paid or contract positions as of November 2021:
 - a. Minister for Worship, Nurture, & Family Ministries
 - b. Shared Minister for Foothills United Church and St. Thomas United Church
 - c. Office Administrator
 - d. Organist/Pianist/Adult Choir Accompanist
 - e. Senior Choir Director
 - f. Youth Choir Director
 - g. Youth Choir Accompanist
 - h. Orchestra Director
 - i. Children's Choir Music Director
 - j. Children's Choir Accompanist
 - k. Youth Leader(s)

4.02 Teams

- 1) St. Thomas United Church has the following teams as of November 2021:
 - a. Affirming
 - b. Building and Property
 - c. Communications
 - d. Faith in Community Engagement
 - e. Finance
 - f. Hospitality
 - g. Ministry and Personnel
 - h. Music
 - i. Outreach
 - j. Pastoral Care
 - k. Paths to Reconciliation
 - l. Planning
 - m. Stewardship
 - n. Worship
 - o. Youth Advisory



4.03 Minister for Worship, Nurture, and Family Ministries

Note: The Position Descriptions identify lead and support roles, recognizing that the Ministry Team will work together as a team of equals to support each other in the achievement of their missions.

Purpose

To support and facilitate the mission and ministry of St Thomas by:

- Being a member of, and working in co-operation with, the Staff Team to support and facilitate the ministry of the congregation;
- Assisting the congregation in living out its mission through giving support to the congregation, its teams, and small groups by providing primary leadership in the areas of Pastoral Care, Worship, Preaching, Sacraments, and Family, Children, and Youth Ministry;
- Supporting the Staff Team in assisting the congregation to both define the mission to which they believe God has called them and develop strategies to live out that Call;
- Acting as a staff resource available to the congregation and its Teams and small groups on matters related to the implementation of their defined mission;
- Acting as a liaison between the congregation, Chinook Winds Region, and General Council;
- Enabling and empowering laity.

Accountability

- To the congregation through Executive Council via the Ministry and Personnel Team
- To the Ministry and Personnel Team, which is responsible for the supervision and co-ordination of the Staff Team
- To Chinook Winds Region

Relationships

- St. Thomas Unified Board and Executive Council
- Staff Team
- Ministry and Personnel Team
- Committees and groups as set out by the congregation from time to time including Worship, Pastoral Care, Youth Advisory Team, Duty of Care (Tender Trust), Paths to Reconciliation, Hospitality, Communications, Planning, and Music.
- Chinook Winds Region

- General Council, as appropriate

Responsibilities

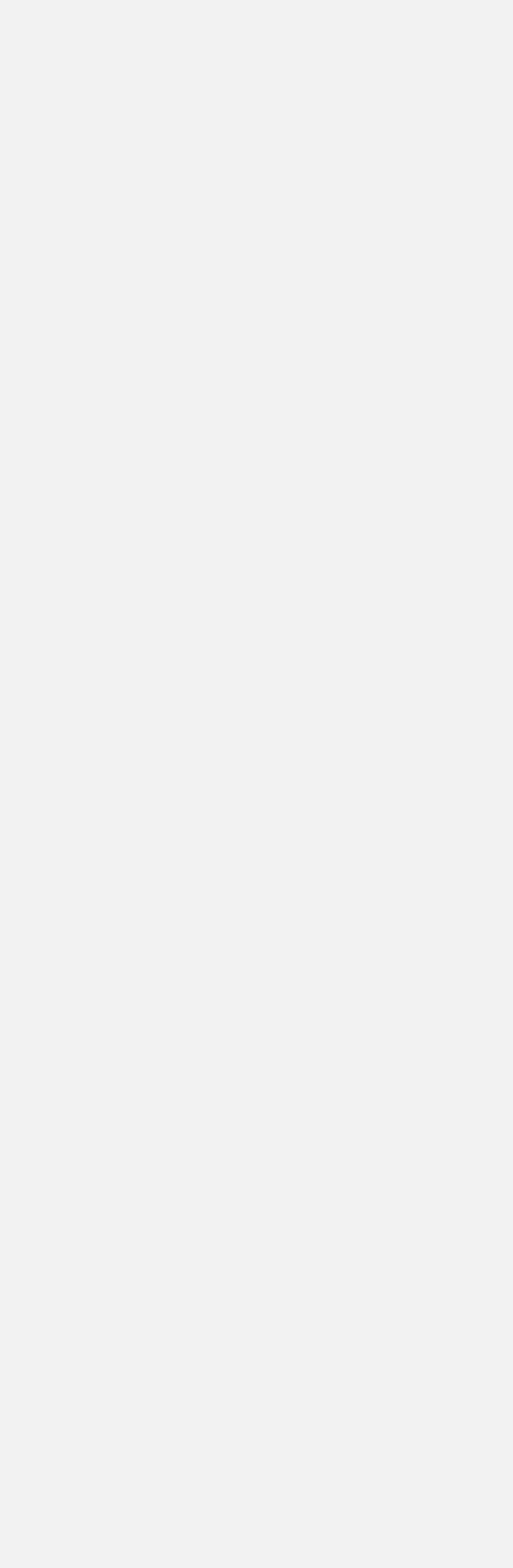
A. As a Minister of the Congregation:

- Work with the Staff Team and lay leaders in providing ministry with the congregation that enhances Christian faith while deepening a relationship with God and with one another.
- To engage in active study, prayer, and witness in order to support the ministry and mission of the people of St. Thomas.
- To participate in regular staff meetings and team building programs.
- To assist in identifying program and Christian faith development needs and opportunities for the congregation and advising appropriate priorities for action and implementation.
- To promote the use of United Church of Canada resources and periodicals and other resources suitable for the congregation in fulfilling its mission.
- To be committed to applying Affirming principles in all areas of ministry.
- To be committed to helping the congregation respond to the Calls to Action in the Truth and Reconciliation Report as they relate to the United Church.
- To engage in an annual priority setting for the position description, in consultation with the Ministry and Personnel Team and the Staff Team, to allow for particular emphases in any given church year. If this entails dropping any of the responsibilities indicated in this position description during the year, then it would be determined whether (a) those responsibilities would go unfulfilled for a period of time during that year or (b) other members of the Staff Team would agree to assume those responsibilities for a specified period during that year. In the case of (b), members of the Staff Team, in consultation with the Ministry and Personnel Team, would decide the most suitable arrangements for re-distributing other responsibilities during the time period in question.
- To act as a resource along with other members of the Staff Team to the Executive Council and to respond to requests from the Council, its Teams, and small groups for advice and assistance in planning and implementing of programs with special attention to the recruitment, training, and development of lay leadership.
- Act as facilitator to the congregation and its various committees and small groups in the areas of visioning, planning, implementation, and evaluation of the various programs undertaken to develop and support the congregation's vision, mission, and core values.
- To be available to the congregation's various teams and small groups for consultation in matters that relate to the implementation of their defined mission, including the development of their mission plans and the application of appropriate church polity and policies relating to these matters.

- To share along with the Shared Minister for Foothills United Church and St. Thomas United Church and related Teams, in providing pastoral care to the members and adherents of the congregation.
- To share equally with the Shared Minister for Foothills United Church and St. Thomas United Church responsibility for weddings and funerals, respecting family preferences wherever practical.
- Participate in monthly meetings with the Chinook Winds Region Pastoral Relations Minister to ensure the Job Share Agreement is functioning as anticipated and that the ministry is thriving. Frequency of this meeting may reduce over time.

B. As Minister for Worship, Nurture, and Family Ministries:

- Act as lead minister for worship leadership and preaching.
- Coordinate with the Worship Team on the worship leadership and preaching schedule.
- Involve children and youth in worship.
- Take lead responsibility for pastoral care initiatives, and provide leadership, support, and training for the Pastoral Care Team.
- Take lead ministry staff role in providing pastoral care for people of all ages in the congregation in coordination with the Ministry Team and Pastoral Care Team.
- Support the Shared Minister for Foothills United Church and St. Thomas United Church in moving St. Thomas United Church forward in its Affirming ministry.
- Take the lead role in supporting the implementation of a Duty of Care policy covering all aspects of the congregation's ministry and annual training related to this policy.
- Advise and support the Youth Leader(s) and Youth Advisory Team, including meeting regularly with the Youth Leader(s).
- In regard to liaising with the Faith in Community Engagement Team: take a lead role on matters relating to children, youth, and family.
- Support the congregation in the area of congregational growth.
- Work with the Staff Team and lay leaders in enhancing relationships within the congregation. Take the lead ministry role in supporting the Community Formation groups with support from the Shared Minister for Foothills United Church and St. Thomas United Church.
- Assist Sunday School teachers and co-ordinators with recruiting, training, and curriculum.
- Take a lead role in providing any training required for teachers and ensuring teachers and supply co-ordinators receive the lesson plans and supply lists with sufficient lead time. Maintain an accurate weekly attendance report and adjust number of classes as appropriate.
- Support the Shared Minister for Foothills United Church and St. Thomas United Church through offering sessions in adult faith development throughout the year.



4.04 Shared Minister for Foothills United Church and St. Thomas United Church

Note: The Position Descriptions identify lead and support roles, recognizing that the Ministry Team will work together as a team of equals to support each other in the achievement of their missions.

Purpose

To support and facilitate the mission and ministry of St Thomas by:

- Being a member of, and working in co-operation with, the Staff Team to support and facilitate the ministry of the congregation;
- Assisting the congregation in living out its mission through giving support to the congregation, its teams, and small groups by providing primary leadership in the areas of Stewardship, Education, and Outreach to the community and the world;
- Supporting the Staff Team in assisting the congregation to both define the mission to which they believe God has called them and develop strategies to live out that Call;
Acting as a staff resource available to the congregation and its Teams and small groups on matters related to the implementation of their defined mission;
- Acting as a liaison between the congregation, Chinook Winds Region, and General Council;
- Enabling and empowering laity.

Accountability

To support and facilitate the mission and ministry of Foothills by:

- Supporting and facilitating the ministry of the congregation;
- Assisting the congregation in living out its mission through giving support to the congregation, its committees, and small groups;
- Assisting the congregation to both define the mission to which they believe God has called them and develop strategies to live out that Call;
- Acting as a staff resource available to the congregation and its Committees and small groups on matters related to the implementation of their defined mission;
Acting as a liaison between the congregation, Chinook Winds Region and General Council;
- Enabling and empowering laity.

Accountability

- To the St. Thomas congregation through Executive Council via the Ministry and Personnel Team.
- To the St. Thomas Ministry and Personnel Team, which is responsible for the supervision and coordination of the Staff Team.
- To the Foothills congregation through Executive Council.
- To Chinook Winds Region.

Relationships

- St. Thomas Unified Board and Executive Council
- Foothills Executive Council
- St. Thomas Staff Team
- St. Thomas Ministry and Personnel Team
- St. Thomas Teams and groups as set out by the congregation from time to time including Faith in Community Engagement, Stewardship, Outreach, Affirming, Planning, Trustees, Building and Property, and Finance
- All Foothills Committees and groups
- Chinook Winds Region
- General Council, as appropriate

Responsibilities

A. As a Minister of Both Congregations:

- To engage in active study, prayer, and witness in order to support the ministry and mission of the people of each congregation.
- To assist in identifying program and Christian faith development needs and opportunities for each congregation and advise appropriate priorities for action and implementation.
- To promote the use of United Church of Canada resources and periodicals and other resources suitable for each congregation in fulfilling its mission.
- To be committed to applying Affirming principles in all areas of ministry.
- To be committed to helping the congregations respond to the Calls to Action in the Truth and Reconciliation Report as they relate to the United Church.
- To be available to each congregation's various Teams, Committees and small groups for consultation in matters that relate to the implementation of their defined mission, including the development of their mission plans and the application of appropriate church polity and policies relating to these matters.

- Participate in monthly meetings with the Chinook Winds Region Pastoral Relations Minister to ensure the Job Share Agreement is functioning as anticipated and that the ministry is thriving. Frequency of this meeting may reduce over time.

B. As Minister of the St. Thomas Congregation:

- To work with the Staff Team and lay leaders in providing ministry with the congregation that enhances Christian faith while deepening a relationship with God and with one another.
- To participate in regular staff meetings and team building programs.
- To engage in an annual priority setting for the position description, in consultation with the Ministry and Personnel Team and the Staff Team, to allow for particular emphases in any given church year. If this entails dropping any of the responsibilities indicated in this position description during the year, then it would be determined whether (a) those responsibilities would go unfulfilled for a period of time during that year or (b) other members of the Staff Team would agree to assume those responsibilities for a specified period during that year. In the case of (b), members of the Staff Team, in consultation with the Ministry and Personnel Team, would decide the most suitable arrangements for re-distributing other responsibilities during the time period in question.
- To act as a resource along with other members of the Staff Team to the Executive Council and to respond to requests from the Council, its Teams, and small groups for advice and assistance in planning and implementing of programs with special attention to the recruitment, training, and development of lay leadership.
- Act as facilitator to the congregation and its various Teams and small groups in the areas of visioning, planning, implementation, and evaluation of the various programs undertaken to develop and support the congregation's vision, mission, and core values.
- To share along with the Minister for Worship, Nurture, and Family Ministries, and related Teams, in providing pastoral care to the members and adherents of the congregation.
- To share equally with the Minister for Worship, Nurture, and Family Ministries responsibility for weddings and funerals, respecting family preferences wherever practical.

C. As the Minister of the Foothills Congregation:

- To work with lay leaders in providing ministry with the congregation that enhances Christian faith while deepening a relationship with God and with one another.
- Take responsibility for preaching and worship planning and development for one weekly service. This may involve recruiting lay leaders or other speakers to accommodate study leave and time off.
- Either leading or supporting lay leadership of Bible Study and education programs.
- Provide pastoral care for individuals needing critical care. Provide support for the Congregational Care Committee and volunteers in providing non-critical pastoral care.
- Participation in recruitment, development, inspiration, and guidance of lay leaders.

- Follow-up with newcomers.
- Reaching out to the wider surrounding community; supporting lay leadership in reaching out to the wider surrounding community and in community service; includes continuation of involvement with Community Hub and co-operative relationships with other Bowness churches.
- To act as a resource to the Executive Council and to respond to requests from the Council, its Committees, and small groups for advice and assistance in planning and implementing of programs with special attention to the recruitment, training, and development of lay leadership.
- Leadership for ongoing congregational stewardship.
- Funerals, weddings, and baptisms.
- Other ministries as needs are identified.
- To engage in an annual priority setting for the position description, in consultation with the Executive Council, to allow for particular emphases in any given church year. If this entails dropping any of the responsibilities indicated in this position description during the year, then it would be determined whether (a) those responsibilities would go unfulfilled for a period of time during that year or (b) lay members of the congregation would agree to assume those responsibilities for a specified period during that year. In the case of (b), the Minister and Executive Council, would decide the most suitable arrangements for re-distributing other responsibilities during the time period in question.

