

# TRINITY UNITED CHURCH

## CONSTITUTION OF THE CONGREGATIONAL COUNCIL

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## TRINITY UNITED CHURCH

### CONSTITUTION OF THE CONGREGATIONAL COUNCIL

During 1975 and 1976 a special committee appointed by the Trinity Official Board studied the advantages and advisability of changing the organizational structure of our Church. The need for this study had been recognized by our own Official Board, and it was decided that it would follow a pattern approved by the General Council of the United Church of Canada as early as 1966.

The original structure as framed in the "Basis of Union" in 1925 worked well in the days when most congregations were small rural charges and the membership remained by-and-large static in nature. Fifty years have created many changes in the lifestyle of families, and now in the large urban Churches, the turnover in membership in a year may be as high as one-fifth (1/5) of the total congregation.

It is understandable that such changes and growth produced problems. Often there was a definite lack of communication between existing Church bodies, and there was duplication of decision making in the former structure, but most important, because of the widespread responsibilities of the former "Session and Committee of Stewards" structure, there was a loss at times of fine talent of busy people when the demands on their time were proven to be unnecessary or non-productive.

The above are some reasons why a re-organized structure within our own Church was considered desirable, but any organizational and functional structure must arise out of, and be closely related to, the mission (task and purpose) of the Christian Church in the world as we currently understand it, in the light of the gospel and the Christian faith. The purpose of our faith is that persons at each stage of their lives may know God as He is revealed in Jesus Christ, serving Him in love through the worship, work, fellowship, and witness of the Church in daily life.

The mission of the local Church may be defined as having four major emphases:

**WORSHIP** - an awareness of and response to God's presence in the world through faith;

**EDUCATION** - for life, through Christian growth in faith, understanding and relationship with others in the world;

**OUTREACH** - Christian presence in the world which enables the Christian fellowship to relate to the community and the world through concern for others, evangelism, service, and action; and

**ADMINISTRATION** - to administer the finances and property of the Christian fellowship.

#### **1.0 STRUCTURE OF A UNIFIED BOARD**

It is understood that the congregation will remain as the major policy making body of the Church with its life, work and witness evolving out of its mission, through responsible involvement in the Church program in all areas of necessary leadership, e.g. Christian Education, Outreach, Worship, Policy Making, etc. There shall be one body called "The Council of the Congregation" which shall

fulfill the responsibilities of the former Session, Committee of Stewards, and the Official Board, and all committees of those bodies as they had previously existed. This Council shall recommend major policy to the congregation, and shall be responsible for implementing and expediting related secondary methods of carrying out the life and work of the Church within the spirit and philosophy of the congregation.

This Council shall have an executive that shall meet to carry out the business of the Council between Council meetings. The Council shall also have committees organized to carry out the four major emphases of the mission of the Church.

The Constitution of Trinity United Church was written to fulfill the needs of the congregation and was based on the principles, intent and organization of the United Church of Canada as written in The Manual. Revisions have been made to the original constitution to meet the changing needs of Trinity United Church and to include changes made to The Manual. This constitution should be used in conjunction with The Manual of the United Church of Canada.

## **2.0 THE COUNCIL OF THE CONGREGATION**

### **2.1 Composition or Membership**

The Council shall be composed of those persons who have been duly elected/appointed by the congregation and shall include:

- (a) Chairperson (votes to break a tie only)
- (b) Vice Chairperson (one vote)
- (c) Secretary of Council (one vote)
- (d) Church Treasurer or designate (i.e. Assistant Church Treasurer) (no vote)
- (e) Chairperson of the Board of Trustees (one vote)
- (f) The Minister(s) (have the right to vote but will need to decide if it is appropriate to do so)
- (g)
  - i) the President of UCW or designate (one vote)
  - ii) the Co-ordinator of the Church School or designate (one vote)
  - iii) the Leader of each Youth Group or designate (one vote per group)
  - iv) Presbytery Representative(s) (one vote)
- (h) members of all standing committees (one vote per member)

### **2.2 Council Members**

All Council members shall be in full membership in the United Church of Canada and shall be members or adherents of Trinity Church. Council members shall assist with the regular administration of the Sacraments. They shall normally be elected for a term of three years, with one third (1/3) of the total being replaced each year. In order to maintain a balanced committee as 1/3 of members are being replaced, terms of 1, 2 or 3 years may be used. In extraordinary circumstances, a term of 4 years may be used. The term of office for students serving on Council shall be 1 year with the option of renewing the term for a second and/or third year.

