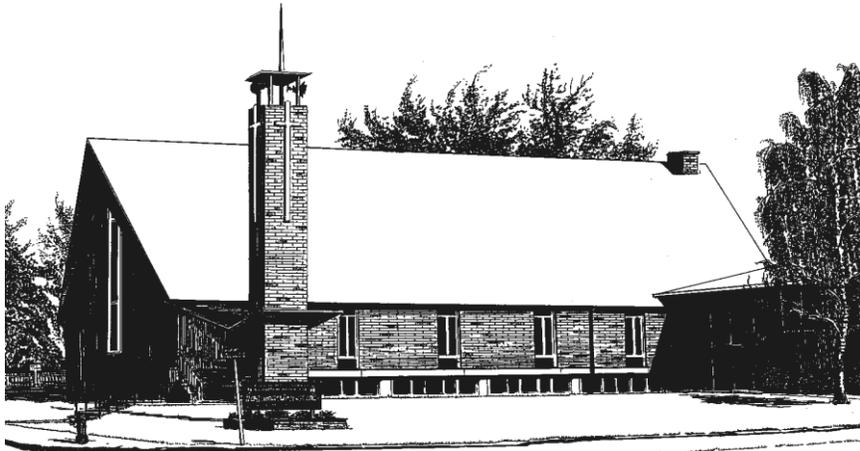


Westminster United Church

101 – 6 Street SE
Medicine Hat, AB

Constitution

January 30, 1984;
revised September 13, 2006;
2nd revision February 21, 2016
Amended February 25, 2018



CONSTITUTION OF WESTMINSTER UNITED CHURCH
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(Revised February 2016)

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PART 1: INTRODUCTION

1.1 CONCILIAR OR PRESBYTERIAN SYSTEM

The form of Church government adopted for the United Church of Canada is the Presbyterian or “Conciliar” system. It is well based in the beginnings of the Christian Church and was in use in both Presbyterian and Methodist Churches in Canada before Union in 1925. The Protestant reformers in their day searched the New Testament to learn the practice of the early Church. In that period the organization and care of the local Congregation was the responsibility of men called presbyters. This word comes from a Greek word “presbuteros” and in the New Testament is referred to as “Elder”. Elders were not necessarily preachers or scholars, but reputable men, exemplary and balanced in judgment, to whom was given the responsibility of leadership in the Church. They gave instruction. They exercised discipline. They ruled and taught according to ability. In time, one of the Elders became the Chief Leader or President of the Congregation. He was responsible for the conduct of worship. He and other Elders shared together in the pastoral care of the people and the administration of Church affairs.

Seeking orderly and representative Church government, the reformers, especially in Scotland, adopted this form. In it, the “preaching” Elder devotes his full time to the work of Christ and the Church. After training and examination, he is ordained by the Church as a Minister of the Word and Sacraments. “Ruling” Elders, chosen from the Congregation follow their several occupations in daily life, but are ordained to their office in the Church. They join with the Minister in the spiritual oversight and care of the people and collectively are known as the Session. All the Ministers and an equal number of lay Members from the Pastoral Charges in a designated area constitute the Presbytery.

This system allows the local Church or Pastoral Charge a great deal of self-government, especially in matters pertaining to its own life. The local Churches are bound together in organic connection by a series of courts: Presbytery, Conference, and General Council. Government in the United Church of Canada is thus a two-way movement, back and forth, from the local Pastoral Charge through Presbytery and Conference to the General Council, which is the Supreme Court of the Church in matters of doctrine and legislation affecting its total life.

(Source: “I Join the Church” prepared by a committee and issued with general approval by the United Church of Canada, pp 9-10)

1.2 LAWS OF THE UNITED CHURCH OF CANADA

Ever since the first edition of *The Manual* of the United Church of Canada in 1928, it has been an important tool for Members and organized bodies of the United Church of Canada.

“The purpose of law within the Church is to order procedures and to provide for the consistent resolution of differences, and so to facilitate the achieving of order and justice. As an elaboration and extension of the Basis of Union, *The Manual* was intended to cover correct procedures for most foreseeable contingencies.” *The Manual* (and this Constitution) therefore, are to be employed not as a harsh legalistic instrument, but as a tool that is intended to be used within the Christian Communion, and it requires not only a knowledge of their provisions, but also that they be applied with trust and goodwill.

The law and procedure of the United Church of Canada is contained in *The Manual*.

(Source: Introduction to The Manual, 2013, p.2)

1.3 HISTORY OF THE CONGREGATION OF WESTMINSTER

- (1) The Congregation of Westminster belonged to the Presbyterian Church prior to Union in 1925. In 1925, the Congregation of Westminster voted to join the union of the Presbyterian, Methodist, and Congregational Churches in Canada in the formation of the United Church of Canada. The Congregation of Westminster adopted the plan of organization prescribed for pastoral charges by *The Manual* of the United Church of Canada (eg. the Session, Official Board, Committee of Stewards, the Christian Education Committee of the Congregation, etc.). This form of Congregational organization continued until the early 1970's when the Congregation of Westminster adopted the concept of the "large Official Board" having an official Board Membership of 40-50 Members, whose Membership was organized into five Divisions (Ministry, Personnel & Education; Finance & Stewardship; Communications; Church & Society; and Christian Development). At the Annual Congregational Meeting held January 30, 1983 a motion was passed adopting the form of Church organization outlined in the 1982 Annual Report on a trial basis for one year during which time the official Board was to consider and assess the new organizational structure for the official Board and provide the Congregation with its report and recommendations at the annual meeting of the Congregation to be held on January 30, 1984. This constitution was the result.
- (2) Westminster United Church came into existence when the "hill people" living around Central Park decided they wanted their own Church separate from St. John's Presbyterian Church. First services were held in Alexandra High School on August 31, 1913 with The Reverend J.O. Watts of Oakwood, Ontario as first Order of Ministry. The name Westminster does not refer to the famous abbey in London, England. "West" describes the location, and "minster" is old English for monastery. Under the supervision of James Rae, the new Church was completed in just two months at a cost of \$4,781.00. Dedication of Westminster Church took place on June 21, 1914. The Westminster Memorial Hall (which was destroyed by fire in 1979) was the former Church building. The name was changed from Westminster Presbyterian Church to Westminster United Church in 1925. The new Church and a new site (the present location at 101 – 6 Street SE) were chosen to keep up with the increasing number of churchgoers. The first service was on Sunday, September 22, 1957 under the auspices of the Reverend Len Harbour.

On April 25, 1979, at 1:10 a.m., the incumbent Order of Ministry (the Reverend Richard Worden) was awakened by three young people reporting a fire in the Westminster Memorial Hall. The fire destroyed the Hall, did extensive smoke and water damage to the Sanctuary, including the new Regent Hammond organ, which had been recently purchased. A young man was charged with deliberately setting the fire. An item used to set the fire was the Order of Ministry's Pulpit robe. The young man went to trial and was acquitted. Westminster Church was closed for three Sundays; weddings were held in homes and at Fifth Avenue Church. Sunday Services were held in Fifth Avenue United Church. One of those Sundays was Mother's Day and the Westminster crowd was lined up along Fourth Street for half a block waiting to get into the Church. The insurance claim, which was finally paid, amounted to \$404,000.00. In May 1980, the ground was broken for the new Church Hall building. This new building was made 20 feet longer than the old building. The new building was completed and occupied in early 1981.

- (3) The 100th Anniversary of the Westminster Congregation was celebrated in September 2013 with a Meet & Greet Registration Evening; a bus tour of Medicine Hat the next day; followed by a formal dinner with many past Clergy and Music Directors in attendance, along with an evening of music and talents to follow. Sunday Worship included honouring our past, celebrating the present, and looking forward to what may unfold in the future, followed by a pot luck luncheon. The 100th Anniversary Mural, constructed by world renowned James Marshall, was completed in time to reveal for the weekend event. Funds were raised by selling spaces on the backside tiles to honour those from the past, present, and future.

1.4 GENERAL

1.4.1 CHURCH OFFICE

The Order of Ministry shall be responsible to the Church Board for the daily operations of the Church Office and the Church Secretary.

1.4.2 THE MANUAL

This Constitution, permitted by the flexibility of United Church polity, recognizes the authority of *The Manual, 2013* in all matters of ultimate governance.

1.4.3 REPEAL OR AMENDMENT

This Constitution or any part hereof may be repealed or revised by the Congregation at any time at a meeting called for this specific purpose.

1.5 INTENTION

1. September 13, 2006: It is the intent of this Constitutional revision to clarify the Congregational organization of Westminster United Church.
2. February 21, 2016: It is the intent of this Constitutional revision to reflect the current Congregational organization of Westminster United Church.

1.5.1 EFFECTIVE DATE

This Constitution shall take effect immediately upon being approved by the Congregation at a meeting called for this specific purpose.

PART 2: THE BASIS OF UNION - DOCTRINE

(Source: The Manual, 2013)

Published in 1925, this document states the mission of The United Church of Canada.

