

# CONSTITUTION OF GRACE UNITED CHURCH CALEDONIA (2015)

**(Approved February 8, 2015 with updates approved by Church Council June 17, 2015)**

## MISSION STATEMENT

To be a welcoming Christian Community

- Sharing God's Word
- Showing God's Love
- Serving God's World

CALEDONIA UNITED CHURCH (known as Grace United Church, Caledonia, Ontario) operates under the legal authority of the United Church of Canada Act.

This Constitution shall be deemed to comply with the Manual of the United Church of Canada (UCC), its by-laws and regulations. Should the wording of this Constitution in any way contravene or disagree in its intent with the regulations as set out by the UCC, the wording of the current Manual by-law or regulation shall take precedence.

All references in this constitution are to "The Manual 2013" unless otherwise noted.

# CHURCH COUNCIL

## MANDATE

The Council will provide for effective, efficient and innovative leadership and supervision of all areas of the congregation's mission and ministry in light of annual and long range goals, objectives and values. The Council's leadership shall be in accordance with the mission statement and the policies and procedures of the United Church of Canada. The Council will provide regular opportunities for direct communication & dialogue with the congregation. **(B7)**

## RESPONSIBILITIES

As a body of persons elected by and accountable to the congregation, the Council shall

- a) act as the Court of Caledonia Pastoral Charge **(A1)**, setting all policies and consistently exercising all responsibilities assigned by the congregation, presbytery, and in the Manual; **(A3, B7.4)**
- b) act representatively as the official decision-making body of the pastoral charge in the day-to-day matters of church life;
- c) act as a strategic planning group that designs ministry initiatives to support the Mission Statement;
- d) function as a coordinating body for ideas and concepts that flow from the initiatives of individuals in the church community;
- e) design and implement processes whereby the congregation reviews, develops and renews its commitment to its goals, objectives, values and Mission Statement on an annual basis;
- f) receive reports from committees on their work and their recommendations for action;
- g) ensure paper and electronic copies of the Annual Report are circulated to the congregation at least one full week prior to the Annual General Meeting (AGM); **(B7.4.8)**
- h) appoint a church archivist as required to organize regular transmission of records to the archives of the United Church of Canada;
- i) nurture an atmosphere of mutual respect whereby the thoughts and wisdom of all persons shall be considered; and
- j) review this constitution following publication of each update to the Manual and recommend any changes to the congregation.

## MEMBERS

Voting members of the Council shall include the Chair, Vice-Chair, Past-Chair, Treasurer, Presbytery Representative(s), UCW Representative, and the Chairs of all standing committees, including but not limited to Membership & Pastoral Care, Christian Development, Worship & Music, Missions & Outreach, Stewards, Ministry & Personnel, and the Board of Trustees. **(B7.3)**

Corresponding members **(A7.2)** shall include any member of the Order of Ministry settled or appointed to Grace United Church, the Secretary, Church School Coordinator, Missions Coordinator, Small Groups Coordinator, & Public Relations Coordinator.

In any case where the chair of a standing committee holds another voting position, that committee will elect another member to represent it at Council. The Chair of Council cannot concurrently chair a committee.

All voting members of Council must be members of Grace United Church in good standing unless an exception has been granted by Erie Presbytery. **(B7.3.1)**

## **COUNCIL MEETINGS**

Quorum for Council meetings shall be one-half of the voting members, plus any one member of the Order of Ministry settled or appointed to the pastoral charge, or another appointee of the Presbytery. **(B7.7.4)**

All Council meetings will be called in accordance with the Manual. **(A4, B7.7)**

Meetings will be held at least six times per year to ensure efficient communication amongst Council, its committees, and the congregation.

