

St. Davids-Queenston United Church Constitution



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1. Preamble

- 1.1. Historic St. Davids-Queenston United Church can trace its formation to four key dates. In 1786 Major George Neal formed a Methodist Congregation in Queenston; and, in 1788 Christian Warner formed a Methodist Congregation in St. Davids. In 1925, those congregations joined the newly formed United Church of Canada. In 1996, the two congregations merged as St. Davids-Queenston United Church.
- 1.2. Today we are a growing congregation of approximately 150 people. We strive to be a “gathering place” for the community. We invite everyone to come and celebrate God’s love for all of us.

2. Mission Statement

- 2.1. Welcoming all to:
Gather in God’s Grace,
Grow in Christian Faith and
Go in Community Service.

3. Ministry and Organizational Principles

- 3.1. As a pastoral charge of the United Church of Canada, St. Davids-Queenston United Church is organized within the policies of the United Church, particularly those in the Basis of Union of 1925 - as defined in the *United Church of Canada Act, 1924* - and subsequent decisions of General Council. These Sources are reflected in current versions of *The Manual* of the United Church, *Models of Board Governance/Manual* and the *St. Davids-Queenston United Church Constitution*. In keeping with the alternatives for organizational models provided for in Section B.7.2 of *The Manual 2019*, the St. Davids-Queenston United Church has established a unified church board structure, which hereafter is called the ‘Church Board’ or ‘Board’.
- 3.2. In the United Church of Canada, the Congregation is the basic unit of organization and mission, and meetings of the Congregation are the ultimate source of authority related to the life and mission of the Congregation. The Mission Statement, as presented in Article 2 above, reflects the understanding of the Congregation of its ministry, religious traditions, purpose, goals, and relationship to the larger church. The Church Board and its organizational arrangements serve to implement the objectives of this Mission Statement.
- 3.3. Both laity and the ordained staff have ministerial roles. At the heart of the pastoral charge is the dedicated relationship between the Congregation and the Minister. In addition to the Minister, other employees are hired or contracted to support the mission of the Congregation with considered care. The Congregation works with the Minister and other staff in a collegial and respectful manner and draws spiritual and temporal support from them.
- 3.4. St. Davids-Queenston United Church is linked to the United Church of Canada through its membership and participation in the Horseshoe Falls Regional Council, and General Council, each of which serves as a Court of the United Church of Canada.

- 3.5. As is the case with the higher Courts, all decisions made at Congregational and Board meetings shall be based on spiritual discernment. Opinions of all representatives must be considered and votes taken following prayerful reflection and with the guidance of the Minister. Great care and effort must be exercised by those in leadership positions to ensure that all matters pertaining to the life and activities of the Church are conducted in an atmosphere of sincerity and transparency.

4. Membership

- 4.1. Membership in St. Davids-Queenston United Church is determined by the Congregation in accordance with the criteria that are established from time to time by the United Church of Canada. Membership has three categories that are defined as follows:
 - 4.1.1. **Members:** The members of a congregation are children of full members; and children who have been baptized but have not yet become full members.
 - 4.1.2. **Full Members:** Full members are those who, by profession of faith, have joined the United Church of Canada and who are enrolled at St. Davids-Queenston United Church.
 - 4.1.3. **Adherents:** Adherents are those who regularly participate in the life and work of St. Davids-Queenston United Church, but who have not officially joined the United Church of Canada, or who might be United Church members, but have not transferred their membership from another congregation.
- 4.2. The Governing Body shall have a roll clerk to maintain a roll of members and adherents. This function may be performed by the Secretary of the Church. The roll shall be revised annually to reflect additions to and departures from the Congregation.
- 4.3. Membership privileges vary according to the category of membership:
 - 4.3.1. Full members are entitled to participate in all activities associated with the operation of the church, including voting at all Congregational meetings and holding elective office for any position on the Church Board and its committees.
 - 4.3.2. Full members may extend voting privileges to adherents at the Annual Congregational Meeting with the limitations that are defined in the United Church Manual.
 - 4.3.3. Adherents of St. Davids-Queenston United Church may be voting members of the Church Board. Only full members of St. Davids-Queenston United Church may serve as the Church Board Chair and representatives to Horseshoe Falls Regional Council.
- 4.4. A member of the order of ministry who has been called or appointed to St. Davids-Queenston United Church is not a member of the congregation, and is not eligible to have their name added to the membership roll. Any other member

of the order of ministry attending St. Davids-Queenston United Church may make a request to the Church Board to have their name added to the membership roll of the congregation. The Church Board is responsible for making a decision on the request.