If the need arises, additional personnel from the congregation may be appointed to Standing Committees by the Executive. These shall be known as "Associate Members"; they shall not sit on Council.

### **2.3 Meetings**

The Council shall meet in February, prior to the Annual Congregational Meeting, in May and October and additionally at the call of the Chairperson or at the written request of not fewer than five members of the Congregation.

### **2.4 Quorum**

A quorum shall be the lesser of 20 members or one-third (1/3) of the membership including the Minister(s) or someone delegated by the Minister(s). (Manual 218.1)

### **2.5 Duties and Responsibilities of the Council**

The Congregational Council shall:

- (a) establish necessary policy on all matters relating to both the spiritual and temporal affairs of Trinity Church,
- (b) receive reports and recommendations from and give direction to the Standing Committees,
- (c) deal with correspondence, literature, information and reports coming from General Council, Conference and Presbytery,
- (d) report, at least annually, to the Congregation as to the condition, current activities and future plans of the Church,
- (e) receive, approve and recommend to the Congregation, the annual budget of the Church,
- (f) receive, assemble and have printed for presentation to the Congregation, the Annual Reports of all Church committees,
- (g) hold the Annual Congregational Meeting prior to the end of February; the agenda and Annual Report shall be available at the Church to all members of the Congregation one week before the meeting,
- (h) have the minutes of Council meetings submitted to the Office Administrator for permanent record within two weeks following the date of the meeting; the Office Administrator will make these minutes available to each member of the Council,
- (i) be responsible for the maintenance and storage of Church archives,
- (j) carry out or delegate any duties which the Manual assigns to "Session" or "Committee of Stewards", (Manual sections 153-184),
- (k) have power to accept the resignation of all staff members exclusive of the Minister(s),
- (l) be responsible for the removal from the roll of inactive Church members (normally on recommendation of the Pastoral Care and Membership Committee,



- (m) announce at the May Council Meeting the Nominating Committee (see Nominating Committee – pg. 10) which will act for the ensuing year,
- (n) remove and replace inactive Council members.

### **3.0 THE EXECUTIVE COUNCIL**

The purpose of the Executive is to help the Council operate more effectively. Its main function is to co-ordinate the work of Council through planning, ensuring that congregational policies are being implemented through Standing Committees, and evaluating the ongoing life and work of the congregation.

#### **3.1 Membership**

The Executive Council shall be composed of those persons who have been duly elected/appointed by the congregation and shall include:

- (a) Chairperson of Council (votes to break a tie only)
- (b) Vice Chairperson of Council (one vote)
- (c) Secretary of Council (one vote)
- (d) Church Treasurer or designate (i.e. Assistant Treasurer) (no vote)
- (e) Chairperson of each Standing Committee or designate (one vote per committee)
- (f) President of the U.C.W. or designate (one vote)
- (g) Chairperson of the Board of Trustees or designate (one vote)
- (h) The Minister(s) (have the right to vote but will need to decide if it is appropriate to do so)
- (i) Presbytery Representative(s) (one vote)

#### **3.2 Quorum**

A quorum shall be a simple majority of the membership.

#### **3.3 Duties and Responsibilities**

The Executive Council shall:

- (a) report any action taken to Council for ratification,
- (b) have the minutes of each meeting submitted to the Office Administrator for permanent record within two weeks following the date of the meeting. The Office Administrator will make these minutes available to each member of the Executive Council,
- (c) hold a meeting each month that the Council does not meet (the two summer months excluded) and additionally at the call of the Chairperson,
- (d) have power to admit members on transfer and the responsibility to accept or reject new Church members.

The powers of the Executive Council shall not extend to:

- (a) the removal and replacement of inactive Council members,

- (b) accepting the resignation of the Minister or any member of staff,
- (c) the granting of permission for any expenditure (beyond previously budgeted amounts) over \$1,000.00,
- (d) the establishing of Church Policy.