The usual method of voting will be by show of hands. **(B5.6, Appendix 7)**

## **CONGREGATIONAL MEETINGS**

Council will facilitate the following:

1. One congregational meeting held no later than the first Sunday of November each year to review mission goals and programming in order to prepare a budget for the next fiscal year.
2. One congregational meeting held no later than January 20<sup>th</sup> each year that will include reviewing and passing the annual budget. **(B4.1)**
3. The Annual General Meeting (hereafter referred to as AGM) of the congregation, held no later than February 15<sup>th</sup> each year. **(B5.2)**

All meetings of the congregation shall be called in accordance with the Manual. **(B5)**

The usual method of voting will be by show of hands. **(B5.6, Appendix 7)**

The Chair and Secretary for all congregational meetings shall be elected at the end of each AGM and shall hold office until the end of the AGM the following year. **(B6.1.1)**

## **COUNCIL POSITIONS AND DUTIES**

Any member of the congregation in good standing is eligible for election at the AGM to the following positions. **(B7.3.1, B7.6)**

### **CHAIR**

The Chair will be elected for a one-year term. Candidates should have at least one year's experience on Council and will have ideally served as Vice-Chair. The Chair may be re-elected for one additional term.

#### *Responsibilities*

- a) to chair all meetings of Council and the congregation; **(B6.1.2, B7.6.1)**
- b) to enforce the rules of order and decorum at all meetings;
- c) to take all votes and announce the outcome (in the event of a tie in any vote, the Chair shall cast the deciding vote); **(B6.1.2)**
- d) to sign all records of proceedings;
- e) to oversee preparation of the congregation's Annual Report and ensure copies are forwarded as specified by Erie Presbytery; and **(J1.1)**
- f) to serve as an ex-officio member of all standing committees.

### **VICE-CHAIR**

The Vice-Chair will be elected for a one-year term. Candidates should have at least one year's experience on Council. The Vice-Chair may be re-elected to a second term.

#### *Responsibilities*

- a) to chair all meetings of Council and the congregation in the absence of the Chair;
- b) to support all committees as required; and
- c) to serve on the Nomination Committee.

### **PAST CHAIR**

The Past Chair shall hold office for a maximum of two years following the election of a new Chair and the conclusion of the AGM.

#### *Responsibilities*

- a) to support the Chair in taking on that position and as required;
- b) to chair the Nominations Committee;
- c) to recruit nominees for Council vacancies that occur during the year; and
- d) to chair council meetings in the absence of the Chair and Vice-Chair.

## **SECRETARY**

The Secretary will be elected for a two-year term, renewable after each term. **(B6.2)**

### *Responsibilities (B7.6.2)*

- a) to serve as the recording and corresponding secretary of Council and the congregation;
- b) to record all Council & Congregational minutes and deliver an electronic file of the approved minutes to the church office;
- c) to sign all approved minutes of proceedings of Council and the congregation;
- d) to ensure that there are two signed copies of the minutes: original in the Council minute binder in the church office and one copy retained by the Secretary;
- e) to prepare the minutes for review by Erie Presbytery upon request;
- f) to maintain the congregation's policy & procedure manual; and
- g) to work with the appointed church archivist to ensure the transmission of the records of all proceedings to the United Church of Canada archives.

## **TREASURER**

The Treasurer will be elected for a two-year term, renewable after each term, and shall be an ex-officio voting member of the Stewards. **(B7.6.3, G4.2)**

The Treasurer is responsible for the overall accuracy and completeness of all financial records of the congregation as per the requirements of the Manual **(G4)**, the United Church Financial Handbook, and the Canada Revenue Agency (CRA) and as such must have a basic understanding of generally accepted accounting principles and experience in accounting or bookkeeping using current accounting software.

### *Responsibilities*

- a) to prepare an annual operating budget in consultation with all committees of Council for review and recommendation by the Stewards to Council;
- b) to receive and disburse all funds in accordance with the approved annual budget, and/or the policies of Grace United Church and the United Church of Canada; **(G4.2.4)**
- c) to oversee the work of the Offering Tellers and any others in the collecting of all funds;
- d) to ensure accurate records of all donations (by envelope or otherwise) are maintained and oversee the annual preparation of accurate charitable donation tax receipts;
- e) to provide and present statements of income & expense, and assets & liabilities for each meeting of the Stewards and of Council, and Fund statements as requested by Council committees and groups; **(G4.3)**
- f) to provide a financial summary for each meeting of the congregation, and complete financial statements that have been independently reviewed for the congregation's Annual Report; **(G4.4)**
- g) to review T4 forms prepared by the United Church payroll administrator and complete T4A forms as required by CRA regulations;

- h) to ensure salary and benefit adjustments are sent promptly to the United Church payroll administrator and the accuracy of payroll statements is reviewed monthly;
- i) to request and distribute any HST rebate annually on behalf of all church groups;
- j) to prepare consolidated financial statements including all church groups, operating funds, the UCW, and Trustees and complete the annual United Church financial statistics and the Registered Charity Information Return; and
- k) to ensure signing authorities, CRA, and other financial contact information are updated at the completion of each term.

