
DUNBARTON-FAIRPORT UNITED CHURCH

A BRIEF HISTORY

In 1833, eighteen people in the sparsely settled area around Frenchman's Bay struggled to preserve their Presbyterian faith while building a new culture in a strange land. Two years later, in 1835, the Reverend R. H. Thornton held services on alternate Sundays in two log schoolhouses in the area. Erskine Presbyterian Church was established by the vision of a handful of determined Christians whose faith empowered them to overcome the obstacles of their harsh life and build not only for themselves but for the future of their land.

By 1854, two churches served the people of the community on sites still used today by our congregation. In 1883, Erskine Presbyterian and Dunbarton Presbyterian amalgamated under the name Dunbarton Presbyterian. Our historic sanctuary was built in the village of Dunbarton.

In 1925, the congregation entered the United Church of Canada. In 1973, following a fire that gutted the Dunbarton sanctuary, Dunbarton and Fairport United Churches came together to rebuild and form our present congregation.

By 1978, our congregation made its first commitment to undertake the expansion required to become the United Church for all of South Pickering. Eight years later, on February 9, 1986, our commitment became reality when we worshipped together for the first time in our new sanctuary.

Our rural charge has become a suburban church, in the center of a rapidly developing, dynamic community. With heritage spanning over 150 years, we of Dunbarton-Fairport, most of whose roots are in other places, face a challenge akin to that of our forbearers. We look to the past for inspiration and to the future with hope and enthusiasm.

MISSION STATEMENT

Informed by a developing understanding of God's will, exemplified in the life and teaching of Jesus, our Congregation seeks to grow individually and collectively to recognize and respond to personal, community, national and international needs and opportunities. Our structure and activities reflect our attempts to:

- stimulate all who attend worship to find a personal ministry
- organize opportunities by which our talents may be nurtured and expressed in God's Service
- reach out to the wider community with both service and witness

DUNBARTON-FAIRPORT UNITED CHURCH

MODEL STATEMENT

Welcome to Dunbarton-Fairport United Church, one of the oldest Christian congregations in this area.

We strive to build a community of Christ on a life-long journey of learning and teaching each other following these guiding principles:

- We come together regularly and in many ways to worship God to listen for God's word: in prayer, Biblical Scripture, sermon, music, study and discussion
- We are not here to judge
- We are a nurturing church that encourages and helps all who come to feel personally connected and valued
- We care about others as much as we care about ourselves
- We teach our children the values, history, and traditions of our faith, and encourage them to adopt these as their own
- We provide Christian education and encourage the development of spiritual practices for youth and adults through all life stages
- We, as part of a Christian institution, stand for living the values of mercy, compassion, and forgiveness, in imitation of God
- We seek to encourage the society around us to listen to God and to live out the same values for which we stand. We give back, as we are able, our monies, time and talents, for God's work
- We work with our local and the global community, both religious and secular, for the common good of all

AN OVERVIEW OF OUR STRUCTURE

SUMMARY

At present we are operating with seven (7) standing committees that have been sanctioned by the Congregation to oversee the life and work of Dunbarton-Fairport United Church.

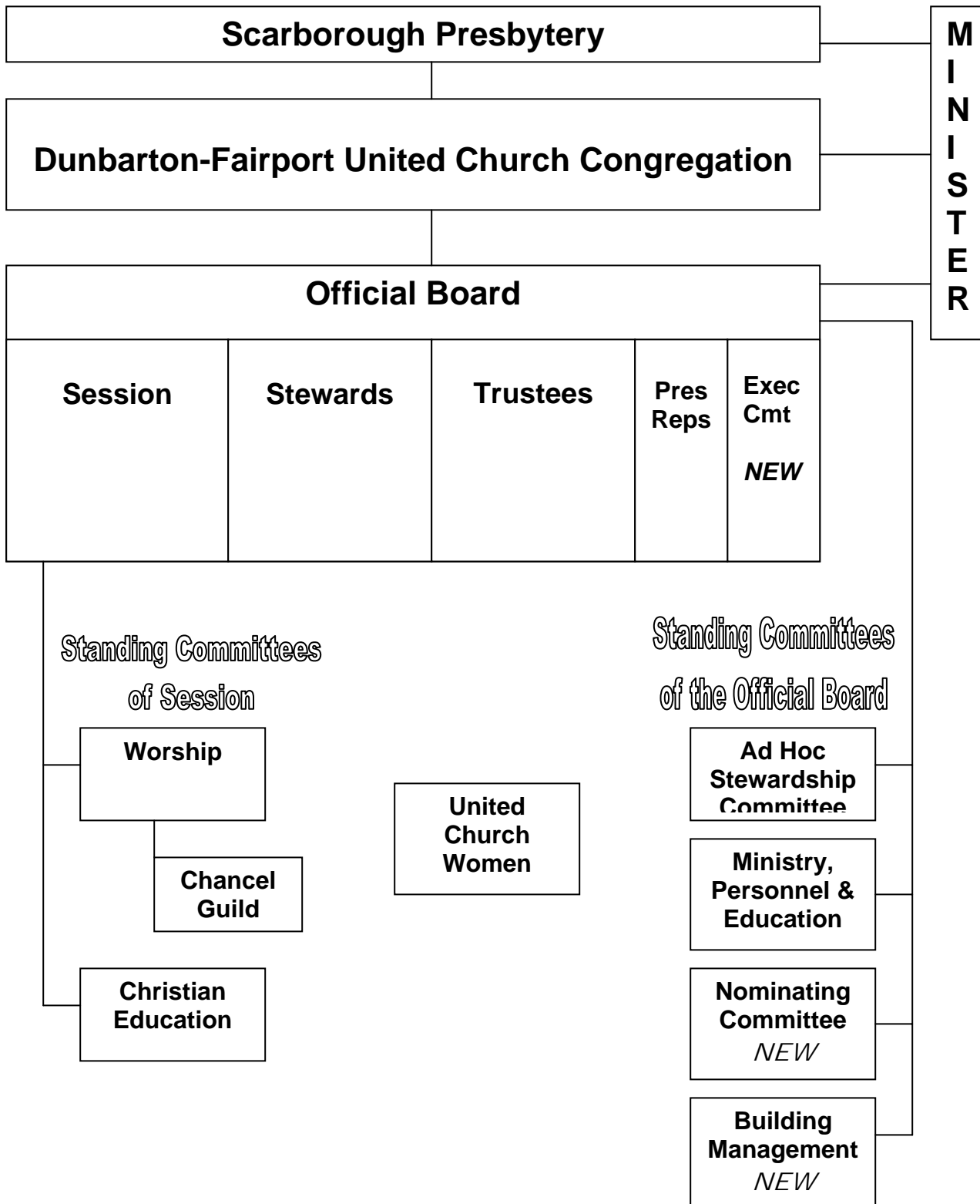
In this section of the handbook, we will discuss the organization and responsibilities of:

- Presbytery
- the Congregation
- the Session
- the Stewards
- the Official Board
- the Trustees
- the Executive Committee
- Presbytery Delegates

The third and fourth sections of this guide focus on the Standing Committees. Here you will gain an understanding of the specific purpose of each committee and the responsibilities that must be fulfilled in addition to guidelines about providing leadership, setting goals and running successful meetings.

Committee position descriptions, as well as a glossary of terms, can be found in the Appendices of this document.

Dunbarton-Fairport United Church Organization Chart



1. Official Board members are elected by the Congregation at the Annual General Meeting.
2. Standing Committees are appointed by the Official Board and Session respectively.
3. To be reviewed after one-year of operation following final approval from Presbytery

THE UNITED CHURCH OF CANADA: CONCILIARY BODY

CHURCH GOVERNANCE at the HIGHEST LEVELS

The General Council is the national decision making body of the United Church of Canada. All Conferences are represented on this council with equal membership by clergy and lay persons.