The 20 articles of doctrine – refer to page 11 of *The Manual, 2013*

“A Statement of Faith, 1940 – refer to page 15 of *The Manual, 2013*

“A Song of Faith” – refer to page 20 of *The Manual, 2013*

2.1 A NEW CREED

Our **Mission Statement** was expressed again in 1968 as “**A New Creed**” which has been revised over time to its current form:

We are not alone,
we live in God’s world.

We believe in God:
who has created and is creating,
who has come in Jesus,
the Word made flesh,
to reconcile and make new,
who works in us and others
by the Spirit.

We trust in God.

We are called to be the Church:
to celebrate God’s presence,
to live with respect in Creation,
to love and serve others,
to seek justice and resist evil,
to proclaim Jesus, crucified and risen,
our judge and our hope.

In life, in death, in life beyond death,
God is with us.

We are not alone.

Thanks be to God.

2.2 THE UNITED CHURCH CREST is the official signature of the United Church of Canada, placed on legal documents, ordination and commissioning parchments, and licenses to perform the Sacraments. It was designed by Dr. V.T. Mooney, former Treasurer of the United Church.



**United Church
of Canada**

- For our Church Members, this insignia is a spiritual and historic reminder. Its oval shape is derived from the outline of a fish, which was used as a symbol of identity by early Christians. The initials of the words "Jesus Christ, Son of God, Saviour" spell the Greek word for fish.
- The "X" at the center is the first letter in the Greek word for Christ, and is a traditional symbol for Christ.
- The open Bible represents the Congregational Churches with their emphasis upon God's truth that makes people free. From this Communion we have a heritage of liberty in prophesying, love of spiritual freedom, awareness of the creative power of the Holy Spirit and clear witness for civic justice.
- The dove is emblematic of the Holy Spirit (Mark 1:10) whose transforming power has been a distinctive mark of Methodism. Here our heritage is one of evangelical zeal, concern for human redemption, warmth of Christian fellowship, the testimony of Spiritual experience, and the ministry of sacred song.
- The burning bush is the symbol of Presbyterianism. It refers to the bush that burned and was not consumed (Exodus 3:2), and symbolizes the indestructibility of the Church. From Presbyterianism, we have received a heritage of high regard for the dignity in worship, the education of all people, the authority of scripture and the Church as the body of Christ.
- The symbols Alpha and Omega in the lower quarter are the first and last letters of the Greek alphabet. They symbolize the eternal living God, in the fullness of creation (Revelation 1:8).
- The Latin words *ut omnes unum sint*, which surround the symbols on the Crest mean, "That all may be one." (from the Gospel of John 17:22) They are a reminder that we are both a "united" and "uniting" Church.
- In 1980, a French translation of "The United Church of Canada" was authorized by General Council to be added to the Crest.
- In August of 2012, at the 41st General Council, The United Church of Canada acknowledged the presence and spirituality of Aboriginal peoples in the United Church by revising the Church's crest. The crest changes include incorporating the colours often associated with the Aboriginal Medicine Wheel. The Medicine Wheel, which reflects respect for diversity and interdependence, is often represented in the four traditional colours of yellow, red, black, and white, which incorporate important teachings from the four directions, the four stages of life, and the four seasons. The placement of these colours will vary according to the traditions of the nation. The Medicine Wheel teaches us to seek balance in the physical, mental, emotional, and spiritual aspects of the circle of life. The crest changes also include the addition of the Mohawk phrase "Akwe Nia Tetewá:neren" [aw gway-- nyah day day waw-- nay renh], which means "All my relations."

(Source: UCC Website)

2.3 OVERVIEW OF BELIEFS

[Source: www.united-church.ca About Us / Beliefs / Overview of Beliefs.]

A. THE BIBLE

- The Bible is central to The United Church of Canada. As a source of wisdom, personal prayer, and devotion, we believe the Bible can bring us closer to God. It remains one of our best ways of experiencing God's continuing work of creation and liberation in the world, while offering us forgiveness, healing, and new life in Jesus.
- We often refer to a passage as "the Word of God." By this, we mean that the writer was inspired by God.
- Yet we also know the various books that make up the Bible are the stories of two ancient communities trying to be faithful to God under difficult circumstances-ancient Israel and the

early Christian movement-and some of what was experienced and written then doesn't fit with today's world. We don't condone slavery, for example, or stone those who commit adultery.

- Nevertheless, in its stories and teachings the Bible has a mysterious power to inform our lives.

B. SACRAMENTS

- A Sacrament is a symbolic action, or ritual, by which people of faith encounter the presence and goodness of God. In a Sacrament, ordinary things like water, bread, and wine are used to point us to God and God's love, reminding us of the sacred in life.
- In the United Church, we celebrate two Sacraments: Baptism, the ritual that formally recognizes we belong to the Christian community, and Communion, a symbolic meal initiated by Jesus. These are of central importance to our faith.

C. BAPTISM

- Baptism is a symbolic action that signifies the new life God gives us as we join the Church community.
- Baptism uses water as a symbolic cleansing that signifies the acceptance of new life within the Church family. The Sacrament of Baptism is the single rite of initiation into the Christian community, the Church.
- The United Church offers Baptism to all ages. We believe the gift of God's love doesn't depend on our ability to understand it, so we baptize people as infants right up through adulthood.
- With children, instruction is given to parents or sponsors to equip them for the child's Christian nurture. During the ceremony, everyone in the Congregation pledges support for the child and his or her parents.
- Baptism is not a requirement for God's love. We believe people who die without Baptism are in no way condemned, lost, or damned.
- Baptism in the United Church is recognized by all denominations of the Christian Church that practise infant Baptism. Similarly, if people have already been baptized in another Church, the United Church recognizes their Baptism and welcomes them as Christians.

D. COMMUNION

- The Lord's Supper, Eucharist, Holy Communion—these different terms refer to the same Sacrament shared by most Christian denominations, a symbolic meal.
- Communion is celebrated at a table that suggests the dining table in our homes. At the Communion table, we acknowledge that Jesus Christ is the host and all are guests. The meal uses the symbols of small pieces of bread and a taste of wine or juice to remind us of Jesus' last supper with his followers and of God's enduring love.
- The United Church invites all who seek to love Jesus to share in this family meal.

E. INCLUSIVENESS

- Jesus welcomed everyone, whether they were poor, rich, or just getting by; ill or healthy; self-made or educated; popular or a loner; secure or full of doubts.
- The United Church of Canada prides itself on welcoming everyone the way Jesus did, regardless of age, race, class, gender, orientation, or physical ability.

F. CHILDREN

- The Church works hard to appreciate people of all ages, from grandparents to newborns. Children aren't viewed as adults-in-waiting, nor are they on display for the amusement of the adults. They're full and welcome participants at the heart of each Congregation, bringing ideas and unique talents that can inspire the entire Church.

G. MARRIAGE

- We see people as unique, loved creations of God and welcome all people to the full life of Christian community, including marriage. We believe God intends loving relationships to be faithful, responsible, just, healing, and sustaining of the couple and those around them, and that such relationships require preparation and nurture.
- The United Church celebrates the marriage of
 - ◆ same-sex couples
 - ◆ previously divorced people
 - ◆ couples of different religions
 - ◆ all people who believe in Jesus Christ and want to live faithful to His way
- General Council—the governing Council of The United Church of Canada—makes some decisions about marriage, and local United Church Congregations make other decisions. This reflects the wisdom that some decisions are best made as a denomination and others are best made locally. Our denomination has followed this wisdom since our founding in 1925.
- Marriages (in fact, all worship services) are performed with the permission of and under the responsibility of the local Congregation's Church Council. This means that while General Council welcomes same-sex marriage, it does not make same-sex marriage the norm in Congregations. Congregations develop their own marriage policy and practices.

H. MULTI-FAITH RELATIONS

- The United Church of Canada views the religious practice of all people of goodwill with respect and gratitude. We believe the Spirit of God is at work in many different faith communities.
- For Christians, Jesus is the way we know God. Our understanding is nonetheless limited by human imagination. God is greater still and works in our world by a mysterious Spirit that knows no distinction at the doorway of a Christian chapel; Buddhist, Hindu, or Sikh temple; Aboriginal sweat lodge, Muslim mosque, or Jewish synagogue.
- We work together with other Christian Churches whenever possible and among people of other religions in Canada and throughout the world on matters of justice, peace, and human dignity.
- Today, difference is everywhere around us and, we believe, a great cause for celebration.

I. SOCIAL JUSTICE

- Caring for one another was central to Jesus' teachings: feed the hungry, satisfy the thirsty, shelter the homeless, clothe the naked, care for the sick, visit those in prison.
- We believe we strengthen one another to work, through God's grace, for a better world. To this end, we cooperate with other Churches, faith traditions, and people of goodwill to eliminate poverty and protect those who are most vulnerable.
- Throughout Africa, Asia, Latin America, and the Caribbean, the United Church works with 143 Churches and organizations we call partners by supporting work they see as vital to their well-being. This enables us to feed the hungry, care for the sick, and shelter the homeless far beyond our normal reach.