### ***PRESBYTERY REPRESENTATIVE(S)***

The Presbytery Representative(s) will be elected for two-year terms, renewable. The number of representatives will be as specified in the Manual. **(C1.2)**

The Presbytery Representative(s) will represent Grace United Church to Erie Presbytery by sharing information from Council and the congregation, and by sharing information from Erie Presbytery with Council and the congregation.

### ***Responsibilities***

- a) to attend the regularly scheduled Presbytery meetings, taking information as requested by Council and gathered by networking with Council committees;
- b) to attend the Hamilton Conference AGM if requested by Council;
- c) to submit an annual budget for travel expenses and fees as specified by the Treasurer;
- d) to attend each Council meeting;
- e) to ensure that a written report is available to Council for each regular meeting; and
- f) to be accountable to Council.

In the event a representative is unable to attend a presbytery meeting, he/she will notify the Chair of Council to allow Council to designate an alternative to attend in his/her place.

## **COUNCIL EXECUTIVE**

Voting members shall include the Chair, Vice-Chair, Past Chair, and Treasurer.

Corresponding members **(A7.2)** shall include any member of the Order of Ministry settled or appointed to Grace United Church and the Secretary.

The Executive shall:

1. have the authority to act on behalf of Council between meetings when time-sensitive emergency situations arise. When possible, the Executive will consult members of Council via electronic means in order to formulate a representative course of action.
2. inform Council of any Executive decisions no later than the next meeting of Council.
3. fulfill any other responsibilities assigned to it by Council. **(B7.5.1)**

## **SIGNING AUTHORITY**

Any two of the Council Treasurer, Chair of Council, Vice-Chair of Council, Past-Chair of Council, or Chair of Stewards may authorize transactions for Grace United Church, with the exception of the Trustee and UCW accounts, which shall each have signing authority designated to any two of their Treasurer, Chair/President, and at least one other individual.

The annual charitable return and all charitable tax receipts will be authorized by the Council Treasurer, or by an alternate person designated annually by Council.

## **NOMINATING COMMITTEE**

### **RESPONSIBILITIES**

- a) consulting Council and Committee Chairs on vacancies & needs;
- b) recruiting members for Council and all committees; and
- c) providing a slate of nominations for the AGM for all positions on Council and its committees. **(B7.8.3)**

### **MEMBERSHIP**

The Past Chair of Council will chair the Nominating Committee, which shall also consist of the Vice-Chair of Council and two other members of the congregation. The committee shall hold its first meeting by the end of October each year.

## **STANDING COMMITTEES**

### **ACCOUNTABILITY**

- 1. All committees referenced in the following pages of this constitution are considered Standing Committees directly accountable to the Council of Grace United Church. **(B7.8.1)**
- 2. Unless specifically noted, these instructions apply to Membership & Pastoral Care, Christian Development, Worship & Music, Missions & Outreach, Stewards, Ministry & Personnel, any other committee deemed a Standing Committee by Council, and the Board of Trustees.

### **RESPONSIBILITIES**

- 1. Elect a committee chair, alternate (vice-chair) and secretary prior to the AGM.
  - a. The chair will be an ex-officio member of Council and is responsible for attending meetings of Council or asking the alternate to go in his/her place (Note members of Council must normally be full members of the congregation). **(B7.3.1)**

