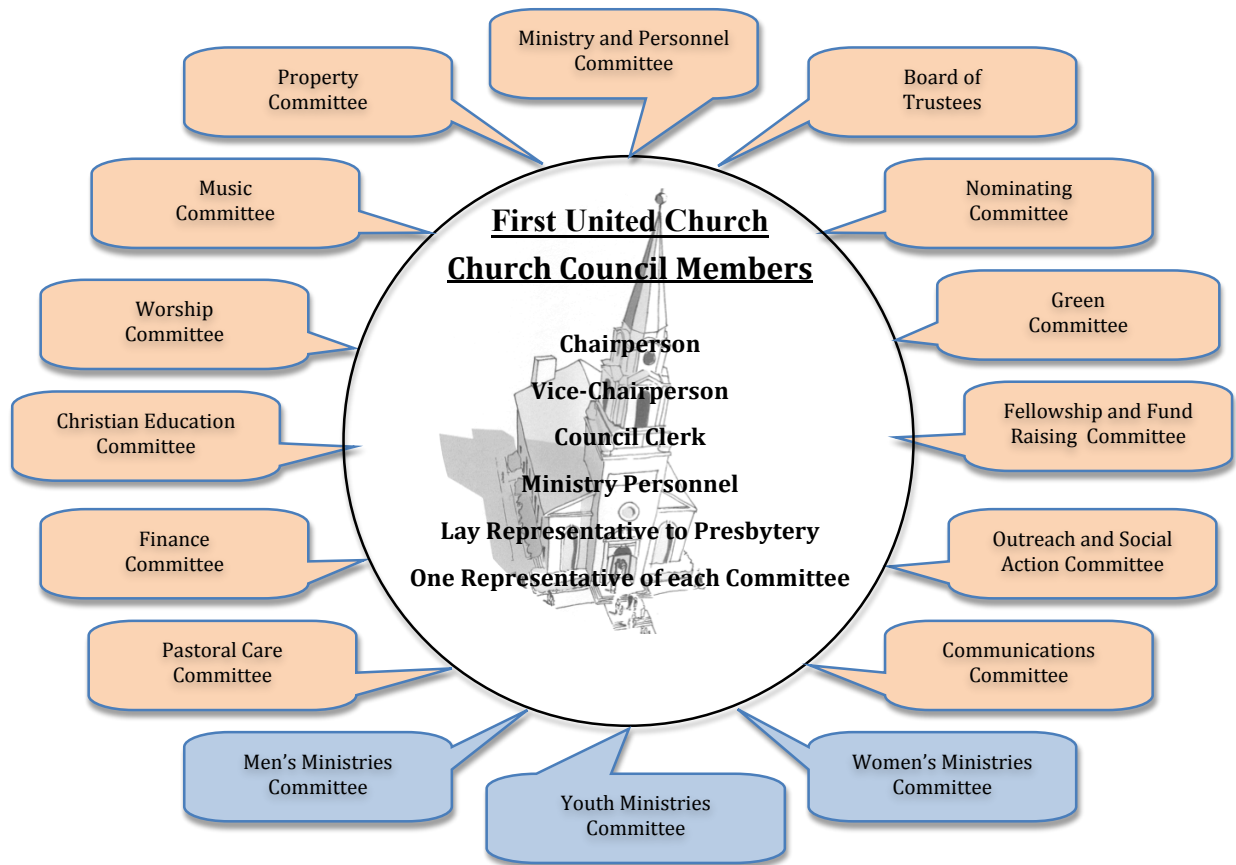


First United Church Truro, NS

Church Council

Adopted June 6, 2010



Notes

Adopted at a Congregation Meeting held on June 6, 2010.

Members of the Transition Team:

Laura Bowman, Arlene Langford, Alan MacLean, Eleanor Norrie and Robert Jordan as chair, together with Betty Miller and Rev. Larry Harrison from Presbytery and Rev Judith Perry, Interim Minister.