D. As Half-Time Minister of the St. Thomas Congregation:

- Act as lead minister for outreach initiatives and social justice initiatives in consultation with the Outreach team and other teams as appropriate.
- Take the lead ministry role in developing and implementing faith development programs, in consultation with the Faith in Community Engagement Team.
- Take lead ministry responsibility for Affirming ministry initiatives and provide leadership, support, and training for the Affirming Group.
- Provide lead ministry staffing assistance to the congregation's Stewardship Committee, in the process of setting priorities, planning, implementing, and evaluating the annual stewardship mission plan for the congregation.
- Provide lead ministry staffing assistance to the administrative committees and groups of the congregation including Building and Property, Finance, and the Trustees.
- Provide leadership to the congregation in the area of congregational growth and wider community engagement.
- Support the Minister for Worship, Nurture, and Family Ministries in providing pastoral care for the people of the congregation.
- Support the Minister for Worship, Nurture, and Family Ministries in supporting the Community Formation group.

4.05 Office Administrator

Purpose

To facilitate the St. Thomas United Church congregation and church staff in their efforts to achieve the church's mission of Open Hands, Open Hearts and Open Minds.

Receives direction from paid ministry staff and Ministry and Personnel Chair (or designate).

Responsibilities

Daily

- Provide the first line of communication with everyone who telephones, emails, or enters the church during office hours. Greet all visitors and callers in a professional and friendly manner.
- Refer callers and visitors to the appropriate resource in a timely fashion.
- Act as a conduit between committees, congregational members, and ministers.
- Collect and distribute incoming mail and send out outgoing mail.
- Provide office support for ministers, other staff, and committees on a regular basis and as the need arises.
- Update digital signs.
- Update Narthex bulletin boards regularly.
- Maintain the online church calendar as primary source of bookings for internal and external user groups.
- Funnel website updates including Handbook Updates to Communications **Coordinator**
- **Maintain** church records and files.
- Keep the procedures and instructions manual up to date throughout the year and as procedures and technology change.
- Maintain church database (list of members).
- Coordinate space usage and scheduling of activities in the church building:
 - Act as Facility Use Coordinator regarding requests for rental space and for daytime issues.
 - Organize short term contracts.
 - Manage the work around bookings including collecting fees and deposits and resolving issues involving time conflicts.
 - Ensure user groups have appropriate insurance.
 - Arrange for monitors for One-time Facility-use bookings.
 - Distribute church keys and security codes along with building guidelines.
- Coordinate exterior signage by sending information to the appropriate **volunteer**.

Commented [O1]: [\(A staff communications person might cover this role\)](#)

Commented [O2]: a) ~~Remove~~-Update the worship planner and calendar from committee minutes and communication from committee chairs. No longer using this tool. Tracy posts order of service on google and music participants and I add to it, though I usually only need to add the scripture reader. We did it this way at Wild Rose and it worked well.

Commented [O3]: 1. Currently Richard Pon via Tracy? (used to discuss these things at Staff meeting). Will add this to our Communications/worship presentation meetings.

Weekly

- Prepare church bulletins for weekly and special worship services, including worship services held off-site.
- Prepare weekly PowerPoint slides for worship services.
- Prepare and distribute weekly email announcements
- Prepare and distribute weekly MailChimp emails.
- Create posters and other materials for internal events/advertising.
- Participate in staff meetings as appropriate.
- Enter data into accounting software for payment of invoices and reimbursement of receipts. Prepare cheques for signing.
- Process requests for new PAR donations, changes, and termination of existing PAR donations.
- Collect and Distribute monies and cheques that flow through the church office.
- Coordinate and liaise with janitorial services.
- Prepare Sanctuary for Sunday Services (including going through pews, taking out garbage and restocking prayer slips, communication cards, and offering envelopes/PAR cards)

Commented [O4]: b) Turned into Communications/Worship Presentation Meetings (monthly) since new livestreaming equipment has been in use. May be the new normal.

Monthly

- Coordinate, publish, and distribute bimonthly newsletter.
- Prepare and distribute Spotlight quarterly or as requested.
- Reproduce, distribute, and file committee minutes as required.
- Work with the Communications Committee to identify and use internal and external advertising opportunities.
- Work with Building and Property Committee to identify issues needing attention or staff or congregational requests.
- Process requests for marriages, baptisms, funerals, memberships and transfers, and provide certificates and mementoes.
- Coordinate regular equipment and building maintenance (ex. copier, computers, fire extinguisher and smoke detector maintenance, and piano tuning).
- Train staff and back up office volunteers in the use of office equipment as required.
- Assist with maintaining music inventory by recording copies and costs.
- Respond to equipment malfunctions or service-related problems when needed.
- Maintain regularly used office supplies in the church and acquire additional supplies as requested and needed.

Commented [O5]: At least until new staff person hired. Currently involves attending meetings

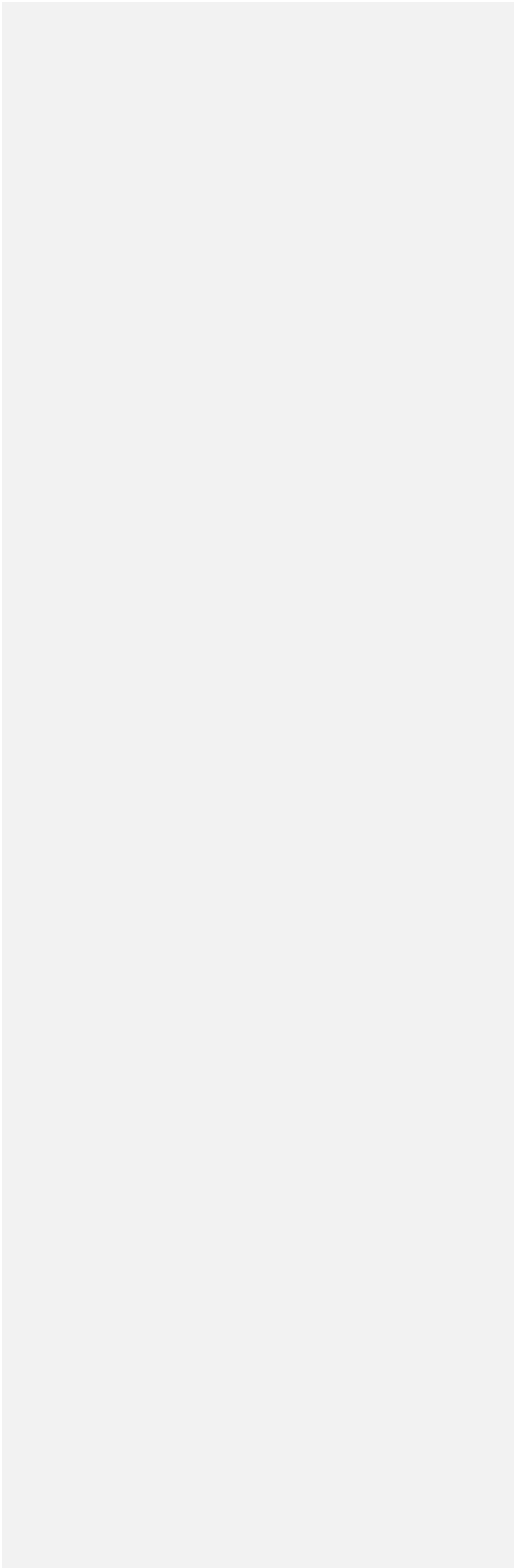
Commented [O6]: Need to check on this. I believe Barb Veitch does this now.

Annually

- Collect information from staff and volunteers and prepare the church's annual report.
- Coordinate and prepare annual church statistics.
- Update and maintain the church's Historic Roll.
- Archive files coordinating with the church archivist to ensure proper retention of records.
- Maintain files and office space by cleaning out and shredding old information.

Qualifications and Expectations

- Technically proficient, with strong working knowledge of Microsoft Office. Comfortable learning new computer systems (example: Power Church).
- Must maintain confidentiality regarding church information and abide by confidentiality agreement.
- Ability to work well with a diverse group of volunteers and staff and to respond positively to changing priorities / requirements.
- Good organizational skills.
- Ability to operate office equipment, such as copiers and fax machines.
- Good communications and interpersonal skills.
- Ability to work well with many interruptions.
- Able to identify opportunity areas for improvement and efficiency in church procedures and practices and work with staff to implement changes where appropriate.
- Open to offering and receiving feedback.



4.06 Organist/Pianist/Adult Accompanist

Purpose

To implement the mission statement of St. Thomas United Church through the ministry of music. To ensure that congregational worship is enhanced by the provision of excellent and appropriate musical leadership.

Responsibilities (Areas of Work)

The Organist will play the piano and/or organ at each Sunday morning congregational worship service and other special congregational services held at St. Thomas. This includes playing hymns, preludes, postludes, offertories, meditative interludes and accompanying St. Thomas Choirs or soloists.

The Organist will assist the Senior Choir Director in researching, planning and evaluating music programs for the Senior Choir. The Organist will learn the music and be prepared to play it at all practices and presentations.

The Organist will work with the Music Leadership Team to set the direction for the Music Ministry of St. Thomas.

1. Senior Choir:

- Assist the Senior Choir Director in researching, selecting, ordering, filing and inventorying music. Music inventory is maintained with the assistance of volunteers.
- When selecting music, use a mix of previously sung and new music
- Assist the Senior Choir Director to organize participation in worship services and concerts
- Accompany the Senior Choir during rehearsals (typically one per week) and worship services
- Foster an understanding of the place of music within worship
- Accompany the Senior Choir at outreach events and concerts (e.g., Kiwanis Festival, Nursing Homes)

2. Worship

- Collaborate with the minister(s) to ensure that music and the theme of the service are complementary and that the music fits with the theology of St. Thomas
- Assist in introducing new music to the congregation.
- Collaborate with the Music Leadership Team.
- Attend regular meetings of the Music Leadership Team where plans for all musical presentations are discussed and agreed upon. The Music Leadership Team includes all music staff, the ministers and at least 2 volunteers.
- Play the piano and/or organ at each Sunday morning congregational worship service and other special congregational services held at St. Thomas. This includes playing hymns, preludes, postludes,

offertories, and meditative interludes. It may also include playing with other instrumentalist (e.g., drums, guitars, keyboard). Research and selection of appropriate music for preludes, postludes, offertories and meditative interludes is the responsibility of the organist. St. Thomas currently has one Sunday morning service per week and occasional additional services (e.g., Ash Wednesday, Maudy Thursday, Good Friday, Blue Christmas, Christmas Eve)

- Accompany soloist and small musical groups at rehearsals and services as required.
- Be open to playing a wide variety of music in a style and interpretation appropriate to each type of music

3. Additional Responsibilities

- Each week, provide the Church Office Administrator with name and composer of the prelude by the deadline established by the Office Administrator. (The name and composer of the postlude is not provided as this allows flexibility to match the ending mood of the service with appropriate music.) Provide this information to the person responsible for copyright reporting.
- Assist the Senior Choir Director in ordering and maintaining supplies and equipment for the Senior Choir
- Assist the Senior Choir Director in preparation of a budget for music and other materials. Spending should not exceed budgeted amount unless approved by Executive Council.
- Assist the Senior Choir Director in evaluation of the Senior Choir musical program with input from all relevant parties, e.g., staff, choir members, random sample of the congregation
- Encourage and support congregation members who provide musical offerings.
- Assist in recruiting, motivating and thanking Choir members and those who assist the choir by playing instruments with anthems, helping with music inventories, helping with social events, etc.
- Collaborate with other music staff at St. Thomas to plan for the music for worship on special occasions (e.g., Christmas, Palm Sunday, Easter, Joy of Song), for outreach and for concerts.
- Arrive for worship services, outreach events and concerts early enough to receive any final information from the Music director, Minister(s) or those being accompanied. Be ready to play at the appointed time.
- Provide music for weddings and funerals subject to the conditions listed in section VIII below.

Accountability

The Organist is accountable to the Ministry and Personnel Committee and ultimately to the Executive Council and the congregation of St. Thomas. It is expected that the Organist will carry out the music ministry in collaboration with other staff members and the committees and members of St. Thomas United Church. In particular, the Organist shall be a member of the Music Leadership Team and work collaboratively with the Music Leadership Team.

Professional and Personnel Development

- Attend conferences, reading sessions and other educational events as appropriate in an ongoing effort
- St. Thomas United Church – Governance, Bylaws, Terms of Reference, Policy & Guideline Book 20

to maintain and enhance musical skills and knowledge.

- An Annual allowance shall be provided for relevant education/training based on receipts

Faithfull Footsteps

- The Organist position is classified as a level 2 and as such the incumbent will be required to complete a police record check every 3 years and provide the names of 3 references. If any member of the adult choir is under the age of 18, a clean criminal record check is also required. Criminal record checks are valid for 3 years.

Annual Review

- The Ministry and Personnel Committee will ensure that an annual review is conducted with the Organist. The responsibility for conducting this review has been delegated to the volunteer members of the Music Leadership Team. The results of this review will be shared with Executive Council.
- The review shall include input from other St Thomas staff members, members of the Senior Choir and some members of the congregation.
- Goals and objectives for the past year will be considered as part of the review.
- Goals and objectives for the next year will be submitted and mutually agreed upon with the Music Leadership Team at the start of September.

Terms of Contract

This is a contract position. A new contract will be signed yearly. It will remain effective until terminated by either the Organist or St. Thomas or the end of the contract term.

Time Off

During the term of this agreement, the Organist shall be entitled to:

- One month unpaid summer vacation in either July or August of each year. The Organist shall choose the month for her vacation and notify the Music Leadership Team by June 1.
- Paid personal leave for four Sundays during the remaining eleven months of each year. The Music Leadership subcommittee of the Worship Committee shall approve the dates in advance. You will be responsible for finding an appropriate replacement in consultation with the Music Leadership Team. Such Sundays shall not coincide with Advent, Christmas Eve, Palm Sunday, Good Friday, Easter, or other special events such as outreach excursions or 'Joy of Song'. With enough prior notice, exceptions will be considered.

SICK LEAVE

You will continue to be paid for a reasonable period of time in the event that you are sick and unable to carry out your duties. In the event that you are sick for an extended period of time, the Ministry and Personnel Committee, with the approval of the Executive Council, will formulate alternate arrangements until such time as you are able to resume your duties.

BEREAVEMENT LEAVE

Bereavement Leave with pay will be provided, upon required notification, to the Organist upon the death of a member of the Immediate Family or Significant Person. The Organist is entitled to a minimum of four days of paid Bereavement Leave plus travel time for each allowable circumstance. In each instance the individual is required to notify the M & P Committee.

COMPASSIONATE LEAVE

Compassionate Leave with pay is determined in consultation with the M & P Committee. Compassionate Leave shall normally be fourteen days or less per any circumstance and shall be granted for situations in which the Organist is the only person appropriate to respond to circumstances, or when the Organist is unable to carry out responsibilities because of circumstances. In some cases, this may be combined with Bereavement.