2.4 THE BASIS OF UNION – POLITY

A. Bylaws

Bylaws work best when applied in a spirit of open conversation. All those who are involved in making a particular decision, or who will be affected by its outcome, are strongly encouraged to consult with each other. Depending on the situation, this may include members, adherents, ministry personnel, officers, staff, congregations, pastoral charges, courts, committees, or other bodies.

B. Introduction To Governance In The United Church

(Basic requirements that apply to congregations, pastoral charges, and all courts.)

1. **OUTLINE OF CHURCH STRUCTURE**

The basic unit of organization for the United Church is the pastoral charge. A pastoral charge may be made up of one or more congregations.

The United Church is organized into four levels, or courts. The four courts are

- (a) the governing body of the pastoral charge; (Westminster – Section B, *The Manual, 2013*)
- (b) the Presbytery; (South Alberta Presbytery – Section C, *The Manual, 2013*)
- (c) the Conference; (Alberta Northwest Conference – Section D, *The Manual, 2013*) and
- (d) the General Council (Section E, *The Manual, 2013*).

Each pastoral charge must have a group of Members to oversee its life and work.

2. **DECISION-MAKING**

The Members of a Congregation, pastoral charge, or court make decisions

- (a) on the basis of an understanding of scripture and of the ethos of the United Church;
- (b) in the light of Christian experience; and
- (c) under the guidance of the Holy Spirit moving in the discussion during the meeting of such a body.

They decide themselves how they will vote in any matter. They are not bound by the opinions, directions, or previous decisions of the body that elected or appointed them.

3. **RESPONSIBILITIES**

Congregations, pastoral charges, and the courts of the United Church work in relationship with each other in the spirit of the opening words of A New Creed: “We are not alone.” These bodies share responsibility for the life and mission of the United Church. Each body has been assigned certain actions that it has the duty to take, and other actions that it has the power to take if it chooses. Both kinds of actions are the responsibilities of that body.

4. **MEETINGS**

Congregations, pastoral charges, other local ministry units, and courts are responsible for deciding how to hold their meetings. They have the following options:

- (a) in person;
- (b) by telephone conference call; or
- (c) in any other way where participants can communicate with each other at the same time. For example, by instant messaging or webcam simulcast technology. People may meet together at the same time through technology. This allows for the Spirit to move in the way that happens when “two or more are gathered.” It often draws us in directions we did not expect.

*There are specific requirements that must be followed for meetings of congregations, pastoral charges, Congregational Trustees, and courts. Refer to the corresponding section in **The Manual, 2013**.*

5. RECORDS

5.1 Meaning of “Records”

A record is any kind of recorded information, including Membership Rolls, Meeting Minutes, Baptismal and Marriage Registers, letters and other documents, plans, maps, drawings, graphic works, photographs, film, microfilm, sound recordings, videotapes, and any other kind of recorded information. It may be recorded in print form, on film, electronically, or in any other way.

5.2 Value of Records

Church records have historical and legal value.

5.3 Keeping Records

Congregations, pastoral charges, and courts are responsible for

- (a) creating their own records;
- (b) making sure the records are accurate and complete; and
- (c) keeping the records safe, secure, and under their control until the records are transferred to the appropriate archives.

There are procedures for creating, keeping, transferring, and depositing records. These procedures must be followed by congregations, pastoral charges, and courts.

5.4 Ownership of Records

All Church records belong to the United Church. They may not be taken or kept by any Member, Order of Ministry, or other person except where allowed in these bylaws or under the archives policy.

5.5 Reviewing Records

Presbyteries, Conferences, and the General Council are responsible for reviewing the records of the courts that they oversee. They must ensure that these courts are carrying out their responsibilities for records.

5.6 Archiving Records

Congregations, Pastoral Charges, Presbyteries, and Conferences are responsible for placing their records and other documents in the Conference Archives when they are no longer regularly needed.

PART 3: CONGREGATION – MEMBERSHIP & OTHER PARTICIPATION

3. Membership And Other Participation In A Congregation

3.1 GENERAL

The Congregation consists of

- (a) Members;
- (b) full Members;
- (c) Adherents; and
- (d) members of the Order of Ministry whose names have been added to the Congregation's Membership Roll.

The process for adding the name of a Member of the Order of Ministry to the Congregation's Membership Roll is set out in section 3.5.2 below.

3.2 MEMBERS

The Members of a Congregation are

- (a) children of full Members; and
- (b) children who have been Baptized but have not yet become full Members.

3.2.1 Baptism of Children

Children may be Baptized

- (a) with the advance approval of the Board and
- (b) if one or both of their parents are full Members in good standing.

The Board may make exceptions to these requirements.

3.2.2 Emergency Baptism

In an emergency where there is no time to get advance approval of a Baptism, the person who baptizes must inform the Board at its next meeting, and ask the Board to confirm the decision to baptize.

3.3 FULL MEMBERS

3.3.1 Approval

A person becomes a full Member of the Congregation with the approval of the Board.

3.3.2 Readiness

In order to become a full Member, a person must have enough knowledge about the Christian faith and the United Church to make their commitment with understanding.

3.3.3 Process

A person becomes a full Member through one of the following ways:

- (a) adult Baptism and Profession of Faith;
- (b) Confirmation, if the person was Baptized as a child and has now reached the age of understanding;
- (c) Reaffirmation of Christian faith, if the person has already been Baptized and made a Profession of Faith at an earlier time;
- (d) through a Certificate of Transfer of Membership in good standing from another Congregation or Church; or
- (e) if the person cannot get a Certificate of Transfer of Membership from another Church, they may transfer their Membership if the Board is satisfied that they
 - (i) have been Baptized;

- (ii) became full Members of their Church after they made a Profession of Christian faith;
- (iii) are of good Christian character; and
- (iv) have valid reasons for transferring to the United Church.

Certificates of Transfer: If a Certificate of Transfer of Membership is presented (see paragraph (d) above) that is more than one year old, the Board must check that the person is still in good standing with their Congregation. If the certificate is more than three years old, the Board must be satisfied with the person's explanation for the time lapse.

3.4 ADHERENTS

3.4.1 Meaning

An Adherent of a Congregation is a person who contributes regularly to the life and work of the Congregation but is not a Member or full Member.

3.4.2 Application

The Board is responsible for deciding who is an Adherent. Many people establish long-standing, committed relationships with Congregations without formally becoming "full Members" under section 3.3.3 above. These people are often valued participants in the life of Congregations as "Adherents."

3.5 MEMBERS OF THE ORDER OF MINISTRY

3.5.1 Members Settled in or Appointed to the Pastoral Charge

A member of the Order of Ministry who has been settled in or appointed to a Pastoral Charge is not a Member of the Congregation, and is not eligible to have their name added to the Membership Roll.

3.5.2 Other Members of the Order of Ministry

Any other member of the Order of Ministry may make a request to the Board to have their name added to the Membership Roll of the Congregation. The Board is responsible for making a decision on the request.

3.6 MEMBERSHIP RECORDS

3.6.1 Keeping Records

The Church Office is responsible for

- (a) keeping a record of all Baptisms in the Congregation;
- (b) keeping the Membership Roll of the Congregation;
- (c) keeping the historic Membership Roll of the Congregation; and
- (d) the Board is responsible for recording, in its minutes, all decisions to admit people as full members.

3.6.2 Revising the Roll

The Board is responsible for revising the Membership Roll at least annually by

- (a) removing the names of members who have died;
- (b) removing the names of members who have transferred to other congregations;
- (c) removing the names of members who have resigned;
- (d) removing the names of members who, in the governing body's opinion, have been absent for too long without a reasonable excuse;
- (e) recording, in its minutes, all decisions to remove a name from the roll; and
- (f) encouraging members who have moved away from the area to become members of congregations closer to their new homes.

3.6.3 Restoring Names to the Roll

A person whose name has been removed from the Membership Roll or who is under discipline may ask to become a full member in good standing again. The Board is responsible for making a decision on the request.

3.6.4 Historic Roll

The Board is responsible for overseeing that the Church Secretary keeps the Historic Roll up-to-date, which includes the Membership Roll and the names of Members removed under section B.3.6.2 above.

PART 4: CONGREGATION – RESPONSIBILITIES

4.1 GENERAL

The Congregation is responsible for

- (a) deciding on a governance model for the Congregation;
- (b) electing a Chair and Secretary of the Annual Meeting;
- (c) electing the Board;
- (d) electing a Chair of the Board;
- (e) electing the Members of the Committees;
- (f) appointing the Trustees for the Congregation;
- (g) electing at least one, but not more than two, representatives (*if the Congregation has 101 to 200 resident Members*) of the Congregation to the Presbytery. Representatives must be full Members;
- (h) approving a budget for the Congregation;
- (i) calling or requesting settlement of a Member of the Order of Ministry; and
- (j) requesting the ending of a pastoral relationship.

4.2 LIMITATION OF POWERS

The Church Board shall only exercise its functions in consultation with the Order of Ministry(s) and subject always to the law of the United Church of Canada and the authority and direction of the Congregation.