#### **4.0 COMMITTEES OF THE CONGREGATIONAL COUNCIL**

##### **4.1 Standing Committees of Council**

There shall be the following standing committees of Council:

- (a) Christian Education
- (b) Finance
- (c) Pastoral Care and Membership
- (d) Property
- (e) Worship
- (f) Ministry and Personnel
- (g) Fellowship and Communications
- (h) Stewardship and Outreach

The Minister(s), the Chairperson, and the Vice Chairperson of the Council are ex-officio members of all standing committees, except Ministry and Personnel.

##### **4.2 Ex-Officio Members**

Ex-officio members of specific committees are as follows:

- (a) Finance Committee - Church Treasurer, Assistant Church Treasurer, Chair of the Catering Committee
- (b) Pastoral Care & Membership Committee - Roll Clerk
- (c) Property Committee - Contractor/Custodian
- (d) Worship Committee - Music Director
- (e) Christian Education - Church School Coordinator(s), Youth Group Leaders

#### **5.0 GUIDELINES FOR COMMITTEES OF CONGREGATIONAL COUNCIL**

##### **5.1 Duties and Responsibilities**

Each committee shall:

- (a) appoint from its elected members a Chairperson whose term of office shall not exceed two years, and a Vice-Chairperson who shall have at least two more years on Council. The latter shall assist the Chairperson when called upon, and may subsequently assume the office of Chairperson,
- (b) appoint a secretary to keep the minutes of every meeting and submit them to the Office Administrator for permanent record. The exception is the Ministry and Personnel Committee whose records are maintained in privacy.
- (c) have all expenditures verified by a member of the committee concerned before being paid by the Treasurer,
- (d) submit to the Finance Committee, by November 15<sup>th</sup>, its proposed budget for the ensuing year. Upon approval of the Annual Budget by the congregation,

each Standing Committee shall then have the authority to spend that portion of the budget allotted to its work, provided funds are available.

- (e) on or before December 15<sup>th</sup>, present to the Office Administrator a printed report of the condition, current activities, and future plans within its jurisdiction for the Church's Annual Report,
- (f) notify the Office Administrator of all regular meetings one full week in advance of meeting date,
- (g) execute any other duties assigned by Council,
- (h) provide a monthly report of the committee's activities to Church Council/ Executive Council.

## **5.2 Quorum**

A quorum shall be a simple majority of the committee membership.

## **5.3 Meeting Date and Time**

The date of meetings and the time thereof shall be determined by each committee. The required number of meetings is included in each committee's description.

## **5.4 First Meeting**

The Chairperson of each committee shall arrange for the convening of the first meeting in the new year following the Congregational Meeting, at which meeting the new committee of officers shall assume office.

## **6.0 GUIDELINES FOR SUB-COMMITTEES (WHERE APPLICABLE)**

Each sub-committee shall:

- (a) appoint from their membership a Chairperson and Secretary,
- (b) keep appropriate records and data

## **7.0 STANDING COMMITTEES**

### **7.1 Christian Education**

#### **7.1.1 Function**

To be responsible to the Church for planning and directing the Christian Education program of Trinity United Church.

#### **7.1.2 Composition**

The committee shall be composed of four to six (4-6) members who are members or adherents of Trinity United Church.

#### **7.1.3 Meetings**

The committee shall meet as frequently as needed but not less than five (5) times per year.

#### **7.1.4 Duties**

To be responsible for and have oversight of:

- (a) organizing and administering the Church School including:
  - i) recruiting and training teachers,
  - ii) securing the necessary literature and resource material,
  - iii) studying the needs for education equipment and recommending the procurement of same to the Council,
- (b) securing and training of leaders and providing assistance and supervision for all groups sponsored by the Christian Education Committee, i.e. youth groups, prayer groups, Bible study, etc.
- (c) the Resource Centre
- (d) fulfilling the general duties of committees as outlined in "Guidelines for Committees of Congregational Council", p. 6.