- b. The chair will ensure a written report is submitted to the secretary of Council for each regular Council meeting.
  - c. The secretary will record & distribute minutes as soon as possible following each meeting. Once approved by the committee, the secretary will place an original copy in the committee's official minute binder in the church office. (Confidential Ministry & Personnel minutes will be kept secure by the M&P committee and will not be placed in the official minute binder in the church office.)
2. Hold meetings at least quarterly, as determined by the committee or at the call of the chair.
3. Develop plans each fall for the coming fiscal year and submit an annual budget proposal to the Council Treasurer by the date specified by the Treasurer. **(G4.1)**
4. Carry out planned activities in the context of the Manual, this Constitution, policies or procedures enacted by Council, and requests made by Council.
5. Prepare an annual report on the work of the committee with any plans for the coming year to be submitted as specified by the Chair of Council. **(B5.2b)**

## MEMBERSHIP

1. Committees will have a minimum of three to a maximum of ten voting members.
2. The minister (with the exception of Nominations and Ministry & Personnel) **(B7.8.4)** and Chair of Council will be ex-officio corresponding members **(A7.2)** of all standing committees.
3. Quorum will consist of half the voting members of the committee.
4. The committee chair will be included in establishing quorum, but vote only in the case of a tie.
5. Standing committees may have additional specific membership requirements outlined in the Manual and/or its related handbooks.

## TERM OF OFFICE

1. Committee members (except for the Board of Trustees) will serve two-year terms but may be re-elected. **(B7.8.3)**
2. Committee chairs may serve a maximum of two consecutive terms as chair.
3. The Nominating Committee may request chairs stay for a longer term if this is in the best interest of the committee or overall Council membership.
4. Terms shall be scheduled such that no more than half the committee may retire in any one year.
5. Terms take effect immediately following the conclusion of the AGM.
6. The outgoing chair and secretary of each committee will meet with their incoming counterparts to discuss the committee's ongoing work and pass on any committee contacts and documents.



# MEMBERSHIP & PASTORAL CARE

## **MANDATE**

To provide general oversight of the membership and the pastoral care needs of the congregation.

## **RESPONSIBILITIES**

### *Membership*

- a. to coordinate policies and practices regarding baptism and confirmation; **(B3.2/3.3)**
- b. to recommend to Council and oversee the admission of persons into full membership, their removal, and the granting of certificates of transfer of membership; **(B3.2/3.3)**
- c. to recommend to Council the removal or restoration of names on the current membership roll; **(B3.6.2/.3)**
- d. to recommend discipline to be exercised by Council due to the conduct of members; **(Basis of Union 5.10.1(2), B7.4.1)**
- e. to oversee the annual accuracy of the church rolls, including baptism, marriage, burial, current membership (resident & non-resident), and historic membership; **(B3.6)**
- f. to oversee the annual maintenance of church contact lists including both members **(B3.2)** and adherents **(B3.4)** and make available to support the work of committees of Council;
- g. to ensure accurate statistics are reported annually to the congregation and the United Church of Canada and records are regularly transmitted to the archives of the United Church of Canada; and **(B7.4.11)**
- h. to coordinate a “New Members Orientation Event” periodically in consultation with the minister and Council.

### *Pastoral Care*

- a. to work with the minister to recruit, train and support a team of lay visitors to supplement clergy visits to the congregation’s members and adherents; and
- b. to consult with Ministry & Personnel to ensure lay visitors are screened according to the policies of Council and the United Church of Canada. **(Police Records Checks Handbook; Faithful Footsteps: Screening Procedures for Positions of Trust).**

# CHRISTIAN DEVELOPMENT

## **MANDATE**

To provide for the Christian faith development of members of the congregation at all stages of their faith journey.

## **RESPONSIBILITIES**

- a. to consult with the congregation to determine faith formation and Christian education needs in cooperation with the minister and provide leadership to ensure those needs are met; **(B7.8.6)**
- b. to recruit leaders to provide for a Church School, nursery, library, youth and adult study groups and consult with Ministry & Personnel to ensure leaders are screened according to the policies of Council and the United Church of Canada. **(Police Records Checks Handbook; Faithful Footsteps: Screening Procedures for Positions of Trust);**
- c. to consult the Church School leaders and recruit a Church School coordinator to act as a liaison with the committee;
- d. to review and confirm the Church School leaders' curriculum recommendations;
- e. to plan and organize at least one adult Christian Development program each year;
- f. to ensure that all leaders are given access to training, resources, and support necessary to provide a valuable Christian education;
- g. to plan an annual church picnic in June with the assistance of the youth;
- h. to organize and publicize events for the children and youth of the congregation and community; and
- i. to encourage youth involvement in church life, including inviting a youth representative to attend meetings of Council to present youth views and report pertinent information back to their peers.