LEAVE OF ABSENCE

Any requested leave of absence must be negotiated with the Ministry and Personnel Committee with final approval coming from the Executive Council

NON-MONETARY COMPENSATION

The Organist has the right to use the St. Thomas facilities for her personal teaching and recital purposes at no charge or expense at any time, provided that such activities do not conflict with other St. Thomas programs or business. The Organist shall coordinate with the St. Thomas Office Administrator for these purposes. The Organist shall be responsible for any damage and resulting repairs/replacements to St. Thomas property during her personal use of St. Thomas facilities.

TERMINATION

The Congregation or the Organist may terminate employment at any time and for any reason through a process as laid out in the United Church Manual. 90 days' notice must be provided.

Weddings and Funerals

You shall have the right, but not the obligation, to play for all weddings and funerals to be performed at St. Thomas with the understanding that the persons organizing the wedding or funeral may select someone else. Any compensation you receive shall be as agreed upon with the persons organizing the wedding or funeral subject to any policies that St. Thomas has with respect to weddings and funerals.

4.07 Senior Choir Director

Purpose

To implement the mission statement of St. Thomas United Church through the ministry of music. To ensure that congregational worship is enhanced by the provision of excellent and appropriate musical leadership.

The Senior Choir Director will research, plan, direct, motivate and evaluate the music program for the Senior Choir in collaboration with the Senior Choir Accompanist.

The Senior Choir Director will work with the Music Leadership Team to set the direction for the Music Ministry of St. Thomas.

Responsibilities (Areas of Work)

1. Senior Choir:

- Research, select, order, file and inventory music. Music inventory is maintained with the assistance of volunteers.
- When selecting music, use a mix of previously sung and new music
- Organize rehearsals
- Organize participation in worship services and concerts
- Direct and teach the Senior Choir
- Foster an understanding of the place of music within worship
- Involve the Senior Choir in outreach as appropriate
- Promote involvement of other adults in the music program
- Assist in organizing choir social gatherings

2. Worship

- Collaborate with the minister(s) to ensure that music and the theme of the service are complementary and that the music fits with the theology of St. Thomas
- Assist in introducing new music to the congregation.
- Collaborate with the Music Leadership Team
- Attend regular meetings of the Music Leadership Team where plans for all musical presentations are discussed and agreed upon. The Music Leadership Team includes all music staff, the ministers and at least 2 volunteers. Dates and service times the choir will sing will be scheduled at these meetings
- Schedule the senior choir to sing a minimum of every second Sunday between the Sunday following Labour Day and the end of April. Schedule the senior choir to sing every Sunday between the beginning of May and late June (Father's Day usually) unless another group is willing to fill one of

those Sundays. They will also sing at one service Christmas Eve and on Good Friday.

- In collaboration with the Music Leadership Team, ensure there is musical leadership at all services between the Sunday following Labour Day and late June (Father's Day usually).

3. Additional Responsibilities

- Provide Church Secretary with the Senior Choir schedule which includes dates and times the Senior Choir will sing, the name of the anthem and the composer/arranger. Also provide this information to the person responsible for reporting copy right information.
- Order and maintain supplies and equipment for the Senior Choir
- Provide input to a budget for music and other materials. Spending should not exceed budgeted amount unless approved by Executive Council.
- Evaluate the Senior Choir musical program with input from all relevant parties, (e.g., staff, choir members, random sample of the congregation).
- Recruit, motivate, educate, and thank Choir members and those who assist the choir by playing instruments with anthems, helping with music inventories, etc.
- Maintain communications and public relations with music leaders in other churches
- Report on Senior Choir Program to the Music Leadership Team and any other interested parties.
- Maintain membership lists and other documents for Senior Choir musical programs
- Collaborate with other music staff at St. Thomas to plan for the music for worship on special occasions (e.g., Christmas, Palm Sunday, Easter, Joy of Song), for outreach and for concerts.

Accountability

The Senior Choir Director is accountable to the Ministry and Personnel Committee and ultimately to the Executive Council and the congregation of St. Thomas. It is expected that the Senior Choir Director will carry out the music ministry in collaboration with other staff members and the committees and members of St. Thomas United Church. In particular, the Senior Choir Director shall be a member of the Music Leadership Team and work collaboratively with the Music Leadership Team.

Professional and Personnel Development

- Attend conferences, reading sessions and other educational events as appropriate in an ongoing effort to maintain and enhance musical skills and knowledge.
- An annual allowance shall be provided for relevant education/training based on receipts

Faithful Footsteps

- The Senior Choir Director position is classified as a level 2 and as such the incumbent will be required
- St. Thomas United Church – Governance, Bylaws, Terms of Reference, Policy & Guideline Book 24

to provide the names of 3 references. If any member is under the age of 18, a clean criminal record check is also required. Criminal record checks are valid for 3 years.

Annual Review

- The Ministry and Personnel Committee will ensure that an annual review is conducted with the Senior Choir Director. The responsibility for conducting this review has been delegated to the volunteer members of the Music Leadership Team. The results of this review will be shared with Executive Council.
- The review shall include input from other St Thomas staff members, members of the choir and some members of the congregation.
- Goals and objectives for the past year will be considered as part of the review.
- Goals and objectives for the next year will be submitted and mutually agreed upon with the Music Leadership Team at the start of September.

Terms of Contract

This is a contract position with a 10-1/2 month term which can be renewed. Number of Sundays off during this term is 3.

SICK LEAVE

Paid sick leave as may be deemed necessary by the Ministry and Personnel Committee.

BEREAVEMENT LEAVE

Bereavement Leave with pay will be provided, upon required notification, to the Senior Choir Director upon the death of a member of the Immediate Family or Significant Person. The Senior Choir Director is entitled to a minimum of four days of paid Bereavement Leave plus travel time for each allowable circumstance. In each instance the individual is required to notify the M & P Committee.

COMPASSIONATE LEAVE

Compassionate Leave with pay is determined in consultation with the M & P Committee. Compassionate Leave shall normally be fourteen days or less per any circumstance and shall be granted for situations in which the Senior Choir Director is the only person appropriate to respond to circumstances, or when the Senior Choir Director is unable to carry out responsibilities because of circumstances. In some cases, this may be combined with Bereavement.

LEAVE OF ABSENCE

Any requested leave of absence must be negotiated with the Ministry and Personnel Committee or the Music Leadership Committee with final approval coming from the Executive Council

TERMINATION

The Congregation or the Senior Choir Director can terminate employment through a process as laid out in the United Church Manual. 90 days' notice must be provided.

4.08 Youth Choir Director

Purpose

To implement the mission statement of St. Thomas United Church through the ministry of music. To ensure that congregational worship is enhanced by the provision of excellent and appropriate musical leadership.

The Youth Choir Director will research, plan, direct, motivate and evaluate music programs for the Youth Choir in collaboration with the Youth Choir Accompanist.

The Youth Choir Director will work with the Music Leadership team to set the direction for the Music Ministry of St. Thomas.

Responsibilities (Areas of Work)

1. Youth Choir:

- Research, select, order, file and inventory music. Music inventory is maintained with the assistance of volunteers.
- When selecting music, use a mix of previously sung and new music
- Organize rehearsals
- Organize participation in worship services and concerts
- Direct and teach the Youth Choir
- Foster an understanding of the place of music within worship
- Involve the Youth Choir in outreach as appropriate (e.g., Nursing Homes, community events)
- Promote involvement of other youth in the music program (e.g., as instrumentalists with the choir, as new singers)
- Organize choir social gatherings with the assistance of the youth and their parents
- If numbers in the choir allow, consider enrichment of the music program with dramatic arts.

2. Worship

- Collaborate with the minister(s) to ensure that music and the theme of the service are complementary and that the music fits with the theology of St. Thomas
 - Collaborate with the Music Leadership team
 - Attend regular meetings of the Music Leadership Team where plans for all musical presentations are discussed and agreed upon. The Music Leadership Team includes all music staff, the ministers and at least 2 volunteers. Dates and service times the choir will sing will be scheduled at these meetings.
 - Plan for the youth choir to sing a minimum of once a month at one service between September and May. The youth choir may be asked to sing at additional 'special' services. They will also sing at one
- St. Thomas United Church – Governance, Bylaws, Terms of Reference, Policy & Guideline Book 27

service Christmas Eve.

- Schedule dates and service times the choir will sing with the music committee.
- In conjunction with the children's choir, prepare and present a Christmas musical

3. Additional Responsibilities

- Provide Church Secretary with Youth Choir schedule which includes dates and times the Youth Choir will sing, the name of the anthem and the composer/arranger. Also provide this information to the person responsible for copy right reporting.
- Provide parents with written notices or emails of planned schedule for the Youth Choir
- Order and maintain supplies and equipment for the Youth Choir.
- Provide input to a budget for music and other materials. Spending should not exceed budgeted amount unless approved by Executive Council.
- Evaluate the Youth Choir musical program with input from all relevant parties, (e.g., staff, choir members, parents, random sample of the congregation).
- Recruit, motivate, educate, and thank Choir members and those who assist the choir by playing instruments with anthems, helping with music inventories, helping with social events, etc.
- Report on the Youth Choir Program to the Music Leadership team and any other interested parties.
- Maintain membership lists and other documents for Youth Choir musical programs
- Collaborate with other music staff at St. Thomas to plan for the music for worship on special occasions (e.g., Christmas, Palm Sunday, Easter, Joy of Song), for outreach and for concerts.

Accountability

The Youth Choir Director is accountable to the Ministry and Personnel Committee and ultimately to the Executive Council and the congregation of St. Thomas. It is expected that the Youth Choir Director will carry out the music ministry in collaboration with other staff members and the committees and members of St. Thomas United Church. In particular, the Youth Choir Director shall be a member of the Music Leadership Team and work collaboratively with the Music Leadership team.

Professional and Personnel Development

- Attend conferences, reading sessions and other educational events as appropriate in an ongoing effort to maintain and enhance musical skills and knowledge.
- An Annual allowance shall be provided for relevant education/training based on receipts

Duty of Care

- The Youth Choir Director position is classified as a level 2 and as such the incumbent will be required
- St. Thomas United Church – Governance, Bylaws, Terms of Reference, Policy & Guideline Book 28

to provide the names of 3 references plus a clean criminal record check. Criminal record checks are valid for 3 years.

Annual Review

- The Ministry and Personnel Committee will ensure that an annual review is conducted with the Youth Choir Director. The responsibility for conducting this review has been delegated to the volunteer members of the Music Leadership team. The results of this review will be shared with Executive Council.
- The review shall include input from other St Thomas staff members, members of the choir, parents of choir members, and some members of the congregation.
- Goals and objectives for the past year will be considered as part of the review.
- Goals and objectives for the next year will be planned with the Music Leadership Team by September (at the latest) each year, submitted and mutually agreed upon with the Music Leadership Team by the start of September.

Terms of Contract

This is a contract position with a 9-1/2 month term which can be renewed.

SICK LEAVE

Paid sick leave as may be deemed necessary by the Ministry and Personnel Committee.

BEREAVEMENT LEAVE

Bereavement Leave with pay will be provided, upon required notification, to the Youth Choir Director upon the death of a member of the Immediate Family or Significant Person. The Youth Choir Director is entitled to a minimum of four days of paid Bereavement Leave plus travel time for each allowable circumstance. In each instance the individual is required to notify the M & P Committee or Music Leadership Team.

COMPASSIONATE LEAVE

Compassionate Leave with pay is determined in consultation with the M & P Committee. Compassionate Leave shall normally be fourteen days or less per any circumstance and shall be granted for situations in which the Youth Choir Director is the only person appropriate to respond to circumstances, or when the Youth Choir Director is unable to carry out responsibilities because of circumstances. In some cases, this may be combined with Bereavement.

LEAVE OF ABSENCE

Any requested leave of absence must be negotiated with the Ministry and Personnel Committee or the Music Leadership Team with final approval coming from the Executive Council

TERMINATION

The Congregation or the Youth Choir Director can terminate employment through a process as laid out in the United Church Manual. 90 days' notice must be provided.

4.09 Youth Choir Accompanist

Purpose

To implement the mission statement of St. Thomas United Church through the ministry of music. To ensure that congregational worship is enhanced by the provision of excellent and appropriate musical leadership.

The Youth Choir Accompanist will assist the Youth Choir Director in researching, planning and evaluating music programs for the Youth Choir. The Youth Choir Accompanist will learn the music and be prepared to play it at all practices and presentations.

The Youth Choir Accompanist will work with the Music Leadership team to set the direction for the Music Ministry of St. Thomas

Responsibilities (Areas of Work)

1. Youth Choir:

- Assist the Youth Choir Director in researching, selecting, ordering, filing and inventorying music. Music inventory is maintained with the assistance of volunteers.
- When selecting music, use a mix of previously sung and new music
- Assist the Youth Choir Director in maintaining discipline during rehearsals as needed
- Assist the Youth Choir Director to organize participation in worship services and concerts
- Accompany the Youth Choir
- Foster an understanding of the place of music within worship
- Involve the Youth Choir in outreach as appropriate (e.g., Nursing Homes)
- Promote involvement of other youth in the music program (e.g., as instrumentalists with the choir, as new singers)
- Assist with the organization of choir social gatherings

2. Worship

- Collaborate with the minister(s) to ensure that music and the theme of the service are complementary and that the music fits with the theology of St. Thomas
- Collaborate with the Music Leadership Team.
- Attend regular meetings of the Music Leadership Team where plans for all musical presentations are discussed and agreed upon. The Music Leadership Team includes all music staff, the ministers and at least 2 volunteers. Dates and service times the choir will sing will be scheduled at these meetings.
- Plan for the youth choir to sing a minimum of once a month at one service between September and May. The youth choir may be asked to sing at additional 'special' services. They will also sing at one St. Thomas United Church – Governance, Bylaws, Terms of Reference, Policy & Guideline Book 31

service Christmas Eve.

- In conjunction with the children's choir, prepare and present a Christmas musical

3. Additional Responsibilities

- Work with the Youth Choir Director to ensure the Church Secretary is provided with the Youth Choir schedule which includes dates and times the Youth Choir will sing, the name of the anthem and the composer/arranger. Also provide this information to the person responsible for reporting copy right information.
- Assist the Youth Choir Director as needed to provide parents with written notices of planned schedule for the Youth Choir (Email is acceptable)
- Assist the Youth Choir Director in ordering and maintaining supplies and equipment for the Youth Choir
- Assist the Youth Choir Director in preparation of a budget for music and other materials. Spending should not exceed budgeted amount unless approved by Executive Council.
- Assist the Youth Choir Director in evaluation of the Youth Choir musical program with input from all relevant parties, (e.g., staff, choir members, parents, random sample of the congregation).
- Assist in recruiting, motivating and thanking Choir members and those who assist the choir by playing instruments with anthems, helping with music inventories, helping with social events, etc.
- Assist the Youth Choir Director in maintaining membership lists and other documents for Youth Choir musical programs
- Collaborate with other music staff at St. Thomas to plan for the music for worship on special occasions (e.g., Christmas, Palm Sunday, Easter, Joy of Song), for outreach and for concerts.