#### **7.1.5 Church School Coordinator(s) - Ex-Officio Member**

The position of Church School Coordinator is to be a two (2) year position, followed by at least one (1) year Sabbatical. The job shall be shared by two (2) persons. One (1) person shall leave the position and be replaced with the annual change of Council.

The Christian Education representative on the Nominating Committee shall assist the Nominating Committee in filling the position of Church School Coordinator (s).

### **7.2 Finance**

#### **7.2.1 Function**

To be responsible to the Council for the management of the financial resources of the Congregation, exclusive of trust funds.

#### **7.2.2 Composition**

The committee shall be composed of 5 members who are members or adherents of Trinity United Church.

#### **7.2.3 Meetings**

The committee shall meet as frequently as needed but not less than five (5) times per year.

#### **7.2.4 Duties**

To be responsible for and have oversight of:

- (a) preparing the annual financial budget of the Church, recommending allocation of funds for plans and programs; and presenting the budget to Council,
- (b) submitting an audited annual financial statement to the Council,
- (c) receiving, recording and processing all income and recording and processing all disbursements,
- (d) maintaining, in strict confidence, a record of financial contributions of Church members,
- (e) distributing the offering envelopes annually,
- (f) the control of expenditure of funds in accordance with the approved budget,
- (g) the supervision of all insurance arrangements in consultation with the Board of Trustees,
- (h) assisting the Pastoral Care and Membership Committee in its visitations through supply of financial information and data, if requested,
- (i) the establishment of a Tithing Program for the congregation, (may work in conjunction with the Stewardship Committee)
- (j) ensuring the preparation of a monthly financial statement for Council and/or Executive,
- (k) assisting the Church Treasurer and being prepared to assume his/her duties in case of extended absence,
- (l) reviewing contracts, salaries and benefits for all members of the Church staff and contracted persons annually,
- (m) appointing a member to the Facilities Management Committee,
- (n) the Facilities Management Committee which will be responsible for rental of church facilities(except Sanctuary and funeral receptions),
- (o) fulfilling the general duties of committees as outlined in "Guidelines for Committees of Congregational Council", p. 6.

## **7.2.5 Sub-Committee - Facilities Management Committee**

### **7.2.5.1 Function**

To be responsible for, and oversee, the use of Church Facilities by all groups and individuals. Exceptions to this include:

- (a) use of the Sanctuary and Funeral Receptions, which are handled by the Church Secretary,
- (b) any other requests that involve the serving of food, which shall be referred directly to either the Catering Committee or the UCW (as requested by the individual).

This committee shall be comprised of individual appointees (one each) from Finance, Worship, Property and Catering, as well as the Vice-Chairperson or Chairperson for a total of five (5) members. The committee shall report to the Finance Committee monthly and any long-term use, exceeding a month, shall be brought to the Congregational Council for approval.

## **7.2.6 Sub-Committee - Catering Committee**

### **7.2.6.1 Function**

To present a method of fundraising for Trinity United Church.

#### **7.2.6.2 Duties**

- (a) To raise funds as the committee sees fit and as they are able for the Special Projects Fund. Expenditures from this fund will be approved by Congregational Council.
- (b) To be responsible for and have oversight of the kitchen facilities and safe food handling practices on the premises.
- (c) To appoint a representative to the Facilities Management Committee.

### **7.3 Pastoral Care And Membership**

#### **7.3.1 Function**

To be responsible to the Council for the maintenance of the roll and for contact with and involvement of the Congregation.

#### **7.3.2 Composition**

The committee shall be composed of four to six (4-6) members who are members or adherents of Trinity United Church.

#### **7.3.3 Meetings**

The committee shall meet as frequently as needed but not less than five (5) times per year.

