

# Internal Governance Narrative

July 2011

## Background

The Internal Governance structure was developed after research and a proposal presented to the Executive Synod staff by Deloitte staff in the fall of 2010. The document was presented to Diocesan Council at its meeting on 18 June 2011. The CBRs Subcommittee has been asked to present resolutions to Council aligning the CBRs with changes in the Internal Governance structure.

The Internal Governance structure has been implemented with changes in some job positions, the alignment of other positions according to new job titles and responsibilities, and the creation of a new staff position. The Internal Governance structure began its implementation on 1 July 2011.

## Structure

The overall structure of the Internal Governance model is found on Page 2 of the PowerPoint presentation (attached), on the page titled “Synod Office Staffing relationships.”

The **Episcopal Office** comprises the Bishop and the Executive Archdeacon, appointed by and accountable to the Bishop. There are two staff positions connected with the Episcopal Office: the Assistant to the Bishop, who provides administrative support for the office, and the Synod and Council Administrator, who coordinates the annual Synod and Diocesan Council meetings. The position of Synod and Council Administrator is a new position.

Linked to the Episcopal Office are the Dean of the Diocese (also Rector of the Cathedral), who serves the Bishop, and the Chancellors of the Diocese, who provide counsel as needed. The Clerical Secretary and the Lay Secretary of Synod provide support to the Episcopal Office and the Synod and Council Administrator.

**Synod Office Executive Staff (Page 3)** The Bishop is the Chief Pastor of the Diocese of Ottawa and functions as the Chief Executive Officer of the Synod Office. The Executive Archdeacon functions as the Chief Operating Officer of the Synod Office. The Bishop, the Dean, the Executive Archdeacon, the Director of Financial Ministry and the Director of Community Ministry comprise the Executive Staff of the Synod Office.

**Episcopal Office Staffing Relationships (Page 4)** Directly accountable to the Episcopal Office are the Assistant to the Bishop and the Synod and Council Administrator. Ordained Ministry Formation and Support is one of the responsibilities of the Episcopal Office. The Executive Archdeacon chairs the Postulancy Panel and works with persons seeking ordination. The Safe Church component is an oversight responsibility. Communications and human resources are part of Episcopal Office oversight.

There are three units of ministry in the Synod Office, in addition to the Episcopal Office: **Finance Ministry, Program Ministry, and Community Ministry**. These ministries are part of an integrated structure designed to serve the ministry of the Diocese as a whole.

**Program Ministry (Page 4)** consists of the program ministries of the Diocese. Program Ministry Staff are the Stewardship and Development Officer, the Baptismal Ministry Formation Missioner and the Youth Formation and Vocation Missioner. These are salaried personnel who are accountable to the Episcopal Office (through the Executive Archdeacon) for their ministry. The Archivist/Registrar assists the Episcopal Office with the necessary record-keeping. The Parish Growth and Renewal Subcommittee assists the Episcopal Office. Contract staff, such as the Parish Growth and Renewal consultant and communications people, report to the Episcopal Office.

**Finance Ministry (Page 5)** The Director of Financial Ministry, also known as the Director of Administration, is responsible for the financial and other business administration of the Diocese, which includes issues related to all church properties; insurance, legal, and audit matters; the investment portfolio; as well as the central pay, group benefits program, pension plans the budget and the budgeting process. An Accounting Staff of three assists the Director. The Director has oversight for the Administrative Assistants, who function as a pooled resource for the Synod Office, the technical support staff (paid and volunteer), and the management of all maintenance contracts and concerns. Financial Ministry may also have a number of other issues and concerns assigned to it as needs arise. The Director works closely with the Financial Affairs Committee and the Risk and Audit Committee, as well as numerous subcommittees thereof, task forces and working groups.

**Community Ministry (Page 6)** The Director of Community Ministry was formerly the Director of Parish and Diocesan Services. The role of the Director is to oversee the Community Ministries of the Diocese (Anglican Social Service – Centre 454, Cornerstone/Le Pilier, The Well/La Source, and the Ottawa Pastoral Centre – OPC), working with the Executive Directors and Clinical Coordinator (OPC) to ensure effective ministry on behalf of the Diocese.

The Director of Community Ministry has oversight of Hospital Chaplaincy, consisting of the Volunteer Coordinators of the Ottawa Hospital and the Anglican Chaplain there, and Anglican ministry at the other hospitals in the Diocese, including volunteers and neighbouring congregations. The Director is to be a liaison with the Spiritual Care Directors, hospital administrations and others to ensure Anglican care is provided.

The Director of Community Ministry has oversight for Temple Pastures and community ministry contract staff.

The Director of Community Ministry has responsibility for the various sub-committees, task forces and working groups relating to the Community Ministry Development Committee. The Director of Community Ministry has oversight for community ministry

initiatives. The Director represents the Diocese in social justice issues and concerns at the discretion of the Episcopal Office.

The Finance Ministry, Program Ministry, and Community Ministry units with the Episcopal Office are grouped into administrative units for clarity and convenience of activity. All work together for the ministry of the Synod Office in the Diocese of Ottawa and the greater community.

## **The Synod Governance Structure**

**Correspondence of Governance (Page 7)** This matrix connects the administrative units of governance for the Synod Office with the five committees of Diocesan Council: Governance and Communications Committee (GCC), Community Ministry Development Committee (CMDC), Parish Ministry Development Committee (PMDC), Financial Affairs Committee (FAC), and the Risk and Audit Committee (RAC).

The goal of the Synod Office is to work jointly with the committees, subcommittees, task forces and working groups of the Diocese in a full partnership. The resources of the Synod Office for these groups are to be mutually negotiated with the Executive Staff, acknowledging the limitations – financial and time – of both the Synod Office and volunteer ministry.

**GCC** connects with all units (Episcopal Office, Finance Ministry, Program Ministry and Community Ministry) and is staffed by the Executive Archdeacon. The Committee has resources available for minutes and other tasks as mutually negotiated. Two subcommittees – Communications, and Nominations and Committee Development – have the Executive Archdeacon as the staff resource.

**CMDC** connects with all units and is staffed by the Director of Community Ministry. The Committee has resources available for minutes and other tasks as mutually negotiated. The subcommittees, task forces and working groups of CMDC have the Director of Community Ministry as the staff resource.

**PMDC** connects with all units and is staffed by the Executive Archdeacon. The Stewardship and Development Officer, Baptismal Ministry Formation Missioner, and Youth Formation and Vocation Missioner are available as needed. The Committee has resources available for minutes and other tasks as mutually negotiated. The subcommittees, task forces and working groups have available to them Program Ministry Staff as needed.

**FAC** connects with all units and is staffed by the Director of Financial Ministry. The Committee has resources available for minutes plus the help of an Administrative Assistant to coordinate the documentation and related processes required of parishes. The subcommittees and task forces of FAC have the Director of Financial Ministry and other Synod staff available as needed and desired.

**RAC** connects with all units and is staffed by the Director of Financial Ministry. The Committee has resources available for minutes plus the help of an Administrative Assistant for coordination purposes. The subcommittees and task forces of RAC have the Director of Financial Ministry and other Synod staff available as needed and desired.

All administrative units of the Synod Office have responsibilities in regard to human resources (the authority sits with the Episcopal Office), community relations, and communications (the authority sits with the Episcopal Office, particularly relating to the media). Administrative units will work together for the ministry of the Diocese of Ottawa.

***DRAFT # 5 – 12 July 2011***