The Conferences are made up of representatives from the various Presbyteries in their area. The prime function of these bodies is to ordain and commission ministers.

If you wish more information about these governing bodies, you may consult the *Manual of the United Church of Canada* or discuss your questions with our Ministerial Staff.

LOCAL STRUCTURE

This handbook focuses on Dunbarton-Fairport's governing structure. It is designed to familiarize you with the details of our conciliar set-up and to help you understand and fulfill your responsibilities as a member of one of our committees.

The various levels of governance are described from the Presbytery down through our committee structure to the congregation.

Note: This handbook is not intended to supersede the *Manual of the United Church of Canada*. It has been written by the ad hoc Governance Committee (2004) to help you achieve our congregational goals through effective and informed leadership.

EXPLAINING PRESBYTERY

SUMMARY

The pastoral charge, which may be made up of one (1) or more congregations, as the basic unit of organization within the United Church of Canada. Presbytery is an organization which is made up of equal numbers of lay and clergy members from the pastoral charge under its care. All clergy in the United Church must belong to a Presbytery and are not considered members of their congregation or charge.

HOW ARE WE REPRESENTED?

We are presently represented by delegates from our congregation who are appointed by the Official Board to serve on Toronto Scarborough Presbytery for the conference year (July – June).

WHAT DOES PRESBYTERY HAVE THE AUTHORITY TO DEAL WITH?

Some of the most visible responsibilities of Presbytery are to:

- deal with matters affecting the Pastoral Relationship
- make decisions on the acquisition and disposition of property and the building or renovating of church facilities
- recommend candidates for the ministry, to Conference

In addition, Presbytery operates a number of standing committees which give the pastoral charges leadership and support in our ministry and deal with matters of concern passed down from Conference and General Council.

Note: For a detailed explanation of Presbytery duties please consult the *Manual of the United Church of Canada* or speak to one of our Presbytery delegates.

EXPLAINING PRESBYTERY

FINAL AUTHORITY FOR THE PASTORAL RELATIONSHIP

Presbytery has final authority over all matters affecting the pastoral relationship between the ministerial staff and the congregation.

This means, for example, that a congregation's Search Committee, established to hire or replace a minister, can only recommend the acceptance of a particular candidate. Presbytery, which must be represented on the Committee, must make the final decision.

This approach ensures that the congregation is always responsible to a higher court of the United Church of Canada in these matters.

WHEN DOES PRESBYTERY MEET?

Toronto Scarborough Presbytery meets approximately ten (10) times during the year. In addition there are standing Committees, on which all delegates must serve on at least one, which meet throughout the year.

THE CONGREGATION

SUMMARY

The Congregation is the official final decision-making body for major items for our church. It is made up of full members, defined as those who are confirmed and entered on our Membership Roll, and also adherents who are attached to the congregation but do not meet the criteria for full membership in accordance with the Manual. An annual meeting is held each year, usually in the first calendar quarter. More meetings may be called if necessary.

WHO HAS THE AUTHORITY TO CALL A MEETING?

Any one of the following may call a congregational meeting:

- the Chairperson of the Congregation
 - the Official Board, Session or Steward
 - the Ministerial staff
 - any ten (10) people who are full members of our congregation
-

WHO MAY VOTE AT MEETINGS?

All full members of our congregation have the right to vote at congregational meetings. If a majority of members agree, adherents may be given the right to vote on all matters before the congregation, at a particular meeting, except those concerning pastoral relations and Church doctrine.

Voting privileges for adherents do not carry forward to subsequent meetings. Each time a meeting is called to order, members must vote to give adherents these privileges.

WHAT DOES THE ANNUAL MEETING DEAL WITH?

Generally, the annual meeting, which is usually held in the first quarter of the calendar year, deals with the following items:

- the passage of the Annual Report
- the election of secretaries to the annual meeting and members to the standing committees of the Official Board
- the acceptance of the budget for the ensuing year

This is in addition to any matters that are brought to the meeting by the Official Board for the consideration of the entire congregation and any other business presented.

THE CONGREGATION

WHEN IS A MEETING NECESSARY?

Most matters concerning our congregation, with the exception of pastoral relations and property, may be decided upon by the Official Board. Traditionally we have brought major items to a congregational meeting to ensure that every participant of our church is well aware of our undertakings and has an opportunity to voice opinions and feelings.

WHAT ARE THE DUTIES OF THE RECORDING SECRETARY?

The secretary to the annual meeting is responsible for taking the minutes of that meeting and maintaining the official record book for Annual Meetings. In addition, this person acts as the secretary of record, signing various documents on behalf of the congregation, on official occasions throughout the year.

THE OFFICIAL BOARD

WHO MAY VOTE AT MEETINGS?

All Board members listed above may vote on matters brought before the Official Board.

WHAT MATTERS DOES THE OFFICIAL BOARD DEAL WITH?

Most items are discussed and decided on at the committee level. All standing committees have an obligation to keep the Official Board informed of these decisions and activities. This is usually accomplished through attendance of the committee chairperson or their representative at Official Board meetings. Items requiring discussion in a wider-decision making forum are brought to the Official Board by the standing committees, ad hoc committees or Official Board members.

Items that may be brought to the Official Board include:

- budget over-expenditures
- plans and activities which involve or affect other standing committees or church groups
- the establishment of a new standing committee
- the initiation of plans which radically depart from what a committee has traditionally done
- appointing the Presbytery delegate(s)
- to receive required reports from MPE
- to receive reports from Presbytery delegate(s)

If any standing committee or individual is unsure if a matter should be brought before the Official Board for discussion, ask the Official Board Chairperson or any member of the Ministerial staff.

HOW ARE MATTERS PRESENTED?

Most matters are brought before the Official Board in the form of motions or recommendations, although items may be placed on the agenda for general discussion and reporting purposes only. Any committee planning to approach the Official Board on a matter is advised to ask the Chairperson to place the item on the agenda. Please give the Chairperson a minimum of 14 days notice.

Generally, the Committee representative will present the motion or recommendation to the Official Board to receive affirmation for specific plans or actions that the Committee wishes to pursue.

Note: A copy of any motion or recommendation brought before the Official Board must be given to the Chairperson, the Vice-Chairperson and the Official Board Secretary immediately prior to the start of the meeting.

THE SESSION

SUMMARY

At Dunbarton-Fairport United Church, our organizational structure is that of **the Trustees/Session/Stewards/Official Board**. It is the duty of the Session to oversee the spiritual interests of Dunbarton-Fairport, including to:

1. Research, implement where feasible, and oversee outreach and social action initiatives;
2. Receive and judge petitions and appeals from members of the Congregation;
3. Research and recommend policies to the Official Board;
4. Recommend to the Presbytery suitable lay members to be licensed as Lay Preachers, Inquirers, Candidates, Lay Pastoral Ministers-in-Training, and/or Staff Associates;
5. Keep the roll of the congregation, including adherents, and record of baptisms, marriages and burials;
6. Operate as a 'think-tank' for the Congregation in helping activate our Mission Statement, and directives from the United Church of Canada;
7. Oversee the activities of the Christian Education and Worship Committees;
8. Create work groups as may be needed from time to time, and to receive their recommendations; and
9. Other activities assigned by the Official Board from time to time

WHEN ARE MEETINGS HELD?

The Session meets a minimum of six (6) times per year.

Minutes are recorded at meetings and become part of the official church records.

WHO ARE MEMBERS OF THE SESSION?

The Session is made up of the following:

- Chairperson
- Vice-Chairperson
- Clerk
- Ministerial Staff
- Chair of Worship Committee or delegate
- Chair of Congregational Education Committee or delegate
- Minimum of five (5) additional members

Members are elected to Session at the Annual Meeting. All members Session must be in full membership of the Congregation. As per the Manual of the United Church of Canada, the term 'Elder' is used to refer to the membership of the Session (*Section 131, page 110*).