Refer to the Appendix “Rules of Debate and Order” on page 211 of *The Manual, 2013*.

PART 5: CONGREGATION – MEETINGS**5.1 FREQUENCY**

The Congregation must meet annually. This meeting must be held as early as possible in the calendar year. The Annual Report must be printed and circulated among the Members of the Congregation for three (3) consecutive Sundays (Worship) prior to the scheduled date of the Annual Meeting.

The Congregation may also decide to meet more often than annually.

5.2 ANNUAL MEETING

At the Annual Meeting, the Congregation is responsible for

- (a) electing a Chair and a Secretary of the Annual Meeting;
- (b) receiving the Annual Reports from the Board, Committees, and other groups in the Congregation;
- (c) electing the Board and Presbytery Representatives; and
- (d) considering and making a decision on the draft annual budget.

5.3 CALLING MEETINGS

5.3.1 Meetings of the Congregation must be called by one of the following people:

- (a) the Chair of the Annual Meeting;
- (b) a member of the Order of Ministry settled in or appointed to the pastoral charge;
- (c) a designated lay Order of Ministry recognized by the appropriate court and appointed to the pastoral charge; or
- (d) the pastoral charge Supervisor.

5.3.2 Any of these people may call a meeting on their own initiative at any time.

5.3.3 When They Must Call a Meeting

- a. *Written Request:* A meeting must be called when a written request is received from
 - (i) the Board; or
 - (ii) ten (10) full Members of the Congregation.

The meeting must be held within 15 days of receiving the request.
- b. *Meetings about Trustees:* A meeting must be called when the purpose of the meeting is to appoint or remove Trustees and they have received a written request from
 - (i) the Board;
 - (ii) a Trustee; or
 - (iii) seven (7) Members of the Congregation or;
- c. *When Presbytery Orders a Meeting:* A meeting must be called when required to do so by the Presbytery.

5.3.4 The Presbytery may also call a meeting of the Congregation at any time. If it calls a meeting, it must decide who will Chair the meeting.

5.4 NOTICE OF MEETING

5.4.1 The person who calls the meeting is responsible for giving advance notice of the meeting.

If the Presbytery is calling the meeting, the advance notice must be given by

- (a) the pastoral charge Supervisor, if there is one; or if none
- (b) another Member of the Presbytery other than the Order of Ministry settled in or appointed to the pastoral charge or the pastoral charge Supervisor.

- 5.4.2** There are different processes for giving notice, depending on the purpose of the meeting. All notices must indicate the purpose of the meeting.
- a. *Pastoral Relations Matters*: This section applies if the purpose of the meeting is to
 - (i) elect representatives of the Congregation to a Joint Needs Assessment Committee;
 - (ii) receive and act upon a report of a Joint Needs Assessment Committee;
 - (iii) elect representatives of the Congregation to a Joint Search Committee; or
 - (iv) deal with the pastoral relationship in any way, including considering whether to approve a new pastoral relationship or whether to request the ending of an existing one.
 - Before giving notice to the Congregation, the person calling the meeting must give notice to the Secretary of the Presbytery and to the ministry personnel settled in or appointed to the pastoral charge.
 - Notice of the meeting must be read during public worship on two Sundays.
 - After notice has been read on the second Sunday, the meeting may take place on the next day (Monday) or on any day after that.
 - b. *Electing/Removing from the Board*: This section applies if the purpose of the meeting is
 - (i) to elect or to remove Members of the Board.
 - Notice of the meeting must be read during public worship on two Sundays.
 - After notice has been read on the second Sunday, the meeting may take place on the next day (Monday) or on any day after that.
 - c. *Decisions about Trustees of the Congregation*: This section applies if the purpose of the meeting is to
 - (i) consider the resignation of a Trustee;
 - (ii) consider making a decision that a person is no longer a Trustee for any other reason;

or

 - (iii) appoint new Trustees.
 - Notice of the meeting must be read from the pulpit by the Order of Ministry or other officiant during public worship on two Sundays. After notice has been read on the second Sunday, the meeting may take place the same day or on any day after that.
 - There may be cases where a Trustee is personally responsible for a debt of the Congregation. In those cases, if the purpose of the meeting is the one listed in paragraph (ii) above, all Trustees must be given at least eight days' advance notice of the Congregational meeting.
 - d. *Other Meetings*: This section applies if the purpose of the meeting is different from any of those covered in sections B.5.4.2 a, b, or c above.
 - Notice of the meeting must be read during public worship at least once before the meeting.
 - After notice has been read, the meeting may take place the same day or on any day after that.

5.5 QUORUM

A meeting of the Congregation may take place only if at least 20 full Members are present (*for Congregations with 60 or more full Members*).

5.6 VOTING

Voting will be done by a show of hands unless requested and/or the subject matter is sensitive, then voting must be by ballot.

Proxy voting or voting by mail-in ballots is not permitted. Voters must be participants in the meeting where the voting takes place.

(They vote under the guidance of the Spirit moving in the discussion during the meeting. This allows the Spirit to move in the way that happens when "two or more are gathered." It often draws us in directions we did not expect. For this reason, proxy voting and voting by mail-in ballots are not permitted.)

5.7 WHO MAY VOTE

- 5.7.1 All full Members whose names are on the Membership Roll have the right to vote at all meetings of the Congregation.
- 5.7.2 Adherents may vote at meetings of the Congregation if
 - (a) the full Members decide to allow adherents to vote; and
 - (b) the vote is on a financial or administrative matter.
- 5.7.3 Adherents may not vote
 - (a) on anything involving the pastoral relationship, including searches, calls, and appointments;
 - (b) in elections or appointments of the Board, committees, Trustees, and Presbytery representatives, and of other bodies and officers;
 - (c) on anything involving the order of worship;
 - (d) on amalgamating, disbanding, or realigning the Congregation; and
 - (e) on property matters needing Presbytery consent.

PART 6: CONGREGATION – OFFICERS

6.1 CHAIR

6.1.1 The Congregation is responsible for electing a Chair at its annual meeting. The Chair

- (a) must be a full Member of the Congregation; and
- (b) holds office until the next annual meeting.

6.1.2 The Chair is responsible for

- (a) chairing all meetings of the Congregation except for meetings called by the Presbytery;
 - (i) If the Presbytery calls a meeting of the Congregation, the Presbytery will decide who will Chair the meeting. It may be the Chair of the annual meeting or some other person. See section B.5.3.4 above.
- (b) taking votes and announcing the results; and
- (c) voting only if there is a tie.

6.2 SECRETARY

The Congregation is responsible for electing a Secretary at its annual meeting. The Secretary

- (a) is responsible for taking Minutes at all meetings of the Congregation; and
- (b) holds office until the next annual meeting.

PART 7A: GOVERNING BODY OF THE CONGREGATION – THE BOARD

7.1 CONGREGATION – RESPONSIBILITIES

1. The Congregation does hereby establish a governing body to be known as “the Church Board” or “The Board” and its Members shall be called “Elders”.
2. At its Annual Congregational Meeting to be held as early as possible after the last day of December in each year, the Congregation shall elect no less than eight (8) from the names of the persons listed in the Nominations Report, and such other persons as may be nominated from the floor at the Annual Congregational Meeting.
3. The Board is accountable to the Congregation.

7.2 THE BOARD – REQUIREMENTS

The Board shall:

- (a) fulfill all of the responsibilities in the bylaws as outlined in the Constitution of Westminster United Church and the UCC *The Manual, 2013*;
- (b) fulfill the Membership and other requirements for the Board in these bylaws;
- (c) be approved by the Congregation; and
- (d) be approved by the Presbytery.

The governing body may take any shape the congregation or pastoral charge chooses, with the approval of the presbytery.

7.3 THE BOARD – MEMBERSHIP

7.3.1 General

1. The Board shall have the following Members:
 - (a) full Members, in good standing, of the Congregation elected by the Congregation;
 - (b) Adherents, in good standing, who are attached to the Congregation, but not a full Member are eligible for election with Board and Presbytery approval;
 - (c) members of the Order of Ministry who have been settled in or appointed to the pastoral charge;
 - (d) designated Lay Ministers who have been recognized by the appropriate court and appointed to the pastoral charge; and
 - (d) the pastoral charge Supervisor, if there is no such member of the Order of Ministry or designated lay Order of Ministry; and
 - (e) any other full Members that the Congregation includes in the Membership of its governing body. This may include full Members who hold specific positions in the Congregation.
2. In addition to the Clergy, the Board shall consist of no less than eight (8) and shall include:
 - (a) the Board Chair;
 - (b) the Board Treasurer;
 - (c) the Board Secretary;
 - (d) the Presbytery Representative(s); and
 - (e) the Chair or Liaison of the Standing Committees.

Optimally, when the Volunteer base is available, the Church Board may include representatives from the:

- (f) United Church Women; and
- (g) Youth.