5. Congregational Meetings

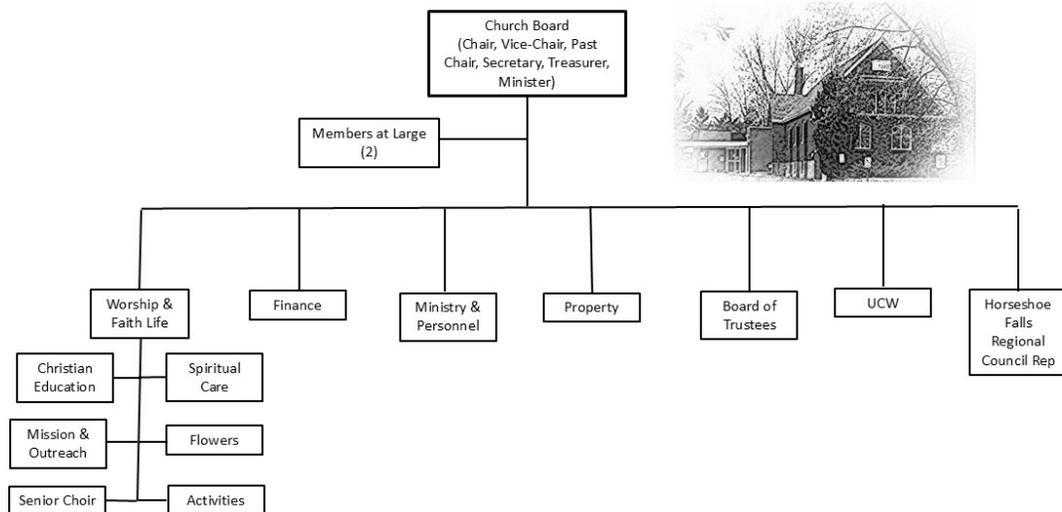
- 5.1. Congregational meetings are the means by which the membership guides the work and mission of the Congregation. An Annual Congregational Meeting shall be held each calendar year no later than the last Sunday of March. In addition, special meetings of the Congregation shall be convened as needs arise.
- 5.2. The Congregational Chair and Congregational Secretary for both Annual and Special Meetings shall be elected by the Congregation at the Annual Congregational Meeting. The Congregational Chair shall direct the meetings in keeping with the agenda that is approved by the membership. The Congregational Secretary shall record the number in attendance, take the minutes of the meeting, and record all decisions reached by votes of the membership.
- 5.3. Voting shall be normally conducted by a show of hands, but if a secret ballot voting process is requested to resolve a contentious issue, this more formal process shall be allowed. Voting shall be on the basis of a simple majority (50% plus one vote) of those present and entitled to vote under the terms of this Constitution. Proxy voting or voting by mail-in ballots is not permitted.
- 5.4. Special meetings of the Congregation may be called by the Minister, the Church Board, or in response to written submissions by ten percent or more full members of the Congregation. A meeting that is requested by the full members shall be held within fifteen calendar days after the request is received by the Chair of Board.
- 5.5. Congregational meetings must be announced in the sanctuary at the regular time of worship on the two successive Sunday services that are immediately prior to the meeting. The meeting may be held immediately after the worship service on the second Sunday. An Annual Report shall be prepared and distributed to members of the Congregation at least one week prior to the Annual General Meeting. The Annual Report shall include all items presented in 5.6.1 to 5.6.8 below, as well as any other items deemed necessary.
- 5.6. The agenda of the Annual Congregational Meeting shall include, but is not limited to, the following. Some of the items may be integrated into the worship service immediately preceding the annual meeting.
 - 5.6.1. approval of voting privileges of adherents
 - 5.6.2. election of Congregational Chair and Congregational Secretary;
 - 5.6.3. approval of the Minutes of the previous Annual Congregational Meeting as well as those of any special meetings that require approval.
 - 5.6.4. receipt of annual reports from the Minister, Chair of Board, Horseshoe Falls Regional Council Representatives, chairs of standing committees,

sub-committees and representatives of other organizations within the congregation.