The Church School Coordinator and the representative(s) chosen by the UCW will be ex-officio voting members of the committee.

## **CHURCH SCHOOL COORDINATOR**

### **RESPONSIBILITIES**

- a. to organize meetings of Church School leaders as necessary to confirm start/end dates, and coordinate schedules, week to week plans, and special activities;
- b. to consult annually with the Church School leaders to assess curriculum materials and Church School budget needs and make recommendations to Christian Development;
- c. to ensure an order for curriculum is placed by June;
- d. to ensure supplies are reviewed and replaced as needed and according to budget;
- e. to liaise with Christian Development and the minister as required to coordinate plans outside of regular weekly activities;
- f. to liaise with parents and families regarding feedback about Church School activities;
- g. to ensure sufficient registration information is confidentially maintained for Church School participants; and
- h. to coordinate with Worship & Music and the minister any child and youth involvement in congregational festivals of faith, intergenerational services, and the annual Gathering Day installation of teachers and recognition of Church School achievements.

# WORSHIP & MUSIC

## **MANDATE**

To coordinate and oversee all aspects of the worship experience, including but not limited to music, prayer, scripture, preaching, and the Sacrament of Holy Communion.

## **RESPONSIBILITIES**

- a. to oversee the format of worship services in consultation with the minister and Christian Development Committee; **(B7.4.1)**
- b. to coordinate and confirm general plans with choir leader(s) for services and concerts;
- c. to coordinate preparation, serving, and cleanup for the Sacrament of Holy Communion;
- d. to coordinate lay participation in services;
- e. to provide for regular youth involvement in worship services;
- f. to arrange for pulpit and musician supply as required;
- g. to review & approve all use of the sanctuary; **(B7.4.1)**
- h. to oversee sanctuary furnishings, decorations, memorials, bulletins (order of service) and the maintenance and operation of the carillon;
- i. to coordinate arrangements for anniversary and other special services;
- j. to coordinate policies and practices regarding marriage and funeral services;
- k. to ensure proper copyright documentation is maintained for all church uses; and
- l. to recruit a Public Relations Coordinator to oversee communications to the congregation and community.

The Public Relations Coordinator and one representative of the Church Choir will be ex-officio voting members of the committee.

## **PUBLIC RELATIONS COORDINATOR**

### **MANDATE**

To assist committees of Council and church groups in promoting and publicizing events and activities within the congregation and to the community.

### **RESPONSIBILITIES**

- a. to arrange for advertising of special events, activities and worship services as requested;
- b. to recruit a newsletter editor and provide support for the publishing of a quarterly congregational newsletter;
- c. to recruit a website editor and provide support in the collection of relevant content; and
- d. to oversee content of announcements and coordinate updates of promotional signage on church bulletin boards and grounds.

# MISSIONS & OUTREACH

## **MANDATE**

To assist the congregation in obtaining an understanding and enthusiasm for the church's outreach and mission programs, locally, nationally and globally. To promote a welcoming environment at Grace United Church.

## **RESPONSIBILITIES**

- a. to review reports at least quarterly on the Mission & Service Fund, Local Missions Fund, and Benevolent Fund;
- b. to promote awareness of the United Church of Canada's Mission & Service Fund, set goals for annual contributions and monitor actual contributions; **(G4.3.2)**
- c. to encourage the congregation to promote the church in the community and provide Christian spiritual support and temporal support to local organizations:
  - i. to review and select charitable local missions for the upcoming year and inform the congregation about the organizations and how they are being supported;
  - ii. to provide an avenue for groups requesting support to approach the committee, with the expectation that they receive a response in a timely manner;
- d. to oversee operation of the congregation's Benevolent Fund: **(Financial Handbook 5.7)**
  - i. to make recommendations to Council on policies to provide an avenue for individuals requesting support to approach the church; the process for reviewing such requests; and the maintenance of confidential records;
  - ii. to review the balance of the Benevolent Fund each quarter and determine if a call to the congregation for donations is required;
- e. to promote and coordinate social/fellowship events and activities for the congregation:
  - i. to assist Christian Development as requested to plan the annual church picnic;
  - ii. to plan and organize at least two additional social/fellowship events each year;
  - iii. to coordinate a coffee hour following regular worship services;
- f. to maintain the congregation's visitors book; and
- g. to recruit a Missions Coordinator and a Small Groups Coordinator.