#### **7.3.4 Duties**

To be responsible for and have oversight of:

- (a) the internal welfare and well-being of members and adherents of Trinity Church,
- (b) assisting the Minister(s) in encouraging the young people to seek confirmation and arranging adequate instruction,
- (c) encouraging new-comers and adherents to become members in full communion,
- (d) maintaining the membership roll of all adults, children, and adherents and any other pertinent records. For this purpose a Roll Clerk shall be appointed and shall be an ex-officio member of the committee,
- (e) the registering of all baptisms, marriages and burials,
- (f) an annual revision of the Membership Roll and the recommending to the Council of action relative to admission and removal of members,
- (g) working with the Church Ministry Personnel to organize the church roll for the purpose of providing pastoral care,
- (h) supporting the Ministry Personnel in organizing and carrying out the Pastoral Care Program,
- (i) leading the Council in a creative program to re-activate the non-active members, and seeking out people who have no Church connection, thereby

- hoping to bring them into our congregation by showing them the value of Christian fellowship in a warm, friendly Church,
- (j) recommending suitable candidates for the Ordained/Diaconal Ministry,
  - (k) supporting the Finance Committee in their financial stewardship program and assisting with a financial canvass when requested,
  - (l) the promotion of "The Observer" and the maintenance of its subscription list,
  - (m) various programs of personal visitation and pastoral care conducted by both ministers and laity,
  - (n) distribution of Audio-Visual recordings,
  - (o) fulfilling the general duties of committees as outlined in "Guidelines for Committees of Congregational Council", p. 6.

## **7.4 Stewardship and Outreach**

### **7.4.1 Function**

The Stewardship and Outreach Committee encourages people to give their time, talents and dollars to God's mission through the work of the church at home and abroad. It is responsible to the Council for coordinating and maintaining, as part of the mission of this congregation, programs that actively express its Christian faith in response to the needs of our community, nation and world.

The committee keeps people aware of what these gifts are doing and invites members and adherents of all ages to live a stewardship lifestyle. The Stewardship and Outreach Committee works in conjunction with other committees, i.e. Finance, to solicit financial and other support and to tell the story of ministry being done. The committee will also conduct special stewardship drives at the direction of Church Council

### **7.4.2 Composition**

The committee shall be composed of five to seven (5-7) members who are members or adherents of Trinity United Church.

### **7.4.3 Meetings**

The committee shall meet as frequently as needed but not less than five (5) times per year.

### **7.4.4 Duties**

The Stewardship Committee shall have responsibility for and oversight of:

- (a) the overall stewardship level of Trinity United Church so that its full potential may be realized. To this end the committee shall review annually the total stewardship objective of Trinity United Church,
- (b) interpreting and explaining to the members of Trinity United Church why the resources are needed and how they will be used,
- (c) promoting the Mission and Service Fund

- (d) keeping in perspective and under review the proportions of resources used locally and regionally in relation to the amount provided for the wider work of the United Church through the Mission and Service Fund,
- (e) cultivating knowledge and conviction concerning the mission of the church in all its aspects,
- (f) the use of approved methods of church stewardship, to secure commitment and participation in the mission of Trinity Church by its members,
- (g) cooperating with the Pastoral Care and Membership Committee in seeking candidates for the Ordained/Diaconal Ministry,
- (h) being aware of needs and social issues outside our congregation and recommending to Council positive action in regard to them,
- (i) the promotion of Church affiliation (in co-operation with the Pastoral Care and Membership Committee) among members who leave the area permanently or temporarily (e.g. students),
- (j) fulfilling the general duties of committees as outlined in "Guidelines for Committees of Congregational Council", p. 6.

## **7.5 Property**

### **7.5.1 Function**

To be responsible to the Council for the care and management of all Church buildings and land.

### **7.5.2 Composition**

The committee shall be composed of four to six (4-6) members who are members or adherents of Trinity United Church.

### **7.5.3 Meetings**

The committee shall meet as frequently as needed but not less than five (5) times per year.

### **7.5.4 Duties**

To be responsible for and have oversight of:

- (a) the care, maintenance and improvement of land, buildings and contents of all Church property,
- (b) supervising all custodial services,
- (c) arranging an annual tour of the entire properties and reporting to the Executive, to ensure that the level of maintenance is satisfactory,
- (d) maintaining an ongoing record of all significant maintenance and renovations,
- (e) making provision for the requirements respecting a manse as set forth in the Manual as applicable,
- (f) appoint a member to the Facilities Management Committee,
- (g) fulfilling the general duties of committees as outlined in "Guidelines for Committees of Congregational Council", p. 6.