- 5.6.5. approval of the Treasurer's Report for the preceding calendar year
- 5.6.6. approval of the Budget for the current year
- 5.6.7. approval of the Nominating Committee Report including the removal of individuals from office where considered necessary.
- 5.6.8. approval of amendments, if any, to the Constitution

6. Church Board

St. Davids-Queenston United Church Governance Model



6.1. Mandate

The Church Board is the custodian of the Congregational Mission Statement and is responsible for ensuring that its intentions are carried out. Responsibility for the administration of congregational activities is delegated and entrusted to the Board and its committees by the Congregation. The Board is authorized to make decisions on behalf of the Congregation between Congregational meetings. Changes to the Board organizational structure and reporting arrangements must be approved by the Congregation.

6.2. The obligations of the Board include:

- 6.2.1. the responsibility for the spiritual and temporal well-being of the Congregation by establishing priorities and taking action on behalf of the Congregation to assure that all needs are met;
- 6.2.2. the establishment of standing, sub, task oriented, or ad hoc committees, to conduct a variety of functions that are related to Church activities;

- 6.2.3. the monitoring of the activities of the various standing committees, sub-committees and organizations and being an avenue of recourse for any conflicts that might arise;
- 6.2.4. the preparation of an Annual Report on all Church activities and reporting to the Congregation at the Annual Congregational Meeting;
- 6.2.5. the preparation of an annual Nominating Committee Report recommending to the Congregation a list of candidates who are qualified to serve on the Board of Trustees, Standing and Sub Committees as identified in 6.3.4 and 6.3.6, as Officers of the Board and members at large, as identified in 6.3.3 and 6.3.5.3, as the Regional Council representative, Cave Springs Camp representative and Extension Council representative;
- 6.2.6. ensuring that the Congregation is kept informed of all church activities through various print and/or electronic means, weekly announcements and/or special meetings;
- 6.2.7. exercising any other functions that might be defined in the current United Church Manual.

6.3. Membership

Membership in the Church Board is intended to reflect representation from all areas of Congregational activities and interests. The Board shall consist of the following:

- 6.3.1. the Minister
- 6.3.2. Horseshoe Falls Regional Council Representative
- 6.3.3. the Officers of Board including the:
 - 6.3.3.1. Chair
 - 6.3.3.2. Vice-Chair
 - 6.3.3.3. Past Chair (Non-Voting)
 - 6.3.3.4. Secretary
 - 6.3.3.5. Treasurer
- 6.3.4. Chairs of all Standing Committees, including the following:
 - 6.3.4.1. Worship and Faith Life
 - 6.3.4.2. Property
 - 6.3.4.3. Ministry and Personnel
 - 6.3.4.4. Finance
- 6.3.5. Other Representatives
 - 6.3.5.1. UCW Representative
 - 6.3.5.2. Board of Trustees Representative

- 6.3.5.3. Members at Large to a maximum of two,
- 6.3.6. Chairs of Worship and Faith Life sub-committees will be voting corresponding members, such as the:
 - 6.3.6.1. Activities
 - 6.3.6.2. Flowers
 - 6.3.6.3. Spiritual Care
 - 6.3.6.4. Christian Education
 - 6.3.6.5. Mission and Outreach
 - 6.3.6.6. Senior Choir
- 6.3.7. Members may serve in more than one position at any given time, except for the position of Chair of the Board. As this practice is not recommended, incumbents filling more than one position shall be encouraged to seek replacements for one of the positions as quickly as possible. Members serving in more than one position shall have only one vote on any one issue at Board meetings.
- 6.3.8. The number of Standing Committees and sub-committees (6.3.4 and 6.3.6) may be increased or decreased as needs arise but must be confirmed by the Congregation at the next Annual Congregational Meeting. Appointments to fill vacant positions can be made by the Board during the year, but must be confirmed at the next Annual Congregational Meeting.
- 6.3.9. Full members and adherents of St. Davids-Queenston United Church may be voting members of the Church Board. Only full members of St. Davids-Queenston United Church may serve as the Church Board Chair and representatives to Horseshoe Falls Regional Council.

6.4. Terms of Reference and Terms of Office

- 6.4.1. Officers, all other members of the Board and all Members at Large shall be elected at the Annual Congregational Meeting. Members of the Board of Trustees shall be appointed at the Annual Congregational Meeting.
- 6.4.2. The Chair shall ensure that Board meetings are called as required and shall preside over all Board meetings. In the event of the absence of the Chair from any meeting, the Vice-Chair shall preside over that Board meeting and have all the powers and shall perform all the duties of the Chair. In the event of the absence of both the Chair and Vice-Chair from any meetings of the Board, the Members present shall appoint an Acting Chair who, for the purposes of such meeting, has all the powers and shall perform all the duties of the Chair.
- 6.4.3. A Chair shall be elected each year initially to a two-year term. The Chair may be re-elected by the Congregation to additional terms, if required.

