

# 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
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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**

### **A. Mandate:**

The FWM Committee shall fulfill the mandate of the General Synod with respect to matters of faith, worship, and ministry in The Anglican Church of Canada. Specifically, this means to:

- i) articulate standards and develop resources for worship and liturgy
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- ii) support General Synod's responsibilities with respect to ministry, leadership, and theological education
- iii) develop policy for, monitor, and animate inter-church dialogues
- iv) develop policy for, monitor, and animate inter-faith dialogues
- v) support the Youth Secretariate as it manages policy for, supports and animates youth ministry across the country
- vi) support the deepening of faith and discipleship
- vii) promote theological reflection, and to provide resources to assist the church in its common life and witness in areas within its mandate

#### B. Ways of Working:

As indicated in Section 39B of the Constitution, the role of the Coordinating Committee is to provide coordination and oversight to the work which will be performed by staff members, task forces, working groups, or commissions. The committee shall establish and support those bodies best equipped to carry out the work mandated, and to support the development of national networks for areas within its mandate. The Coordinating Committee maintains formal liaison with the National House of Bishops. It intentionally liaises with those existing church partners, networks and organizations which connect with and further its work.

*Revised by the Council of General Synod March 12, 2022*

### 3. Partners in Mission Coordinating Committee

#### *Preamble*

We as the Church are mandated by our baptism to seek and serve Christ in all persons, loving our neighbour as ourselves and to strive for justice and peace among all people, and respect the dignity of every human being. Our baptism calls us 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 the Anglican Communion's Marks of Mission. We are determined to be leaders in the Anglican Communion and in ecumenical actions, 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 explore structures for ministry that are adaptable and flexible for our ever-changing world and we work advocating for the mission of the church and of God, in solidarity with Full Communion partners, and within the Anglican Communion.

The work of Partners in Mission Coordinating Committee is to:

1. Oversee and undertake policies governing the church's national program of relationship with Provinces of the Anglican Communion, involving the implementation of General Synod resolutions and Joint Ministry Agreements;
2. Strengthen and build relationships for mission between General Synod and Canadian dioceses and global partners, such as:

development of national networks,

establishment of Companion Diocese Relationships,  
promotion of Companions of Jerusalem and Jerusalem Sunday,  
participation in Communion Networks, and  
production of print resources and web-based communications;

3. Identify and promote opportunities, advocating for deeper awareness of culture and learning for intercultural discipleship for Canadian Anglicans to live out their baptismal ministry;
4. Communicate and report to the Council of General Synod at regular intervals, ready to recommend new opportunities, policies, and actions that advocate for the work, ministry, and mission of this Committee; and
5. Monitor and support the involvement of the Anglican Church of Canada in the World Council of Churches, the Anglican Consultative Council, and in relevant networks of the Anglican Communion and in partner organizations that share in the ministry and mission of this Committee.

*Revised by the Council of General Synod March 10, 2022*

#### **4. 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:

- a) challenging attitudes and structures in church and society that cause injustice;
- b) building relationships among people and dioceses within the Anglican Church of Canada; with ecumenical and interfaith partners;
- c) fostering commitment to the integrity of God's creation;
- d) ensuring that mission is handed on from generation to generation.

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

- a) 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
  - b) 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"
  - c) Equip Canadian Anglicans to build and strengthen relationships and networks for public witness for social justice with Anglican, ecumenical and interfaith partners
  - d) 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
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solidarity initiatives in the struggle of Indigenous peoples in Canada to protect their land and rights, including the right to self-determination

- e) 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
- f) Report to the Council of General Synod and recommend new policies and actions
- g) 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*

## **5. 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:*

- a) Encourage the teaching of a robust stewardship and to foster a culture of generous giving
- b) Bring imagination and experience to conversation and planning in collaboration with staff
- c) 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,
- h) Worship and Ministry and Communications
- i) Develop and maintain working relationships with Diocesan Bishops

*Revised by the Council of General Synod November 24, 2018*

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## **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*

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