The Missions Coordinator & Small Groups Coordinator will be ex-officio voting members of the committee.

## **MISSIONS COORDINATOR**

### **MANDATE**

To monitor congregational contributions and disbursements to mission projects, including the United Church of Canada's Mission and Service Fund; local missions; and the Benevolent Fund.

## **RESPONSIBILITIES**

- a. Mission & Service Fund
  - i. to act as a liaison with the Treasurer to receive reports on contributions;
  - ii. to liaise with the Treasurer to review statements from the United Church of Canada to ensure contributions are being received at least quarterly;
  - iii. to review progress towards fulfilling the congregation's annual goal;
  - iv. to track and report to the Missions & Outreach Committee all correspondence concerning the Fund.
- b. Local Missions Fund
  - i. to act as a liaison with the Treasurer to receive reports on monthly contributions and disbursements;
  - ii. to review the total collected/raised for each local mission in the current year and compare with past years;
  - iii. to inform the Administrative Assistant and Treasurer of the local missions selected and provide instructions for the distribution of funds;
  - iv. to provide an accompanying letter for each cheque to local missions;
  - v. to track and report to the Missions & Outreach Committee and congregation any acknowledgement of donations from each local mission; and
- c. Benevolent Fund
  - i. to liaise with the Treasurer to receive reports on contributions and disbursements and report the balance to the Missions & Outreach committee.

## **SMALL GROUPS COORDINATOR**

### **MANDATE**

To lead the congregation in the successful coordination and application of small group outreach ministries. To provide guidance and resources for those considering initiating a group as well as being the voice for such groups to the Missions & Outreach Committee and Council.

### **RESPONSIBILITIES**

- a. to provide the congregation with an understanding of small group ministry;
- b. to recognize and recommend opportunities to apply small group ministry;
- c. to provide resources for small groups so that they can identify their individual purpose as well as logistical matters like submitting their annual budget to the Missions & Outreach committee, submitting their annual report, how often to hold meetings, how to run a successful group, etc.;
- d. to coordinate the activity of groups in order to ensure the needs of the congregation are being well served in that a "new" group doesn't too closely replicate the purpose of an existing group. If there is any question or doubt in this regard, to act as a liaison between the two groups.

# STEWARDS

## **MANDATE**

To undertake short and long-term planning and establish financial objectives with respect to the identified goals of the congregation while ensuring church finances are administered in a sound, prudent manner and in accordance with the Financial Handbook for Congregations. To ensure the church property (including buildings, furnishings, parking lot and grounds) is well maintained.

## **RESPONSIBILITIES**

### **FINANCIAL**

- a. to review at least once annually the total financial requirements, plans and goals of all committees and the congregation (with the exception of the Trustees and United Church Women), including consulting with Ministry & Personnel regarding recommendations for staff compensation;
- b. to recommend an annual budget to Council; **(G4.1.2)**
- c. to make recommendations for policies & procedures to safeguard church finances;
- d. to recruit/appoint two tellers per week for the recording of the offering;
- e. to make a recommendation at the AGM regarding the appointment of a financial reviewer or external auditor for the current year; **(G4.4.)**

### **BUILDING & PROPERTY**

- a. to provide for repairs and maintenance of the church property, including buildings, furnishings, infrared hearing system, parking lot and grounds, with the exception of the kitchens;
- b. to oversee purchases of church equipment (with the exception of kitchen equipment);
- c. to recommend to Council policies regarding the use of church equipment and facilities (with the exception of the sanctuary and kitchens) and annually propose a schedule of rental fees;
- d. to provide for winter snow removal from the parking lot and walkways 7 days a week;
- e. to negotiate all service contracts pertaining to the inspection, maintenance, and repair of the church property, building and equipment, including the fire alarm system, fire extinguishers, plumbing and electrical systems, elevator, boiler and furnaces in accordance with applicable Ontario law;
- f. to have the Chair or designate coordinate overall custodial needs and inform the custodian as required; and
- g. to coordinate the use of the parking lot for paid parking during community events such as the Caledonia Fair.