7.3.2 Term of Office

1. A Term of Office (one year) shall commence on the day of the scheduled Annual Congregational Meeting and shall end on the day of the next scheduled Annual Congregational Meeting.
2. The Elder shall commence their Term of Office on the Board immediately following their election at the Annual Congregational Meeting (and Installation); and shall continue to hold office thereafter until the Term of Office ends (annually). Except an immediate past Chair of a Standing Committee who has not been re-elected, may continue to serve as Elder on the Board until June 30 of the same year.
3. No person shall be entitled to hold office as an Elder *in the same role/capacity* for more than three (3) consecutive terms, except under extenuating circumstances, the Board or Congregation may approve an extension of a one (1) year term.

7.3.3 Admission to Office

The Clergy shall be responsible for the installation or induction of the Elders, leaders of other Congregational Organizations and the leaders and teachers of the Church School at a public service of the Congregation. *(A suitable Installation Service will be found in the Service Book of the United Church of Canada, 1969, reprinted 1983; or in Celebrate God's Presence, 2000.)*

7.3.4 Resignation

An Elder of the Board may resign, in writing.

7.3.5 Removal from Office

A Member of the Board may be removed from office:

- (a) by the Board through a discipline process;
- (b) by the Board, if the Member has been absent from meetings for a year without adequate reason;
- (c) by the Congregation; or
- (d) by the Presbytery, if the Presbytery decides it is in the best interests of the pastoral charge.

7.3.6 Vacancies

The Church Board may elect a person eligible to be nominated to the Church Board to fill any vacancy that may occur as a result of the resignation or death of any Elder elected by the Congregation.

7.4 THE BOARD – RESPONSIBILITIES

The Church Board is the court of the Congregation. It has the following responsibilities.

7.4.1 Spiritual Matters

The Board oversees the spiritual interests of the Congregation, including

- (a) admitting people as full Members;
- (b) removing people as full Members;
- (c) granting certificates of transfer of Membership;
- (d) the discipline of Members;
- (e) the administration of the Sacraments;
- (f) Christian education;
- (g) public worship;
- (h) the use of the Church building;
- (i) pastoral care and visiting; and
- (j) outreach in evangelism and social action.

7.4.2 Financial Matters

1. The Board has general oversight of the finances of the Congregation, including
 - (a) fundraising;
 - (b) disbursement of funds; and
 - (c) the budget approved by the Congregation.
2. The FINANCIAL YEAR for the Congregation commences on January 1 and ends on December 31 of each year.
3. ANNUAL BUDGET
 - (a) The Finance & Stewardship Committee shall, in consultation with the Board of Trustees, the Executive of the United Church Women, and each Committee of the Church Board, prepare a proposed budget for the coming financial year.
 - (b) The proposed budget shall be approved by the Church Board prior to publication in the Annual Report to the Congregation.
 - (c) The Congregation shall, at its Annual Congregational Meeting, consider the proposed annual budget of the Church Board and a vote shall be taken on the annual budget for the coming year.

7.4.3 Pastoral Relations Matters

The Board deals with pastoral relations matters as directed by the pastoral charge.

- *“Pastoral relations” matters involve the ministry personnel, and the terms and conditions on which they serve the pastoral charge or other local ministry unit. These terms are set through a call and settlement, settlement, or appointment.*

7.4.4 Proposals

The Board receives, makes decisions on, and transmits proposals to the other courts.

7.4.5 Recommending Members to Presbytery

The Board recommends suitable Members for the Presbytery’s consideration as:

- (a) Licensed Lay Worship Leaders;
- (b) Sacraments Elders;
- (c) Inquirers; and
- (d) Designated Lay Ministers.

7.4.6 Property Matters

The Board gives orders and directions to the trustees on property matters.

7.4.7 Representing the Pastoral Charge to Presbytery

The Board represents the pastoral charge when the Congregation has authorized it to communicate with the Presbytery about

- (a) the pastoral relationship; or
- (b) the amalgamation, realignment, re-forming, or disbanding of the Congregation.

7.4.8 Reporting

The Board shall report to the Congregation at least annually.

1. The Board of Trustees, the United Church Women, and each Committee of the Church Board shall prepare an annual report in writing on or before January 15th of each year and submit it to the Church Board for its approval prior to it being published in the annual report to the Congregation.
2. The Annual Reports shall include the following:
 - (a) the names of the Chair and all other Members of the Board of Trustees, the United Church Women’s groups and each Standing committee and sub-committees;

- (b) a brief description of the tasks undertaken;
 - (c) the budget allocated by the Congregation at its last annual meeting and a financial accounting;
 - (d) the proposed budget for the coming year; and
 - (e) proposed tasks for the coming year.
3. The Church Board shall be responsible for the preparation and circulation of the annual report to the Congregation prior to the annual meeting.
(The Board may engage all the office, ministerial, and commercial assistance it deems necessary for this task to be completed).

7.4.9 Records

The Board shall oversee that, according to the terms and responsibilities **as outlined in 3.6 Membership Records**, the Church Secretary keeps the following records:

- (a) the Membership Roll of the Congregation;
- (b) the record of children and adherents; and
- (c) the register of baptisms, marriages, and burials.

7.4.10 Sharing Reports from the Wider Church

The Board shares reports it receives on action by the Presbytery, Conference, and General Council with the pastoral charge.

7.4.11 Completing Statistical Forms

The Board shall oversee that the Church Secretary and Church Treasurer (Bookkeeper) complete the annual pastoral charge statistical and information forms, and returns them to the General Council Office by the required date.

7.4.12 General Responsibility

The Board has general responsibility for leadership in the care and oversight of the spiritual life and the interests of the Congregation.

7.5 THE BOARD – EXECUTIVE AND COMMISSIONS

An Executive will be elected or appointed at such time the need arises.

7.6 THE BOARD – OFFICERS

7.6.1 Chair

1. The **Congregation is responsible for** electing a Chair of the Board.
The following people are eligible for election:
 - (a) full Members of the Congregation;
 - (b) a Member of the order of ministry who has been settled in or appointed to the pastoral charge;
 - (c) a designated lay Order of Ministry who has been recognized by the appropriate court and appointed to the pastoral charge; and
 - (d) the pastoral charge Supervisor.
2. The **Chair is responsible for:**
 - (a) presiding and keeping order at meetings of the Board;
 - (b) taking votes and announcing the results;
 - (c) voting only if there is a tie; and
 - (d) holding office until the next annual meeting; and not for more than three (3) consecutive terms, except under extenuating circumstances, the Board or Congregation may approve an extension of a one (1) year term.

3. If no Chair has been elected at the Annual Congregational Meeting, the Board shall at its first meeting elect a Chair of The Board.

7.6.2 Secretary

1. The Board **is responsible for** electing a Secretary. This person must be a Member of the Board.
2. The **Secretary is responsible for:**
 - (a) taking Minutes at all meetings of the Board;
 - (b) receiving and sending correspondence for the Board;
 - (c) ensuring the Minutes, the Membership Roll, registers, records, and all other documents of the Board are kept safe; and
 - (d) sending the Minutes, Membership Roll, and other records to the Presbytery annually for review; and
 - (e) holding office until the next annual meeting; and not for more than three (3) consecutive terms, except under extenuating circumstances, the Board or Congregation may approve an extension of a one (1) year term.

7.6.3 Treasurer

1. The Board **is responsible for** electing a Treasurer for the Pastoral Charge. This person must:
 - (a) be a Member of the governing body; and
 - (b) Treasurer for the Mission & Service Fund and other funds for the mission of the wider Church.

2. The **Treasurer is responsible for:**

General Oversight:

The Treasurer is responsible for the oversight of all revenues and expenses of the church. This includes oversight of groups in the Church that may have their own bank accounts, such as the youth group, UCW, and so on. There may be several different treasurer roles at the pastoral charge level, but the only one recognized by the CRA is the person who files the T3010B Registered Charity Information Return.

Responsibilities:

- (a) To maintain oversight of the Bookkeeper;
 - (b) recruit members of the Congregation to count the Sunday offertory;
 - (c) oversee procedures for volunteer counters;
 - (d) prepare a schedule for the counters three to four months in advance;
 - (e) ask the secretary to send a weekly email to remind counters of their shift;
 - (f) checks that deposits recorded match counter record; and
 - (g) present the Monthly Financial Statements to the Board.
- The Treasurer may or may not be directly involved in the stewardship program but should make financial information and statistics available as needed to support effective stewardship.
 - The treasurer generally assists with preparing the budget during the last quarter of the year. The budget is presented to the church board on behalf of the finance committee. After being approved by the committee, it is brought before the pastoral charge at the annual meeting for final approval.
 - The treasurer shall present name of a person to do the “annual review of the financial records” to the board for their approval.

*Responsibilities and other requirements for finances are set out in more detail in **The Manual, 2013 section G. Congregational Life; section 4.***

7.7 THE BOARD - MEETINGS

7.7.1 Frequency

The Board must meet at least bi-monthly. For optimal organization, it may decide to meet more often.