THE STEWARDS

SUMMARY

The Stewards are charged with the management of the property and financial affairs of the Pastoral Charge. The Stewards have the responsibility for the disbursement of monies received, the remuneration of the persons serving the Pastoral Charge as Ministry Personnel, the assessments payable to the pension fund and the group insurance plan, the salaries of other staff of the Pastoral Charge, the assessment to meet Presbytery and Conference expenses and other capital and current expenses of the Pastoral Charge.

The Stewards also present to the annual meeting of the Pastoral Charge a detailed statement of receipts and expenditures (duly audited), a detailed statement of the receipts and expenditures of the Trustees, a detailed statements of the receipts and expenditures of the Cemetery and a statement showing the estimated amounts required to carry out the work for the ensuing year, with suggestions as to methods for securing the necessary money. (*The Manual of the United Church, section 166, page 117*)

WHEN ARE MEETINGS HELD?

The Stewards meet a minimum of six (6) times per year.

Minutes are recorded at each meeting and become a part of the official church records.

WHO ARE MEMBERS OF THE STEWARDS?

The Stewards is made up of the following:

- Chairperson
- Secretary
- Treasurer
- Envelope Secretary
- Representative of the Women of The United Church of Canada
- Chair of Building Management Committee or delegate
- Minimum of six (6) additional members

Members are elected by the Congregation and **should be** in full membership of the Congregation.

THE TRUSTEES

SUMMARY

The Trustees are the legal holder of all congregational property on behalf of the United Church of Canada. While all United Church congregations with a physical church building would have a Board of Trustees, the Trustees of Dunbarton-Fairport United Church are also responsible for the management and administration of the Fairport and Erskine Cemeteries as prescribed by the Cemeteries Act (revised).

The Trustees are charged with ensuring proper insurance coverage for liabilities associated with physical property and activities as well as ministerial protection; oversee the work of the Cemetery Administrator; manage insurance coverage and protection for all Dunbarton-Fairport property; maintain the two Cemetery grounds and plots; ensure appropriate money is deposited into the Perpetual Care account; supervise special events held at Erskine Church; and responsible for the non-denominational Memorial Service held annually at the Erskine Cemetery.

WHEN ARE MEETINGS HELD?

The Trustees meets a minimum of six (6) times per year.

Additional meetings may be called by the minister or by at least two (2) of the Trustees.

Minutes are recorded at each meeting and become part of the official church record.

WHO ARE THE MEMBERS OF THE TRUSTEES?

The Trustees is made up of the following:

- Chairperson (*The Minister unless the position is delegated*)
- Secretary
- Ministerial staff
- Minimum of three additional members

The majority of the Trustees shall be full members of the church. Trustees are appointed at a Congregational Meeting and at present, the term of office is for life. The appointment stands until the Trustee resigns or is removed from their office by a Congregational Meeting.

THE EXECUTIVE COMMITTEE

SUMMARY

The Manual of the United Church allows the Pastoral Charge to appoint an Executive Committee to deal with specific matters assigned to it by a Session, Official Board, Church Board or Church Council, with its authority to act within specifically defined limits. (*The Manual of the United Church, section 275, page 143*)

The Executive Committee has the responsibility for the coordination of a consolidated annual work plan, monitor the implementation of the approved work plan, facilitate communications to and from the committees and the congregation regarding the work (where appropriate) and provide support to the Official Board. This committee does not have any decision-making authority and is accountable to the Official Board.

WHEN ARE MEETINGS HELD?

The Executive Committee meets a minimum of four (4) times per year. Meetings are held at a time agreed upon at the first meeting following the Annual Congregational meeting.

The Chairperson, the Ministerial staff or three (3) members of the Executive Committee may call additional meetings.

Minutes are recorded at each meeting and become part of the official church record.

WHO ARE THE MEMBERS OF THE EXECUTIVE COMMITTEE?

The Executive Committee is made of the following:

- Chairperson of the Official Board
- Vice-Chair of the Official Board
- Secretary of the Official Board
- Ministerial Staff (ordained, commissioned and associate)
- Chairperson of Session or delegate
- Chairperson of Stewards or delegate
- Chairperson of Trustees or delegate
- Chairperson of Ad Hoc Stewardship Committee or delegate

Members are appointed to the Executive Committee by their position.

THE EXECUTIVE COMMITTEE

WHAT MATTERS ARE THE EXECUTIVE COMMITTEE RESPONSIBLE FOR?

The Executive Committee is charged with the coordination and ensuring implementation of the annual work plan. Specifically, the Executive Committee shall:

- be responsible for coordinating input, developing, ensuring implementation and monitoring a successful and meaningful annual work plan
- work with the Official Board in the development of a yearly 'theme' for the annual work plan
- plan and implement information sessions (as required) for standing committees to share ideas and information in the development of their work plans
- work with the standing committees to ensure no conflicts (current or potential) with all committee annual work plans and consolidate into a master plan for presentation to the Official Board
- monitor the implementation of the annual work plan via regular communications with standing committees (verbal reports; written quarterly reports; bi-yearly reviews, etc)

The Executive Committee is also a point of contact for congregation members and adherents to bring forward issues for discussion by the Official Board, Executive Committee and/or any standing committee of the Congregation.

PRESBYTERY DELEGATES

SUMMARY

At Dunbarton-Fairport, the Official Board appoints Presbytery delegates. These lay delegates represent our congregation at Presbytery Meetings and are expected to report back to the Official Board and the Congregation on the proceedings of this higher court.

HOW ARE DELEGATES APPOINTED?

Members of our congregation, who have expressed an interest in participating in this level of Church government, are invited to be affirmed as delegates.

Delegates are **automatically** full voting members of the Official Board.

WHAT ARE THE DUTIES OF A DELEGATE?

Delegates must attend all Presbytery meetings and participate in at least one or more of Presbytery's standing Committees.

**THE RESPONSIBILITIES
AS
COMMITTEE MEMBERS**

STANDING COMMITTEES

SUMMARY

At present, our congregation supports an organization of seven (7) standing committees that oversee the life and work of our church. These committees have a mandate to fulfill the purposes and duties that have been delegated to them by the Official Board and/or the Manual of the United Church of Canada.

In addition, our congregation also supports the Women of the United Church.

The standing committees are as follows (in alpha order):

- Building Management
- Chancel Guild
- Christian Education
- Ministry, Personnel and Education
- Nominating
- Stewardship
- Worship

WHAT DUTIES ARE IN COMMON TO ALL COMMITTEES?

All committees are requested to:

- hold a minimum of three (3) meetings per year and submit a copy of all minutes to the Church office
- elect a Chairperson, Vice-Chair (if necessary), a Secretary and a "Contacter" at the first meeting following the Annual Congregational Meeting
- ensure that the Chairperson or their representative attends all Official Board Meetings and Executive Committee meetings (if a member of the Executive Committee) and reports on the work of the standing committee
- prepare a budget, outlining all expected expenses and revenues, for submission to the Stewards in preparation for the Annual General Meeting
- prepare an annual report for the standing committee in January of each year and submit to the Church office for inclusion in the Annual Report
- review the mandate and duties of the committee at the first meeting and up-date or revise them as necessary; obtain Official Board approval for new or radical changes in duties
- conduct orientation for new committee members to the mandate, duties and objectives of the committee and current issues under discussion

STANDING COMMITTEES

WHAT IS AN AD HOC COMMITTEE?

Ad hoc committees or special task groups are usually set up to deal with a specific area of concern. These special groups may be established by a standing committee, the Official Board, the Executive Committee, or at a congregational meeting.

Ad hoc committees may draw their members from other committees or appeal to the congregation for additional volunteers. Once the specific area of concern has been dealt with, the committee is officially dissolved by the group that established the ad hoc committee.

Note: Ad hoc committee members do not have voting privileges on the Official Board.

