



# CANADIAN COMPANIONS OF EPISCOPAL DIOCESE OF JERUSALEM



## TERMS OF REFERENCE

### WHO WE ARE

The Canadian Companions of the Episcopal Diocese of Jerusalem is a voluntary body of members of The Anglican Church of Canada drawn together in common concern and support for the well-being of the Church in the land of Christ's birth, death and resurrection.

### PURPOSE

To provide leadership and support for General Synod's partnership with the Episcopal Diocese of Jerusalem, and to enable a unified national response.

### MEMBERSHIP

Membership shall consist of individuals, parishes and dioceses with an interest in furthering the purpose of the Canadian Companions of the Episcopal Diocese of Jerusalem. Members will apply in writing to the Primate and remit an annual membership fee. The yearly fee for a diocese will be \$500, a parish \$250 and an individual \$50.

### RESPONSIBILITIES

- a) To foster knowledge of the Episcopal Diocese of Jerusalem's mission, congregations and institutions, contextual struggles and present vocation in reconciliation and cooperative ecumenical initiatives.

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"Episcopal Diocese of Jerusalem" includes parishes, educational and medical institutions of the Episcopal Church in the political territories of Israel, the West Bank, Gaza, Lebanon, Syria and Jordan.

- b) To establish and promote October 23<sup>rd</sup>, the Feast of St. James of Jerusalem, in the Anglican Cycle of Prayer as a day of particular concern, awareness, prayer and action for the Diocese of Jerusalem, and to encourage a portion of the Sunday offering to be directed through this body to specific ministries identified in the Diocese of Jerusalem.
- c) To provide information for Canadians planning travel to Israel, including the selection of itineraries, educational opportunities through St. George's College, local Anglican Churches and Sunday worship services, organizations whose mandate connects Christian pilgrims to the "living stones" of the Church and current realities, the Cathedral Guest House, and local Christian Guides.
- d) To develop and post a list of resources to enhance awareness and build bridges, including books, organizations, and web sites.
- e) To identify projects of the Episcopal Diocese of Jerusalem where specific funding support may be directed and promoted through Resources for Mission, including voluntary mission personnel.
- f) To develop connections with General Synod standing committees, councils and boards, and the House of Bishops in the interests of network development and collaboration.
- g) To initiate and support actions of advocacy, fundraising and communication in partnership with the Office of the Primate, Global Relations, Resources for Mission and Communication and Information Resources as appropriate.
- h) To initiate fundraising and designation of grants in partnership with the Office of the Primate, Global Relations and Resources for Mission.
- i) To report annually to the Office of the Primate and Council of General Synod, and
- j) To undertake any other appropriate functions pertaining to the relationship between the Canadian Church and Episcopal Diocese of Jerusalem, assigned to it by the Council of General Synod.

## **Administrative Practices**

### **ADVISORY COUNCIL**

The activity of the Canadian Companions of the Episcopal Diocese of Jerusalem shall be overseen by an Advisory Council comprised of nine members appointed by the Council of General Synod. The Primate shall be an ex officio member:

#### Membership

1. At least seven of the nine members shall be members of the Anglican Church of Canada;
2. At least one of the seven members shall be a member of General Synod;
3. One of the nine members shall be a member of the Evangelical Lutheran Church in Canada;
4. At least one of the nine members shall be a Palestinian Anglican residing in Canada.

#### Officers

The Primate shall designate the Chair, Vice-chair and Secretary.

#### Term

Members shall serve for a three year term, except for an initial term as provided in this section. It is the intention that members will have staggered terms, and the Primate may specify the length of the initial term for a particular member as well as the term of a replacement member. Members may be reappointed but may not serve more than three consecutive terms

#### Expenses and Reimbursement

Members shall receive no remuneration for acting as such but may, at the discretion of the Council, be paid their reasonable expenses properly incurred in the performance of their duties.

#### Resignation

Members may resign in writing to the Secretary of the Advisory Council. Resignation shall be effective on the date it is received by the Secretary.

#### Vacancies

Vacancies on the Advisory Council will be filled by Council of General Synod appointment in accordance with Council composition cited above.

## Amendments

Upon recommendation by the Adivvisory Council, The Terms of Reference may be amended by the Council of General Synod.

## MEETINGS OF THE ADVISORY COUNCIL

- a) The Advisory Council will meet at least three times each year by teleconference;
- b) A quorum shall be one-third of members of the Advisory Council, but not less than three members.
- c) Meetings of the Advisory Council may be convened by order of the Chair, the Vice-chair or by the Council at any date and time and at any place within Canada or, if a majority of the members so agree, outside Canada.
- d) Notice of any meeting of the Advisory Council are to be sent by the Secretary not less than fourteen days before the meeting is to take place. Notice may be sent by electronic means.
- e) The Advisory Council may prescribe such rules, regulations and policies not inconsistent with the Purpose and Responsibilities of the Canadian Companions of the Episcopal Diocese of Jerusalem relating to the management and operation of the Canadian Companions of the Episcopal Diocese of Jerusalem and other matters.

## **COLLECTION AND DISBURSEMENT OF FUNDS**

The Advisory Council may receive and disburse funds in keeping with the purpose of the Canadian Companions of the Episcopal Diocese of Jerusalem and in keeping with specific initiatives identified by the Diocese of Jerusalem. The Advisory Council will keep appropriate financial records and will make an annual financial report available to members.