- 6.4.4. A Vice-Chair shall be elected each year initially to a two-year term. The Vice-Chair may be re-elected by the Congregation to additional terms, if required.
- 6.4.5. The position of Past Chair shall be automatically filled by the outgoing Chair of the Church Board. The Past Chair position shall be non-voting and shall provide guidance and advice to the then current Chair at any and all meetings of the Church Board for a term of one year. The Past Chair may then stand for election as a general Member of the Church Board in the same year that the term ends.
- 6.4.6. The Secretary and Treasurer shall serve two-year terms but may be confirmed for additional terms by the Congregation.
- 6.4.7. The Secretary shall keep a record of attendance at Board meetings, take minutes of the meetings, and record all decisions that are decided by a vote of the attendees at the meetings of the Church Board for a term of one year.
- 6.4.8. The Treasurer, because of the requirements of the position and the mandate of the Finance Committee, shall serve as a member of the Finance Committee and is subject to the Terms of Reference for that Committee.
- 6.4.9. Horseshoe Falls Regional Council Representatives shall serve two-year terms, but may be ratified for additional terms by the Congregation.
- 6.4.10. Horseshoe Falls Regional Council Representatives shall serve as liaison between St. Davids-Queenston United Church and Horseshoe Falls Regional Council, shall keep the Board informed of any activities at the Region that might affect the Congregation, shall submit to the Board any directives that are issued by the Region, and shall serve as envoys to the Region on behalf of St. Davids-Queenston United Church to communicate any crucial subject matter of major concern to the congregation.
- 6.4.11. Trustees shall be appointed by the Congregation at the Annual Congregational Meeting. They shall serve two-year terms, but may be confirmed for additional terms by the Congregation.
- 6.4.12. The Chairs of the Standing Committees shall be elected by the members of the respective committees. The terms of office of the Chairs will be at the discretion of the members of the committees. If the need arises, a Chair shall designate a committee member to attend a Board meeting on their behalf, with full voting privileges.
- 6.4.13. Chairs of sub-committees shall be elected by the members of the respective committees.
- 6.4.14. The Board may establish ad hoc committees from time to time as more complex issues arise in order to resolve those issues to the satisfaction of the Board.
- 6.4.15. Chairs of Standing Committees and representatives of sub-committees and ad hoc committees shall report on all activities and events presided

over by their committees at Board meetings. The Chairs of Sub-Committees may have the Chair of Worship and Faith Life report to the Board on their behalf.

- 6.4.16. Members at Large shall be elected for two-year terms, but may be confirmed for additional terms by the Congregation. Efforts shall be made to have the terms of office for the Members at Large to be staggered to allow for an appropriate rotation.
- 6.4.17. The Property Committee shall have discretionary power in terms of non-budgeted expenditures that do not exceed \$1,500.00. For non-budgeted expenditures between \$1,500.00 and \$10,000.00, the Chair of the Property Committee shall seek concurrence for the expenditure before committing the funds from at least one of the following¹:
 - 6.4.17.1. Chair of the Finance Committee
 - 6.4.17.2. Chair of the Board

¹ Note: The reason for this precaution is to ensure that money can be made available to cover the unbudgeted expenditure.

6.5. Board Meetings

The Board shall hold regularly scheduled meetings at least four times per year. Special Meetings of the Board to deal with specific issues may be called by the Chair, or member of the Order Ministry settled or appointed to the pastoral charge, or designated Lay Minister recognized by the appropriate court and appointed to the pastoral charge, or the pastoral charge supervisor. Congregation members and adherents may attend regular Board meetings as non-voting observers. A Quorum of the Board shall require the attendance of the Minister, or designated lay minister or another person appointed by Horseshoe Falls Regional Council, and at least one-third of all Board members entitled to vote.