WHAT ARE THE DUTIES OF COMMITTEE CHAIRPERSON?

As Chairperson you are responsible to:

- ensure that all committee members are knowledgeable about their duties and the duties of the committee via either group or individual orientation
- prepare agendas, call and conduct committee meetings
- ensure that the duties of the committee are fulfilled
- attend or send an alternate to every Official Board meeting and Executive Committee meeting (if applicable)

WHAT ARE THE DUTIES OF COMMITTEE SECRETARY?

The Committee Secretary is responsible for taking minutes at all committee meetings and ensuring that copies are distributed to committee members, the Church Office and the chairs of other Committees as required (for example, minutes of the Worship are sent to the Chair of Session). In the event that the Secretary is unable to attend a meeting, the Secretary must notify the Chairperson in advance, if possible, so that an alternate may be appointed.

WHAT ARE THE DUTIES OF COMMITTEE 'CONTACTER'?

The Committee 'Contacter' is responsible for contacting all committee members prior to all standing committee and Official Board meeting to remind them that their attendance is requested and to report expected attendance to the Chairperson.

HOW TO BE A SUCCESSFUL CHAIRPERSON

SUMMARY

As Chairperson, you must provide your committee with the leadership and administrative skills required to ensure that:

- objectives, responsibilities and tasks are identified
- a consensus is reached on issues and plans are made
- results are realized
- avenues of communication are kept open between your committee and the Official Board and the Congregation

In addition, you must monitor the level of morale and cohesion within your group and constantly be aware of and minister to the individual needs of committee members.

HOW TO CHAIR A SUCCESSFUL MEETING

Successful meetings start with an agenda. It is your responsibility as Chairperson to set the agenda (in consultation with the minister, other committee members or others as required) and ensure that every member has a copy at the meeting. The agenda should include the following:

- a call to order and opening prayer
- approval of the agenda
- approval of the minutes of the previous meeting (*review and pass*)
- business arising from the minutes (*open for discussion*)
- new business (*presented for discussion by the Chairperson*)
- other business (presented for discussion by other committee members)
- next meeting date
- meeting termination and closing prayer

To assist with time-management issues, allot each item a reasonable amount of time for presentation, discussion and/or decision or next steps. During the meeting itself, try to adhere to these limits and remind committee members of the time allotment when each item comes forward during the meeting.

As Chairperson, you must ensure that the discussion stays on topic at all times. If the discussion loses its focus, step in and steer the meeting in the right direction.

NOTE: An agenda template is included in the appendices to provide a guide when creating agendas for your committee.

HOW TO BE A SUCCESSFUL CHAIRPERSON

MANAGING DISCUSSIONS AND DECISION MAKING

Each committee member present at a meeting must be given the opportunity to speak on a topic. Usually this can be accomplished in an informal set-up where the floor is open to all, but some topics may find themselves dominated by a few Committee members. If this case, as Chairperson, you may wish to establish a more formal discussion where members must be recognized by the Chair in order to speak. Always canvass any silent members for their opinions before closing any discussions on an agenda item.

If a formal vote is required to ratify the decisions reached, the committee member who originally brought the item forward for discussion must present a motion. The motion is then seconded and a show of hands is made to decide on the issue at hand.

SETTING PRIORITIES

Setting priorities makes us better stewards of our time, talents and efforts. It also ensures that we do not spend valuable time on activities that are not needed.

At the first meeting following the installment of new committee members, the committee must review the responsibilities objectives and actions to determine the most important things to be accomplished within the next year. Once a consensus is reached on this issue, planning to achieve these goals needs to be done. The end result of this planning will comprise your committee's work plan that will be forwarded onto the Executive Committee for inclusion in the Annual Work Plan for the Congregation.

PROJECT PLANNING

As Chairperson, it is your responsibility to ensure that "the job(s) get done. This does **NOT** mean that you do all the work. Committee members are expected to assist in completing the tasks after the plans have been made and approved.

The first thing for the committee to consider when planning a project is to determine if it is within the scope of the competencies and skills of the members and if the goals you wish to obtain are realistic within the provided time frame.

HOW TO BE A SUCCESSFUL CHAIRPERSON

PROJECT PLANNING (continued)

Once the committee has reached a consensus on these issues, **the committee** must:

- gather all the information required to make decisions on various aspects of the plan
- establish a time-frame for accomplishing the goals
- ensure that the plan is understood by all participants and shared with other Standing Committee who will benefit from or/and need to consider revisions to their own task(s) list as a result of the outcome(s) of the project
- determine a method for carrying out the plan and ensure that enough resources are available to accomplish the task within the agreed-upon time-frame
- provide regular status up-dates to the Official Board and/or Ministerial staff

The above planning tasks are to be delegated to various committee Members. As Chairperson, you are responsible for overseeing the project and following up with committee members to determine that they are progressing with their delegated duties and bring forward task(s) or time-line revisions to subsequent committee members for discussion and decision as required, based on feedback from committee members.

PROJECT ASSISTANCE AND RESOURCES

The United Church of Canada offers a number of leadership development courses at lay training centres. In addition, local congregations often offer training seminars for the churches in their area. Discuss with the Official Board Chairperson or a member of the Ministerial staff to recommend an up-coming course that would be helpful to you.

TAKING EFFECTIVE MINUTES

SUMMARY

The minutes of each committee meeting form the official record of all items discussed and dealt with by the committee. It is important that all records kept are accurate and complete. The following guidelines are provided to assist with taking effective minutes.

WHAT ITEMS ARE RECORDED IN THE MINUTES?

Minutes must include:

- the date of the meeting and the time it is called to order
 - the names of all committee members present at the meeting
 - all motions, plans, concerns and conclusions decided upon at the meeting
-

TAKING EFFECTIVE MINUTES

As an active member of the committee, the Recording Secretary needs to be organized and well-prepared coming into the meeting. Putting together a small kit consisting of: paper, pens and/or pencils, and a highlighter can be useful to Recording Secretaries.

The Recording Secretary should review the agenda with the Chairperson prior to each meeting and highlight areas of discussion that may end with a motion, recommendation or action item. If possible, obtain a copy of the agenda prior to the meeting date. Ensure that agenda items are numbered for easy reference.

As an active member of the committee, the Recording Secretary does not need to spend the entire meeting writing instead of participating; however ensure that all important matters are recorded.

All motions, plans, decisions, conclusions, results and action items (with name of members assigned to each action item) must be included in the meeting notes but details of entire discussion are not necessary. When in doubt of an outcome of a discussion, ask the Chairperson to sum it up before moving on in the agenda or read the notes back to the committee for verification.

Minutes of each committee meeting should be typed out within seven (7) days following the meeting and are to be sent onto the members of the committee either in hard copy or via e-mail. Minutes are to be approved at the next committee meeting and then a copy to be forwarded to the church office for filing in the official church record.

**PURPOSES & OBJECTIVES
OF
STANDING COMMITTEES**

BUILDING MANAGEMENT

PURPOSE

The Building Management Committee is responsible for securing and overseeing the work of the custodian and ensuring that all buildings and property are kept in good repair. The Committee also oversees and encourages appropriate use of the building by Church and community groups. The committee is accountable to the Official Board.

WHO ARE THE MEMBERS OF BUILDING MANAGEMENT?

The Building Management Committee consists of:

- Chairperson
- Ministerial staff
- Members
- Church Office Secretary

Minutes are taken at each meeting and become a part of the official church record. The Chairperson, or their representative, attends all Official Board Meetings and is also a member of the Stewards.

NOTE: At present, the Chairperson of Building Management works with the congregational contact for the Bridges Daycare Centre to manage issues surrounding the Daycare, including contract and rent negotiations, safety issues and complaints.