The Council Treasurer, Trustee Representative, and UCW Representative(s) will be ex-officio voting members of Stewards.

# BOARD OF TRUSTEES

## **MANDATE**

To hold and administer all lands, premises, and other major assets and property acquired or received for the use of the congregation, on behalf of the United Church of Canada, in accordance with the Model Trust Deed, and the by-laws of the United Church of Canada.

## **RESPONSIBILITIES**

- a. to discharge the duties and exercise the powers set out in the Manual **(G3)** and the Congregational Board of Trustees Handbook;
- b. to obey all lawful orders and directions (in order of hierarchy of authority) of the congregation, Council, Erie Presbytery and Hamilton Conference **(Handbook 35, 37, 38, 27)**;
- c. to maintain an inventory of church contents with appraised values if relevant; **(Handbook 54, 55)**;
- d. to ensure sufficient insurance is provided for liability, property, and directors & officers of the congregation **(Handbook 47-53)**;
- e. to oversee the investment of long-term assets of the congregation using Council's Investment policy and the Ontario Trustee Act for guidance **(Handbook 42-45)**;
- f. to direct concerns about the maintenance of the building and property to the Stewards, and to Council, the Congregation, or Presbytery as necessary (use of any funds held by the Trustees for maintenance/repair must be approved by Council) **(Handbook 57)**; and
- g. to appoint a representative as needed to sit as a Steward **(Handbook 57, 72)**.

## **MEMBERSHIP**

The Board of Trustees shall consist of not fewer than 3 or more than 15 members, **(G3.3.4)** and the majority shall be members of Grace United Church **(G3.3.2)**.

Trustees will be elected in accordance with the Manual **(G3.3)** and will remain trustees until they resign or are removed in accordance with the Manual **(G3.3.6)**.

The Chair of the Trustees shall be elected from among the trustees with the consent of the settled/appointed minister of Grace United Church, who will otherwise be the Chair or designate a Chair **(G3.5, Handbook 61)**.

When the minister has decided to be the Chair, another trustee shall be elected by the trustees to attend to vote at Council meetings.

The Board of Trustees may elect a Secretary and/or Treasurer from outside their membership. When this occurs, the position(s) will be non-voting **(Trustees 63, 65)**.

# MINISTRY & PERSONNEL

## MANDATE

To assist ministry personnel, staff, congregation members, and adherents with building and maintaining healthy relationships for effective shared ministry in accordance with the Manual **(B7.8.5)** and the Ministry & Personnel Committee Guidelines Handbook. To review working conditions, responsibilities and compensation and make recommendations to Council. To provide a confidential, consultative and supportive agency for all staff and those performing roles and functions as paid or volunteer leaders.

## MEMBERSHIP

Members of this committee will be nominated based on active involvement in the life of the congregation and to reflect the diversity of the pastoral charge. Members should provide the committee with knowledge of United Church policies and practices, human resource experience, interpersonal, conflict resolution, and communication skills, and be comfortable consulting widely with the diverse voices of the pastoral charge. **(M&P1)**

## RESPONSIBILITIES

- a. to ensure that a public file is kept for the congregation in the church office including documents such as job descriptions, Council's human resource policies, and the Ministry & Personnel Committee Guidelines; **(M&P3)**
- b. to maintain a confidential file for each staff member containing contracts, records of remuneration, continuing education, documented concerns, annual reviews, and reports submitted to Council; **(M&P3)**
- c. to oversee the relationships between church staff, members of the congregation, and each other with respect to performance, responsibilities and authority; **(B7.8.5)**
- d. to ensure that an avenue is created, publicized and maintained to register feedback, in writing, to the Ministry and Personnel Committee for consideration; **(M&P3)**
- e. to coordinate concerns between employees, independent contractors and volunteers with regards to responsibilities and authority; **(B7.8.5)**
- f. to provide opportunities for staff to converse with the committee at least quarterly; **(M&P1)**
- g. to ensure that information provided in confidence by employees and members of the congregation is treated appropriately; **(M&P 4)**
- h. to consult annually with staff and members of Council regarding staff support needs and concerns; **(M&P5)**
- i. to coordinate, recommend, and inform Council of plans for vacations and leaves; **(M&P8)**
- j. to ensure church office communications are monitored and distributed in the absence of the Administrative Assistant;