7. Standing and Other Sub-Committees

7.1. Roles and Membership

- 7.1.1. Work and mission of the Congregation is carried out by Standing Committees and sub-committees which are to be represented on the Church Board, as specified in 6.3.4 and 6.3.6 above. Representatives of sub-committees as specified in 6.3.6 and ad hoc committees, though not members of the Board, must report to the Board when invited to do so.
- 7.1.2. Standing Committees can establish sub-committees and/or ad hoc committees to deal with specific areas of concern as needs arise. Chairs of sub-committees and other committee members may attend Board meetings as non-voting members to present reports or offer advice and suggestions to the Board.
- 7.1.3. Members and adherents of St. Davids-Queenston United Church are entitled to membership on committees and organizations, subject to the Terms of Reference for each committee. Committees and organizations

shall be responsible for recruiting new members. New members of committees and organizations require Board approval and may serve on these committees throughout the year until membership is approved at the next Annual Congregational Meeting.

7.2. Terms of Reference for Standing Committees

The following Terms of Reference are, in some instances, abbreviated versions of the complete versions that have been approved for the committees. Committees may make any amendments to their Terms of Reference, but any such amendments shall be reported to and approved by the Church Board. The Board shall decide whether the approved changes require amendments to this Constitution.

7.2.1. Worship and Faith Life Committee

The Worship and Faith Life Committee plays a pivotal role in the work and mission of St. Davids-Queenston United Church by providing oversight for worship services and appropriate use of worship space. The Worship and Faith Life Committee is also responsible for all activities conducted by the Church Sub-Committees (6.3.6.1 through 6.3.6.6). These responsibilities are accomplished by:

- 7.2.1.1. assisting the minister, organist and choir in the planning of Sunday worship services;
- 7.2.1.2. reviewing and approving any upcoming changes to the Order of Worship service;
- 7.2.1.3. overseeing and lending support to the Sub-committees listed in 6.3.6.1 through 6.3.6.6 above;
- 7.2.1.4. overseeing the selection of lay readers for Sunday services;
- 7.2.1.5. planning and conducting the Sacrament of Holy Communion at specified times during the year;
- 7.2.1.6. planning and assisting the Minister in conducting the Sacrament of Baptism and Confirmation by profession of faith when required;
- 7.2.1.7. approving requests to conduct Marriages as required;
- 7.2.1.8. receiving requests for and facilitate transfers of membership;
- 7.2.1.9. receiving and facilitating requests from prospective candidates concerning discernments for Ministry;
- 7.2.1.10. ensuring that Benevolent Fund offerings and Memorial Fund offerings are received and accounted for;

- 7.2.1.10.1. The Benevolent funds that are obtained are administered by a member of the Worship and Faith Life Committee. The Benevolent funds will be distributed by the Minister when needed;
- 7.2.1.10.2. the Memorial funds are to be decided and distributed by the Worship and Faith Life committee.
- 7.2.1.11. supporting the welcoming of people at Sunday services through the provision of greeters; and,
- 7.2.1.12. being receptive to suggestions concerning Sunday services from the members of the Congregation and implement any proposals that are deemed appropriate.

7.2.2. Finance Committee

The Finance Committee monitors the financial and temporal affairs of the Congregation. It ensures that sufficient funds are made available to provide for staff salaries, operating expenses of the church, the Regional and General Council requirements; and accounts for all moneys received and disbursed for these purposes. The Committee accomplishes these objectives either directly or indirectly and has the responsibility to:

- 7.2.2.1. advise and assist the Treasurer during the preparation of the annual budget and periodic financial reviews;
- 7.2.2.2. monitor and support the work that is performed by the following individuals:
- 7.2.2.3. the Treasurer, who is responsible for:
 - 7.2.2.3.1. receiving and disbursing funds of various accounts;
 - 7.2.2.3.2. maintaining up-to-date records of financial transactions;
 - 7.2.2.3.3. preparing an annual budget for all Congregational accounts and activities;
 - 7.2.2.3.4. providing financial statements to keep the Church Board and the Congregation informed of the financial status of the church;
 - 7.2.2.3.5. ensuring that financial records are reviewed or audited; and

7.2.2.3.6. filing necessary documents with the United Church Head Office, Regional Council and government agencies.

7.2.2.4. the Envelope Steward who is responsible for:

7.2.2.4.1. keeping records of members' givings according to type, amount and frequency;

7.2.2.4.2. issuing periodic statements and annual receipts for income tax purposes;

7.2.2.4.3. co-ordinating the collection and counting of offerings; and

7.2.2.4.4. preparing and making bank deposits.