- (1) **Agenda:** The Draft Agenda (template) will be emailed by the Board Secretary to all Board Elders requesting if there are any additions. If response is received, the item(s) will be added and the Agenda printed and attached to the Board package for distribution prior to the scheduled Meeting.
- (2) **Minutes:** The Board Secretary shall be responsible for recording the Minutes of each meeting. The Minutes shall include:
 - (a) who called the meeting;
 - (b) the date and place of the meeting;
 - (c) who was present and who was absent;
 - (d) explicit decisions made and actions to be taken;
 - (e) each motion should be duly recorded, with the name of the mover, the name of the seconder, and the outcome of the vote noted.
 - Highlighting as a reminder of who has the task of following up or doing things may be noted. (*The Chair may have to remind those who need to take action before the next meeting.*)
 - The Minutes should be circulated promptly to all concerned.
 - A copy of the Minutes of each meeting shall be signed by the Board Chair and the Board Secretary and delivered to the Church Office for archival records.

7.7.2 Calling Meetings

1. Meetings of the Board must be called by one of the following people:
 - (a) the Chair of the Board;
 - (b) a Member of the Order of Ministry settled in or appointed to the pastoral charge;
 - (c) a designated lay Order of Ministry recognized by the appropriate court and appointed to the pastoral charge; or
 - (d) the pastoral charge Supervisor.
2. Any of these people may call a meeting on their own initiative at any time.
3. When they must call a Meeting:
 - (a) **Written Request:** They must call a meeting when they have received a written request from at least five Members of the Board. The meeting must be held within 14 days of receiving the request.
 - (b) **When Presbytery Orders a Meeting:** They must call a meeting when required to do so by the Presbytery.

7.7.3 Notice of Meeting

1. The person who calls the meeting is responsible for giving advance notice of the meeting.
2. A notice of a meeting must indicate the purpose of the meeting.
3. Notice of the meeting must be given in one of the following ways:
 - (a) read during public worship;
 - (b) inserted in the printed order of worship of the Congregation; or
 - (c) given in person or in writing to the Members of the Board.

7.7.4 Quorum

Amended February 25, 2018

1. A “quorum” for the Board shall mean 1/3 of those entitled to vote, plus 1 person. This may include the member of the Order of Ministry and the Chair. Although the Chair only votes if there is a tie. *Corresponding Members are not counted for this purpose.*
2. A meeting of the Board may take place only if one of the following people is present:
 - (a) a Member of the Order of ministry who has been settled in or appointed to the pastoral charge;
 - (b) a designated lay Order of Ministry who has been recognized by the appropriate court and appointed to the pastoral charge;
 - (c) the pastoral charge Supervisor; or
 - (d) another person appointed by the Presbytery to attend the meeting.

7.7.5 First Meeting of Church Board

1. When all Board positions are not elected at the Annual Congregational Meeting, the Board, at its first Meeting, shall elect persons to these positions:
 - (a) The Board shall firstly elect a Board Chair. Any Elder of the Board is eligible for election to the office of Board Chair, except that the immediate past Board Chair who is not eligible for re-election to more than one (1) consecutive term as Board Chair.
 - (b) The Board shall elect the Board Secretary. Any person eligible to be nominated to the Board is eligible for election to the office of Board Secretary.
 - (c) The Board shall elect the Board Treasurer. To be eligible, this person must be a full standing Member of the Westminster Pastoral Charge.
 - (d) If the Standing Committees do not have at least one member who serves on the Board of Elders, the Board shall elect from amongst itself at least one (1) Elder for each Standing Committee. This role may be Chair or Representative to the Committee appointed.
 - (e) The Board shall elect from amongst itself one (1) Elder to act as Liaison with one of the Life & Work of the Church Committees. Two-way communication will be a key component for keeping each other informed of Committee work and Board work.
 - (f) If at least one lay representative to the Presbytery has not been elected at the Annual General Meeting by the Congregation, then the Board shall elect an Elder eligible for election as a lay representative to Presbytery. *(Westminster United Church is entitled to two lay delegates to Presbytery.)*

7.7.6 Westminster Handbook

- (1) The Church Secretary under the direction and supervision of the Clergy and the Board Chair or Secretary, shall prepare a binder called the “*Westminster Handbook*” which shall include such material as deemed advisable by the Clergy and the Board Chair or Secretary and shall include the following:
 - (a) a list of the names, addresses and telephone numbers of each incoming Church Board Member;
 - (b) a copy of the last Annual Report;
 - (c) Minutes of the last Annual Congregational Meeting;
 - (d) a copy of this Constitution;
 - (e) a copy of the photo-directory of the Congregation; and
 - (f) an updated telephone/address list of the Congregation.

- (2) Each Elder shall be provided with a copy of the Westminster Handbook at the first meeting of the incoming Church Board or as early as practical.
- (3) Each retiring Elder shall return his or her copy of the Westminster Handbook to the Church Office immediately upon retirement.

7.7.7 CHURCH LEADERSHIP DEVELOPMENT PROGRAM *(develop more specifics to encourage Elders)*

A. PURPOSE

Leadership is essential to the spirit and vitality of the Congregation. The Congregation recognizes that it must provide its leaders with training and support in time to allow its leaders to plan in advance prior to taking office. The purpose of any Church Leadership Development program therefore is to help create a well-informed, well-trained, motivated team of leaders for the Church Board and all other Congregational organizations for the forthcoming Church year.

B. TIMING

A Church Leadership Development Program shall commence as early as possible after the Annual Meeting so that the Church Board and other Church leaders shall have sufficient time to plan prior to taking office.

C. CO-COORDINATORS

The Order of Ministry(s) and the incoming Board Chair shall act as co-ordinators to jointly plan, co-ordinate and implement a Church Leadership Development Program.

D. CONTENT

The form and substance of the Church Leadership Development Program shall be determined by the co-ordinators. The co-ordinators may recommend that one or more of the Church leaders participate in Leadership Development courses offered at the training centres of the United Church of Canada. The co-ordinators may use the Conference staff persons or others with special leadership skills in any programs.

E. PARTICIPANTS

All Elders of the incoming Church Board and leaders of all other Congregational organizations are invited to participate in any and all programs designed for them.

PART 7B: COMMITTEES OF THE CONGREGATION**7.8 COMMITTEES****7.8.1 General**

The Congregation and Board may fulfill their responsibilities with the help of committees, task groups, steering groups, teams, commissions, and other bodies.

The term “committees” includes all of these bodies. Committees may either be:

- (a) committees that exist only for a particular time or to complete a particular task; or
- (b) committees that exist on an ongoing basis without any time limit. These committees may be called “Standing Committees” or “The Life & Work of the Church Committees”.

The only mandatory committee is a Ministry & Personnel Committee, described in section 7.8.5 below.

7.8.2 Committee Structure**1. Standing Committees shall consist of the following:**

- (a) Christian Development:
 - (i) Meeting the faith formation and Christian education needs of the Congregation.
- (b) Property/ Manse:
 - (i) Maintaining the Church and equipment;
 - (ii) Maintaining the manse and equipment; and
 - (iii) ensuring the manse is suitable accommodation for the Clergy personnel.
- (c) Finance & Stewardship:
 - (i) educating the Congregation on the mission of the United Church, both locally and in the wider Church;
 - (ii) educating the Congregation on the funds needed for this mission and how they will be used;
 - (iii) encouraging commitment and participation from the Congregation in this mission; and
 - (iv) reviewing regularly the balance of funds given for local purposes and funds given for the Mission and Service Fund.
- (d) Nominations:
 - (i) The Board, including the Order of Ministry or an appointed task group shall serve as the Nominations Committee each year. The function of a Nominating Committee shall be to nominate eligible, suitable, and those willing to serve on the Board as Elders (from the Congregation) and present the names to the Annual Congregational Meeting.
 - (ii) The Board of Trustees shall provide the Nominating Committee with nomination(s) for Trustee representative to the Church Board.
 - (iii) The United Church Women of the Congregation shall provide the Nominating Committee with nomination(s) for the United Church Women’s representative to the Church Board.
- (e) Mission & Outreach
- (f) Pastoral Care
- (g) Music & Worship
- (h) Trustees
- (i) Ministry & Personnel

2. Committee MEETINGS

Frequency: Committees shall meet at least bi-monthly. For optimal organization, it may decide to meet more often.

(a) **Agenda:** The Committee shall prepare the Agenda for the meetings.

(b) **Minutes:** Each Committee, sub-committee, group, or organization of the Congregation shall appoint a Meeting Recorder for each one of its meetings who shall be responsible for recording the Minutes of each meeting. The Minutes need not be formal but shall make note of the following:

(i) who called the meeting to order;

(ii) the date and place of the meeting;

(iii) who was present and who was absent;

(iv) explicit decisions made and actions that are to be taken;

(v) each motion shall be duly recorded, with the name of the mover, the name of the seconder, and the outcome of the vote noted; and

(vi) notes on the main points of discussion, which led to the decision.

- The Minutes or notes should be circulated promptly to all concerned. A copy of the Minutes of each meeting shall be submitted to the Board for archival records.

3. Committee FUNCTIONS:

(a) Each Committee is described in the **Appendices A-I**, immediately following this section. It is not possible nor is it desirable to list the specific tasks of each Committee in detail. It is the responsibility of each Committee to decide upon the task(s) that it wishes to perform during its *Term of Office*, having regard to the “time, talent and treasure” that is available.