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Church Council: Overview

- As mandated by the United Church of Canada: Manual, sections 200 – 285
- The Council replaces the Session, Stewards and the Official Board
- The Council holds quarterly meetings; except when more frequent meetings are deemed necessary
- Term:
 - Appointed for 3 years, with the noted exception of the Chairperson and the Vice Chairperson who shall be appointed annually
 - At onset the terms are to be graduated: e.g. 1, 2 and 3 years
- In the Church Council, the Congregation shall determine and define the organization and duties of those Committees that shall be responsible and empowered to exercise particular functions of ministry; it shall also define the organization, membership, and responsibilities of the Church Council
- Members of the Committees shall be appointed by the Congregation from among the Members and Adherents of the Congregation for maximum participation, according to the number, qualifications, and method determined by the mission strategy of the Congregation
- Unless the Presbytery has granted an exception pursuant to section 134, each Officer of the Church Council appointed by the Congregation, and each person selected by the Committees and groups to be a member of the Church Council, shall be a member the Congregation
- Each Committee has a budget and makes and implements decisions within its budgetary and task description parameters
- Quorum: fifty percent of members plus one (50 % + 1) and 1 minister
- Electronic reports are presented to the Clerk by each committee prior to the Council meeting

Council Executive

(Appointed by the Congregation)

- All Ministry Personnel
- Chairperson
- Ministry and Personnel Committee Representative
- Council Clerk
- Finance Committee Representative
- One of the Lay Representatives to Presbytery
- Vice Chairperson

Standing Committees

(Appointed by the Congregation and shall have a majority of First United Members)

- Board of Trustees
- Christian Education Committee
- Communications Committee
- Finance Committee
- Fellowship and Fund Raising Committee
- Green Committee representative
- Lay Representatives to Presbytery
- Ministry and Personnel Committee
- Music Committee
- Nominating Committee
- Outreach & Social Action Committee
- Pastoral Care Committee
- Property Committee
- Worship Committee

Representatives & Officers

(Appointed by the Group)

- Men's Ministries Committee representative
- Women's Ministries Committee representative
- Youth Ministries Committee representative

Council Chairperson

Appointed each year by the Congregation: 3 years maximum
Shall be a member of First United Church

Duties:

- Call Church Council and Council Executive and preside over such meetings
- Meet regularly with the Ministry Personnel to plan a course of action and discuss any concerns
- Prepare an agenda for meetings after consultation with committees
- Consult as needed with the chairpersons of each committee
- Ensure that notice of Council meetings is given at least one week prior to each meeting, and Executive meetings as reasonably necessary

Council Clerk

Duties:

- Record minutes, as outlined in the Manual, for the Church Council, Council Executive and Congregational meetings
- Maintain a roll of all members of the Church Council and Committees and Church representatives on other bodies
- Recommend deletions to the Church Roll due to lack of address, lack of interest, etc. and reports deletions due to death or transfer to the Council and Pastoral Care Committee
- Update Church Roll and reports or recommends additions and/or deletions to the Council and Pastoral Care Committee
- Distribute the minutes of meetings in due course after each meeting. Post a copy of the minutes of Church Council and Executive meetings for the congregation to read on library bulletin board, web page, and email a copy to all members with an email address on record
- Receive and distribute appropriate correspondence
- Prepare outgoing correspondence as required
- Provide an electronic report for Church Council meetings

Council Executive

Consists of:

All Ministry Personnel
Chairperson
Ministry and Personnel Representative
Council Clerk
Finance Committee representative
One of the Presbytery representatives
Vice-Chairperson

Duties:

- Deal with emergent issues
- Uphold the mission statement and goals of the congregation
- Develop long term planning
- Develop yearly goals for approval by Council
- Provide leadership and training for the first two years, then be subject to review or termination by the Church Council
- Meet 9 times per annum
- Prepare job descriptions for all staff in consultation with the relevant committees
- Quorum: 4 members and 1 minister

Council Vice Chairperson

Appointed each year by the Congregation: 3 years maximum
Shall be a member of First United Church

Duties:

- Act in the absence of the Chair
- Assist the Chair in the discharge of his/her responsibilities
- Assume the position of Chair when that position is vacated
- Responsible for the operation of the administrative office, and the work of the Office Administrator (in consultation with the Ministry and Personnel Committee)
- Provide a job description for the Office Administrator and recommend changes to the Council Executive
- In consultation with the Office Administrator provide a stand-in when the Office Administrator is unable to fulfill his/her duties
- Coordinate the preparation of the Annual Report for the Annual Meeting

Committees, Duties and Members

Board of Trustees

This committee is mandated by the United Church of Canada

Consists of:

- One Ministry Personnel
- Six (6) persons from the Congregation with the majority being members of First United
- 10 year term - may be renewed once

Duties: *(As per the United Church Manual)*

- The Board of Trustees shall discharge such duties and exercise such powers as are set out in Sections 250 – 272 and Appendix II of the Manual. The Board of Trustees shall obey all lawful orders and directions respectively of the Church Council, the Congregation, the Presbytery, or the Conference
- Provide an electronic report at Church Council meetings

Christian Education Committee

Consists of:

- One Ministry Personnel
- Church School superintendent(s)
- One UCW Representative
- Six (6) additional members with power to add

Duties:

- Will provide opportunities for all ages to learn about our Christian beliefs, traditions and moral values

Specific Responsibilities:

- In conjunction with the Ministry Personnel, plan, organize and implement programs for the congregation and the larger community
- In consultation with the Worship Committee, ensure that all ages are included in the worship service, and that the program and curriculum are coordinated with the lectionary
- Study and approve the curriculum and Christian Education material for all ages
- Recruit and train leaders for the congregation's Christian Education programs
- Organize the Church School and review the work undertaken
- Recommend the appointment of the Church School Superintendent(s)
- Arrange for co-ordination and supervision of the nursery
- Arrange for co-ordination and supervision of the library
- Encourage participation of all ages in a Vacation Bible School
- Ensure the training of candidates for confirmation on a regular basis
- Establish and maintain a Christian Education resource centre
- Review records of the congregation including age ranges and household profiles in the *Record of Households Under Pastoral Care* as maintained by the Pastoral Care Committee
- In conjunction with the Pastoral Care arrange for the sending of birthday cards to all congregation children up to age eight (8)
- Utilize and promote United Church programs and events, especially the Atlantic Christian Training Centre
- Coordinating with the Council Clerk, ensure screening and current police records of Christian Education leaders
- Provide an electronic report for Church Council meetings

Communication Committee

Consists of:

One Ministry Personnel
Office Administrator
Three (3) members with the power to add

Duties:

- Create and maintain appropriate communications tools, (e.g. website, bulletin board, newsletter/newspaper, email lists, photographic record, etc.) and promote awareness and generate interest within the congregation and the community
- Provide a photographic record of congregational life
- To cultivate knowledge and conviction concerning the mission of the church in all its aspects, among all age groups and by all available media
- Responsible for local TV broadcasts
- Responsible for all publicity and advertising
- Maintains and updates the First United Church Archives
- Create ad hoc committees for special events
- Provide an electronic report for Church Council meetings

Fellowship and Fund Raising Committee

This is a new committee; however, it does replace the perceived responsibility for the Committee of Stewards to raise funds

Consists of:

One Ministry Personnel
Finance Committee representative
Women's Ministries representative
Five (5) additional members with power to add

Duties:

- Responsible for the promotion of the fellowship of the congregation
- To facilitate and strengthen fellowship bonds among members of the congregation by promoting and coordinating such congregational activities as 'fund script', games and sports, potluck meals, dinners, yearly corn roast, camping, other outings, sing-songs, and other occasions in consultation with the appropriate committee(s)
- Responsible for coordinating all fundraising other than regular congregational givings
- Other committees who wish to raise funds for specific purposes must operate in conjunction with this committee
- Provide an electronic report for Church Council meetings

Finance Committee

Consists of:

One Ministry Personnel
Treasurer
Envelope Secretary
Property Committee representative
Fellowship and Fund Raising Committee representative
Trustees representative
Women's Ministries representative
Two (2) Additional members with power to add

