

## **Mutual Ministry Committee**

### **Terms of Reference**

#### **November 2019**

The Mutual Ministry Committee is a committee of the Church Council and shall function on behalf of the congregation. It shall receive guidance and direction from the Council and shall make recommendations and suggestions to Council. It shall report to the Council in writing periodically. This committee may discuss items of a confidential nature. Such items will remain in committee and are not to be shared with the Congregational Council unless mutually agreed by the pastoral staff and the members of the committee.

#### **Membership**

This committee shall consist of at least 3 members of the congregation, and the rostered staff. The committee shall recommend one of its members to be the chairperson.

Appointment to this committee shall be made by Church Council after consultation with the pastor(s).

- i. The term of office of individual members of the committee will typically not exceed four years.

#### **Responsibilities**

- ii. The committee will use the Mutual Ministry Guide of the Evangelical Lutheran Church in Canada, March 2019 as a handbook.
- iii. Serve as a personal and confidential support group to the pastor(s). This committee shall focus on the relational aspects of pastors and congregation and shall not participate in the salary package compensation. That function will be the responsibility of the Finance Committee and Church Council.
- iv. Provide an ongoing review of the ministry of the pastor with intentional annual reviews and follow up within six months using the ELCIC Staff Self Appraisal as a base for discussion. Further questions for dialogue are contained within the Mutual Ministry Guide (see page 7)
- v. Identify continuing education possibilities and encourage and enable the pastor(s) to participate.
- vi. Identify the professional leadership needs of this congregation and facilitate a process to ensure that these needs are being met.
- vii. Serve as agents of reconciliation in time of conflict in the congregation.
- viii. Provide at least one member of the Mutual Ministry Committee for the Call Committee whenever a pastoral vacancy occurs.
- ix. Serve along with the Dean of the Ministry Area as the exit interview group if so delegated by Church Council.
- x. Submit and /or receive written recommendations to/from Congregational Council, when appropriate.
- xi. Facilitate as needed and deemed beneficial, a communication process to allow for the expression and discussion of concerns as well as the sharing and exchange of information
  - a. Between the pastors
  - b. Between the pastoral staff and other paid staff and

Between the pastoral staff and the congregation in order to help ensure that the needs of the pastors and the congregation are mutually understood

*Modified from Original Terms of Reference - Approved by Church Council, December 14, 2009 Combined Mutual Ministry and Staff Support Committees - Approved by Church Council March 19, 2014 Combined Mutual Ministry and Staff Support Committee documents - April 2014*