(b) If at any time any question should arise as to which Committee is responsible for any particular task(s), such question shall be referred to the Church Board whose decision shall be final.

7.8.3 Electing Committee Members

(1) The Congregation is responsible for electing the Members of the committees.

(2) Paid staff, other than Clergy, shall not be members of the Ministry & Personnel Committee or the Pastoral Care committees.

(3) Each Committee has the authority and power to add Members other than Elders to its Committee or its sub-Committee work, at any time.

7.8.4 Members of Order of Ministry on Committees

All Clergy settled in or appointed to Westminster Pastoral Charge are automatically members of all committees of the pastoral charge, except for the following:

(a) a Joint Needs Assessment Committee;

(b) a Joint Search Committee; and

(c) the Ministry & Personnel Committee.

When there is more than one ministry personnel settled in or appointed to Westminster Pastoral Charge, only one (1) Clergy need be a Member of a Committee. However, the expectation is that the Clergy will liaise to keep each other informed of all the Committee work.

7.9 ORGANIZATIONS IN THE PASTORAL CHARGE

7.9.1 Accountability

All organizations and groups in the Congregation are accountable to the Board.

7.9.2 Approval of New Organizations

The Board is responsible for approving new committees, ad-hoc committees, sub-committees, organizations, and groups in the Congregation.

Appendix A – CHRISTIAN DEVELOPMENT COMMITTEE (*The Manual, 2013, Section B 7.8.2 a.*)

1. **The Committee shall be constituted by and under the oversight of the Church Board.** Within our Congregation, the name Christian Development or Faith Formation also applies to this committee.
2. **Suggested Membership:**
 1. not less than one (1) or more than two (2) Elders;
 2. a Chair;
 3. a meeting recorder; and optimally
 4. representation from the following:
 - a. Sunday School
 - b. Adult Groups (eg. Bible Study)
 - c. Parent/Family Life Representative
 - d. Youth Group
 - e. Nursery
3. ***Duties of the Committee shall include, but are not restricted to the following:**
 - (a) provides opportunities for Christian growth for adults, youth, and children;
 - (i) bible studies (regular, special - ie. Lenten)
 - order curriculum
 - (ii) Sunday School
 - order curriculum & plan Church school year
 - support Sunday School teachers
 - **develop special event(s) / project(s) to encourage spiritual growth (optional)
 - (iii) Youth work
 - order curriculum & plan Church school
 - support Youth Leader(s)
 - *develop special event(s) / project(s) to encourage spiritual growth (optional)
 - (b) oversee the operation of the Nursery;
 - stock supplies
 - sanitize toys, change table, etc
 - (c) oversee Baptism and Confirmation;
 - provides information of participants in upcoming Baptisms to the Board
 - promotes Adult & Youth Confirmation classes, when Clergy indicates a need/schedule
 - (d) provide linkage (awareness) with Camp Shagabec & Canyon Camp;
 - materials promotion and application form availability
 - (e) liaison with St. Andrews and St. Stephen's colleges;
 - College Sunday (optional)
 - financial support – per Budget
 - (g) to report at regular meetings of the Church Board;
 - (h) prepare an annual report and an annual budget for approval of the Church Board prior to the annual meeting; and
 - (i) advise the Bookkeeper when remittances for financial support should be made.

** It is not possible nor is it desirable to list the specific tasks of each Standing Committee in detail and it is the responsibility of each Standing Committee to decide upon the task or tasks that it wishes to perform during its term of office, having regard to "time, talent and treasure" that is available.*

****Examples:** Easter, Thanksgiving/Halloween, Sunday School windup, participation in Camp Sunday (April), and Children's Sunday (November), Advent, Mission & Outreach project, VBS, Messy Church

Appendix B – MANSE/PROPERTY (*The Manual, 2013, Section B 7.8.2 b.*)

1. The Committee shall be constituted by and under the oversight of the Church Board.

(*The Manual, 2013, Section B 7.8.2 and B 7.8.6 b.*)

2. Suggested Membership:

- (a) not less than one (1) or more than two (2) shall be Elders and not exceed six (6) in total;
- (b) a Chair;
- (c) a meeting recorder;
- (d) the Custodian; and may include the following:
 - (i) U.C.W. representative;
 - (ii) Trustee representative;
 - (iii) Sunday School representative.

3. Duties of the Committee shall include, but are not restricted to the following:

- (a) to have responsibility for the care and maintenance of all Church property;
- (b) to ensure that all Church property is properly covered with insurance through the Trustees;
- (c) to keep current a list of all Church property including values of same through the Trustees;
- (d) to plan in detail, either by itself or in co-operation with any other Standing Committee of the Church Board, any major alteration or renovation to the Church buildings and grounds and to submit detailed plans and estimated cost of same to the Church Board for its approval;
- (e) to see that adequate furnishings and equipment are provided for the Sanctuary, manse (if used by a Order of Ministry) and the Christian Education wing;
- (f) to consult with the Order of Ministry(s) concerning the manse (if used as ministerial housing) to make certain that the manse and furnishings provided for the Order of Ministry(s) complies with The Manual;
- (g) to report at regular meetings of the Church Board;
- (h) prepare an annual report and an annual budget for approval of the Church Board prior to the annual meeting; and
- (i) advise the Bookkeeper when remittances for financial support should be made.

** It is not possible nor is it desirable to list the specific tasks of each Standing Committee in detail and it is the responsibility of each Standing Committee to decide upon the task or tasks that it wishes to perform during its term of office, having regard to "time, talent and treasure" that is available.*

Appendix C – FINANCE & STEWARDSHIP (*The Manual, 2013, Section B 7.8.2 c.*)

- 1. The Committee shall be constituted by and under the oversight of the Church Board.**
(*The Manual, 2013, Sections B 7.8.6 c. and G 4.*)

- 2. Suggested Membership:**
 - (a) not less than one (1) or more than two (2) shall be Elders and not exceed six (6) in total;
 - (b) Chair;
 - (c) Treasurer;
 - (d) Meeting Recorder; and
 - (e) other Members to serve as Stewards (as required)

- 3. *Duties of the Committee shall include, but are not restricted to the following:**
 - (a) report monthly to the Church Board with a monthly Financial Statement;
 - (b) advise the Church Board as to the financial objectives for the Congregation in each year;
 - (c) inform the Church Board and the Congregation why funds are needed and how they will be expended;
 - (d) ensure that a just proportion is maintained between monies spent for local needs and the amount provided for Mission & Outreach;
 - (e) promote and cultivate a sense of Christian Stewardship among all the Members, young and old, using materials and resources available from the Department of Stewardship Services through the Presbytery, Conference, and the National Church; and
 - (f) prepare an annual report and an annual budget for the coming year for the approval of the Church Board prior to the annual meeting.

** It is not possible nor is it desirable to list the specific tasks of each Standing Committee in detail and it is the responsibility of each Standing Committee to decide upon the task or tasks that it wishes to perform during its term of office, having regard to "time, talent and treasure" that is available.*

Appendix D – MISSION & OUTREACH

1. **The Committee shall be constituted by and under the oversight of the Church Board. (*The Manual, 2013 Section B. 7.8.2*).**
2. **Suggested Membership:**
 - (a) a Liaison from the Board;
 - (b) a Chair;
 - (c) a meeting recorder; and
 - (d) shall have no membership limit recognizing that approximately six (6) persons is often a good working unit.
3. ***Duties of the Committee** shall include, but are not restricted to the following:
 - (a) to educate the Congregation about local, national and global outreach needs and social justice issues and to use this position of education to develop a heart for mission in the Congregation;
 - (b) to secure adequate funds for the mission and service aspect of our life as part of the United Church of Canada and our Christian service to all;
 - (c) to deal with any special donations to the Mission and Service Fund and other mission fundraising endeavors;
 - (d) to participate as volunteer for local outreach projects;
 - (e) to liaison with and provide financial support to (e.g. Unisphere - membership, Champion Center, Lifeline Haiti - coffee, Elm Street School, Women's Shelter, Project Connect, Campus Care Project, and any other) Outreach groups under the UCC mandate the Committee chooses to support;
 - (f) to report via an appointed Liaison at regular meetings of the Church Board;
 - (g) prepare an annual report and an annual budget for approval of the Church Board prior to the annual meeting; and
 - (h) advise the Bookkeeper when remittances for financial support should be made.

** It is not possible nor is it desirable to list the specific tasks of each Standing Committee in detail and it is the responsibility of each Standing Committee to decide upon the task or tasks that it wishes to perform during its term of office, having regard to "time, talent and treasure" that is available.*

Appendix E – PASTORAL CARE

1. **The Committee shall be constituted by and under the oversight of the Church Board.** (*The Manual, 2013, SECTION B 7.8.2*)

2. **Suggested Membership:**
 - (a) a Liaison from the Board;
 - (b) a Chair;
 - (c) a meeting recorder;
 - (d) the appointed Liaison from the Hospital Visitation Team; and
 - (e) the Director of Commune-I-Care; and may include the following:
 - (i) U.C.W. representative; and
 - (ii) Sunday School representative.