(Cont'd)

Duties:

- Set and monitor the financial goals as set out in the operating budget
- Encourage regular contributions in order to maintain a positive cash flow
- Provide regular financial information to the congregation
- To be responsible for the overall stewardship level of the church so that its full financial potential may be realized. To this end the Committee shall review annually the total financial objective of the church, that is, the needs at local, regional, and national levels
- To interpret to the church why the funds are needed and how they will be expended
- To keep in perspective and under review the proportions of money spent locally and regionally in relation to the amount provided for the wider work of the United Church through the Mission and Service Fund
- To make available to the church the materials issued through the relevant General Council working units
- Through the use of approved methods of church finance, to secure commitment and participation in the mission of the church by First United. To this end the Committee shall organize periodic visitations for stewardship purposes

Specific Responsibilities:

- Prepare on an annual basis a Financial Operating Plan (budget). This shall be accomplished by collecting anticipated spending requirements of each approved committee
- Consolidate the planned expenditures and determine the required contributions from the congregation to cover those expenditures. As required, ensure that expenditures do not exceed contributions
- Appoint/Hire a Treasurer
- Appoint/Hire an Envelope Secretary
- Ensure that Tellers are scheduled to collect, record and bank the weekly contributions of the congregation
- Ensure that records of contributions are maintained and receipts issued in accordance with United Church of Canada Policies and Procedures
- Ensure that proper measures are in place to safeguard the funds of the church. This includes ensuring proper signing authority exists on all bank accounts
- Appoint a qualified auditor to review the financial statements of the congregation
- Present the audited results of the financial statements to the congregation at the Annual Meeting
- Provide the necessary support to the Church Treasurer as required. Ensure that all financial information is provided to the Church Treasurer in a timely fashion. Oversee any church funds not managed by the Board of Trustees
- Promote and cultivate a sense of Christian Stewardship among all members, young and old
- Promote PAR
- Review and present to Church Council on a regular basis an electronic report of the financial status of the church operating budget. Provide updates to the congregation as deemed necessary

Envelope Secretary

Appointed through the Finance Committee

Be Responsible for:

- Maintaining the confidentiality of all personal contributions
- Receiving summary of each week's offerings from the tellers. Check contributions with envelopes and recheck totals
- Setting up numbered church receipts and offering envelopes, ensuring names and addresses are correct
- Recording weekly offerings on receipts

(Cont'd)

- Preparing a monthly Summary of Contributions form and compare these totals with deposits
- Issuing official donation receipts annually
- Mailing out when necessary any special receipts (e.g. funeral donations, etc.)
- Supplying information when requested by an individual pertaining to their contributions
- Distributing offering envelopes, as needed and encourage their use

Treasurer

Appointed/hired through the Finance Committee

Duties:

- Maintain financial records for local church expenses
- Receive funds and make disbursements as authorized by chairs of committees making purchases
- Prepare a monthly financial statement for review by the Finance Committee, the Church Council and/or the Council Executive
- Keep the congregation informed of the Church's financial situation
- Keep a separate accounting of funds designated for the Mission and Service Fund, specific outreach projects, etc.
- Coordinate central payroll system
- Serve as a member of the Finance Committee
- Attend meetings of the Council and Executive as requested

Green Committee

This is a new committee and will have it's full mandate implemented as the needs become clear

Consists of:

One Ministry Personnel
 Sexton/Caretaker
 Two (2) members with power to add
 Must have at least one (1) 'Green Enthusiast'

Duties:

- Oversee the 'Greening' of First United
- Ensures environmental awareness in worship services, Christian education, and programming
- Promotes and advises green initiatives for physical plant
- Provide an electronic report for Church Council meetings

Lay Representatives to Presbytery

This committee is mandated by the United Church of Canada

Appointed each year: 3 years maximum
 Shall be members of First United Church

Presbytery administrates a grouping of Pastoral Charges in a geographic area. Lay and ministerial delegates from the Pastoral Charges meet to oversee the local work of the Church. It is the second Court of the Church

There are to be up to four (4) Lay Representatives to Presbytery as mandated by the Manual, appointed by the Council, one of who sits on the Council Executive.