DUTIES AND OBJECTIVES

The duties and objectives are, but not limited to, the following:

- to keep the building in a general and particular state of repair
- to provide contact people for the Church Office in relation to various areas of repair
- to keep the property and building accessible and properly maintained
- to review the maintenance schedule monthly
- to oversee the maintenance of the heating and air-conditioning levels in the building
- to provide guidelines concerning honoraria expected for use of the facilities
- to approve applications for the use of the building
- to schedule, in cooperation with the Church Office, the use of the building by all groups
- to evaluate groups' use of the building
- to resolve disputes between groups using the building
- to receive and resolve all safety issues and complaints concerning the maintenance and use of the building

CHANCEL GUILD

PURPOSE

A sub-committee of the Worship Committee, the Chancel Guild is responsible for and makes recommendations concerning the décor of the Chancel (Sanctuary).

WHO ARE THE MEMBERS OF THE CHANCEL GUILD?

The Chancel Guild consists of:

- Chairperson or Co-Chairs
- Minimum of four (4) additional members

The Chancel Guild meets 2-3 times per year to confirm the duty schedule for members. At these meetings, recommendations regarding the Chancel may be made and forwarded to the Worship Committee.

The Chair of the Worship Committee and the Ministerial Staff are available to the Chancel Guild to provide guidance and support as required.

DUTIES AND OBJECTIVES

The duties and objectives are, but not limited to, the following:

- changing the liturgical drapes to coincide with the Church year
- maintaining the two (2) candelabras and the Christ Candle
- placing the offering plates and flowers in the sanctuary each Sunday
- preparing the font for baptisms and confirmations
- tidying the Sanctuary following service on Sundays
- arranging for and overseeing the installation of the annual Christmas tree
- planning and overseeing the decorations for special occasions such as Christmas, Easter and Thanksgiving

NOTE: In recent years, the Chancel Guild has participated in the outreach program "Raising the Roof" through the sale of winter toques to support housing for the homeless.

CHRISTIAN EDUCATION COMMITTEE

PURPOSE

In the United Church of Canada, the planning and direction of the total Christian education program of the Pastoral Charge or Congregation shall be exercised through a Christian Education Committee. (*Manual of the United Church of Canada, section 230, pg. 127*)

WHO ARE THE MEMBERS OF THE CHRISTIAN EDUCATION COMMITTEE?

The Christian Education Committee consists of:

- Chairperson (may also be Church School Superintendent)
- Nursery Coordinator
- Ministerial Staff
- A minimum of 5 additional members

Minutes are taken at each meeting and become a part of the official church record. The Chairperson, or their representative, attends all Official Board Meetings and is also an ex-officio member of Session. The Christian Education Committee is a sub-committee of Session.

DUTIES AND OBJECTIVES

The duties and objectives are, but not limited to, the following:

- Develop, recommend and review annually the Christian Education goals and specific objectives of the congregation and foster common understanding of these goals throughout the Congregation
 - Study the curriculum and program materials for Christian education recommended for use within the United Church and select appropriate materials for church school program ages 3 – high school
 - Identify, recommend and obtain specialized educational materials for various adult and youth programs (i.e. Confirmation classes; Vacation Bible Camp; Religion in Life program)
 - In concert with the Nomination Committee and Ministerial staff, seek out and recruit suitable Sunday School teachers/educational program leaders
 - Provide a nursery program for children birth to age 3
 - Oversee the management of the library
 - Act as a resource to all Church organized groups (i.e. mid-week groups)
 - Act as a coordinating committee for all Christian Education activities
 - Submit an annual budget of expected expenses/revenues to the Church Treasurer and/or Stewards
-

MINISTRY, PERSONNEL & EDUCATION COMMITTEE

PURPOSE

The Ministry, Personnel and Education Committee is responsible to provide a confidential setting for the support, consultation and assessment of all persons employed by Dunbarton-Fairport United Church. The committee also provides a means of dialogue between members of the congregation and the staff.

WHO ARE THE MEMBERS OF THE MINISTRY, PERSONNEL & EDUCATION COMMITTEE?

The Ministry, Personnel and Education Committee consists of:

- Chairperson
- Minimum of three (3) members and maximum of seven (7)

The term of office for the Ministry, Personnel & Education Committee is a maximum five (5) year term with one consecutive term. A minimum of 25% of the membership shall be rotated off the committee each year.

The Ministry, Personnel and Education Committee is accountable to the Official Board.

DUTIES AND OBJECTIVES

The duties and objectives are, but not limited to, the following:

- to provide support and facilitate two-way communication between all Ministry Personnel and Staff and the congregation and between Ministry Personnel and Staff
 - to review with all Ministry Personnel and Staff members their salaries, allowances, benefits, honoraria and working conditions of the Pastoral Charge, and make appropriate recommendations to the Official Board, prior to the beginning of the regular budgeting process
 - to clarify the relationship of the church Ministry Personnel and Staff regarding their responsibilities and the lines of authority and accountability and to review position descriptions
 - to consult with all Ministry Personnel and Staff regarding continuing education plans and needs, and make recommendations to the Official Board to ensure that time and money are made available
 - to become aware of the role of the Presbytery pastoral Relations Committee and maintain regular communication with it, and to become aware of the role of the Presbytery Oversight Committee
 - to become familiar with the resources available through the Presbytery and Conference to enhance the effectiveness of the work of the committee
-

MINISTRY, PERSONNEL & EDUCATION COMMITTEE

DUTIES AND OBJECTIVES (cont'd)

- to educate the Official Board and its Committees as well as the congregation of the Pastoral Charge as to the nature of its role to conduct an annual review of the effectiveness of all church Ministry Personnel and Staff as their work relates to the ministry of the Pastoral Charge as identified by the goals and objectives established by the Official Board, and the Pastoral Charge Mission Statement

REPORTING REQUIREMENTS

The Ministry, Personnel and Education committee reports the following to Official Board on a quarterly basis at minimum:

- results of any specific work requested by the Official Board
- goals and objectives of Ministry Personnel and Staff as they relate to the Mission Statement and the goals and objectives of the Pastoral Charge
- continuing education plans for all Ministry Personnel and Staff
- vacation schedule for Ministry Personnel and Staff
- wider church commitments of Ministry Personnel
- Annual Review process
- changes to Ministry Personnel and Staff position descriptions
- matters arising from the Annual Review
- remuneration including salary, housing and benefits
- terms of employment of Ministry Personnel and Staff including working conditions
- keeping the Official Board informed about areas of concern (if any) relating to the job performance of Ministry Personnel and Staff

Note: To assist members of Ministry, Personnel and Education Committees, the United Church of Canada has published *A Handbook for Ministry & Personnel Committees*

NOMINATING COMMITTEE

PURPOSE

The Nominating Committee works with the various standing committees to determine vacancies and confers with Session and the Ministerial Staff regarding potential congregational members to approach to fill these vacancies.

WHO ARE THE MEMBERS OF THE NOMINATING COMMITTEE?

The Nominating Committee consists of the following:

- Chairperson
- Ministerial Staff (consulting role)
- Minimum of five (5) additional members to a maximum of nine (9) members
- Minimum of two (2) members to be recently “retired” Standing Committee members

Minutes are recorded at each meeting and become part of the official record of the church.

The members of the Nominating Committee are appointed by and accountable to the Official Board.

DUTIES AND OBJECTIVES

The duties and objectives are, but not limited to, the following:

- to facilitate communication with the various standing committees to determine vacancies within each committee
- develop volunteer criteria for each committee based on the needs and objectives of the committee
- work with the Session, Ministerial staff and committee chairs to identify congregation members to fill committee vacancies
- provide recommendations to the appropriate committee to fill the various volunteer positions within the committee

STEWARDSHIP COMMITTEE

PURPOSE

The Stewardship Committee is an ad hoc committee charged with the responsibility of ensuring the overall stewardship level of the Pastoral Charge so that its full resource potential may be realized. These resources include the financial and material resources necessary to fulfill the goals of the Pastoral Charge. This committee provides support to Session and the Stewards, however, it is independent of the Stewards thereby allowing a more focused effort on securing resources for the life and work of the Pastoral Charge.