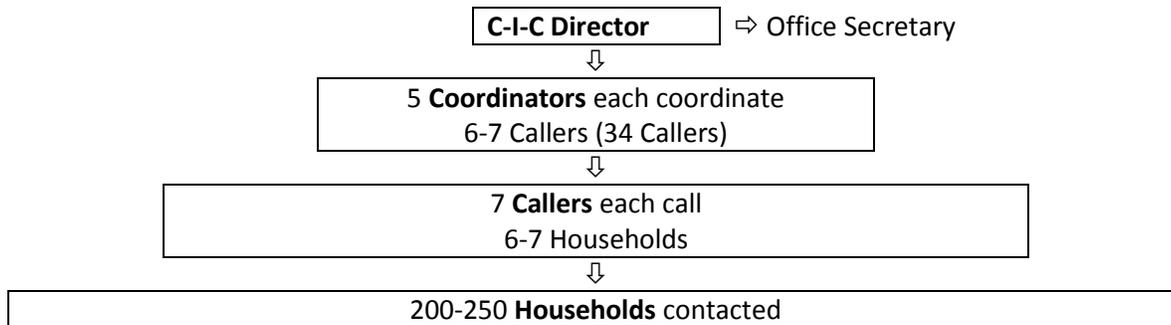
3. ***Duties of the Committee** shall include, but are not restricted to the following:
 - (a) to show concern for the spiritual health and well-being for every person for whom the Congregation has responsibility:
 - (i) to plan periodic visits to the homes of persons identifying with Westminster United Church;
 - (ii) to cultivate an acquaintance with them and discover any special needs or difficulties with which the Church might help;
 - (iii) to hear how the person feels about the services of worship;
 - (iv) to encourage their participation in the life and work of the Congregation;
 - (v) to show concern for all persons who are lonely, ill, or are in need of special help from the Congregation;
 - (b) Some of these functions may be carried out by the Church's Commune-I-Care program;
 - (c) to plan and assist the Clergy with at least one (1) Communion per year in Senior Care facilities, where United Church connections reside; and
 - (d) shall function with ad hoc participation from congregants and/or Elders to provide welcoming hospitality to persons gathering at Westminster United Church for special functions/services (ie. Shrove Tuesday Pancake supper, gathering for refreshments following the Blue Christmas service in December, ensuring that refreshments are available for special educational events or workshops and any other functions deemed necessary);
 - (e) to report via an appointed Liaison at regular meetings of the Church Board;
 - (f) prepare an annual report and an annual budget for approval of the Church Board prior to the annual meeting; and
 - (g) advise the Bookkeeper when remittances for financial support should be made.

** It is not possible nor is it desirable to list the specific tasks of each Standing Committee in detail and it is the responsibility of each Standing Committee to decide upon the task or tasks that it wishes to perform during its term of office, having regard to "time, talent and treasure" that is available.*

Appendix F - COMMUNE-I-CARE (C-I-C)

(Commune-I-Care is linked to, but not part of Visitation and Membership).

C-I-C callouts occur 3 times a year [January, May, and September]. These calls provide each family with regular opportunities to receive information; notices of upcoming activities or events; and to allow families to give information regarding celebrations in their lives and provide information regarding possible needs they may have.



Appendix G – MUSIC & WORSHIP

1. **The Committee shall be constituted by and under the oversight of the Church Board. (*The Manual, 2013, Section B 7.8.2*)**
2. **Suggested Membership:**
 - (a) a Liaison from the Board;
 - (b) a Chair;
 - (c) a meeting recorder;
 - (d) appointed Order of Ministry(s) or Order of Ministry's Rep to act as liaison with Church Office;
 - (e) Senior Choir Director;
 - (f) Junior Choir Director;
 - (g) U.C.W. Representative;
 - (h) Sunday School Representative;
 - (i) *Congregational Representatives
3. ****Duties of the Committee** shall include, but are not limited to the following:
 - (a) Responsibility for:
 - (i) the order of service;
 - (ii) Sacraments;
 - (iii) the arrangements of Special Services throughout the Church calendar year;
 - (iv) and the use of the Sanctuary in consultation with the Order of Ministry(s).
 - (b) Ensuring that on each Sunday, there is:
 - (i) an Elder in Charge
 - (ii) Greeters, Ushers, Coffee Hosts;
 - (iii) scripture readers, Mission Moment readers;
 - (iv) any other participants required to carry out the Order of Service for that day; and
 - (v) a Sound System Operator, who will also record the service for the use of shut-ins.
 - (c) Arranging for:
 - (i) people to lead Hymn Sing;
 - (ii) Guest Music or Special Music;
 - (iii) Supply organist
 - notify office when a honorarium is to be paid – when music guest is not a Member of Westminster
 - if person is not a Member of Westminster but has volunteered, then they are not given a honorarium
 - (iv) pulpit supply and worship leadership when the Order of Ministry(s) is absent (e.g. Conference, continuing education, time off or illness);
 - (v) decorating the Sanctuary for special occasions (e.g. Advent, Christmas, Thanksgiving, Lent, Easter); and
 - (vi) for persons to prepare for and serve Communion
 - (d) to report via an appointed Liaison at regular meetings of the Church Board;
 - (e) prepare an annual report and an annual budget for approval of the Church Board prior to the annual meeting; and
 - (f) advise the Bookkeeper when remittances for financial support should be made.

*** These persons do not necessarily attend regular Music & Worship meetings, but are in constant communication with the Chair of Music & Worship for example – person who locates greeters and ushers.**

**** It is not possible nor is it desirable to list the specific tasks of each Standing Committee in detail and it is the responsibility of each Standing Committee to decide upon the task or tasks that it wishes to perform during its term of office, having regard to "time, talent and treasure" that is available.**

Appendix H – TRUSTEES

1. The congregation is responsible for having a board of Trustees. Trustees are appointed or removed by the congregation at a congregational meeting.
2. Membership
 - a) Congregation is responsible for deciding on the number of trustees, with a minimum of 3 and maximum of 15. The congregation is responsible for setting a trustee's term of office.
 - b) Majority must be members of the United Church.
 - c) Must be legal age of majority in the province ie 18 in Alberta.
 - d) Minister appointed to pastoral charge is automatically a member of the trustees and automatically chair. The Minister may decide to appoint another trustee as deputy chair in their place.
 - e) The trustees select one of their members to be their representative on the Board of Elders. This trustee must be a full member, in good standing, of the congregation.
3. Duties:
 - (a) Holds congregational property in trust for the congregation as part of the United Church. Must give same care and attention to congregational property as a reasonable person would give to their own property.
 - (b) Executes decisions of the Board of Elders, Presbytery, or Conference regarding congregational property and complies with all other United Church requirements for trustees and congregational property.
 - (c) Keeps records of their meetings, the decisions made at their meetings and records of funds received and disbursed by them. Decisions are made by majority vote, with the chair only voting if there is a tie in the voting.
 - (d) Works with Property Committee and Finance Committee and the United Church of Canada to obtain appropriate insurance coverage for the congregation.
 - (e) Works with Property Committee and Finance Committee to determine appropriate cost recovery rates and lease rates for the Rental property (112 – 7th St SE – former manse), & within the church, and recommends these to the Board of Elders; annually reviews leases and recommends any changes to the Board of Elders.
 - (f) Takes direction from Board of Elders and works with Finance Committee on all church investment strategies and monitors investments

From section (G.3) of the United Church Manual and is based on the Model Trust Deed. That document was part of The United Church of Canada Act and may only be changed through legislation. Section G.3 is intended to be a faithful interpretation of the Model Trust Deed. If there is any discrepancy between this section and the Model Trust Deed, the Model Trust Deed prevails. It is available from the General Council Office.

There is a resource for congregations that set out the United Church requirements for trustees and congregational property in more detail. It also contains information on best practices for trustees. See the Congregational Board of Trustees Handbook available from the General Council.

Appendix I – Ministry & Personnel Committee

1. Westminster pastoral charge must have a Ministry & Personnel Committee, with the following responsibilities:
 - (a) being available for consultation and support for matters involving the pastoral charge staff;
 - (b) overseeing the relationship of the pastoral charge staff to each other and to people in the Congregation;
 - (c) regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff;
 - (d) making any recommendations needed as a result of these reviews to the Board;
 - (e) revising position descriptions of pastoral charge staff as needed;
 - (f) conducting annual performance reviews of the pastoral charge staff;
 - (g) ensuring pastoral charge staff make use of opportunities for continuing education that they have been given; and
 - (h) maintaining close contact with the Presbytery Pastoral Relations Committee.
- ♦ *In the interest of confidentiality, no Minutes shall be kept by the Ministry & Personnel or the Pastoral Relations Committee.*
- ♦ *There are resources to assist Ministry & Personnel Committees with their responsibilities. See the Ministry & Personnel Committees resource available from the General Council Office.*