



HAMILTON CONFERENCE PRESIDENT

JOB DESCRIPTION

Purpose:

To interpret Hamilton Conference to itself within the United Church of Canada and to give leadership, especially in spiritual things, quickening in the hearts of the people a sense of God as revealed in Christ, and heartening and strengthening the whole Conference.

Mandate:

- The Conference shall elect from among its members a President, who shall hold office for a term of one year, or two years following a General Council year. The Conference may not delegate the election of a President.
- The Conference may elect a President-Elect who shall normally succeed to the office and be installed at the Conference meeting ending the current presidential term of office.
- The President shall be ex officio a member of all Conference Committees during the presidential term of office.
- A President who is a Diaconal Minister or a lay person shall have the right to preside at services of commissioning and/or ordination, and to administer the Sacrament of Holy Communion at regular meetings of the Conference and its Executive while in office.

Duties as Assigned by the Manual:

The President shall:

- Constitute the meetings of the Conference, its Executive and Sub-Executive and preside at its meetings, preserve good order, seek good governance, take the vote and announce decisions.
- Provide spiritual leadership to the Conference.

Duties as Assigned by Hamilton Conference:

In fulfilling the role of President in Hamilton Conference the following duties will be undertaken as the Conference theme suggests and as the President's time allows:

- Visit each of the six presbyteries to encourage and build up the mission of the church in the Conference and its presbyteries.
- Communicate with the Conference through articles in each issue of *Contact*, greetings and Conference mailings as appropriate.
- Attend and help to celebrate special anniversaries and events at the invitation of congregations, mission units, Women's Ministries in the Conference.
- Attend as a Commissioner the meeting of the General Council during term of office.
- Attend the meetings of the Agenda and Business Committee.
- Attend the Newcomers' Orientation and the final Education and Students Interview with ministry candidates and the Annual Meeting of the Retirees Association.
- Attend the Conference Presidents' Gathering hosted by General Council.
- With the Executive Secretary, respond to media relations issues.
- In consultation with the Executive Secretary, respond to correspondence addressed to the President.
- Provide coaching/mentoring for the President-Elect.

Role Relationships:

- The President is accountable to the Conference and its Executive and works closely with the Executive Secretary.
- The President does not supervise or direct the Executive Secretary nor does the Executive Secretary supervise or direct the President.

Skills Required:

- Ability to chair meetings with grace, good humour and efficiency.
- Ability to articulate positions taken by Hamilton Conference and the United Church of Canada.
- Ability to delegate tasks; ability to discern and make use of the skills of other members of the Conference's Executive, its staff and volunteers.
- Ability and willingness to speak publicly.
- Knowledge and experience of the wider United Church
- Ability to remember and rehearse the covenants and policies of The United Church of Canada and Hamilton Conference.

Orientation/Training:

- Provided through the Executive Secretary and the Past President.

Other Available Resources:

- President's advisory committee.
- Members of the Conference staff.
- Other Conference volunteers.
- General Council staff and volunteers.
- Presbytery volunteers and staff.
- Wisdom of past presidents
- Other Conference Presidents from across the Church.
- Monthly honorarium to cover travel, meals and accommodation.
- Legitimate expenses incurred by the Pastoral Charge to support the ministry of the President during her/his time in office will be reimbursed.

Benefits to person holding the position:

- Seeing the church from a wider perspective and learning from a highly divergent group of individuals and groups within the church.
- Personal satisfaction; the position may bring the President into contact with other Conferences and adds a church-wide dimension to the person holding the position.
- Gives opportunities for dialogue with persons and organizations in the wider community.

Benefits to the Church:

- President helps to shape the Executive and the Conference Annual Meeting for the building-up of the whole people of God.
- Provides way of linking the presbyteries and Pastoral Charges and the wider church.