Accountability

The Youth Choir Accompanist is accountable to the Ministry and Personnel Committee and ultimately to the Executive Council and the congregation of St. Thomas. It is expected that the Youth Choir Director will carry out the music ministry in collaboration with other staff members and the committees and members of St. Thomas United Church. In particular, the Youth Choir Director shall be a member of the Music Leadership Team and work collaboratively with the Music Leadership Team.

Professional and Personnel Development

- Attend conferences, reading sessions and other educational events as appropriate in an ongoing effort to maintain and enhance musical skills and knowledge.
- An Annual allowance shall be provided for relevant education/training based on receipts

Faithful Footsteps

- The Youth Choir Accompanist position is classified as a level 2 and as such the incumbent will be required to provide the names of 3 references plus a clean criminal record check. Criminal record checks are valid for 3 years.

Annual Review

- The Ministry and Personnel Committee will ensure that an annual review is conducted with the Youth Choir Accompanist. The responsibility for conducting this review has been delegated to the volunteer members of the Music Leadership Team. The results of this review will be shared with Executive Council.
- The review shall include input from other St Thomas staff members, members of the choir, parents of choir members and some members of the congregation.
- Goals and objectives for the past year will be considered as part of the review.
- Goals and objectives for the next year will be submitted and mutually agreed upon with the Music Leadership Team at the start of September.

Terms of Contract

This is a contract position with a 9-1/2 month term which can be renewed.

SICK LEAVE

Paid sick leave as may be deemed necessary by the Ministry and Personnel Committee.

BEREAVEMENT LEAVE

Bereavement Leave with pay will be provided, upon required notification, to the Youth Choir Accompanist upon the death of a member of the Immediate Family or Significant Person. The Youth Choir Accompanist is entitled to a minimum of four days of paid Bereavement Leave plus travel time for each allowable circumstance. In each instance the individual is required to notify the M & P Committee.

COMPASSIONATE LEAVE

Compassionate Leave with pay is determined in consultation with the M & P Committee. Compassionate Leave shall normally be fourteen days or less per any circumstance and shall be granted for situations in which the Youth Choir Accompanist is the only person appropriate to respond to circumstances, or when the Youth Choir Accompanist is unable to carry out responsibilities because of circumstances. In some cases, this may be combined with Bereavement.

LEAVE OF ABSENCE

Any requested leave of absence must be negotiated with the Ministry and Personnel Committee with final approval coming from the Executive Council

TERMINATION

The Congregation or the Youth Choir Accompanist can terminate employment through a process as laid out in the United Church Manual. 90 days' notice must be provided.

4.10 Orchestra Director

Purpose

To implement the mission statement of St. Thomas United Church through the ministry of music. To ensure that congregational worship is enhanced by the provision of excellent and appropriate musical leadership.

The Orchestra Director will research, plan, direct, motivate and evaluate the music program for the Orchestra.

The Orchestra Director will work with the Music Leadership Team to set the direction for the Music Ministry of St. Thomas.

Responsibilities (Areas of Work)

1. Orchestra:

- Research, select, order, file and inventory music. Music inventory is maintained with the assistance of volunteers.
- When selecting music, use a mix of previously played and new music
- Organize rehearsals
- Organize participation in worship services and concerts
- Direct and teach the Orchestra
- Foster an understanding of the place of music within worship
- Involve the Orchestra in outreach as appropriate
- Promote involvement of other adults in the music program

2. Worship

- Collaborate with the minister(s) to ensure that music and the theme of the service are complementary and that the music fits with the theology of St. Thomas
- Collaborate with the Music Leadership Team.
- Attend regular meetings of the Music Leadership team where plans for all musical presentations are discussed and agreed upon. The Music Leadership team includes all music staff, the ministers and at least 2 volunteers. Dates and service times the orchestra will play will be scheduled at these meetings
- Schedule the orchestra to play 6-7 times between September and April.

3. Additional Responsibilities

- Provide Church Secretary with the Orchestra schedule which includes dates and times the

Orchestra will play, the name of the anthem and the composer/arranger. Also provide this information to the person responsible for copy right reporting.

- Order and maintain supplies and equipment for the Orchestra
- Provide input to a budget for music and other materials. Spending should not exceed budgeted amount unless approved by Executive Council.
- Evaluate the Orchestra musical program with input from all relevant parties, (e.g., staff, orchestra members, random sample of the congregation)
- Recruit, motivate, educate, and thank Orchestra members for their participation.
- Report on the Orchestra Program to the Music Leadership team and any other interested parties.
- Maintain membership lists and other documents for Orchestra musical programs
- Collaborate with other music staff at St. Thomas to plan for the music for worship on special occasions (e.g., Christmas, Palm Sunday, Easter, Joy of Song), for outreach and for concerts.

Accountability

The Orchestra Director is accountable to the Ministry and Personnel Committee and ultimately to the Executive Council and the congregation of St. Thomas. It is expected that the Orchestra Director will carry out the music ministry in collaboration with other staff members and the committees and members of St. Thomas United Church. In particular, the Orchestra Director shall be a member of the Music Leadership team and work collaboratively with the Music Leadership team.

Professional and Personnel Development

- Attend conferences, reading sessions and other educational events as appropriate in an ongoing effort to maintain and enhance musical skills and knowledge.
- An Annual allowance shall be provided for relevant education/training based on receipts

Faithful Footsteps

- The Orchestra Director position is classified as a level 2 and as such the incumbent will be required to provide the names of 3 references. If any member is under 18, a clean criminal record check is also required. Criminal record checks are valid for 3 years.

Annual Review

- The Ministry and Personnel Committee will ensure that an annual review is conducted with the Orchestra Director. The responsibility for conducting this review has been delegated to the

volunteer members of the Music Leadership Team. The results of this review will be shared with Executive Council.

- The review shall include input from other St Thomas staff members, members of the orchestra and some members of the congregation.
- Goals and objectives for the past year will be considered as part of the review.
- Goals and objectives for the next year will be submitted and mutually agreed upon with the Music Leadership Team at the start of September.

Terms of Contract

This is a contract position with a 9.5 month term which can be renewed.

SICK LEAVE

Paid sick leave as may be deemed necessary by the Ministry and Personnel Committee.

BEREAVEMENT LEAVE

Bereavement Leave with pay will be provided, upon required notification, to the Orchestra Director upon the death of a member of the Immediate Family or Significant Person. The Orchestra Director is entitled to a minimum of four days of paid Bereavement Leave plus travel time for each allowable circumstance. In each instance the individual is required to notify the M & P Committee.

COMPASSIONATE LEAVE

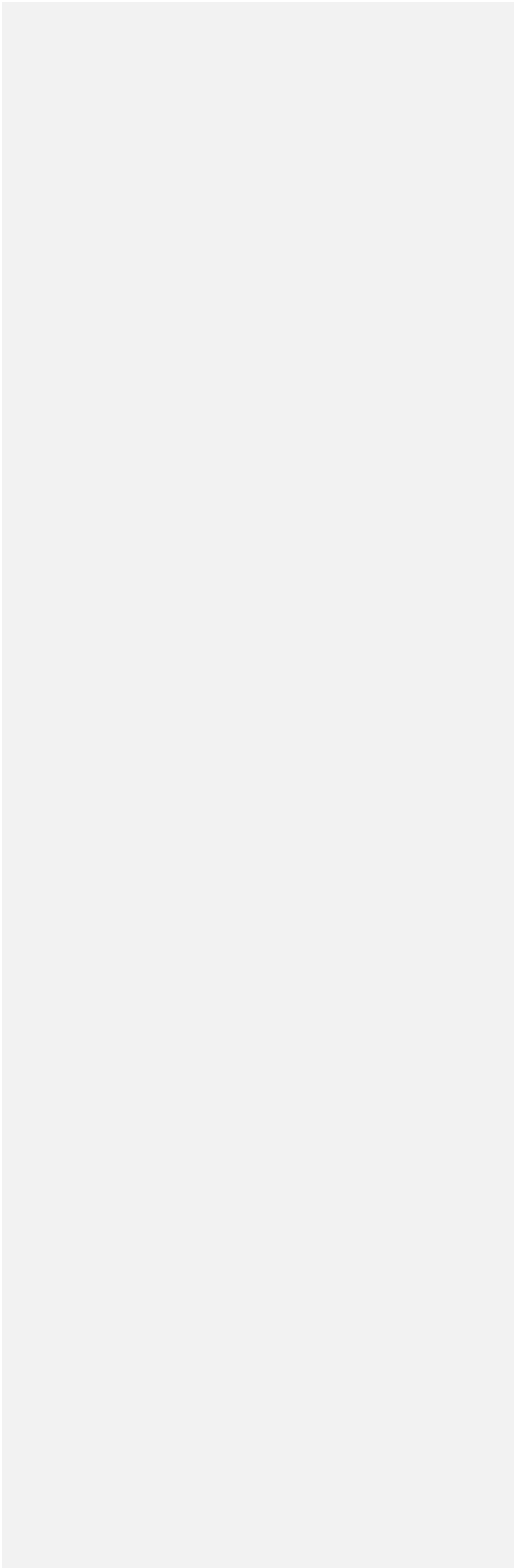
Compassionate Leave with pay is determined in consultation with the M & P Committee. Compassionate Leave shall normally be fourteen days or less per any circumstance and shall be granted for situations in which the Orchestra Director is the only person appropriate to respond to circumstances, or when the Orchestra Director is unable to carry out responsibilities because of circumstances. In some cases, this may be combined with Bereavement.

LEAVE OF ABSENCE

Any requested leave of absence must be negotiated with the Ministry and Personnel Committee with final approval coming from the Executive Council

TERMINATION

The Congregation or the Orchestra Director can terminate employment through a process as laid out in the United Church Manual. 90 days' notice must be provided.



4.11 Children's Choir Music Director

Purpose

To implement the mission statement of St. Thomas United Church through the ministry of music. To ensure that congregational worship is enhanced by the provision of excellent and appropriate musical leadership.

The Children's Choir Director will research, plan, direct, motivate and evaluate music programs for the Children's Choir in collaborate with the Children's Choir Accompanist.

The Children's Choir Director will work with the Music Leadership Team to set the direction for the Music Ministry of St. Thomas.

Responsibilities (Areas of Work)

1. Children's Choir:

- Research, select, order, file and inventory music. Music inventory is maintained with the assistance of volunteers.
- When selecting music, use a mix of previously sung and new music
- Organize rehearsals
- Organize participation in worship services and concerts
- Direct and teach the Children's Choir
- Foster an understanding of the place of music within worship
- Promote involvement of other children in the music program (e.g., as new singers or as participants in Children's Christmas Celebration)
- Organize choir social gatherings with the assistance choir members' parents
- If numbers in the choir allow, enrich the music program with dramatic arts.

2. Worship

- Collaborate with the minister(s) to ensure that music and the theme of the service are complementary and that the music fits with the theology of St. Thomas
- Collaborate with the Music Leadership Team.
- Attend regular meetings of the Music Leadership Team where plans for all musical presentations are discussed and agreed upon. The Music Leadership team includes all music staff, the ministers and at least 2 volunteers. Dates and service times the choir will sing will be scheduled at these meetings.
- Plan for the children's choir to sing a minimum of once a month at one service between September and May. They might also sing at one service Christmas Eve if numbers permit.

- In conjunction with the youth choir, prepare and present a Christmas musical.

3. Additional Responsibilities

- Provide Church Secretary with Children's Choir schedule which includes dates and times the Children's Choir will sing, the name of the anthem and the composer/arranger. Also provide this information to the person responsible for copy right reporting.
- Provide parents with written notices of planned schedule for the Children's Choir. Use of both email and written notices has been found to be most effective.
- Order and maintain supplies and equipment for the Children's Choir
- Provide input to a budget for music and other materials. Spending should not exceed budgeted amount unless approved by Executive Council.
- Evaluate the Children's Choir musical program with input from all relevant parties, (e.g., staff, choir members, parents or choir members, random sample of the congregation).
- Recruit, motivate, educate, and thank Choir members and those who assist the choir by playing instruments with anthems, helping with music inventories, helping with social events, etc.
- Report on Children's Choir Program to the Music Leadership Team and any other interested parties.
- Maintain membership lists and other documents for Children's Choir musical programs
- Collaborate with other music staff at St. Thomas to plan for the music for worship on special occasions (e.g., Christmas, Palm Sunday, Easter, Joy of Song) and for concerts.

Accountability

The Children's Choir Director is accountable to the Ministry and Personnel Committee and ultimately to the Executive Council and the congregation of St. Thomas. It is expected that the Children's Choir Director will carry out the music ministry in collaboration with other staff members and the committees and members of St. Thomas United Church. In particular, the Children's Choir Director shall be a member of the Music Leadership Team and work collaboratively with the Music Leadership Team.

Professional and Personnel Development

- Attend conferences, reading sessions and other educational events as appropriate in an ongoing effort to maintain and enhance musical skills and knowledge.
- An Annual allowance shall be provided for relevant education/training based on receipts

Duty of Care

- The Children's Choir Director position is classified as a level 2 and as such the incumbent will be required to provide the names of 3 references plus a clean criminal record check. Criminal record

checks are valid for 3 years.

Annual Review

- The Ministry and Personnel Committee will ensure that an annual review is conducted with the Children’s Choir Director. The responsibility for conducting this review has been delegated to the volunteer members of the Music Leadership Team. The results of this review will be shared with Executive Council.
- The review shall include input from other St Thomas staff members, members of the choir, parents of choir members and some members of the congregation.
- Goals and objectives for the past year will be considered as part of the review.
- Goals and objectives for the next year will be submitted and mutually agreed upon with the Music Leadership Committee at the start of September.

Terms of Contract

This is a contract position with a 9.5 month term which can be renewed.

SICK LEAVE

Paid sick leave as may be deemed necessary by the Ministry and Personnel Committee.

BEREAVEMENT LEAVE

Bereavement Leave with pay will be provided, upon required notification, to the Children’s Choir Music Director upon the death of a member of the Immediate Family or Significant Person. The Children’s Choir Music Director is entitled to a minimum of four days of paid Bereavement Leave plus travel time for each allowable circumstance. In each instance the individual is required to notify the M & P Committee.