NOTE: This committee is in place for one year (following approval by Presbytery) at which time the need for this committee, and its' function(s) will be reviewed by the Official Board

WHO ARE THE MEMBERS OF THE STEWARDSHIP COMMITTEE?

The Stewardship Committee consists of the following:

- Chairperson
- Ministerial staff
- Minimum of two (2) members of the Women of the United Church
- Minimum of two (2) members from the Stewards
- A minimum of six (6) additional members to a maximum of eight (8) additional members

Minutes are recorded at each meeting and become part of the official record of the church. The Chairperson of the Stewardship Committee holds full voting rights on the Official Board.

The Official Board appoints the members of the Stewardship Committee. This committee is accountable to the Official Board.

DUTIES AND OBJECTIVES

The duties and objectives are, but not limited to, the following:

- to be responsible for the overall stewardship level of the Pastoral Charge so that its full potential may be realized
 - review annually the total financial objective of the Pastoral Charge and determine the needs at local, regional and national levels
 - to interpret to the Pastoral Charge why the funds are needed and how they will be expended
 - to keep in perspective and under review the proportion of money spent locally and regionally in relation to the amount provided for the wider work of the church through the Mission and Service Fund
 - report regularly to the Official Board and prepare an Annual Report
-

WORSHIP COMMITTEE

PURPOSE

The Worship Committee has the responsibility of all worship services. This committee ensures the provision of meaningful and spiritually enhancing worship for all who attend and/or participate in the services.

WHO ARE THE MEMBERS OF THE WORSHIP COMMITTEE?

The Worship Committee consists of:

- Chairperson
- Vice-Chair
- Ministerial Staff
- Director of Music
- Secretary
- Minimum of six (6) additional members

The term of office for the Worship committee is a three (3) year term with one (1) consecutive term. A minimum of 25% of the membership shall be rotated off each year.

Minutes are taken at each meeting and become a part of the official church record. The Chairperson, or their representative, attends all Official Board Meetings and is also an ex-officio member of Session. The Worship Committee is a sub-committee of Session.

DUTIES AND OBJECTIVES

The duties and objectives are, but not limited to, the following:

- evaluate the worship services and develop and implement changes in content/procedure as necessary
- plan and organize the provision of regular Sacrament services (Communion and Baptism services)
- liaise with the Director of Music with a view to ensuring that the Congregation's music program is fulfilled
- submit to the Stewards a annual budget of expected expenses/revenues controlled by the committee

APPENDICES

- Official Committee Position Descriptions
- Standing Committee Position Descriptions
 - Glossary of Terms
 - Agenda Template

POSITION DESCRIPTION: THE OFFICIAL BOARD

REPORTS TO

The Official Board is accountable to the members and adherents of the Pastoral Charge.

MEETINGS

The Official Board meets a minimum of four (4) times per year. A preliminary agenda is posted in the Narthex one week prior to the meeting date.

Additional meetings may be held throughout the year and can be called by the Chairperson of the Official Board, the ministerial staff or upon a written request of five (5) members of the Official Board. Such meetings must be held within fourteen (14) days of the presentation of the written request and only the business named in the notice can be discussed. Special meetings may also be called on the authority of the Presbytery.

Minutes of each meeting are recorded and become part of the official church record.

MEMBERSHIP & TERM OF OFFICE

The Official Board is made up of the following:

- Chairperson
- Vice-Chair
- Secretary
- Ministerial staff (ordained, commissioned and associate)
- Members of Session
- Members of Stewards
- Members of Trustees
- Representative of the Worship Committee
- Chairperson of Ministry, Personnel and Education
- Representative of the Christian Education Committee
- Representative of Building Management Committee
- Representative of the Ad Hoc Stewardship Committee
- Lay representative(s) to the Presbytery
- Representative of the Women of the United Church of Canada

The term of office for the Official Board members is determined by the terms of office for each committee. The terms of office for the Officers positions are listed below.

There are three standing committees that are appointed by the Official Board, namely:

- Ministry, Personnel and Education Committee
 - Stewardship Committee
 - Nominating Committee
-

POSITION DESCRIPTION: THE OFFICIAL BOARD

The Chairperson, Vice-Chairperson, and Official Board Secretary form the Officers of the Official Board. Each position has specific duties.

CHAIRPERSON

The Chairperson of the Official Board must have an understanding of the congregation's mission. He or she is our official lay representative. The Chairperson shall:

- be a full member of the congregation;
- preside over all Official Board meetings and the Annual Congregational Meeting, preparing the agendas for each meeting with input from standing committees, Board members and congregational members; and
- take the vote at Official Board meetings and the Annual Congregational Meetings. The Chairperson shall vote only in the event of a tie
- not hold a voting position on any other standing committee or ad hoc committee

The Chairperson may attend all standing committee and ad hoc committee meetings but does not have voting privileges at these meetings.

The term of office for the Chairperson is a two (2) year term with no consecutive term.

VICE-CHAIRPERSON

The Vice-Chairperson of the Official Board is primarily responsible for assisting the Chairperson as necessary. The Vice-Chairperson may act as substitute for the Chairperson at Official Board meetings and Annual Congregational Meetings if required and in this case, assume all duties of the Chairperson. The Vice-Chairperson shall:

- be a full member of the congregation; and
- not hold a voting position on any other standing committee or ad hoc committee

The term of office for the Vice-Chairperson is a one (1) year term with no consecutive term.

SECRETARY

The Secretary is selected from members of the Official Board and shall:

- be a full member of the congregation;
- keep the record of the proceedings of each meeting and maintain the official record of the Official Board; and
- transmit the records annually to the Presbytery for review

POSITION DESCRIPTION: THE SESSION

REPORTS TO

The Session is accountable to the Official Board

MEETINGS

The Session meets a minimum of six (6) times per year.

Other meetings may be held throughout the year as required and may be called by the chair of Session, the minister or by one-third (1/3) of the members of Session.

The Session shall not meet without the presence of a member of the Ministerial Staff settled in or appointed to the Pastoral Charge (*United Church of Canada Manual, Section 144, page 112*)

Minutes of each meeting are recorded and become part of the official church record.

In addition, there are two standing committees accountable to Session, namely:

- Worship Committee
 - Christian Education Committee
-

MEMBERSHIP & TERM OF OFFICE

The Session is made up of the following:

- Chairperson
- Vice-Chairperson
- Clerk
- Ministerial Staff
- Chair, Worship Committee or delegate
- Chair, Congregational Education Committee or delegate
- Minimum of five (5) additional members

All members of Session are full members of the congregation and are nominated for the committee and voted in at a Congregational Meeting, preferably the Annual General Meeting. The term of office for the Session is a three (3) year term with one consecutive term. A minimum of 25% of the membership shall be rotated off each year.

A member of the Session may resign the office, either on personal motion or when requested to do so by the Pastoral Charge. If any member of Session has been absent from its meetings for a year without adequate cause, the Session, after having notice to such person, may make a decision that such person has ceased to be a member of Session.

POSITION DESCRIPTION: THE SESSION

The Chairperson, Vice-Chairperson, and Clerk form the Officers of the Session. Each position has specific duties.

CHAIRPERSON

The Chairperson of the Session must have an understanding of the Spiritual interests of the Pastoral Charge. The Chairperson shall:

- be a full member of the congregation
- be elected by the members of Session
- preside over all meetings: prepare the agendas for each meeting, preserve order, to take a vote, to announce decisions, and when necessary, to pronounce censures
- shall vote only in the event of a tie

The term of office for the Chairperson is a three (3) year term with no consecutive term.

