



**The United Church  
of Canada  
General Council**

# **GC45 Manual Committee Report for Summer 2025**

True Document Date: June 22, 2025

**Origin: Manual Committee**

## **Composition of the Manual Committee**

The Manual Committee typically consists of six members. Currently, there are five appointed members:

- Mary-Beth Moriarity (Chair)
- Bob Fillier
- Fred Braman
- Catherine Grant
- Beth Moore

In July 2022, Cynthia Gunn retired after 26 years as legal counsel. She was succeeded by Nicole Treksler, who now serves as the staff resource to the Manual Committee.

### **Membership Updates**

- In the summer of 2024, Leigh Sinclair resigned from the Committee to focus on other endeavors. We thank Leigh for her contributions and valuable perspectives during her time on the Committee.
- In the winter of 2022, Bob Fillier joined the Committee, bringing extensive experience in policy development.

We are currently seeking to fill one vacant position on the Manual Committee.

# Terms of Current Members

Manual Committee members may serve up to three consecutive three-year terms, with the option for an additional term upon request or need.

- Mary-Beth Moriarity (Ordained Minister, Bermuda- Nova Scotia), *Chair*, 4th term
- Fred Braman (Lay Person, Conseil Regional Nakonha:ka), 3rd term
- Catherine Grant (Lay Person, Eastern Ontario Outaouais), 2nd term
- Beth Moore (Lay Person, Shining Waters), 2nd term
- Bob Fillier (Ordained Minister, Pacific Mountain), 1st term

## Role of the Manual Committee

The Manual Committee assists the General Secretary in preparing *The Manual* for publication. Its key responsibilities include:

- Proposing wording for amendments to existing by-laws or drafting new ones to reflect policy changes made by the General Council.
- Identifying and addressing gaps or inconsistencies in *The Manual*.
- Recommending improvements to the language and style of *The Manual* to enhance clarity and consistency.

The Committee also reviews the draft wording of remits, accompanying material and study guide and provides comments and recommended changes.

Notably, the Committee reviewed the remit and related material and study guide for Remit 1: *Establishing an Autonomous National Indigenous Organization*- a category remit 3 authorized by the 44th General Council in 2022. This remit received the necessary approval and was enacted by the 44th General Council Annual Meeting (October 2024). The Manual Committee is now assisting in the work of incorporating the necessary changes into next edition of *The Manual*.

## Frequency of Meetings

The Manual Committee typically meets in person once a year, usually between October and November. Additional meetings are held virtually as needed.

# Meeting Summary (2022–2024):

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Year	Months	Number of Meetings
2022	February (virtual), October (in person)	2
2023	June (virtual), November (in person)	2
2024	February, March, June, July, October, November (all virtual)	6

In 2024, the Committee did not meet in person due to fiscal priorities. However, as members are well-acquainted, the absence of in-person meetings did not affect the group’s synergy.

## Increased Workload of the Committee

Over the past three years, the Committee’s workload has increased, largely due to the fine-tuning of by-laws to improve clarity and consistency.

The Manual is now published annually to align with the General Council’s meeting cycle. This allows for more frequent updates compared to the previous triennial schedule. However, since most new policies and revisions are approved during the General Council’s in-person triennial meetings, significant changes to *The Manual* are still expected to occur primarily in the editions published following these meetings.

## Closing Reflections

As I conclude this report, I would like to express my deep appreciation to my colleagues on the Manual Committee for your wisdom, expertise and passion for our United Church. A thank you also to Nicole Treksler, staff resource, and Alison Jordan, administrative support, for your contributions which undergird the work of this committee.

Our conversations and response to the work placed before us by the General Secretary and the wider United Church often leads us in unexpected directions and varied discussion. However, it is our common love for this church and our desire to craft governance policies and procedures, which support and enable ministry that continues to focus our work and what we offer to the church.

Mary-Beth Moriarity  
Chair

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