

POLICY AND PLANNING TEAM

Revised 02/07

Constitution of Teams:

In accordance with an open process for nominations, members of the Policy and Planning Team shall be elected at the annual meeting of the Bathurst Pastoral Charge. There shall be a minimum of seven (7) voting members serving on the Policy and Planning Team. The seven members shall include:

- a. the chairperson of the Communications Sub-team
- b. the Vice-chairperson of the Pastoral Council
- d. five (5) representatives-at-large from the congregations

Constitution of Team Leadership:

In accordance with an open process for nominations, the Chairperson and Secretary of 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 nine (9) 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.