Lay Representatives to Presbytery have responsibility to both Presbytery and to the Congregation

(Cont'd)

Duties:

- Regular attendance and participation in the Presbytery Court, Annual Conference, and committee meetings
- Attendance at special meetings such as Covenanting Services for new ministers of Presbytery
- Expressing opinions and voting on issues brought before the Presbytery
- Duties to the Congregation: Regularly reporting back to the Congregation the decisions, concerns and activities of interest from Presbytery at Church Council meetings, on the website and/or newsletter or at a Sunday service

Men's Ministries Committee

Consists of:

One Ministry Personnel

The men of the First United Church are free, for whatever reasons they may have, to come together into organized groups, provided only that the aims and activities of such groups are not in conflict with those of the United Church. Indeed, they are strongly encouraged to do so, in order that the needs of men and the gifts of men may be recognized and appreciated within the total life and work of the United Church

Depending on the range of interests of the men, it may be desirable to form more than one (1) men's organization within the Congregation

All men's groups within the Congregation are free to name themselves according to their history and vision

All men's groups within the Congregation are free to determine their own size, structure, and manner of leadership

Duties:

- The purpose of a men's organization may be, in whole or in part:
 - (a) to deepen the spiritual life of men through worship, Bible study, and study and discussion of their Christian witness in their community, at their work, and in their homes;
 - (b) to develop a greater knowledge of the church, its nature and mission; and
 - (c) to provide opportunities for service and fellowship. The men's organizations shall require the approval of the Church Council, and shall have the right to have a representative on the Church Council and Committees thereof. Where there is more than one (1) organization of men in the Congregation, the appointment shall be made by the organizations acting jointly
- The men's organizations of the Congregation may link with similar organizations at the Presbytery level or the Conference level, to promote rallies, conferences, workshops, or such other activities as they see fit
- Provide an electronic report for Church Council meetings

Ministry and Personnel Committee

This committee is mandated by the United Church of Canada

Consists of:

Seven (7) members, with at least two (2) members with experience in human resources

Duties:

- To act as a connecting body between staff, Council and the Congregation with a view to promoting mutual understanding and responsibility within and between these bodies

Specific Responsibilities:

- Support and supervise employed staff in accordance with the dictates set out in the *Ministry and Personnel Handbook* of The United Church of Canada *(Cont'd)*

- Recommend to Council remuneration for staff
- Consult with and support staff and members in a confidential setting and act as a connecting body between congregation, Council and staff
- Annual review of job descriptions and assessment of performance in consultation with the Vice Chair, Worship, Christian Education, Pastoral Care, Communication, Music and Property Committees
- Consult with the Pastoral Relationship Committee of Presbytery when necessary
- Make recommendations to Council re: employment matters
- Attend relevant training for committee members
- Meet quarterly at a minimum
- Review and retain police record checks for all staff
- Provide an electronic report for Church Council meetings

Music Committee

Consists of:

One Ministry Personnel
 Music Director and/or Organist
 Representative from each choir/music group
 Worship Committee representative
 Two (2) representatives from the congregation with power to add

Duties:

- Co-ordinate the music program for all worship services
- Purchase all required music and music supplies used in the church
- Make arrangements for copyright use
- Responsible for the care and supervision of the use of all musical instruments in the church
- Responsible for Music Under the Steeple program
- One member is to be appointed to be responsible for the work of the Music Director and/or Organist (in consultation with the Ministry and Personnel Committee)
- Provide a job description for the Music Director and or Organist and recommend changes to the Council Executive
- Encourage and facilitate the participation of laypersons of all ages, in areas of ministry of music
- Meet at least twice per year with the Worship Committee
- Co-ordinate all music events at First United Church
- If vacancy should occur in Music Director/Organ position, recommend to Ministry and Personnel appropriate applicants for the position
- In consultation with the Music Director/Organist provide a stand-in when the Organist is unable to fulfill his/her duties
- Provide an electronic report for Church Council meetings