VICE-CHAIRPERSON

The Vice-Chairperson of the Session is primarily responsible for assisting the Chairperson as necessary. The Vice-Chairperson may act as substitute for the Chairperson at meetings, if required and in this case, assume all duties of the Chairperson. The Vice-Chairperson shall:

- be a full member of the congregation
- be elected by the members of Session

The term of office for the Vice-Chairperson is a two (2) year term with no consecutive term.

CLERK

The Clerk is selected from members of the Session and shall:

- be a full member of the congregation;
- keep the record of the proceedings of each meeting and maintain the official record of the Session
- transmit the records of the Session, including the membership roll and the baptismal record, annually to the Presbytery for review

The term of office for the Clerk is a three (3) year term with no consecutive term.

POSITION DESCRIPTION: THE STEWARDS

REPORTS TO The Stewards are accountable to the Official Board

MEETINGS The Stewards meet a minimum of six (6) times per year.

Minutes of each meeting are recorded and become part of the official church record.

**MEMBERSHIP
& TERM OF
OFFICE** The Stewards is made up of the following:

- Chairperson
- Secretary
- Treasurer
- Envelope Secretary
- Representative of the Women of The United Church of Canada
- Chair, Building Management Committee or delegate
- Minimum of six (6) additional members

All members of Stewards are nominated for the committee and are voted in at a Congregational Meeting, preferably the Annual General Meeting. The term of office for the Stewards is a three (3) year term with one consecutive term. A minimum of 25% of the membership shall be rotated off each year.

POSITION DESCRIPTION: THE STEWARDS

The Chairperson, Secretary and Treasurer form the Officers of the Stewards. Each position has specific duties.

CHAIRPERSON

The Chairperson of the Stewards must have an understanding of the temporal and financial business of the Pastoral Charge. The Chairperson shall:

- be elected by the members of Stewards
- preside over all meetings: prepare the agendas for each meeting, preserve order, to take a vote, to announce decisions, and when necessary, to pronounce censures
- shall vote only in the event of a tie

The term of office for the Chairperson is a one (1) year term with a maximum of two (2) consecutive terms.

SECRETARY

The Secretary is selected from members of the Stewards and shall:

- keep the record of the proceedings of each meeting and maintain the official record of the Stewards
- transmit the records of the Stewards annually to the Presbytery for review

The term of office for the Secretary is a one (1) year term with a maximum of two (2) consecutive terms.

TREASURER

The Treasurer shall receive all monies for the support of the Pastoral Charge. The Treasurer shall:

- be elected by the members of Stewards
- receive and maintain custody over all monies for the support of the Congregation
- maintain the financial records of the Church
- assist in the annual budget process
- prepares financial statements for the Stewards and the Official Board
- prepares reports for the congregation which are published in the monthly newsletter
- helps prepare financial plans which are required by other courts of the United Church of Canada;
- pays bills, salaries and other expenses and maintains appropriate records of these expenditures
- work closely with the Envelope Secretary

The term of office for the Treasurer is a five (5) year term with no consecutive term.

POSITION DESCRIPTION: THE EXECUTIVE COMMITTEE

REPORTS TO	The Executive Committee is accountable to the Official Board
MEETINGS	<p>The Executive Committee meets a minimum of four (4) times per year.</p> <p>The Chair of the Executive Committee may decide to postpone or cancel an Executive Committee meeting only after consulting the Ministerial Staff, and the Vice-Chair.</p> <p>Minutes of each meeting are recorded and become part of the official church record.</p>
MEMBERSHIP & TERM OF OFFICE	<p>The Executive Committee is made up of the following:</p> <ul style="list-style-type: none">▪ Chairperson of the Official Board▪ Vice-Chair of the Official Board▪ Secretary of the Official Board▪ Ministerial Staff (ordained, commissioned and associate)▪ Chairperson of Session or delegate▪ Chairperson of Stewards or delegate▪ Chairperson of Trustees or delegate▪ Chairperson of Stewardship or delegate <p>The term of office for the Executive Committee is determined by the individual committee terms of office for each position.</p>
SPECIFIC TASKS	<p>The Executive Committee is charged with the coordination and ensuring the implementation of an annual work plan for the Congregation. This includes:</p> <ul style="list-style-type: none">▪ full responsibility for coordinating input, developing, ensuring implementation and monitoring a successful and meaningful annual work plan▪ working with the Official Board to develop a yearly plan “theme”▪ planning and implementing information sessions (as required) for standing committees to share ideas and information in the development of their work plans▪ working with the standing committees to ensure no conflicts (current or potential) exist with all the annual work plans and consolidate into a master plan for presentation to the Official Board▪ monitoring the implementation of the plan via regular communications with the standing committees (verbal reports, bi-yearly reviews, etc)▪ participate in longer-range planning as directed by the Official Board

POSITION DESCRIPTION: BUILDING MANAGEMENT

REPORTS TO The Building Management Committee is accountable to the Official Board

MEETINGS The Building Management Committee meets a minimum of six (6) times per year.

Additional meetings may be called by the Chairperson, the Church Office Secretary or 3 members of the committee.

MEMBERSHIP & TERM OF OFFICE The Building Management Committee is made up of the following:

- Chairperson
- Ministerial Staff
- Church Office Secretary
- A minimum of four (4) additional members to a maximum of eight (8) members

The term of office for the Building Management Committee is a two (2) year term with one (1) consecutive term. A minimum of 25% of the membership shall be rotated off the committee each year.

SPECIFIC TASKS The Building Management Committee is charged with the general maintenance, accessibility and safety of church property. This may include, but is not limited to, the following:

- provide contact people for the Church Office in relation to various areas of repair
- identify, cost and bring forward to the Official Board items of expenditure needed to maintain the property
- provide to the Treasurer a yearly committee budget for all maintenance, repair and new installations expected in the coming fiscal year
- review and approve applications for the use of the building and its facilities
- to receive and resolve all safety issues and complaints concerning the maintenance and use of the building

POSITION DESCRIPTION: THE CHANCEL GUILD

REPORTS TO The Chancel Guild is accountable to the Session, via the Worship Committee

MEETINGS The Chancel Guild meets a minimum of two (2) times per year.

**MEMBERSHIP
& TERM OF
OFFICE**

The Chancel Guild is made up of the following:

- Chairperson or Co-Chairs
- Minimum of four (4) additional members

The term of office for Chancel Guild is determined by the individual members. Most members of the Chancel Guild serve for 3-5 years.

**SPECIFIC
TASKS**

The Chancel Guild is charged with the coordination and ensuring the décor of the Chancel (Sanctuary) is appropriate and coincides with the Church year. Other tasks include, but are not limited to, the following:

- maintaining the two (2) candelabras and the Christ Candle
- placing the offering plates and flowers in the Sanctuary each Sunday
- preparing the font for baptisms and confirmations
- planning and overseeing the decorations for special occasions such as Christmas, Easter and Thanksgiving

POSITION DESCRIPTION: CHRISTIAN EDUCATION COMMITTEE

REPORTS TO	The Christian Education Committee is accountable to the Session.
MEETINGS	<p>The Christian Education Committee meets a minimum of six (6) times per year.</p> <p>Minutes of each meeting are recorded and become part of the official church record.</p>
MEMBERSHIP & TERM OF OFFICE	<p>The Christian Education Committee is made up of the following:</p> <ul style="list-style-type: none">▪ Church School Superintendent (usually Chairperson)▪ Nursery Coordinator▪ Ministerial Staff (ordained, commissioned and associate)▪ A minimum of five (5) additional members to a maximum eight (8) members <p>The term of office for the Christian Education Committee is a three (3) year term with one (1) consecutive term. A minimum of 25% of the membership shall be rotated off the committee each year.</p>
SPECIFIC TASKS	<p>The Christian Education Committee is charged with the planning and direction of the total Christian education program of the congregation. Specific tasks include, but are not limited to, the following:</p> <ul style="list-style-type: none">▪ with the assistance of the Nominating Committee and Ministerial staff, seek out and recruit suitable Sunday School teachers/educational program leaders▪ develop, recommend and review annually the Christian Education goals and specific objectives of the congregation and foster common understanding of these goals throughout the Congregation▪ Act as a coordinating committee for all Christian Education activities▪ Identify, recommend and obtain specialized educational materials for various adults and youth programs▪ Provide budget requirements to Stewards on an annual basis

POSITION DESCRIPTION: MINISTRY, PERSONNEL & EDUCATION

REPORTS TO The Ministry, Personnel and Education Committee is accountable to the Official Board.