7.2.3. Ministry and Personnel Committee

The Ministry and Personnel Committee is a confidential, facilitation body that supports the pastoral relationship with the Congregation. It strives to achieve the following:

7.2.3.1. provide a facilitation and supportive agency for the staff and contracted personnel of St. Davids-Queenston United Church and for members and adherents of the Congregation;

7.2.3.2. review working conditions and the remuneration for the staff and contracted personnel of St. Davids-Queenston United Church and make appropriate recommendations to the Church Board;

7.2.3.3. oversee the relationship of the staff and contracted personnel with members of the Congregation and others;

7.2.3.4. oversee the relationship between members of the staff and contracted personnel with respect to their responsibilities and authority;

7.2.3.5. consult with all members of the staff about their plans for continuing education and ensure that those who are eligible avail themselves of the provisions for continuing education and that money and time are made available to them;

7.2.3.6. review and evaluate annually the effectiveness of the staff and contracted personnel in meeting their objectives as they relate to the mission of the Congregation as defined by the Church Board, and make any recommendations as a result of these reviews to the Church Board;

- 7.2.3.7. maintain close liaison with the Horseshoe Falls Regional Council Office of Vocation;
- 7.2.3.8. review regularly the responsibilities of all staff and contracted personnel and revise position descriptions when required or requested;
- 7.2.3.9. review remuneration of staff and contracted personnel and make recommendations for the following year's remuneration to the Board; and,
- 7.2.3.10. receive from each Ministry Personnel settled in or appointed to the Congregation a current police record check (PRC), no later than the completion of each six-year period of the pastoral relationship.

7.2.4. Property Committee

The Property Committee is responsible for the upkeep and maintenance of church buildings and land, all related systems (electrical, water, sewer, heating and security), equipment and appliances and has the following responsibilities:

- 7.2.4.1. responding to emergency situations which must be dealt with quickly to minimize property damage or alleviate potentially hazardous situations;
- 7.2.4.2. maintaining the parking lot and ensuring appropriate snow clearing in the winter;
- 7.2.4.3. maintaining the church property ensuring grass is cut as needed;
- 7.2.4.4. making recommendations to the Church Board for improvements, efficiencies and new infrastructure projects;
- 7.2.4.5. obtaining quotes and negotiating with contractors and service providers on Church Board approved projects;
- 7.2.4.6. arranging for annual maintenance and servicing of the heating and air conditioning systems;
- 7.2.4.7. maintaining a comfortable and secure environment for all church activities by:
 - 7.2.4.7.1. setting thermostats on a weekly basis based on the Church Calendar;
 - 7.2.4.7.2. maintaining a key register and issuing and retrieving keys from users; and,

- 7.2.4.7.3. ensuring the parking lot is safely lit at all times.

7.2.5. Board of Trustees

The purpose of the Board of Trustees is to hold all of the property of the Congregation for the use and benefit of the Congregation as part of the United Church of Canada. The activities of the Trustees are governed variously by public statutes, the United Church's Trusts of Model Deed, and the lawful direction of the Church Board, Horseshoe Falls Regional Council or the General Council. The Trustees accomplish this mandate by:

- 7.2.5.1. managing the cemetery including selling, allocating and registering plots;
- 7.2.5.2. considering and approving all major projects that change or alter the church structure or property;
- 7.2.5.3. through the Treasurer of the Trustees, advises the Trustees on the financial requirements of the Church and on the investment of funds that are received from a variety of sources including the sale of the manse, major bequests, or the donation of stocks. The Treasurer will also be a member of the Finance Committee; and,
- 7.2.5.4. preparing a Trustees report for inclusion in the Annual Report to the Congregation with the listing of the names and addresses of the Trustees in compliance with instructions in the United Church Trustees Handbook.

7.3. Terms of Reference for Sub-Committees

The following Terms of Reference are, in some instances, abbreviated versions of the complete versions that have been approved for the committees. Sub-Committees may make any amendments to their Terms of Reference, but any such amendments shall be reported to and approved by the Church Board. The Board shall decide whether the approved changes require amendments to this Constitution.