- k. to monitor and ensure workplace health and safety, including responding to abuse and harassment concerns; **(M&P5)**
- l. to advise Council of changes to United Church policy, Canadian law and/or Canada Revenue Agency guidelines and make recommendations regarding human resource policies; **(M&P8)**
- m. to receive from each employee and from designated volunteers current screening documentation every three years; **(J2, Police Records Check Handbook)**
- n. to report to Council as specified in the Ministry & Personnel Committee Guidelines; **(3)**
- o. to liaise with the Presbytery/Conference Pastoral Relations Committee as required;

#### **EMPLOYEES**

- a. to annually review and evaluate staff responsibilities and requirements by consulting with Council and/or the committee(s) whose area of ministry is involved; **(M&P9)**
- b. to annually provide for review and evaluation of the effectiveness of each employee in regards to stated needs, requests & goals of the congregation and of the employee; **(M&P9/Appendix D)**
- c. to coordinate feedback and concerns from members of the congregation with employees and vice-versa by providing a consultative and supportive agency for both staff and members/adherents of the congregation and assisting in resolving matters of concern/conflict as quickly as possible; **(M&P3)**
- d. to annually consult with the Stewards and make recommendations regarding salary and any allowances and make recommendations to Council regarding working conditions and changes to position descriptions; **(M&P5)**

#### **INDEPENDENT CONTRACTORS (excluding maintenance contracts)**

- a. to annually review and evaluate the need for services from independent contractors by consulting with Council and/or the committee whose area of ministry is involved; **(M&P9)**
- b. to annually review and evaluate the effectiveness of work performed by independent contractors in regards to stated needs, requests & goals of the congregation;
- c. to coordinate feedback and concerns from members of the congregation with independent contractors and assist in resolving matters of concern/conflict as quickly as possible; and **(M&P3)**
- d. to consult with the Stewards and make recommendations regarding contract terms and compensation when requested by independent contractors.

# UNITED CHURCH WOMEN

## **MANDATE**

Each women's group is free to determine their own purpose according to the UCW Guidelines handbook, which may include personal support, friendship, spiritual nurture and growth, mission education, service, exploring faith in Jesus, outreach, fundraising, fun, prayer, healing, or education for life.

## **RESPONSIBILITIES**

- a. to provide opportunities for fellowship and mutual support amongst the women of the congregation;
- b. to encourage growth in Christian understanding, faith and experience through worship, bible study, and involvement in other activities;
- c. to develop Christian leadership for church and community;
- d. to encourage informed participation in the mission of the United Church in the congregation, the community, the nation, and the world;
- e. to encourage ecumenical understanding;
- f. to cultivate Christian stewardship in all life;
- g. to share financially in supporting the United Church of Canada through the Mission and Service Fund, in meeting the needs of the congregation of Grace United Church, in sharing the expenses of Presbytery and Conference organizations of the United Church Women, and in supporting community undertakings;
- h. to determine the size, structure, and manner of leadership of Grace UCW;
- i. to oversee use and rental of the kitchen and maintain and purchase all kitchen equipment;
- j. to keep records of all financial transactions of Grace UCW and compile an annual financial report to submit to the Council Treasurer for the congregation's AGM; and
- k. to appoint representatives as needed to:
  - i. Church Council (1)
  - ii. Stewards (1 or 2)
  - iii. Christian Development (1 or 2)
  - iv. regional organizations and other related bodies

## **MEMBERSHIP**

Women who are in agreement with the purpose of the group and who are willing to contribute their prayers, gifts and service-for-the work of the church in the world.