MEETINGS The Ministry, Personnel and Education Committee meets a minimum of four (4) times per year.

Due to the confidential nature of this committee's work, minutes are minimal and are not distributed to any other committee. All minutes are kept confidential. Quarterly reports are provided to the Official Board

MEMBERSHIP & TERM OF OFFICE The Ministry, Personnel and Education Committee consists of :

- Chairperson
- Minimum of three (3) additional members to a maximum of seven (7)

DECISION MAKING GUIDELINES According to the United Church of Canada Manual and the Handbook for Ministry and Personnel Committee, this committee cannot make decisions directly. As the committee reports to the Official Board, the Official Board is accountable for all MPE decisions. One of the difficulties of this arrangement is that the Official Board cannot be privy to all confidential matters or (in most cases) convene quickly enough to address fast-breaking MPE needs – therefore the Official Board has established and monitors pre-approved guidelines within which MPE is mandated to operate. These guidelines may be amended from time to time based on experience in their application. The basis of these guidelines is that the Official Board, MPE and Staff trust each other to do what is in the best interest of the staff and the congregation, after prayerful consideration.

Subject to providing periodic summary reports, and identifying to the Official Board any adverse impacts which may arise at the earliest opportunity, MPE can:

- approve vacation time for all staff following confirmation that other staff and impacted committees have been consulted to address any impacts
- approve and oversee time-banking for all staff up to the equivalent of one week per year, based on individual guidelines established between each of the respective staff members and MPE
- approve time off for compassionate grounds

POSITION DESCRIPTION: MINISTRY, PERSONNEL & EDUCATION

DECISION MAKING GUIDELINES (cont'd)

- approve expenditure of budgeted funds – for example:
 - approve payout of budgeted education expenditures
 - approve payment of mileage claimed by staff
- approve time off in lieu of mileage being claimed (as may be allowed in the budget)
- approve arrangements for alternate office supply if office manager is away
- facilitate a resolution of identified concerns
 - arrange fact-finding discussions with staff and/or congregation member who raise concerns
 - invoke short-term corrective measures as may be necessary, with a report to the Official Board at the next Official Board meeting
 - resolve day-to-day operational issues raised by congregation members or staff
- provide feedback to staff on the extent to which goals, duties and other expectations of the congregation are being executed
- provide confidential on-going performance feedback to staff
 - on an annual basis provide confidential, formal documented feedback to staff
 - pass along all congregational feedback as directly as practical while maintaining anonymity

MPE can make recommendations to the Official Board regarding the following matters, but cannot:

- change the provisions of the job description, or contract
- make permanent changes to hours or scope of work
- commit the congregation to any un-budgeted expenditure, or commitment of staff resources
- establish new goals for staff
- change these guidelines

POSITION DESCRIPTION: NOMINATING COMMITTEE

REPORTS TO The Nominating Committee is accountable to the Official Board.

MEETINGS The Nominating Committee meets a minimum of four (4) times per year.

As this committee is charged with working with the various standing committees to determine vacancies and confer with Session and the Ministerial Staff on potential congregational members to approach to fill these vacancies, members of the Nominating Committee may be required to attend other meetings (i.e. standing committee meetings) as an observer to assist in this task.

MEMBERSHIP & TERM OF OFFICE The Nominating Committee consists of:

- Chairperson
- Ministerial Staff (consulting role)
- Minimum of five (5) additional members to a maximum of nine (9) members
 - Minimum of two (2) members to be recently “retired” Standing Committee members

The term of office for the Nominating Committee is a term of two (2) years with one (1) consecutive term. A minimum of 25% of the membership shall be rotated off the committee each year.

SPECIFIC TASKS The Nominating Committee is charged with working with all the various committees to determine vacancies and assist the Session, Ministerial Staff and Committee Chairperson to fill these vacancies. The specific tasks of this committee include, but are not limited to, the following:

- develop volunteer criteria for each committee based on the needs and objectives of the committee
- facilitate communication with the various committees to determine present or in-future vacancies and begin the process of approaching suitable candidates to fill the positions

POSITION DESCRIPTION: STEWARDSHIP COMMITTEE (Ad Hoc)

REPORTS TO

The Ad Hoc Stewardship Committee is accountable to the Official Board

Note: The need for this committee and its' function(s) will be reviewed by the Official Board in one year following final approval by Presbytery

MEETINGS

The Stewardship Committee meets a minimum of four (4) times per year.

Minutes of each meeting are recorded and become part of the official church record.

MEMBERSHIP & TERM OF OFFICE

The Stewardship Committee is made up of the following:

- Chairperson
- Ministerial Staff (ordained, commissioned and associate)
- Minimum of two (2) members of the Women of the United Church
- Minimum of two (2) members of the Stewards
- A minimum of six (6) additional members to a maximum of eight (8) members

The term of office for the Stewardship Committee is a term of two (2) years with one (1) consecutive term. A minimum of 25% of the membership shall be rotated off the committee each year.

SPECIFIC TASKS

The Stewardship Committee is charged with the responsibility of ensuring the overall stewardship level of the Pastoral Charge. These include the financial and material resources necessary to fulfill the goals of the Pastoral Charge. The specific tasks include, but are not limited to, the following:

- review annually the total financial objectives of the Pastoral Charge and determine the needs at the local, regional and national levels
- interpret to the Congregation why the funds are needed and how they will be expended
- report regularly to the Official Board and prepare an Annual Report

POSITION DESCRIPTION: WORSHIP COMMITTEE

REPORTS TO

The Worship Committee is accountable to the Session.

MEETINGS

The Worship Committee meets a minimum of four (4) times per year.

Minutes of each meeting are recorded and become part of the official church record.

MEMBERSHIP & TERM OF OFFICE

The Worship Committee is made up of the following:

- Chairperson
- Vice-Chair
- Ministerial Staff
- Director of Music
- Minimum of six (6) additional members

The term of office for the Worship Committee is a term of three (3) years with one (1) consecutive term. A minimum of 25% of the membership shall be rotated off the committee each year.

SPECIFIC TASKS

The Worship Committee is charged with the responsibility of all worship services. The specific tasks include, but are not limited to, the following:

- evaluate the worship services and develop and implement changes in content/procedure as necessary
- plan and organize the provision of regular Sacrament services
- report regularly to the Session and prepare an Annual Report
- submit an annual budget to the Church Treasurer and/or Stewards

GLOSSARY OF TERMS

- Adherent:** Refers to those persons who are attached to the congregation but do not meet the criteria for full membership in accordance with the Manuel of the United Church of Canada.
- Ex-Officio Member:** Refers to those persons appointed by virtue of their positions, rather than elected; and who have full voting rights.
- Full Member:** Refers to those person who are confirmed and entered on the Membership Roll of a defined Pastoral Charge.

AGENDA TEMPLATE

COMMITTEE NAME

Date of Meeting

Time of Meeting

Location of Meeting

AGENDA

No.	Item	Action	Lead	Time

- *Number each item on the agenda for easy reference during the meeting*
- *Clearly list each item to be presented during the course of the meeting*
- *Assign an action to each item: Discussion, Decision, Approval, FYI etc*
- *Note the name of the committee member who will present and speak to each agenda item*
- *Assign appropriate time limits to each item*