COMPASSIONATE LEAVE

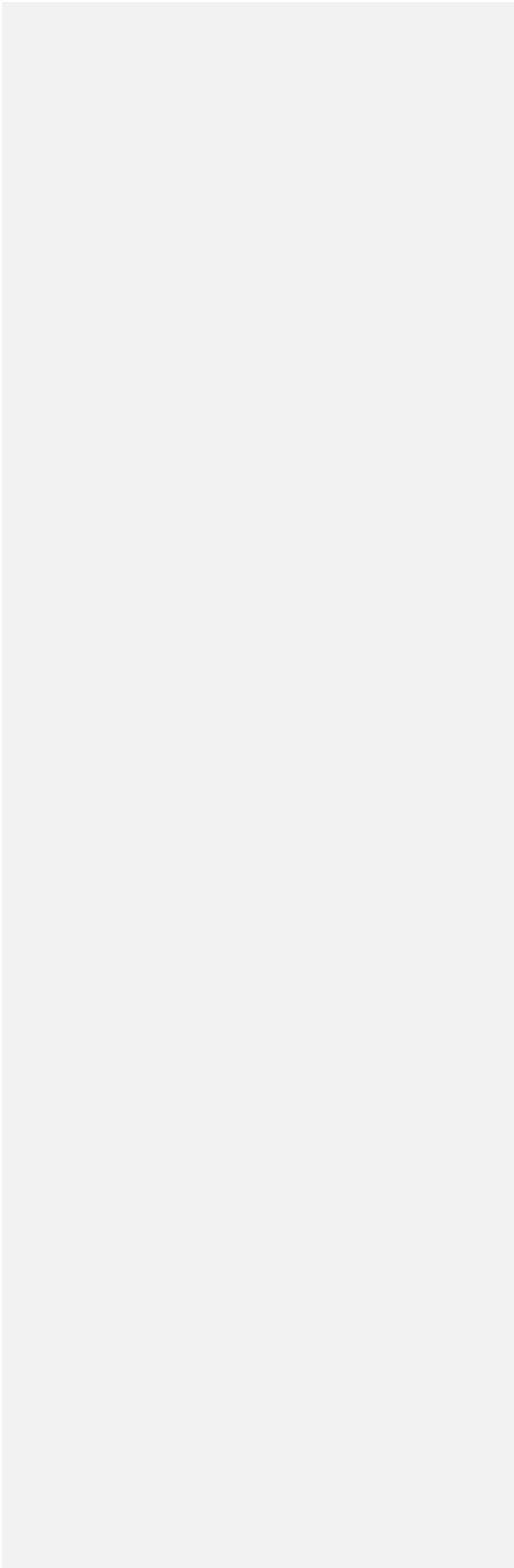
Compassionate Leave with pay is determined in consultation with the M & P Committee. Compassionate Leave shall normally be fourteen days or less per any circumstance and shall be granted for situations in which the Children’s Choir Music Director is the only person appropriate to respond to circumstances, or when the Children’s Choir Music Director is unable to carry out responsibilities because of circumstances. In some cases, this may be combined with Bereavement.

LEAVE OF ABSENCE

Any requested leave of absence must be negotiated with the Ministry and Personnel Committee or the Music Leadership Team with final approval coming from the Executive Council

TERMINATION

The Congregation or the Children’s Choir Music Director can terminate employment through a process as laid out in the United Church Manual. 90 days’ notice must be provided.



4.12 Youth Choir Accompanist

Purpose

To implement the mission statement of St. Thomas United Church through the ministry of music. To ensure that congregational worship is enhanced by the provision of excellent and appropriate musical leadership.

The Youth Choir Accompanist will assist the Youth Choir Director in researching, planning and evaluating music programs for the Youth Choir. The Youth Choir Accompanist will learn the music and be prepared to play it at all practices and presentations.

The Youth Choir Accompanist will work with the Music Leadership team to set the direction for the Music Ministry of St. Thomas

Responsibilities (Areas of Work)

1. Youth Choir:

- Assist the Youth Choir Director in researching, selecting, ordering, filing and inventorying music. Music inventory is maintained with the assistance of volunteers.
- When selecting music, use a mix of previously sung and new music
- Assist the Youth Choir Director in maintaining discipline during rehearsals as needed
- Assist the Youth Choir Director to organize participation in worship services and concerts
- Accompany the Youth Choir
- Foster an understanding of the place of music within worship
- Involve the Youth Choir in outreach as appropriate (e.g., Nursing Homes)
- Promote involvement of other youth in the music program (e.g., as instrumentalists with the choir, as new singers)
- Assist with the organization of choir social gatherings

2. Worship

- Collaborate with the minister(s) to ensure that music and the theme of the service are complementary and that the music fits with the theology of St. Thomas
- Collaborate with the Music Leadership Team.
- Attend regular meetings of the Music Leadership Team where plans for all musical presentations are discussed and agreed upon. The Music Leadership Team includes all music staff, the ministers and at least 2 volunteers. Dates and service times the choir will sing will be scheduled at these meetings.
- Plan for the youth choir to sing a minimum of once a month at one service between September

and May. The youth choir may be asked to sing at additional 'special' services. They will also sing at one service Christmas Eve.

- In conjunction with the children's choir, prepare and present a Christmas musical

3. Additional Responsibilities

- Work with the Youth Choir Director to ensure the Church Secretary is provided with the Youth Choir schedule which includes dates and times the Youth Choir will sing, the name of the anthem and the composer/arranger. Also provide this information to the person responsible for reporting copy right information.
- Assist the Youth Choir Director as needed to provide parents with written notices of planned schedule for the Youth Choir (Email is acceptable)
- Assist the Youth Choir Director in ordering and maintaining supplies and equipment for the Youth Choir
- Assist the Youth Choir Director in preparation of a budget for music and other materials. Spending should not exceed budgeted amount unless approved by Executive Council.
- Assist the Youth Choir Director in evaluation of the Youth Choir musical program with input from all relevant parties, (e.g., staff, choir members, parents, random sample of the congregation).
- Assist in recruiting, motivating and thanking Choir members and those who assist the choir by playing instruments with anthems, helping with music inventories, helping with social events, etc.
- Assist the Youth Choir Director in maintaining membership lists and other documents for Youth Choir musical programs
- Collaborate with other music staff at St. Thomas to plan for the music for worship on special occasions (e.g., Christmas, Palm Sunday, Easter, Joy of Song), for outreach and for concerts.

Accountability

The Youth Choir Accompanist is accountable to the Ministry and Personnel Committee and ultimately to the Executive Council and the congregation of St. Thomas. It is expected that the Youth Choir Director will carry out the music ministry in collaboration with other staff members and the committees and members of St. Thomas United Church. In particular, the Youth Choir Director shall be a member of the Music Leadership Team and work collaboratively with the Music Leadership Team.

Professional and Personnel Development

- Attend conferences, reading sessions and other educational events as appropriate in an ongoing effort to maintain and enhance musical skills and knowledge.
- An Annual allowance shall be provided for relevant education/training based on receipts

Faithful Footsteps

- The Youth Choir Accompanist position is classified as a level 2 and as such the incumbent will be required to provide the names of 3 references plus a clean criminal record check. Criminal record checks are valid for 3 years.

Annual Review

- The Ministry and Personnel Committee will ensure that an annual review is conducted with the Youth Choir Accompanist. The responsibility for conducting this review has been delegated to the volunteer members of the Music Leadership Team. The results of this review will be shared with Executive Council.
- The review shall include input from other St Thomas staff members, members of the choir, parents of choir members and some members of the congregation.
- Goals and objectives for the past year will be considered as part of the review.
- Goals and objectives for the next year will be submitted and mutually agreed upon with the Music Leadership Team at the start of September.

Terms of Contract

This is a contract position with a 9-1/2 month term which can be renewed.

SICK LEAVE

Paid sick leave as may be deemed necessary by the Ministry and Personnel Committee.

BEREAVEMENT LEAVE

Bereavement Leave with pay will be provided, upon required notification, to the Youth Choir Accompanist upon the death of a member of the Immediate Family or Significant Person. The Youth Choir Accompanist is entitled to a minimum of four days of paid Bereavement Leave plus travel time for each allowable circumstance. In each instance the individual is required to notify the M & P Committee.

COMPASSIONATE LEAVE

Compassionate Leave with pay is determined in consultation with the M & P Committee. Compassionate Leave shall normally be fourteen days or less per any circumstance and shall be granted for situations in which the Youth Choir Accompanist is the only person appropriate to respond to circumstances, or when the Youth Choir Accompanist is unable to carry out responsibilities because of circumstances. In some cases, this may be combined with Bereavement.

LEAVE OF ABSENCE

Any requested leave of absence must be negotiated with the Ministry and Personnel Committee with final approval coming from the Executive Council

TERMINATION

The Congregation or the Youth Choir Accompanist can terminate employment through a process as laid out in the United Church Manual. 90 days' notice must be provided.

4.13 YOUTH LEADERS

St. Thomas/Symons Valley United Churches Joint Youth Group

Purpose of the Youth Ministry

To provide space, opportunity and support for youth to be challenged and to grow as participating members of the Christian community.

A team of people sharing 16 hours per week will be employed to work with the Symons Valley/St. Thomas Youth Advisory Committee to carry out the Youth Ministry for grades 7 – 12.

- Fitting with established procedures in youth ministry at St. Thomas/Symons Valley, work with the St. Thomas/Symons Valley Youth Advisory Committee to plan spiritual, outreach and social programs for the Junior and Senior High youth
- Execute the plans made with the Youth Advisory Committee through:
- Leading Christian development/social justice exploration sessions on Sunday mornings
- Facilitating regular outreach and social events for the youth
- Facilitating youth involvement in worship
- Be aware of Fish Creek Shared Ministry for Youth and Young Adults and Chinook Winds Region youth events and encourage the youth to participate.
- Understand and conform to the principles of duty of care
- Maintain regular communication with the St. Thomas ordered Minister designated to mentor the Youth Leaders and the Symons Valley Children and Family Ministry Coordinator.
- Communicate concerns with behavior, safety and emotional well being of youth group members to the ordered Minister (where confidentiality is required) or Youth Advisory Committee as appropriate.
- Provide Pastoral Care to the youth to the extent you are comfortable and knowledgeable enough to do so. Refer to the St. Thomas ordered Minister or Symons Valley Children and Family Ministry Coordinator if beyond your comfort or knowledge level.
- Attend youth leader training if provided by Fish Creek Shared Ministries or Chinook Winds Region.

Qualifications Required

- Basic knowledge of current social issues pertaining to youth
- Basic First Aid and CPR
- A strong Christian faith, consistent with United Church beliefs
- Clean police record check including a vulnerable sector check

- Demonstrated ability to build rapport with youth
- Ability to work collaboratively in a team environment
- Excellent communication skills
- Experience and ability to apply principles outlined by the Youth Advisory Committee.
- Understanding of group dynamics; the need for confidentiality, respect for differences, and equal opportunities
- Understanding and respect for the boundaries necessary between youth leaders and youth
- Skills in program development, leadership, and facilitation would be an asset.

4.14 Affirming Team

Date of last review/revisions: November 2021

Statement of Purpose

Bringing together our community to create a welcoming space for everyone, with a focus on the LGBTQ2S+ community in particular. We host events to help educate, inform, and assist with ongoing issues that the LGBTQ2S+ community faces. We work towards how to make our building and congregation a more open and welcoming space for everyone regardless of their race, gender identification, sexuality, financial status, class, mental health, physical capabilities, culture, ethnicity, and anything else that would make us diverse. Our goal is to create a space where all are welcome and comfortable; we want to continue building and changing this space as the world changes and becomes more diverse.

Accountability

The Affirming team is accountable to the St. Thomas United Church congregation through Executive Council, the overall community, and to our own committee.

Relationships

The Affirming Team has relationships with the St. Thomas United Church staff, Executive Council, the congregation of St. Thomas United Church, and external groups such as Affirming Connections and Calgary Pride.

Description and Responsibilities

- Providing education.
- Talk to people about definitions, starting conversations, letting people know what the issues are and discussing how we're addressing it.
- Involvement with the pride parade. Emphasis on cooperation, respect.
- The idea that we want people of all stripes to participate in our community. PIE - Public, Intentional, Explicit. It's been difficult because that started right before covid but we're still holding on to that idea.
- Provide symbols. Discuss what is needed and facilitate providing these.

- Create opportunities to start conversations.
- As part of the affirming journey, we heard that saying wasn't enough, so part of this group's mission is to make sure we are doing.
- Share opportunities from the wider church - provide books and connect with the other events.
- Participate in advocacy and educate people in the church about those opportunities.
- Encourage people in the church to write letters.
- Mental health talks - opportunities that we shared. Racism isn't currently part of the mandate, but it could be in the future.
- Part of our affirming plan includes advocacy, constant vigilance and support, continued engagement, and dedication to safety and inclusivity for everyone.

Meetings and Decision Process

Meetings used to be sparse, but we are in the process of creating a proper meeting schedule where our committee will get together often to discuss things, plan events, and figure out ways in which we can reach out more to the greater community to grow St. Thomas' community as a large and diverse place. Decisions are made by the entire group through discussion; voting has not been needed, but if it was needed, we would make decisions through a vote.

4.15 Building and Property Team

Date of last review/revisions: November 2021

Statement of Purpose

Maintains the church buildings, furnishings, and exterior property; oversees construction and renovation projects; and supervises church use by outside groups.

Accountability

The Building and Property team is accountable to the congregation of St. Thomas United Church through Executive Council.

Relationships

The Building and Property team has relationships with:

- St Thomas United Church staff.
- Executive Council.
- Finance committee (approval of extraordinary expenditures, development of rental rate schedule and rate adjustments, special rental rate negotiations).
- Trustees (insurance requirements for building users, approval of rental agreements).
- Long and short-term renters of the church.
- Service providers (janitorial services, waste removal, summer yard care, winter snow removal and spring gravel clean-up, elevator maintenance, security, and fire safety).
- Utility providers (water, gas, electricity – in conjunction or by Finance committee)
- Inspection agencies and regulators (AEDARSA, City of Calgary).

Description and Responsibilities

- Maintain, operate, repair, and improve the physical building and grounds at STUC.
- Arrange rental agreements and contracts with firms and utility providers that help maintain and operate the building and grounds.
- Develop and maintain a facility rental rate schedule together with the Finance Committee and liaise with them with respect to any annual rate increases or special cases.

