
LICENCED LAY WORSHIP LEADERS RESOURCE TEAM POLICY

HUMAN RESOURCES COMMISSION

HORSESHOE FALLS REGIONAL COUNCIL

This policy outlines the purpose, accountability, authority, membership and responsibilities of the Licenced Lay Worship Leaders Resource Team and the relationship with the Human Resources Commission.

Purpose

The Licenced Lay Worship Leaders (LLWL) Resource Team will implement the Licensed Lay Worship Policy of Horseshoe Falls Regional Council. The Human Resources Commission is responsible for licencing Lay Worship Leaders for Horseshoe Falls Regional Council. The Resource Team will provide support and oversight to Licenced Lay Worship Leaders within the Regional Council and be a recommending and reporting body to the Human Resources Commission.

Accountability

The Licenced Lay Worship Leaders Resource Team is accountable to the Human Resources Commission.

Authority

The Licenced Lay Worship Leaders Resource Team interviews and recommends to the Human Resources Commission a layperson who is a full member of a Community of Faith for licencing and re-licencing.

Membership

The Licenced Lay Worship Leader Resource Team shall consist of at least seven (7) members:

- two (2) Ministry Personnel [OM, DM, DLM];
- two (2) lay people [not a LLWL];
- three (3) Licenced Lay Worship Leaders;
- one of whom is a member of the Human Resources Commission.

Quorum

Quorum for this Resource Team will consist of four members, one of whom must be a member of the Human Resources Commission.

Ex-Officio

The Regional Council Minister, Pastoral Relations shall be an ex-officio member of the Resource Team.

Terms of Office

The members will be appointed by the Human Resources Commission of the Regional Council with staggered terms. The term will be for three years with a renewal for one term. After a one-year hiatus, an individual may be elected again.

LLWL Resource Team Policy (HFRC HR Commission)

Adopted:

To be reviewed:

Meetings

The Resource Team will meet in person or by electronic or other means at least quarterly.

Responsibilities delegated to the Licenced Lay Worship Leaders Resource Team

The Licenced Lay Worship Leaders Resource Team will be responsible for:

1. Interviewing a layperson and recommending licencing to the Human Resources Commission.
2. Interviewing and recommending re-licencing for Licenced Lay Worship Leaders every three years.
3. Recommending exemption from the approved Licenced Lay Worship Leaders preparatory course.
4. Ensuring a Licenced Lay Worship Leader has completed all mandatory workshops and is current with their police records check according to the policies set by The United Church of Canada.
5. Ensuring a Licenced Lay Worship Leader is recognized at a service of worship at the time of their initial licencing.
6. Providing ongoing support and guidance to a Licenced Lay Worship Leader.
 - Including requests for short term leave;
 - With an annual gathering of the LLWLs of the Region;
 - Approve and authorize courses and events for the ongoing training of LLWLs.
7. Receiving LLWLs who are in good standing and who move to the regional council from another regional council of The United Church of Canada.
8. Receiving a request for retirement from the role of LLWL and acknowledging their work with a letter of appreciation on behalf of the regional council.
9. Recommending to the Human Resources Commission the revoking of a person's licence for just cause.

Staff Support

The Minister, Pastoral Relations will provide support to the Resource Team.