## **7.6 Worship**

### **7.6.1 Function**

To be responsible to the Council for the planning and oversight of all Church services and the use of the Sanctuary.

### **7.6.2 Composition**

The committee shall be composed of five to seven (5-7) members who are members or adherents of Trinity United Church.

### **7.6.3 Meetings**

The committee shall meet as frequently as needed but not less than five (5) times per year.

### **7.6.4 Duties**

To be responsible for and have oversight of:

- (a) the Order of Service and the time and place of services,
- (b) greeting and ushering,
- (c) all special services,
- (d) church music, pulpit supply, Sunday church bulletin, and appropriate Audio-Visual recordings
- (e) communion services,
- (f) services of Baptisms, Confirmations, and Reception of new members, Dedication Services,
- (g) service of the induction of Officers,
- (h) the appropriate use of the Sanctuary,
- (i) the following Committees: Organ Committee, Altar Guild and the Celebration Committee.
- (j) appoint a member to the Facilities Management Committee,
- (k) fulfilling the general duties of committees as outlined in "Guidelines for Committees of Congregational Council", p. 6.

The above duties shall be carried out in consultation with the Minister(s).

## **7.6.5 Sub-Committee - The Organ Committee**

### **7.6.5.1 Function**

To be responsible to the Worship Committee; will give leadership in the maintenance of our pipe organ.

## **7.6.6 Sub-Committee - The Altar Guild**

### **7.6.6.1 Function**

To be responsible to the Worship Committee; will give leadership in the decoration and selection of appointments for special occasions.

### **7.6.7 Sub-Committee - The Celebration Committee**

#### **7.6.7.1 Function**

To be responsible to the Worship Committee and to plan and organize Worship services for special occasions.

### **7.7 Ministry And Personnel**

#### **7.7.1 Function**

To be a consultative body available to:

- (a) the congregation as a whole,
- (b) any recognized or functioning group of the congregation,
- (c) any individual member of the congregation,
- (d) the Minister(s) and other staff members.

To consider complaints or problems arising out of working relationships within the leadership of this congregation that directly affect the life, work and mission of the Church, shall fulfill the requirements of the Manual , and be guided by the Ministry and Personnel Committee Handbook.

#### **7.7.2 Composition**

The committee shall be composed of no fewer than three (3) nor more than seven (7) members who are members or adherents of Trinity United Church. Members shall not be a member of any other standing committee. Members of church staff, including Ministry Personnel, shall not be members of this committee. The Ministry and Personnel Committee shall not replace the Joint Needs Assessment Committee or the Joint Search Committee in the event of a change or vacancy in the pastoral relationship.

#### **7.7.3 Meetings**

The committee shall meet as frequently as necessary, but at least quarterly. It shall meet with all employees and sponsored Student Ministers at least once during the year to review matters of personal interest or concern. The Ministry and Personnel Committee shall report monthly to the Church Council through its Chairperson or his/her delegate.

#### **7.7.4 Duties**

To be responsible for and have oversight of:

- (a) assisting as requested and designated by the Council with the search and interview of all prospective employees of Trinity United Church, except Ministry Personnel who are required to be searched and interviewed by a Joint Search Committee,
- (b) providing a consultative and supportive agency for Church staff, members and adherents,
- (c) reviewing working conditions and remuneration for Church staff and making appropriate recommendations to the Church Council, in consultation with appropriate Standing Committees, i.e. Finance,
- (d) overseeing the relationship of Church staff to members of the Church and others,
- (e) overseeing the relationship between and among different Church staff members with respect to their responsibilities and authority,
- (f) consulting with all Church staff members about their plans for continuing education and ensuring that those eligible avail themselves of the provisions for continuing education and that money and time are made available,
- (g) reviewing and evaluation annually the effectiveness of Church staff as those persons and positions relate to the mission of the Church as defined by Church Council,
- (h) maintaining close liaison with the Presbytery Pastoral Relations Committee,
- (i) reviewing regularly the responsibilities of all staff and revising position descriptions when required or requested,
- (j) providing financial and moral support for sponsored students to the Ministry,
- (k) fulfilling the general duties of committees as outlined in "Guidelines for Committees of Congregational Council", p. 6.