7.3.1. Christian Education Sub-Committee

The Christian Education Sub-Committee seeks to nurture and support seekers and learners of all ages and stages to grow in faith and in their relationship with God, self, one another and all creation so that they may engage fully in the life of St. Davids-Queenston United Church. This Sub-Committee is responsible for:

- 7.3.1.1. providing a church school for younger children and ensuring that all areas (programming, staffing, equipment, etc.) are available when required;
- 7.3.1.2. providing leadership and support for a youth group and ensuring that operations and activities fall within the mandate of the United Church of Canada;
- 7.3.1.3. reviewing and approving all learning materials that are brought into the Church;
- 7.3.1.4. providing nursery facilities for parents and children to use during Sunday services;
- 7.3.1.5. in conjunction with the Minister and Worship and Faith Life Committee, organize Congregational learning, such as study series in keeping with the Christian year, instructions for membership, Baptism and Confirmation, and Bible studies; and,
- 7.3.1.6. organizing Sunday School events.

7.3.2. Mission and Outreach Sub-Committee

The Mission and Outreach Sub-Committee strives to meet the various needs of the St. Davids-Queenston Congregation, the local community and national and international projects, as necessity dictates. In addition, it strives to meet the needs of special projects when feasible, with Congregation support, while recognizing the importance of keeping the Congregation well-informed of the nature and progress of the work of the Committee. The focus of this Sub-Committee and highlights of responsibilities are to:

- 7.3.2.1. understand financial needs and prepare submissions to the annual budget process in support of the Mission and Service Fund, as well as contributions to other charitable agencies that have been approved by the Sub-Committee;
- 7.3.2.2. provide and co-ordinate readers for the periodic "Minute for Mission" segment of the worship service and periodically present communications on local Mission and Outreach activities to the Congregation;
- 7.3.2.3. inform the Congregation of Mission and Service projects, through bulletin board displays, bulletin inserts, announcements and "Minute for Mission";
- 7.3.2.4. identify and invite guest speakers to make presentations during worship services on issues that are deemed worthy of support by the Congregation, and follow up with a

program of support that is appropriate to the needs presented; and,

- 7.3.2.5. support various other outreach activities to benefit the local community (e.g. the collection of food in support of the local food bank, the Christmas Shoebox program and a December mitten tree project).

7.3.3. Spiritual Care Sub-Committee

The Spiritual Care Sub-Committee will assist the Minister with the spiritual and pastoral needs of Congregation members from St. Davids-Queenston United Church who for various reasons can no longer attend regular worship services and other church activities. Sub-Committee members are subject to standards of strict confidentiality in all activities that are associated with the Sub-Committee which include the following:

- 7.3.3.1. contacting individuals who might not have attended Sunday services for some time, those who might be shut in, or who might have some other difficulties that prevent them from participating in worship services;
- 7.3.3.2. Using greeting cards, and other forms of written correspondence to extend best wishes and support to those who might be shut in, or who might have some other difficulties that prevent them from participating in worship services; and,
- 7.3.3.3. assisting the Minister with his visitation ministry to those in hospital, retirement residences, and nursing homes.

7.3.4. Flowers Sub-Committee

The Flowers Sub-Committee is responsible for enhancing the atmosphere of the sanctuary of the church with seasonal decorations and adornments which include the following:

- 7.3.4.1. placing flowers on the altar for weekly worship services, unless an individual or family has placed flowers in remembrance or memorial;
- 7.3.4.2. decorating the sanctuary for seasonal events including Easter, Thanksgiving, Remembrance Day and Christmas; and,
- 7.3.4.3. Fund raising via the Christmas Memorial Poinsettia offering.

7.3.5. Activities Sub-Committee

The Activities Sub-Committee is responsible for planning and conducting social and fundraising events at St. Davids-Queenston United Church. Revenues raised at these events are used to help fund church projects or for community outreach initiatives. Responsibilities include the following:

- 7.3.5.1. schedule and manage fund raising and social events;
- 7.3.5.2. ensure that co-ordinators are obtained and conflicts averted;
- 7.3.5.3. submit the proposed events to the Church Board for approval; and,
- 7.3.5.4. provide assistance to the co-ordinators when the activity takes place.

8. Implementation of Constitution

- 8.1. The Constitution was reviewed by the Horseshoe Falls Regional Council before being approved at the Annual Congregational Meeting held on February 23, 2020 . The vote was taken in accordance with the provisions of The Manual 2019.
- 8.2. This 2020 Constitution shall be made available to all members and adherents of St. Davids-Queenston United Church via the church website and in paper copy upon request.
- 8.3. The Constitution may be amended from time to time at the Annual Congregational Meeting or at a duly convened special Congregational meeting. Amendments are subject to review by the Horseshoe Falls Regional Council and then accepted by the Congregation of St. Davids-Queenston United Church.