- Respond to any concerns raised by facility renters regarding necessary building or furnishing repairs.
- Liaise with the Trustees with respect to insurance requirements and rental agreement approvals.
- Prepare the annual Building and Mortgage Fund budget and obtain Executive Council approval. Seek approval for any unbudgeted non-operating cost expenditures from Finance or Executive Council as they arise.
- Schedule and attend annual inspections/repairs of the HVAC systems, elevator, fire alarm system, fire extinguishers, outdoor water check valve, and security system.
- Program the church HVAC systems to maximize occupant comfort and safety. Purchase and maintain any supplemental equipment (such as standalone filtering units, heaters) to augment occupant comfort and safety.
- Inspect and replenish first aid supplies and batteries.
- Respond to building security alarms when the building is unstaffed.
- Inspect, repair, activate/deactivate, and program the outdoor sprinkler system.
- Lease or purchase and maintain the church telephone system and internet equipment.
- Purchase or lease, maintain and upgrade office computer systems and office equipment (printers).
- Purchase yard maintenance supplies and equipment (fertilizer, weed killer) and maintain equipment (lawn mowers).
- Supply building keys to the office as required and maintain keys in the outdoor key box for the fire department.
- Maintain and acquire major church furnishings and kitchen appliances
- Liaise with the kitchen subcommittee regarding regular kitchen maintenance and equipment/appliance needs.
- Ensure safety within the confines of the buildings and property
- Respond to any City bylaw and neighborhood complaints regarding the use or condition of the churchyard or buildings.
- Committee also approves third-party building drawings related to additions/modifications to the church building.
- Other duties as may be assigned by the Executive Council or Congregation.

Meetings and Decision Process

- Meet monthly as necessary to discuss problems and issues, develop budget, delegate and follow up on work items.
- Decisions made by consensus or simple majority vote as the membership deems appropriate given the importance of the matter being decided

4.16 Communications Team

Date of last review/revisions: November 2021

Statement of Purpose

Responsible for social media and other messaging to the congregation and community at large; supports community engagement events; and manages the operation of AV equipment during worship services both in-person and streamed online.

Accountability

The Communications Team is accountable to the congregation of St. Thomas United Church through Executive Council.

Relationships

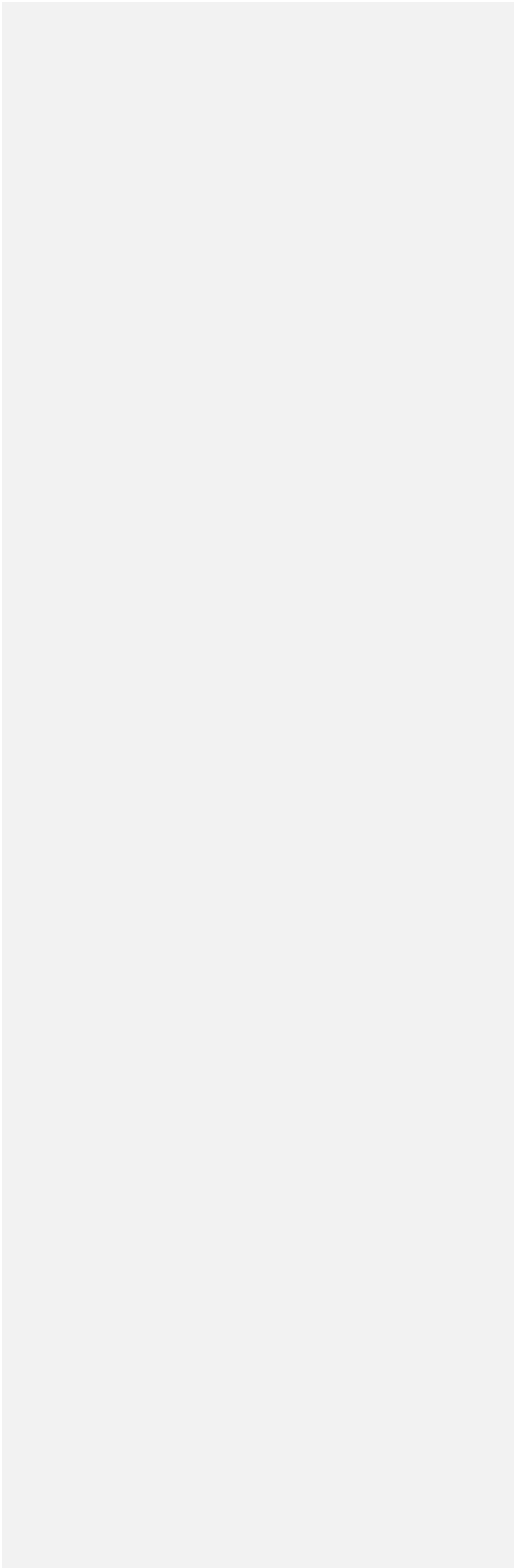
The Communications team has relationships with the St. Thomas United Church staff, Executive Council, Worship Team and the congregation of St. Thomas United Church.

Description and Responsibilities

- To produce the presentation of the service, which includes video, audio, and support for the actual participants of the service.
- Includes managing social media (Facebook, twitter, YouTube), and generating some content.
- The team also updates and manages the STUC website.
- Team takes responsibility for paying for Dropbox and Zoom, in addition promoting the church through advertising.
- Team monitors the health of the technical systems and taking steps to have them maintained.
- Works closely with the worship team who provides feedback, suggestions and direction.

Meetings and Decision Process

- We have a loose group that has no formal meetings, the team gathers together through the normal course of functioning and make decisions through a manner of consensus.



4.17 Faith In Community Engagement Team

Date of last review/revisions: November 2021

Statement of Purpose

Encourages Christian and Inter-faith exploration by organizing and supporting (1) learning opportunities for all ages, (2) resources for the church library, and (3) the spiritual growth of St. Thomas through active engagement in the communities in which our congregation reside.

Accountability

The Faith In Community Engagement team is accountable to the congregation of St. Thomas United Church through Executive Council

Relationships

The Faith in Community Engagement team has relationships with the St. Thomas United Church staff, Executive Council, the congregation of St. Thomas United Church, and external groups including neighbouring communities and community associations.

Description and Responsibilities

- Oversee the Sunday School, Youth Groups, beyond Sunday programming for children, and any additional similar groups that might be formed in the future.
- Advise/assist the Ministerial Staff and/or other leaders in the recruitment, finance, and execution of programs such as membership classes, faith study groups, Bible study programs, Religion and Life programs, and programs to encourage community engagement
- Liaise with Choirs and other similar programs with an educational purpose.
- Recruit, train, and recognize leaders, teachers, assistants, and special talent as needed for Christian Education programs.
- Evaluate programs and curricula and, when necessary, recommend or approve the instructional content of course of study.
- Other duties as may be assigned by the Executive Council or Congregation.

Meetings and Decision Process

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- This Team meets regularly, usually monthly. Decisions are made by the entire Team, by consensus, by majority vote, or by one or two individuals as the need arises.

4.18 Finance Team

Date of last review/revisions: November 2021

Statement of Purpose

Responsible for all aspects of St Thomas' financial affairs, including staff payroll, management of contributions and expenses, maintenance of accounting records, preparation of financial statements, preparation of budgets, banking, statutory filings and general oversight.

Accountability

The Finance team is accountable to the St. Thomas congregation (the "Congregation") directly for annual financial statements and annual Operating Fund budgets, and to the Congregation through Executive Council for all other activities.

Relationships

The Finance team has relationships with the St. Thomas's staff, Executive Council and its committees, the Congregation, and the chartered bank(s) utilized by St. Thomas

Description and Responsibilities

- Oversee the Congregation's finances.
- Formulate annual budgets.
- Maintain accounting records.
- Coordinate staff payroll through ADP.
- Record all receipts, including preparation of income tax receipts for charitable donations.
- Oversee payment of all invoices, with support from the Office Administrator (who processes invoices and prepares both cheques and the relevant bookkeeping entries).
- Provide Executive Council with financial statement updates no less frequently than quarterly.
- Prepare annual financial statements for approval by the Congregation,
- Maintain banking relationships.
- Prepare and submit statutory filings required for Canadian charitable organizations.
- Recommend candidates for annual review of financial statements, for ratification by the Congregation.

- Recommend candidates for the position of Treasurer, for ratification by Executive Council.
- Other duties as may be assigned by Executive Council or the Congregation.

Meetings and Decision Process

- Committee meets early each calendar year to review draft budgets and draft financial statements; other meetings are held during the year on an as-needed basis.
- Decisions are made by consensus.

4.19 Hospitality Team

Date of last review/revisions: November 2021

Statement of Purpose

To oversee and coordinate activities that involve welcoming, acknowledging, and connecting with the congregation of St. Thomas. This includes Newcomer Contact, Ask Me Hosts, Name Tags, Coffee Makers, Nursery Child Care, Birthday Sundays (or visits), Neighborhood Events, The STUC Spotlight.

Accountability

The Hospitality team is accountable to the congregation of St. Thomas United Church through Executive Council.

Relationships

The Hospitality team has relationships with the St. Thomas United Church staff, Executive Council (particularly with Pastoral Care), and the St. Thomas congregation.

Description and Responsibilities

- Oversee the hospitality programs.
- Welcoming and acknowledging congregation and newcomers.
- Being alert to the communities of faith and our local communities.
- We try to facilitate communication within the congregation while we haven't been meeting in person during Covid times. We are a very socially focused group.
- We view Hospitality as a community building within STUC and in the community outside of STUC. Examples: Birthday and Anniversary celebrations that help bring people together. The STUC Spotlight highlights people within the congregation and helps focus on our newcomers. Christmas and Easter bags, plus a Covid-19 Halloween party have been very well received. We still anticipate continuing the Ask Me Hosts, Welcome Bags, Coffee, Coffee Chats, Nursery, Name Tags and Birthday Sundays. We hope to be open to more events outside our STUC walls when the opportunity arises.

Meetings and Decision Process

- Our team meets as the need arises, usually every month or two. We do a lot of planning and decision making via email contacts. Decisions are made by consensus and sometimes in conjunction with other committees.

4.20 Ministry and Personnel Team

Date of last review/revisions: November 2021

Statement of Purpose

Coordinates and oversees all paid staff on behalf of Executive Council and the congregation by helping to set objectives, review accomplishments, coordinate training, and foster teamwork.

Accountability

The Ministry and Personnel team are accountable to the congregation of St. Thomas United Church through Executive Council.

Relationships

The Ministry and Personnel Team has relationships to the St. Thomas United Church staff, Executive Council, United Church Regional Council Pastoral Relations Committee and the congregation of St. Thomas United Church.

Description and Responsibilities

The following responsibilities are mandated by the United Church of Canada in the 2021 Manual in section B.7.8.5:

- Being available for consultation and support for matters involving the pastoral charge staff.
- Overseeing the relationship of the pastoral charge staff to each other and to people in the congregation.
- Regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff.
- Making any recommendations needed as a result of these reviews to the governing body.
- Revising position descriptions of pastoral charge staff as needed.
- Conducting annual performance reviews of the pastoral charge staff.
- Ensuring pastoral charge staff make use of opportunities for continuing education that they have been given.
- Maintaining close contact with the regional council Pastoral Relations Committee or equivalent.

- In addition, at St. Thomas United Church the Ministry and Personnel team ensures staff adhere to appropriate job descriptions and boundaries, to help promote mental and spiritual wellness.

Meetings and Decision Process

- Meets approximately six times per year, but flexible depending on needs. Staff are sometimes invited to the beginning of meetings for check-in.
- Most decisions are made by the majority of the team. Small decisions such as a request for a day off or education time can be made by the Chair and the appropriate staff liaison member of M&P.

4.21 Music Team

Date of last review/revisions: November 2021

Statement of Purpose

- Coordinates our music groups' participation in worship, concerts, and outreach. Includes the music staff (adult, youth, and children's choir directors, the orchestra director, the organist and adult choir accompanist, the youth choir accompanist, and the children's choir accompanist).
- To provide leadership for the Music Ministry, as a vital part of the mission and ministry of St. Thomas United Church.
- To develop and implement the vision and plans for the Music Ministry at St. Thomas, providing support for the paid music staff and volunteers and setting the direction for the music programs, in consultation with the congregation, ministers and music staff.

Accountability

- The Music team is accountable to the congregation of St. Thomas United Church through Executive Council.
- The Music staff are accountable to the congregation of St. Thomas United Church through the St. Thomas Ministry and Personnel team and Executive Council.

Relationships

The Music team has relationships with the St. Thomas United Church choirs and music groups, St. Thomas United Church ministers, St. Thomas United Church Office Administrator, Executive Council, the congregation of St. Thomas United Church, other United Churches to share music (e.g., Annual 12 Night Concert, providing music for a service for another congregation), and other external parties to provide entertainment (e.g., Seniors' Residences).

Description and Responsibilities

- Membership in the team includes at least 2 volunteers, the ministers and the music staff (adult, youth and children's choir directors, orchestra director, organist and adult choir accompanist, youth choir accompanist, and children's choir accompanist).

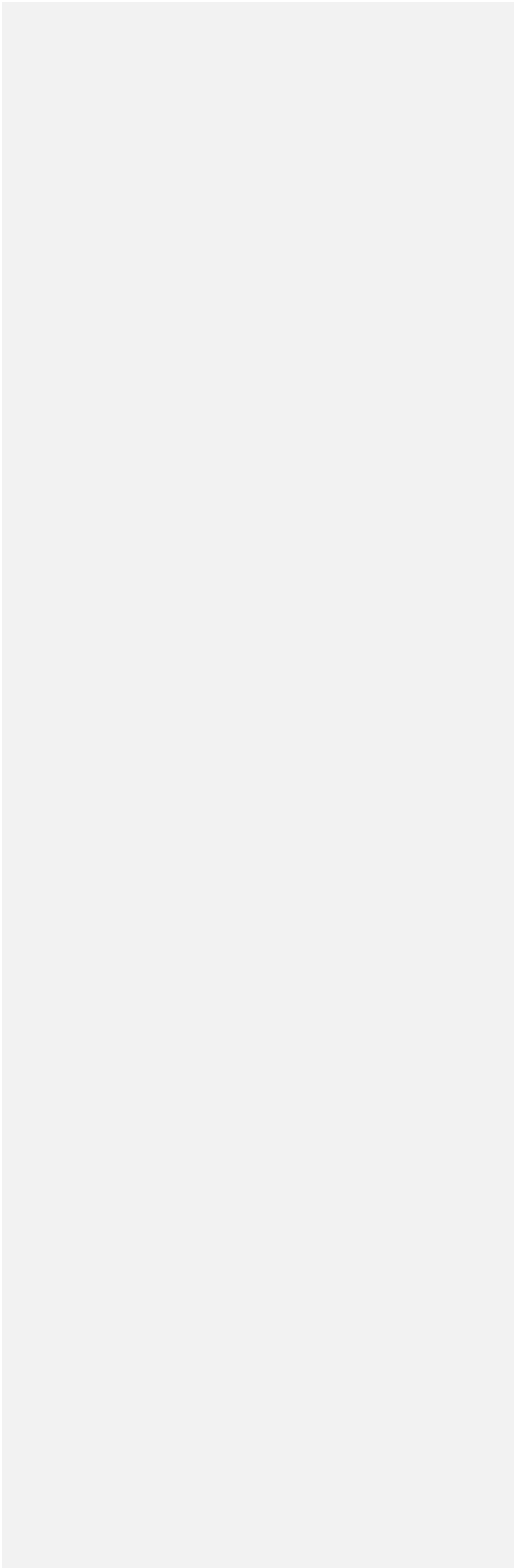
- Volunteer members are responsible for the following:
 - Facilitate communications between the music staff and the ministers.
 - Establish job descriptions for all music staff.
 - Work with the music staff to establish yearly objectives.
 - With input from the congregation at large, choir members, other staff members, and M&P, conduct annual performance reviews.
 - With assistance from M&P, develop staffing plans, recruit new music staff and make changes to the music staff, as appropriate.
 - Be the first point of contact for directors, organist and accompanists for all questions and concerns.
 - Provide input as M&P establishes remuneration, benefits and hours of work for all music staff. M&P will sign the contracts before they are given to the music staff.
 - Provide recommendations to M&P on attendance of any education programs that the music staff believe would be of benefit.