## **7.8 Fellowship and Communications**

### **7.8.1 Function**

To be responsible to the Council for the encouragement of the state of the congregation as a family and to initiate and plan appropriate activities to this end.

### **7.8.2 Composition**

The committee shall be composed of four to six (4-6) members who are members or adherents of Trinity United Church.

### **7.8.3 Meetings**

The committee shall meet as frequently as needed but not less than five (5) times per year.

### **7.8.4 Duties**

To be responsible for and have oversight of:

- (a) the promotion of social times after services,
- (b) the encouragement of various gatherings that would bring the congregation together as a family (e.g., picnics, dinners, etc.),

- (c) the distribution of appropriate “family” information within the congregation, i.e. newsletter, social media,
- (d) the monitoring and maintaining of the Trinity United Church website,
- (e) supplying and promoting the use of literature racks and bulletin boards,
- (f) conduction congregational surveys (e.g. “I Wish...” cards),
- (g) the Archives Committee,
- (h) fulfilling the general duties of committees as outlined in “Guidelines for Committees of Congregational Council”, p. 6.

## **7.8.5 Sub-Committee - The Archives Committee**

### **7.8.5.1 Function**

To be responsible to the Fellowship and Communications Committee; will give leadership in the selecting, organizing, preserving and the occasional display of archival material.

## **7.9 The Board Of Trustees**

### **7.9.1 Function**

To represent the Congregation in all legal matters pertaining to the properties and trust funds of the Congregation. The Trustees shall have power to sell, mortgage, exchange or lease the trust property, with the consent of Presbytery. Reference: The Manual, section 250 - 262, Appendix II, and The Trustees Handbook.

### **7.9.2 Composition**

The committee shall be composed of five to seven (5-7) members who are members or adherents of Trinity United Church, including ex officio (one of the members of the Order of Ministry as defined in the Manual, section 256).

### **7.9.3 Meetings**

The committee shall meet as frequently as needed but not less than five (5) times per year.

### **7.9.4 Duties**

- (a) to keep record of all accounts, showing receipts and disbursements, and to keep full record of minutes of all meetings and of resolutions passed and proceedings taken,
- (b) to maintain all legal deeds and documents pertinent to the property and trust funds of the Congregation,
- (c) to fulfill directions re: use of property and trust funds from the Congregational Council, the Presbytery, Conference and General Council,
- (d) to hold and administer all property, real and personal, owned by the congregation, and to ensure that such is adequately insured,
- (e) to hold and administer all trust funds created by endowments and bequests made to the congregation,
- (f) to fulfill all other requirements of the Manual pertinent to Board of Trustees,

- (g) fulfill the general duties of committees as outlined in “Guidelines for Committees of Congregational Council”, p. 6.

## **8.0 PRESBYTERY REPRESENTATIVES**

### **8.1 Function**

To represent Trinity United Church to Lakeridge Presbytery and to represent Lakeridge Presbytery to Trinity United Church.

### **8.2 Composition**

There shall be a minimum of one (1) and maximum of four (4) (Manual 310 b. vi) representatives who are in full Church membership and appointed by the Congregation on the recommendation of the Nominating Committee. The appointments shall be for one (1) year renewable annually up to three (3) years. The term for Presbytery Representatives is from June to May.

### **8.3 Meetings**

The meeting schedule will be determined by the Lakeridge Presbytery.

### **8.4 Duties**

- (a) to attend all Presbytery meetings and be a member of a minimum of one (1) committee of Presbytery,
- (b) to report to the Congregation and Church/Executive Council on a regular basis,
- (c) to act as resource persons to Council and/or Executive when required,
- (d) to fulfill the general duties of committees as outlined in “Guidelines for Committees of Congregational Council”, p. 6.

## **9.0 NOMINATING COMMITTEE**

The Nominating Committee, an ad hoc committee of Council, shall be appointed by Council at the May meeting.

### **9.1 Function**

To prepare a slate of nominees and appointments for Council offices and present it at the Annual Meeting. To provide nominations for any vacancies that might occur in Council during the year.