Nominating Committee

Consists of:

Five (5) members appointed by Congregation at the Annual Meeting for the ensuing year

Duties:

- Provide a slate to fill the vacancies as mandated by the Church Council, seeking to achieve both gender and age balance
- Consult the ministry personnel
- Provide an electronic report for Church Council meetings

Outreach and Social Action Committee

Consists of:

- One Ministry Personnel
- Mission and Service Enthusiast
- Four (4) additional members with power to add
- One (1) Lay Representative to Presbytery

Duties:

- This Committee has general responsibility to foster understanding and actions concerning the Church's mission in the local community, the nation and the world

Specific Responsibilities:

- Appoint Mission and Service Enthusiast
- Promote the Mission and Service (M&S) Fund and keep the congregation informed on work the United Church is doing in Canada and internationally
- Arrange Mission Sundays and provide regular *Minute for Mission* during regular Church services, in consultation with the Worship Committee
- Organize the study of local, national and international problems to enlighten the congregation
- Recommend community projects to the congregation and co-ordinate projects undertaken such as inter-church events: Christmas help projects, Out of the Cold, Transition House, inter-church events, KD Dinner, other community support, etc.
- Examine moral and social problems and alert the congregation to these concerns
- Organize responses to situations of special need
- Advise on the criteria for the use of the Benevolent Fund, Ida Webster Fund, and grocery vouchers
- Liaise with Scouting Group
- Promote and maintain a relationship with the Ministries United group in our Presbytery
- Provide an electronic report for Church Council meetings

Pastoral Care Committee

Takes on the visiting and pastoral care responsibilities of the former Session

Consists of:

- One Ministry Personnel
- One (1) Member of First United Church
- Volunteers who have received appropriate training

Duties:

- Meet for mutual support, prayer and discussion of emergent issues
- Develop and conduct a program of lay visitation to members of the congregation, particularly those who may be in need of moral, emotional, and social support
- Remember members on special life occasions ~ through cards, letters, flowers
- Organize pew cards and nametags
- Help coordinate transportation assistance for those who may need it for Church attendance, etc
- In conjunction with the Administration Office, maintain the *Record of Households Under Pastoral Care*
- Provide training for prospective visitors
- In the absence of regular Ministerial Personnel arrange for pastoral care in consultation with the Ministry and Personnel Committee
- Coordinating with the Council Clerk, ensure screening and current police records of leaders

(Cont'd)

- Provide accreditation for two (2) persons (non-clergy) for after hour hospital visitations and ICU visits
- Provide coordination for the church services at the local nursing homes
- In consultation with the Communications Committee deliver the *First United News* newsletter
- Provide an electronic report for Church Council meetings

Property Committee

Consists of:

- One Ministry Personnel
- Finance Committee representative
- Trustees representative
- Women's Ministries representative
- Caretaker / sexton
- Five (5) additional members with power to add

Duties:

- Assume responsibility for the supervision, maintenance and improvement of all associated First United Church property. First United Church property consists of the buildings, furniture, office equipment, the grounds, and the parking lot.

Specific Responsibilities:

- Identify needed capital improvements and maintenance, preparation of plans, calling and recommending tenders for approval by the Trustees and the Congregation
- Ensure supervision and project management
- Recommend all property-related bills to the treasurer for payment
- One UCW member is to be appointed to be responsible for the supervision of the operation of the kitchen and parlour areas, excluding major appliances and repairs
- One member is to be appointed to be responsible for the operation of the physical plant and the work of the Caretaker/Sexton (in consultation with the Ministry and Personnel Committee)
- Provide a job description for the Caretaker/Sexton and recommend changes to the Council Executive
- If vacancies should occur in employed property personnel, recommend to Ministry and Personnel Committee suitable applicants for the position
- In consultation with the Sexton provide a stand-in when the Sexton is unable to fulfill his/her duties
- Maintain an up-to-date inventory of all church property and equipment in consultations with the trustees
- Purchase supplies and equipment needed to maintain church property
- Review policy, and amend if necessary, for the use of property, excluding the sanctuary, and oversee its application
- Retain a record of, and control of, the distribution of church keys as well as knowledge of alarm codes
- Provide an electronic report for Church Council meetings