- All members, including staff are responsible for the following:
 - Coordinate the scheduling of anthems to be used during services.
 - Ensure adequate communication and coordination is occurring among the music directors as a group and between the music directors and the ministers. Facilitate regular meetings to ensure this communication is occurring.
 - Ensure adequate, up-front planning is occurring for each of the choirs/orchestra.
 - Work with the music and ministry staff to set the direction for the music programs. If necessary, work through the worship committee and executive council to seek approval for significant changes in direction for the music program.
 - Ensure procedures are in place around the following:
 - Copyrights
 - Purchasing music
 - Filing receipts
 - Keeping an inventory of the music
 - Filing music
 - Lending music to other churches
 - Preparing budget for music and supplies and education
 - Between Sept and June, coordinate soloists/duets/etc. for the 'anthem part' of the services if one of the musical groups is not available. Coordinate soloists/duets/etc for the 'offertory part' of the service if volunteers come forward.
 - Be the first point of contact for any new group wishing to start up a music or fine arts program.
 - Be the first point of contact for any event focused on music that might be proposed. (e.g., concerts by external groups).
 - Recruit accompanists for summer services when the organist is on vacation. Volunteer member of the committee will assist staff members in finding substitutes when they are going to be away at other times.

- Establish annual budget and manage to that budget.
- Encourage outreach to the wider community by each group each year.

Meetings and Decision Process

- The volunteer team members, music staff and the ministers participate in regular meetings. The ministers provide themes that the music staff can use in selecting music. The music staff plan and execute their respective programs. The ministers and congregation provide feedback to the music staff on music provided which is much appreciated by them. Meetings occur about once every six weeks or as needed. They are normally scheduled immediately following a Sunday worship service.
- The volunteer members of the team gather input for annual performance reviews of music staff. Volunteer members of the team complete the reviews with staff members. The chair presents a summary of the annual reviews to Executive Council and makes a motion to renew contracts for another year. Executive Council is responsible for the approval.
- The volunteer members of the team recruit new staff as needed. The chair presents recommendations for new staff to Executive Council and makes a motion for hiring. Executive Council is responsible for the approval.



4.22 Outreach Team

Date of last review/revisions: November 2021

Statement of Purpose

Educates and inspires the congregation to participate in local & global Outreach projects. Takes the lead in involving the congregation in the Calgary Alliance for the Common Good.

Accountability

The Outreach team is accountable to the congregation of St. Thomas United Church through the Executive Council.

Relationships

The Outreach team has relationships with the congregation, Executive Council, St. Thomas United Church staff and other teams, external organizations, and the general Calgary community.

Description and Responsibilities

- To take input from the Ministers, congregation and the outside world to develop projects to help people locally, regionally and internationally. This is accomplished by:
 - Providing a broad range of volunteer opportunities so that active, hands-on involvement in Outreach projects grows from year to year.
 - Educating and inspiring our congregation to seek justice and love kindness in everyday life.
 - Fostering a charitable atmosphere within the church community so that our children and youth develop a vision of perpetuating and expanding our ministries; and
 - Creating opportunities for members of the congregation, and others, to use their “open hearts, open minds and open hands” to assist others in need and create a better world for all.
- The Outreach team and all its volunteers follow the policies and guidelines of the organizations we volunteer with.
- The Team consists of a Chair and Team Members that are responsible for each of the projects being led by the Team.

- The ideal team size is between 6 and 10 people.
- The Chair of Outreach is responsible for:
 - Creating a budget each year, with input of the Team members, to be presented to the Council for approval; and
 - Writing up the Annual Report of the work of the Team with input from the Team project leaders.
- The focus of the Team will not be on Fundraising except for specific projects where it is deemed necessary.

Meetings and Decision Process

- The Team meets up to ten times per year to discuss ongoing projects, upcoming events and justice concerns.
- One member of the Team takes minutes at the meetings to ensure other interested parties can follow the work being done by the Team, minutes are submitted to the STUC office manager.
- All decisions affecting the work of the Team must be made by consensus.
- The majority of the Team must agree on a project before any new projects can be initiated. As well, the Team must vote to stop supporting any project.

4.23 Pastoral Care Team

Date of last review/revisions: November 2021

Statement of Purpose

In conjunction with the ministry team, cares for the congregation in a practical way (visits, Friend to Friend program, phone fan-out, emergency food support, prayer shawls, baptismal shawls, quilts, cards, funeral receptions, benevolent fund, inspirational, compassion educational programs). Pastoral Care is the way in which we journey together in times of celebration, sadness and transition. It is the glue which holds our community together. At St. Thomas, it is what everyone does, not out of obligation but out of caring and love of our faith community.

Accountability

The Pastoral Care team is accountable to the congregation of St. Thomas United Church through Executive Council.

Relationships

The Pastoral Care team has relationships with the St. Thomas United Church ministers and staff, Executive Council, the congregation of St. Thomas United Church, past members, other STUC teams/committees, hospitals, hospices and personal care facilities.

Description and Responsibilities

- We collaborate with the ministerial team and are a sounding board for them.
- Our objective is to be practical more than spiritual, congregational care at its finest.
- Basic Arts of Pastoral Care is suggested for PC volunteers- Compassion, confidentiality and kindness are key.
- Security clearances arranged.

We believe that when we take care of our folks inside these walls, they are ready, willing and able to respond to the mission of the church outside these walls.

Programs include:

The Pastoral Care Committee developed their mandate several years ago. The committee is extremely experienced, and many have served on it for many years. They believe that they can make changes as they see necessary. They work with the ministers to give practical care and support to the congregation and to initiate compassionate programs as necessary. This includes providing soup and/or meals when people are sick or bereaved, sending cards of thanks or support, providing funeral receptions, coordinating and visiting both on a regular basis (as in 'friend to friend' program) and as needed, they identify people who may be in need and keep a constant eye and ear to the ground to be aware of any members of the congregation who may need special attention. The Education Series, Prayer Shawl group, Drumming Circles (last one June 2019), and Healing Touch fall under Pastoral Care. The Pastoral Care team is also involved or responsible for:

- Sending out cards for life event occasions, regularly and throughout the year. Average 100-120 per year.
- Visiting by minister and/or PC committee members – to homes, hospitals, hospices.
- Friend to Friend Visiting Program – intentional, regular visitors to predetermined visitors.
- Healing Programs
 - Provide Prayer and Baptismal Shawls, Quilts and Prayer Squares to the Congregation.
 - Offer Healing Touch sessions first Tuesday evening of the month, not summer.
 - Offer Drumming Circles for the second Tues evening of the month, not summer.
- Organize Inspirational/ Educational Programs. We welcome partnerships with other groups, teams or committees anytime.
 - funeral receptions as requested when funeral is done in our building, per church funeral policy.
 - meals, magazines and baking for times of emergency, illness or bereavement.
- Special Worship Services – Blue Christmas; Moment of Peace.
- Make and deliver Christmas Cookies.

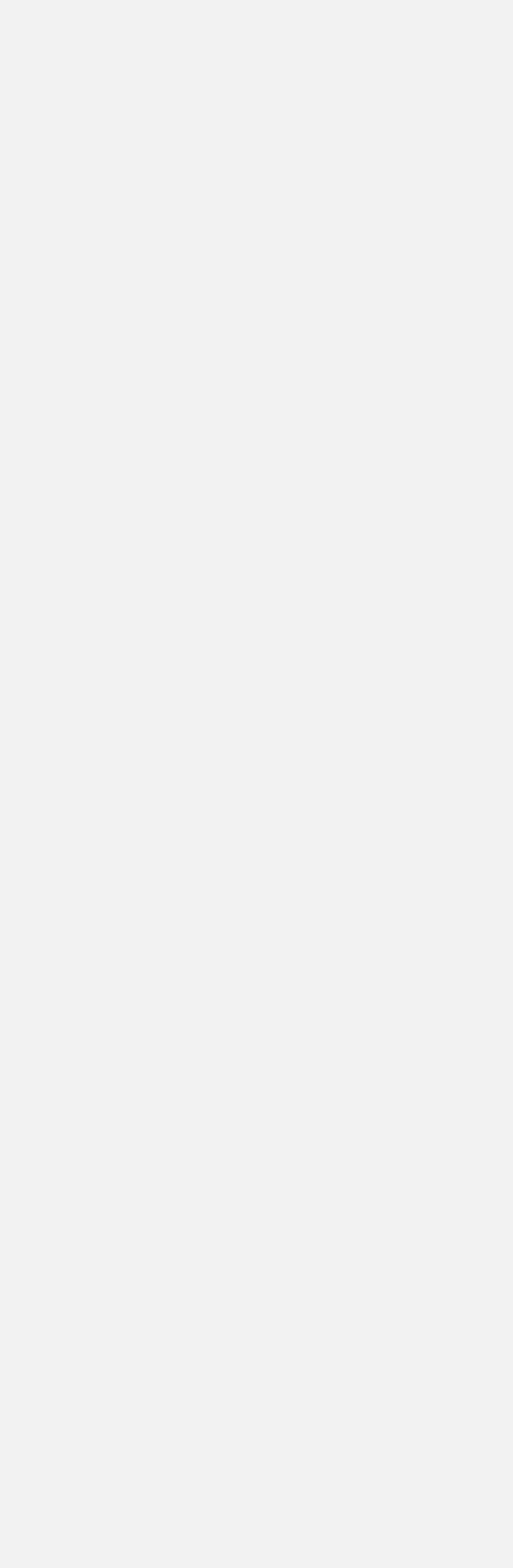
Pastoral Care is visiting folks, the Blue Christmas service, the Rocky Ridge retirement residence service, the Benevolent Fund, treats, cookies, snacks, meals, cards, prayer shawls, quilts, Drumming Circles, Healing Touch, funeral receptions. Pastoral Care at St. Thomas is what our congregation does – it is everyone's responsibility and undertaking that we wholeheartedly embrace, each and every one of us.

It is not always easy to see life changing events that change people, how they live and breathe and love and go on. But what is important is that these heartbreaking situations do not control people, that instead they stay connected – to community, to relationships, to talk it out, to feel and to reach out for a friend. We are that. It is support that we take seriously.

This is Affirming in its broadest sense. This is what it means to have Open Hands, Open Hearts, Open Minds. This is what it means to be church. You are not alone.

Meetings and Decision Process:

- We meet regularly, approximately every second month, but also as needed if emergencies arise. Decisions are made by the entire group, by consensus.



4.24 Paths to Reconciliation Team

Date of last review/revisions: November 2021

Statement of Purpose

St. Thomas is committed to reconciliation in a number of ways. We explore opportunities for learning, understanding, and building respectful and appropriate relationships with First Nations peoples. We partner with our wider church to support and work with Indigenous communities who have been impacted by Residential Schools the United Church was responsible for, to bring the remains of missing and lost children home to their families and communities. We share resources with each other, such as books, documentaries, and webinars.

Accountability

The Paths to Reconciliation team is accountable to the congregation of St. Thomas United Church through Executive Council and to the First Nations peoples.

Relationships

The Paths to Reconciliation team has relationships with the St. Thomas United Church staff, Executive Council, Outreach Team, the congregation of St. Thomas United Church and various First Nations individuals and organizations.

Description and Responsibilities

The members of the Paths to Reconciliation team consist of a chair, secretary, general members, a representative from the Outreach committee, and the minister of nurture, education and outreach.

Term of membership is at least two years, with option to extend.

Members of the team strive to:

- Participate as required in sanctified activities within services.
- Assist Indigenous partners in their efforts to advertise and promote attendance at their events.
- Increase awareness of historical events leading to the residential schools and cultural genocide through hosting of events at the church and other places as necessary.

- Debunk myths about Indigenous culture and inform on issues regarding such things as appropriation of lands, artifacts and historical sacred sites through scientific based research/education.

Resources

- From time to time, we will seek to invite in Elders, cultural leaders and others for guidance therefore a small fund to support the team's activities is required.
- Most activities will be run by volunteers however to reflect our unique approach, a budget for attendance at events would cost \$50 per prayer, in attendance for half day \$250 and full day \$500.
- The aim will be to ensure that the actions taken by this team and its affiliates remain respectful of Indigenous ways on Treaty 7 land, traditional home of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Stoney Nakoda Nations (Bears paw, Chiniki, Wesley), and the Métis Nation, Region 3."

Communication

- The chair will direct and be main source of communication for the team to external organizations and Council or as delegated.
- Secretary will communicate meetings and minutes as required to Team and will also be responsible to maintain records for audit purposes or scrutiny by Council.
- All advertisement of respective activities will be disseminated via the Hillhurst United Church network that was created solely in response to the ANWC LIRR committee.
- Events are advertised provided a plan was given and approval received by Executive Council.
- Regular submission in church newsletter will inform the congregation of recent and upcoming activities or if necessary, through email distribution.

Partnerships

- The team will foster and provide resources as necessary to local community groups based on requests provided requests are within the parameters of Roles and Responsibilities.
- Support local non-profit organizations for fundraising events through use of the ANWC or Calgary LIRR network.
- Local Calgary LIRR teams may utilize the Team to disseminate information as Team deems fit.
- An annual calendar of events reflective of significant Indigenous cultural days will be respected including: National Aboriginal Day June 21 and National Treaty 7 Day September 22.

By-laws

- The Team will stay true to the corporate policies established and as revised by the Executive Council of St. Thomas United Church of Calgary.
- At no time will the Team or any of its affiliates speak for or about an Indigenous organization that has agreed to partner in activity, fundraising or any other events that arise from time to time, unless otherwise given permission to do so.