### **9.2 Composition**

The committee shall be composed of a Chairperson (usually the Vice Chairperson of Council), a Secretary, the Vice Chairpersons of the eight (8) Standing Committees and the Board of Trustees or designates, and the Minister(s). Each appointee must have at least one (1) additional year to serve on Council following his/her appointment to the committee.

### 9.3 **Meetings**

The Chairperson will call meetings as frequently as necessary in order to complete the function.

### 9.4 **Duties**

- (a) to prepare a slate of nominees for the position of Chairperson and Vice Chairperson (neither of whom shall be of the clergy), Secretary and Treasurer (in case the Treasurer is a member of the Church staff, such nomination would be automatic from year to year), and Committee Chairpersons,
- (b) to prepare a list of nominees to replace the number of members of Council whose elected terms have expired,
- (c) to prepare a list of nominees to replace the number of members of the Board of Trustees whose elected terms have expired,
- (d) to submit names of persons for Representatives to Presbytery, and Auditors,
- (e) to inform all new members of Council and other nominees of the duties and responsibilities of their respective office, and to train them in the performance of these duties and responsibilities,
- (f) to ensure that the completed list of nominees is in the hands of the Executive for presentation at the meeting of Council in February prior to the Annual Congregational Meeting,
- (g) to be responsible for providing nominations to fill vacancies which may occur during the year due to death or resignation of any member of Council or other congregational officials,
- (h) to recommend assignment of new members to Standing Committees, and consider requests from sitting members of Council for re-assignment in committee service.

### 9.5 **Guideline Notes For Nominating Committee**

- (a) With regard to duties (a) and (b), (in the duties section), the Nominating Committee will secure an agreement with each nominee to stand for election to Council or other office.
- (b) With regard to sabbaticals and exceptions thereto, except for the Chairperson, Vice-Chairperson, Secretary and Treasurer, an elected member shall not be eligible for re-election to the Council or other congregational units (namely: Trustees, Presbytery Representatives, or Auditors) until one (1) full year has elapsed following the completion of his/her term of office.
- (c) The Chairperson, Vice-Chairperson, and Secretary shall be eligible to serve for a period of three (3) consecutive years in the position to which he/she has been elected from the date of such election, whether or not this period represents an extension of their initial term on Council.
- (d) The Treasurer, if elected from the congregation, shall be subject to the foregoing condition, and as a member of the Church staff, could be retained indefinitely by annual re-appointment.

## 10.0 **CONSTITUTIONAL AMENDMENTS**

- (a) The Minister(s), the Chairperson, and Vice Chairperson of Council shall normally constitute the committee that shall recommend any amendments to the February meeting of Council.
- (b) Such amendments shall be posted at least one (1) week prior to the Annual Congregational Meeting and the congregation informed of the posted amendments.
- (c) Such amendments shall be presented at the Annual Congregational Meeting for final approval.
- (d) This committee shall be named the Constitution Committee.

## **GLOSSARY**

*The Glossary is currently a document in progress.*

**“Adherent”** means a person who is attached to a Congregation and who contributes regularly to its life and work while not being a member thereof.

**“Committee”** means a number of persons to whom a task or tasks have been assigned. The Committee shall exist either for a specified time or until the completion of the tasks assigned, or the Committee may be asked to serve on a continuing basis. A Committee may only recommend and only to the body that appointed the Committee, unless its duties, powers, and responsibilities are otherwise defined. A Committee may be known by other titles or modified by the adjectives “ad hoc” or “standing.”

### **Committee Types**

**Standing Committee** - a permanent committee appointed to deal with a specified subject, members are elected by congregation, the committee chair sits on Executive Council, members have a vote at full council meetings, members will have a designated term of office (1-3 years), members may sit on more than one standing committee but this is not recommended

**Sub-Committee** – formed for a specific purpose, is responsible to the standing committee for a set purpose, members are not elected by congregation, members may serve more than one year, members do not have a vote on Council or Executive Council, members may sit on other committees

**Ad Hoc Committee** – formed or arranged for one purpose only, is dissolved when the purpose is completed, is responsible to the group that formed it, members do not have a vote on Council or Executive Council, members may sit on other committees