

APPENDIX B

Standing and Coordinating Committees – Terms of Reference

I. Standing Committees

See Constitution, section 39A.

1. Financial Management Committee

(The Committee is responsible for the tasks assigned in Canon VI.)

2. Pension Committee

See Canon VIII, section 4.

II. Coordinating Committees

See Constitution, section 39B.

1. Communications Coordinating Committee

Duties and responsibilities:

The Committee shall have strategic and advisory responsibility for the entire communications portfolio of the Anglican Church of Canada.

The committee shall:

- a) interpret and carry forward the intentions of General Synod with regard to information and communications.
- b) discern and be responsive to the information and communications needs of Canadian Anglicans.
- c) ensure that the communications department effectively projects, promotes and celebrates the mission, ministry and values of the Anglican Church of Canada to internal and external audiences.
- d) ensure that the communications department facilitates effective communication between General Synod and dioceses, and among and within dioceses.
- e) support and foster an integrated communications function and staff structure for the General Synod, including an integrated journalistic service for the Anglican Church of Canada.
- f) review and approve a communications strategy (including resource allocation) as developed and implemented by management.

- g) conduct an annual review of the department's performance, based on an evaluation of outcomes against agreed goals and metrics as proposed by the committee and management and approved by the Council of General Synod, and report this to the Council of General Synod.
- h) have input into the job description and selection criteria for key positions, including the Executive Director of the department and the Editor of the Anglican Journal, and may be invited to participate in the selection and annual performance review processes for these positions.
- i) exercise oversight of the content and distribution of the Anglican Journal, and other journalistic products of the Anglican Church of Canada, such as online news, in consultation with the Editorial Board, and provide advice, as required, to the Council of General Synod, acting on behalf of General Synod as the publisher. In exercising this responsibility, the committee is guided by appropriate journalistic standards, including the editorial mandate and journalistic guidelines as approved by the Council of General Synod, as well as other applicable journalistic ethics, standards and policies which may be proposed by the committee and approved by the Council of General Synod.
- j) exercise oversight of all other communications products of the Anglican Church of Canada (including, without limitation, corporate communications, branding, archives, data management, web site, social media, resource production and distribution, graphics, Anglican Video and ABC Publishing). In exercising this responsibility, the committee is guided by standards such as those of the International Association of Business Communicators, the Canadian Public Relations Society, and other relevant standards and policies which may be proposed by the committee and approved by the Council of General Synod.
- k) support the work of departmental management and advise as requested.
- l) advise the Primate on appointments to the Editorial Board, maintain liaison with the Board through a common member, receive an annual report from the Board and transmit it to the Council of General Synod.
- m) exercise those functions common to all committees, namely:
 - i) develop annual budget proposals
 - ii) communicate with other committees and groups
 - iii) report regularly and make recommendations to the Council of General Synod
 - iv) within the committee's mandate, do functional strategic planning and visioning
 - v) maintain liaison with the House of Bishops
 - vi) at least once in each triennium, review policies governing the various areas of work of the Communications and Information Resources Department.
 - vii) may from time to time establish sub-committees which will be created according to the procedures outlined in Procedures for Sub-units of Standing Committees.

- n) meet annually face-to-face and maintain regular contact between meetings.

Adopted by the Council of General Synod March 15, 2019

2. Faith, Worship and Ministry Coordinating Committee

The committee shall:

- i) Articulate standards and develop resources for worship and liturgy.
- ii) Foster and facilitate collaboration between Canadian theological colleges, and with the national church.
- iii) Develop policy for, monitor, and engage in inter-church dialogues.
- iv) Develop policy for, monitor, and engage in inter-faith dialogues.
- v) Promote theological reflection, and provide resources and education on issues of doctrine, ethics, ministry, ecumenism, leadership, evangelism and mission.
- vi) Monitor work of the Anglican Communion in the areas of liturgy, doctrine, authority and identity.
- vii) Monitor work of the World Council of Churches and the Canadian Council of Churches in areas of faith and order, ethics, theological education, and inter-faith relations.
- viii) Convene gatherings and develop networks related to the work of the Committee.
- ix) Work alongside the Anglican Council of Indigenous Peoples around aboriginal spirituality.
- x) Work with the House of Bishops to define doctrine where necessary.
- xi) Use the Lund principle to work ecumenically wherever possible.
- xii) Report to the Council of General Synod.
- xiii) Encourage theological reflection on stewardship and on the Committee's mandate.
- xiv) Within the Committee's mandate, do functional strategic planning and visioning.
- xv) Maintain liaison with the House of Bishops.
- xvi) When deemed appropriate, invite partners (international, ecumenical or internal) to join the committee.

3. Partners in Mission Coordinating Committee

Preamble

We as the Church are mandated to be signs and instruments of God’s reconciling love in the world. We have a responsibility to incarnate our response to Jesus’ summary of the law, ‘to love God and our neighbor as self,’ to Jesus’ example of being in right relationships, and to the question posed by the prophet Micah (6:8): ‘And what does the Lord require of you but to do justice, and love kindness, and walk humbly with your God?’

We as the General Synod of the Anglican Church of Canada, seek direction and vitality for ministry within Vision 2019, and the Anglican Communion’s Marks of Mission. We seek to be leaders in the Anglican Communion and in ecumenical actions, and to foster a common sense of participation in God’s mission that celebrates the depth and breadth of Anglicanism in our Canadian church, develops our relationships with other parts of the Anglican Communion, and deepens Full Communion with the Evangelical Lutheran Church in Canada, and ecumenical partnerships. We seek structures for ministry that work today for the mission of the church and of God, that build bridges not fences within our church, with Full Communion partners, and within the Anglican Communion.