Formation Detail

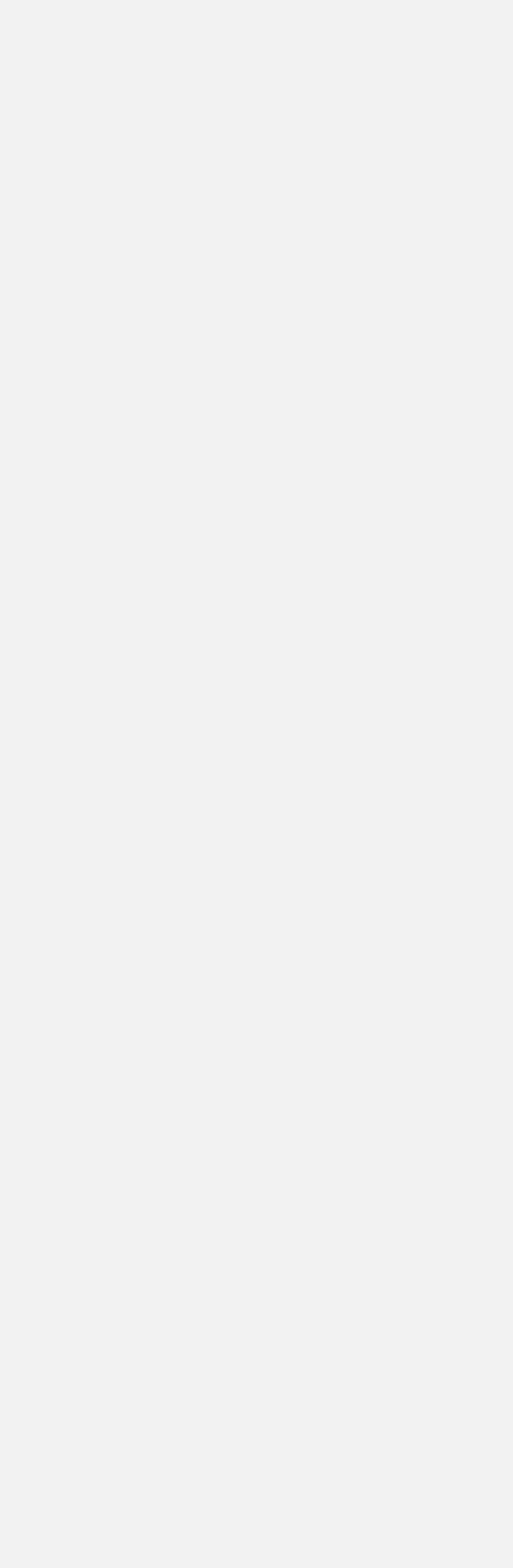
- In response to the call for Witnesses to the United Church of Canada Alberta and Northwest Conference (ANWC) Living into Right Relations (LIRR) Committee, a two-person delegation attended from St. Thomas United Church. During the workshop, there were several sharing circles: opening introductions, sharing of experience and understanding of residential schools, church's two apologies, actions taken to date by various congregations and instruction on how to run a blanket exercise. Finally, on the last morning, several sessions ran concurrently to highlight some of the good works taken on by various organizations related to United Church including Kairos.
- Following a meeting with the Chair of the ANWC LIRR Committee, Reverend Tracy Robertson, the Witnesses agreed that a formal team formed at the church that parallels the Living into Right Relations Committee at Conference level would serve, for the following purpose:
 - Carry out actions that result in fulfilment of Truth and Reconciliation Commission (TRC) of Canada Calls to Actions as they relate to the church, namely Items #48 and 49.
 - Secondary role will be to oversee the adoption and compliance of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as a framework for reconciliation.

Meetings and Decision Process

Meetings are in person or online, as may be necessary.

Governance:

- The Paths to Reconciliation team will make recommendations to Executive Council (Council) for its activities outside the sanction of the Church.
- For those recommendations made for use within the sanction of the church, the ministers of the congregation should be provided a motion to approve



4.25 Planning Team

Date of last review/revisions: November 2021

Statement of Purpose

To create and develop strategic initiatives, plans, and goals to support those initiatives that focus St. Thomas as a community of faith on its mission and vision.

Accountability

The Planning team is accountable to the congregation of St. Thomas United Church through Executive Council.

Relationships

The Planning team has relationships with the staff, Executive Council, and the congregation of St. Thomas United Church, and external groups.

Description and Responsibilities:

- Using information, direction and ideas from Unified Board meetings, congregational surveys, individual inputs, and other teams of St. Thomas United Church, the planning team develops a strategic framework for medium to long-term time frames with key priorities for the congregation and church teams to utilize in working towards a set of common goals.
- Ensures congregational surveys are done annually for consistency of direction and present the results to the congregation.
- Requires approval for the proposed strategic initiatives and goals from the Executive Council and the congregation of St. Thomas United Church.
- Monitors progress on initiatives to meet the vision and mission of St. Thomas United Church and reports progress to Executive Council.
- Support and empower other teams/committees in developing plans and processes to support the initiatives and goals of St. Thomas United Church.
- Reviews and updates the strategic plan annually and communicates changes to Executive Council, the congregation, and church teams.
- Encourages improved communication with transparency being the key element.

- Promotes updating of the St. Thomas Handbook and Guidelines by teams/committees/individuals.

4.26 Stewardship Team

Date of last review/revisions: November 2021

Statement of Purpose

To celebrate and respond to God's generosity with our gratitude and our gifts. Through the annual fall Stewardship Campaign, we 'Inspire, Invite and Thank' our congregation to consider regular contributions of 'Time, Talent, & Treasure' to fulfill God's Mission and in our relationships with God and the church community.

Accountability

The Stewardship team is accountable to the congregation of St. Thomas United Church through Executive Council.

Relationships

The Stewardship team has relationships with the St. Thomas United Church staff, Executive Council, Finance Team, and the congregation; as well as the United Church of Canada's Stewardship Program – Called to be the Church.

Description and Responsibilities

Goals of Stewardship Ministry

- **Inspire** and challenge our St. Thomas congregation to fulfill God's Gifts, by sharing how our community of faith makes a difference in our lives and in the life of the community around us. To develop a congregation culture of generosity built on a foundation of gratitude.
- **Invite** congregation involvement to fulfill God's Mission and through contributions of Time, Talent and Treasure.
- **Thank** our congregation for their generosity to the church's mission and ministry.

Activities & Tasks associated with Ministry

- The annual fall Stewardship Campaign encourages congregation pledges of 'Time, Talent and Treasure'.

- ‘Why We Give – Our Time, Talent and Treasure’ storytelling strives to inspire congregation to be involved with St. Thomas ministries with their ‘Time and Talent’ and to explain how funds are used to support the Mission of St. Thomas United Church and the United Church of Canada.

Stewardship Resources available

- United Church of Canada’s Stewardship Program: Called to Be the Church – Congregational Giving Program – www.stewardshiptoolkit.ca/

Meetings and Decision Process:

- Stewardship team meetings are held to plan and implement the Annual Stewardship Campaign approach, schedule, plans, assignments, actions, and results.
- Decisions are made by team consensus. Team members are empowered to act as needed to implement Stewardship Campaign work.
- The team typically meets 4-5 times per year (May, July, August, September, December).
- Meeting minutes are submitted to the St. Thomas Office for distribution.

4.27 Worship Team

Date of last review/revisions: November 2021

Statement of Purpose

Assists Ministerial staff with planning weekly worship services, baptisms, and communion.

Accountability

The Worship team is accountable to the congregation of St. Thomas United Church, through Executive Council, and to a degree, to Ministry Team.

Relationships

The Worship team has close working relationship with the Ministry team; frequently collaborates with other church staff members, Executive Council, congregants, and other teams to execute plans, prepare for future services, and make procedural adjustments in response to congregational and Ministry team feedback.

Description and Responsibilities

The Worship team works with the Ministry team to plan, schedule, and critique worship services held at St. Thomas United Church. It acts as a repository of knowledge for how various types of services have traditionally been offered, how adjustments may be made in the future, and how those changes might be received by the congregation.

Responsibilities include:

- Reviewing the upcoming schedule with the Ministry Team.
- Identifying areas where ministers could be supported with regard to upcoming services.
- Arranging coverage for weeks when ministers are on vacation or are otherwise unavailable.
- Approving plans for special services such as the annual Stampede service, Remembrance Day, Orange Shirt Day, etc.
- Acting as a sounding board for the Ministry Team, identifying opportunities and potential problem areas for upcoming services based on past experience.
- Ensuring all elements of services are consistent with St. Thomas United Church stated values (such as inclusivity) and further the church's mission.

- Receiving feedback from the congregation, discussing and documenting that feedback, and incorporating ideas into future services as appropriate.
- Ensuring key roles - readers, greeters, candle lighters, Communion servers, and decorators - are filled for each service.
- Producing a submission for the church newsletter as needed.

Meetings and Decision Process:

The Worship team typically meets monthly, either virtually or in-person; the next meeting's date and time are set at the end of each meeting. Meetings usually last 30-60 minutes. The chair sends out a draft agenda prior to each meeting, encouraging team members to add items as they see fit. Key elements of every meeting include:

- Reflection on services that have taken place since the last meeting, identifying successes and areas for growth.
- Discussion of upcoming services, ensuring planning is progressing and that the Ministry team is properly supported.
- Verifying any periods when the Ministry team will be unavailable are properly covered.

Any decisions made by the group are preceded by fulsome discussion, encouraging all angles of a particular issue to be explored. Decisions are typically then made by consensus.

4.28 Youth Advisory Team

Date of last review/revisions: Sept 2023

As of July 2020, St. Thomas United Church and Symons Valley United Church are running a joint youth program for youth in grades 7 - 12.

Statement of Purpose

- To provide leadership for the Youth Ministry, as a vital part of the mission and ministry of St. Thomas United Church and Symons Valley United Church. The members of this committee are responsible for overseeing the Youth Group and the St. Thomas Junior Youth Group programs. Symons Valley's Junior Youth Group program is the responsibility of Symons Valley's Family Ministry Coordinator with the Youth Leaders as back up to run events when the Family Ministry Coordinator is not available.
- To develop and implement the vision, policies and plans for the Youth Ministry at St. Thomas United Church and Symons Valley United Church, providing support for the paid Youth Leaders and volunteers and setting the direction for the Youth Group program and Junior Youth Group program, in consultation with the congregation, Ministers, Symons Valley's Family Ministry Coordinator, parents of youth, and Youth Leaders.
- Supports Youth Leaders to plan and run Sunday morning and weekly social programs for youth in grades 7 through 12, with an emphasis on spiritual development and the exploration of social justice issues.

Accountability:

The Youth Advisory team consists of representatives from both congregations. It will consist of at least 3 volunteers, all paid Youth Leaders, a Minister from St. Thomas and Symons Valley's Family Ministry Coordinator. One of the volunteers will chair the team. The Youth Advisory team is accountable to the congregation of St. Thomas United Church through St. Thomas United Church Executive Council and to the congregation of Symons Valley United Church through Symons Valley United Church Ministry and Personnel Committee.

Youth staff are accountable to the congregation of St. Thomas United Church and Symons Valley United Church through the joint Youth Advisory team.

Relationships:

St. Thomas United Church – Governance, Bylaws, Terms of Reference, Policy & Guideline Book 83

The Youth Advisory team has relationships with the Youth Leaders, St. Thomas United Church Ministers, St. Thomas United Church Office Administrator, Symons Valley United Church Family Ministries staff person, Symons Valley United Church Office Administrator, St. Thomas Executive Council, the congregation of St. Thomas United Church, the Ministry and Personnel Committees of both congregations, the congregation of Symons Valley United Church, the Fish Creek Shared Ministries team and the Chinook Winds Region First Third Ministry team.

Description and Responsibilities:

- Work with the Youth Leaders, youth, parents of youth, and Ministry staff to set the direction for the youth programs. Keep the executive councils of both churches informed of any significant changes. If changes result in the need for additional hours for Youth Leaders, work with the M&P committees of both churches to gain approval for the change.
- Ensure adequate, up-front planning is occurring for both Sunday morning and social events. (Youth Leaders are hired to plan and provide Sunday morning spiritual programming and weekly social events for youth in grade 7 – 12.)
- Meet with the Youth Leaders regularly to vet and approve plans. The Youth Leaders present their plans for the next one to two months. The team provides feedback on the plans and may suggest other things the Youth Leaders should consider or veto events that involve too much risk.
- Provide support to the Youth Leaders by helping recruit volunteers, helping with paperwork and acting as a sounding board for dealing with issues that aren't confidential in nature.
- Ensure adequate communication and coordination is occurring among the Youth Leaders, youth group members, parents of youth, the Ministers, Symons Valley Family Ministries Coordinator, and the Office Administrators.
- At St. Thomas, develop the annual budget for the youth program (excluding salaries) and manage to the budget amount. At Symons Valley, the development of this budget is the responsibility of the Family Ministry Coordinator in conjunction with the Minister responsible for Faith Formation.
- Ensure procedures and guidelines are in place around the following:
 - Duty of care
 - First aid training
 - Ratio of leaders to youth
 - Permission forms
 - Procedures if someone is injured or lost
- At St. Thomas, be the first point of contact for any new group wishing to start up a social program for children or youth. At Symons Valley, this role is filled by the Family Ministry Coordinator.
- At St. Thomas, be the first point of contact for any social event focused on children or youth that might be proposed. At Symons Valley, this role is filled by the Family Ministry Coordinator. (recent example is the Faith and Families program offered by Fish Creek Shared Ministries.)

- St. Thomas Junior Youth Group: Recruit and supports Junior Youth Group Leaders. Junior Youth group provides a monthly social activity for children in grades 4 - 6. The team helps with paperwork and meets with the leaders annually to understand what changes might make the program run better. The team is also available to support the leaders as needed throughout the year.
- Volunteer members are also responsible for the following:
 - Establish job descriptions for Youth Leaders.
 - Work with the Youth Leaders to establish yearly objectives.
 - With input from the congregation at large, youth group members, parents of youth group members, the Ministers, and M&P, conduct annual performance reviews.
 - With assistance from M&P, develop staffing plans, recruit new Youth Leaders and make changes to the Youth Leaders, as appropriate.
 - The St. Thomas Minister or Symons Valley Family Ministry Coordinator will be the first point of contact for any confidential concerns and may be the first point of contact for other questions and concerns as well. Team members may also be the first point of contact for Youth Leaders for all questions and concerns that are not of a confidential nature.
 - M&P (or their delegate) from both churches will jointly establish remuneration, benefits, and hours of work for the Youth Leaders. St. Thomas M&P will sign the contracts before they are given to the staff.
 - Approve use of education allowance for attendance at any education programs that the staff members believe would be of benefit.

Young Adult Ministry:

- As of August 2023, there are very few young adults involved in either congregation. At this time, the Fish Creek Shared Ministry programs for young adults are serving the needs of this demographic.

Meetings and Decision Process:

- The volunteer team members, Youth Leaders and the Ministers (or delegates) participate in regular meetings. Meetings occur monthly in the evening. At the end of each meeting, the date for the next meeting is established.
- The volunteer members of the team gather input for annual performance reviews of Youth Leaders. Volunteer members of the team complete the reviews with staff members. The chair presents a summary of the annual reviews to St. Thomas Executive Council and makes a motion to renew contracts for another year. Executive Council is responsible for the approval.
- The volunteer members of the team recruit new staff as needed. The chair presents recommendations for new staff to St. Thomas Executive Council and makes a motion for hiring. Executive Council is responsible for the approval.