Women's Ministries Committee

Consists of:

- Depending on the range of interests of the women, it may be desirable to form more than one (1) women's organization within the Congregation
- All women's groups at First United Church, including United Church Women groups
- All women's groups within the Congregation are free to name themselves according to their history and vision
- All women's groups within the Congregation are free to determine their own size, structure, and manner of leadership

Duties:

- All women's groups within the Congregation are free to determine their own purposes, which may include personal support, friendship, spiritual nurture and growth, mission education, service, exploring faith in Jesus, outreach, fundraising, fun, prayer, healing, or education for life
- The Women's Committee shall have the right to a representative on the Church Council and Committees thereof. Where there is more than one (1) organization of women in the Congregation, the appointment shall be made by the organizations acting jointly
- All women's groups are free to develop their own organizational structures in relation to the Courts of the United Church as they deem appropriate
- United Church Women maintains its current organizational structure in relation to the Courts of the United Church, and develops its own organizational guidelines within that structure
- Will appoint a representative to the following committees:
 - Christian Education Committee
 - Finance Committee
 - Fellowship and Fund Raising Committee
 - Pastoral Care Committee
 - Property Committee
- Provide an electronic report for Church Council meetings

Worship Committee

Consists of:

- One Ministry Personnel
- Music Director/Organist
- Music Committee representative
- Five (5) additional members with power to add

Duties:

- Working with the ministerial staff, the committee is responsible for the worship life of the congregation. This Committee is responsible for planning the celebration of the sacraments of baptism, Holy Communion and special services; setting policies around baptism, marriage and funerals and considering individual requests for baptisms and marriages.

Specific Responsibilities:

- Plan the schedule of worship services
- Encourage and facilitate the participation of laypersons of all ages, in areas of: greeting congregants, lay reading, and distribution of communion and decoration of the sanctuary
- Arrange for guest speakers and pulpit supply for regular services during the absence of the ministers and ensure reception, introduction, accommodation and remuneration including mileage as required
- Record of attendance for the *United Church of Canada Yearbook*, as required
- Address concerns of the congregation regarding worship
- Responsible for electronic and print technology in the sanctuary
- Responsible for following the Lectionary for worship *(Cont'd)*

- Arrange for hospitality for the congregation on Sundays
- Review policy, and amend if necessary, for the use of the sanctuary, and oversee its application
- Provide a coordinator for the Contemporary Services
- Meet twice yearly with the Music Committee to discuss mutual concerns
- Provide an electronic report for Church Council meetings

Youth Ministries Committee

Consists of:

One Ministry Personnel

The youth of the First United Church are free, for whatever reasons they may have, to come together into organized groups, provided only that the aims and activities of such groups are not in conflict with those of the United Church. Indeed, they are strongly encouraged to do so, in order that the needs of youth and the gifts of youth may be recognized and appreciated within the total life and work of the United Church

Depending on the range of interests of the youth, it may be desirable to form more than one (1) youth organization within the Congregation

All youth groups within the Congregation are free to name themselves according to their history and vision

All youth groups within the Congregation are free to determine their own size, structure, and manner of leadership

Duties:

- The purpose of a youth organization may be, in whole or in part:
 - (a) to deepen the spiritual life of youth through worship, Bible study, and study and discussion of their Christian witness in their community, at their work, and in their homes;
 - (b) to develop a greater knowledge of the church, its nature and mission; and
 - (c) to provide opportunities for service and fellowship. The youth organizations shall require the approval of the Church Council, and shall have the right to have a representative on the Church Council and Committees thereof. Where there is more than one (1) organization of youth in the Congregation, the appointment shall be made by the organizations acting jointly
- The youth organizations of the Congregation may link with similar organizations at the Presbytery level or the Conference level, to promote rallies, conferences, workshops, or such other activities as they see fit
- Provide an electronic report for Church Council meetings