The Partners in Mission Coordinating Committee shall:

1. Oversee policies governing the church’s national program of relationship with Provinces of the Anglican Communion, including the implementation of General Synod resolutions and Joint Ministry Agreements;
2. Strengthen relationships for mission between General Synod and local Canadian dioceses and global partners through the development of national networks, Companion Diocese Relationships and participation in Communion Networks, and regular print and web- based communications;
3. Enable Canadian Anglicans to live out their baptismal promise to “strive for justice and peace among all people, and respect the dignity of every human being” by providing opportunities for deeper awareness of culture and learning for intercultural discipleship; and
4. Report to the Council of General Synod and recommend new policies and actions.

Adopted by the Council of General Synod May 8, 2013

5. Public Witness for Social and Ecological Justice Coordinating Committee

We as the Church are mandated to be signs and instruments of God’s reconciling love in the world. We have a responsibility to incarnate our response to Jesus’ summary of the law, ‘to love God and our neighbour as self,’ to Jesus’ example of being in right relationships, and to the question posed by the prophet Micah (6.8): ‘And what does the Lord require of you but to do justice, and love kindness, and walk humbly with your God?’

The work of the *Public Witness for Social and Ecological Justice Coordinating Committee* is to help the Anglican Church of Canada understand and participate in God’s mission in the world by:

- challenging attitudes and structures in church and society that cause injustice;

- building relationships among people and dioceses within the Anglican Church of Canada; with ecumenical and interfaith partners;
- fostering commitment to the integrity of God’s creation;
- ensuring that mission is handed on from generation to generation.

The Public Witness for Social and Ecological Justice Coordinating Committee shall:

- Engage itself and the wider church in biblical, theological and ethical reflection, listening for the Spirit and discerning God’s mission for the church and the world
- Equip Canadian Anglicans to live out their baptismal promise to “strive for justice and peace among all people, and respect the dignity of every human being”
- Equip Canadian Anglicans to build and strengthen relationships and networks for public witness for social justice with Anglican, ecumenical and interfaith partners
- Engage in teaching and learning about Indigenous peoples in Canada and globally, identify ways that Canadian Anglicans can move toward healing and reconciliation from the legacy of colonialism, and participate in advocacy and solidarity initiatives in the struggle of Indigenous peoples in Canada to protect their land and rights, including the right to self-determination
- Monitor events, be familiar with established church policy, and recommend priorities for responding as the Anglican Church of Canada to issues of social and ecological justice
- Report to the Council of General Synod and recommend new policies and actions

Monitor and support the involvement of the Anglican Church of Canada in the World Council of Churches, the Anglican Consultative Council, the Canadian Council of Churches, in relevant networks of the Anglican Communion, and in partner organizations such as KAIROS, Project Ploughshares, the Church Council on Justice and Corrections, and Citizens for Public Justice.

Revised by the Council of General Synod June 2, 2018

6. Resources for Mission Coordinating Committee

Purpose: Foster leadership and support for dioceses in their efforts to increase generous giving across the Anglican Church of Canada; and to raise funds for the General Synod.

Responsibilities:

- Encourage the teaching of a robust stewardship and to foster a culture of generous giving
- Bring imagination and experience to conversation and planning in collaboration with staff
- Champion adopted actions and decisions.

- d) Support a diverse range of fundraising techniques such as: major gifts, gift planning and annual fund
- e) Enhance the capacity of the General Synod to work in full partnership with dioceses
 - In building the financial sustainability and ministry capacity of the church at all levels
 - By identifying giftedness through the Church and helping to animate those gifts for ministry
 - Sharing best practices in resource development across the Church
- f) Report regularly to the Council of General Synod.
- g) Maintain strong connections and regular communication with the Financial Management, Primate's World Relief & Development Fund, Anglican Foundation of Canada, Faith, Worship and Ministry and Communications
- h) Develop and maintain working relationships with Diocesan Bishops

Revised by the Council of General Synod November 24, 2018

Guidelines for Sub-Units of Standing Committees

The following guidelines are directions to Standing Committees of the General Synod with regard to the creation and operation of sub-units of such committees. These guidelines will be communicated to Standing Committees at the commencement of each term following the General Synod.

1. A sub-unit of a standing committee of the General Synod shall be created only by formal resolution of the committee.
2. The resolution creating a sub-unit shall establish:
 - i) the composition of the sub-unit
 - ii) the means by which the members of the sub-unit are to be selected
 - iii) the chair of the unit or the means by which the chair shall be selected
 - iv) the terms of reference, mission, purpose, function, or task for which the sub-unit is created
 - v) the date by which it is expected that the sub-unit will accomplish its task or purpose
 - vi) the expectations and requirements of the committee with regard to reporting by the sub-unit to the committee, including the frequency of reports, their form and content, and by whom they are to be submitted
 - vii) the budget, if any, with which the sub-unit shall perform its task and any requirements with respect to the approval by the committee, or by some other authority of proposed expenditures and any requirements with regard to accounting by the sub-unit for the expenditure of budget.
3. The approval of the Council of the General Synod shall be required for the creation of units which are entitled to exist for the triennium following each meeting of the General Synod.

[Approved by the National Executive Council in March 1992]