

POLICY AND PLANNING TEAM

POLICY & PLANNING TEAM – minimum of 5 voting members

Brenda Parrott	Chairperson, Bathurst Pastoral Council
Sandra Pentland	Vice-Chairperson, Bathurst Pastoral Council
Jack MacKay	Secretary, Bathurst Pastoral Council
David Brewster	Chairperson, Ministry & Personnel Team
Stacey Kenny	Chairperson, Communications Sub-Team

From the names listed above, the following shall serve as

Chairperson (2012)
Secretary

NOTE: The chairperson of the Communications Sub-team is not eligible to serve as Chairperson of the Policy and Planning Team.

Revised 01/11

Constitution of Teams:

In accordance with an open process members of the Policy and Planning Team will be comprised by the Executive Committee (Chairperson, Vice Chairperson, Secretary and Chair of Ministry and Personnel Team of the Bathurst Pastoral Charge) and the chairperson of the Communication Sub-team. There shall be a minimum of five (5) voting members serving on the Policy and Planning Team.

Constitution of Team Leadership:

In accordance with an open process for nominations, the Policy and Planning Team shall be elected at the annual meeting of the Bathurst Pastoral Charge.

Staff Support:

Although not required to attend meetings, the services of the office secretary and ministry personnel may be required.

Duties and Responsibilities:

1. develop, review and recommend to the Pastoral Council a statement of mission to guide the ongoing work of the Bathurst Pastoral Charge;
2. develop, review and recommend both short-term and long-term goals relevant to the approved mission of the Bathurst Pastoral Charge;
3. recommend to the Pastoral Council statements of policy and procedure essential to the orderly conduct of the business and mission of the Bathurst Pastoral Charge;
4. receive from the Pastoral Council specific requests for policy direction;
5. devise and implement a mechanism for operational review to monitor the effectiveness of the structure and function of the Bathurst Pastoral Charge;
6. receive from the Communications Sub-team, and review for recommendation to the Pastoral Council, a communications program designed to enhance the orderly and proper flow of information within the Bathurst Pastoral Charge;

7. submit, by November 1st of each calendar year, to the Financial Management Team a summary of projected revenues and expenses for the subsequent calendar year.

Frequency of Meetings:

The Policy and Planning Team shall schedule meetings each year at the call of the chairperson.

Reporting and Accountability:

The Policy and Planning Team reports in writing to and receives directions from the Pastoral Council at each meeting of the Pastoral Council.