Constitution of Fenwick United Church

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1. NAME: FENWICK UNITED CHURCH

2. CONGREGATIONAL MEETINGS

2.1 The Congregation shall meet annually as soon as possible after the last day of December to elect officers and new members of the Church Council and the Board of Trustees; to approve the membership of the Standing Committees; to approve the proposed annual

- Budget as recommended by the Church Council; and to approve the Annual Reports of the committees and organizations.
- Further meetings can be called by the Minister and/or the Chairperson of the Church Council, or upon request in writing by the Church Council, or ten persons in full membership of the church.
- 2.3 Purpose and notice of meetings shall be given in the church bulletin, or from the pulpit, for at least two Sundays prior to the date of the meeting.
- 2.4 The Chairperson and Recording Secretary of the Congregation shall be elected at the Annual Meeting and shall hold office for the ensuing year.
- 2.5 In matters of pastoral relationship and spiritual concerns only those persons in full membership of the congregation shall vote. Adherents may be given the right to vote on temporal matters.
- 2.6 A quorum for a Congregational meeting shall be the lesser of twenty (20) persons and one-third (1/3) of those entitled to vote.

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3. CHURCH COUNCIL

3.1 MEMBERSHIP

- 3.1.1 The Church Council shall consist of not less than fourteen (14) members.
- 3.1.2 All members of the Church Council, who are members of the church in good standing, shall be considered Elders.
- 3.1.3 The Church Council shall consist of the Minister, members of Fenwick United Church elected at the Annual Congregational Meeting, The Chair of the Board of Trustees, a representative of the United Church Women, the Lay Representatives to Presbytery
- 3.1.4 Tenure of office on the Council shall be three years, renewable.
- 3.1.5 No Elder shall sit on more than two Standing Committees at one time.
- 3.1.6 In the event of the resignation or death of an Elder, the Council shall have the power to elect a person to complete the term of the vacancy, or a person may be elected at the next Congregational Meeting.
- 3.1.7 A quorum for a meeting of the Congregation, the Church Council and the Executive Committee shall require the attendance of the order of ministry person settled in or appointed to Fenwick United Church.
- 3.1.8 A quorum of a meeting of the Church Council shall be a majority of the members.

3.2 MEETINGS

- 3.2.1 The Council shall meet on the third Tuesday of the months of September, November, January, March and May.
- 3.2.2 Notice of meetings shall be published in the Church Bulletin or announced from the pulpit for two Sundays immediately preceding the meeting.
- 3.2.3 Emergent meetings can be called by the Minister or Chairperson without prior notice.
- 3.2.4 Upon written request, five members of the Council may request a special meeting. Such meeting shall be held with two Sundays notice of presentation of the request, and only the business named in the notice to members of the Council shall be transacted.

3.3 DUTIES

- 3.3.1 Elect a Chairperson, a Vice-Chairperson and a Secretary for a period of one year.

 These officers may be eligible for re-election.
- 3.3.2 Appoint a Treasurer from the membership of the Church Council, who shall become a member of the Finance Committee.
- 3.3.3 Elect representatives to Presbytery, and receive reports from these representatives regularly.
- 3.3.4 Appoint the Standing and Ad Hoc Committees of the Council
- 3.3.5 Monitor the work of the Standing Committees to see that it is consistent with the established policy and procedure guidelines.
- Establish further working groups, committees, task forces, etc., as are necessary to carry out the work of Fenwick United Church.
- 3.3.7 Define policies consistent with the will of the Congregation in accordance with the Manual of the United Church of Canada.
- 3.3.8 Consider and discus long-range planning for the Congregation.
- 3.3.9 Plan the Annual Congregational Meeting.
- 3.3.10 Receive annual reports from the Standing and AD HOC Committees, and approve the proposed budget for presentation to the annual Congregational Meeting.
- 3.3.11 Appoint signing authority for the conduct of the financial business of the church.
- 3.3.12 Receive and judge petitions, etc. from members.
- 3.3.13 Transmit petitions, appeals, etc., to Presbytery.

4. THE EXECUTIVE COMMITTEE

4.1 MEMBERSHIP

4.1.1 The Executive Committee shall consist of the Chair and four (4) additional members of the Council, to be elected by the Council members. The purpose of the Executive is to meet on emergent issues that cannot wait for a duly called Council meeting. When necessary, the Executive shall have the authority to act on emergent issues.

4.2 MEETINGS

- 4.2.1 The Executive Committee shall meet at the call of the Chair.
- 4.2.2 A quorum for meetings of the Executive Committee, Standing Committees, and the Board of Trustees shall be a majority of the members.

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5. THE STANDING COMMITTEES: TERMS OF REFERENCE

5.1 There shall be 7 Standing Committees of the Council:

Christian Nurture Ministry and Personnel

Stewardship Membership and Pastoral Care

Finance Property

Worship and Music

- 5.1.1 Each committee shall establish a pattern of meetings that ensures that the work of the committee will be accomplished in a timely fashion.
- 5.1.2 Each Standing Committee shall elect a Chairperson and a Secretary from its membership at the first meeting of the committee following its election.
- 5.1.3 Further members may be added to a Standing Committee from the general church attendees, and these added members will have the right to vote at meetings of the committee.
- 5.1.4 Each committee is responsible to the Congregation through the Church Council.
- 5.1.5 Each committee shall present recommendations to the Church Council for its consideration.
- 5.1.6 Each committee shall present a concise report of its work to the meeting of Council.
- 5.1.7 Each committee shall submit its annual budget request to the Finance Committee.
- 5.1.8 Each committee shall prepare a report of the Year's activities for presentation to the Annual Meeting of the Congregation.

- 5.1.9 A quorum shall be a majority of the members of the committee. If at any meeting a quorum is not present, the Chairperson shall adjourn the meeting and call another meeting to vote on the required business.
- 5.1.10 When emergent matters arise, the Chairperson of the meeting shall act according to his or her own best judgment.

5.2 THE CHRISTIAN NURTURE COMMITTEE

The purpose of this committee is to provide leadership and guidance in planning the educational program of the Congregation "so that all persons at each stage of their lives may know God as revealed in Jesus Christ and serve Him in love through the worship and work, fellowship and witness of the church."

- 5.2.1 The committee shall be composed of a minimum of 7 members.
- 5.2.2 Study the educational needs of the Congregation.
- 5.2.3 Plan and direct the total educational program of the church in relation to its needs and to the curriculum and program materials recommended by The United Church of Canada. Publicize and make available current study materials of the United Church, and encourage their use.
- 5.2.4 Recruit and appoint superintendents, teachers, officers and leaders for the Sunday and mid-week programs.
- 5.2.5 Co-ordinate a financial plan for all educational groups within the church.
- 5.2.6 Provide adequate equipment and materials to carry on an effective educational program for all ages.
- 5.2.7 Plan and promote conferences and workshops in co-operation with the area churches and Presbytery.
- 5.2.8 Arrange for in-service training of teachers and leaders.
- 5.2.9 Promote and support camping and outdoor educational activities.
- 5.2.10 Supervise and maintain a Church Resource Centre, book racks and church school bulletin boards.
- 5.2.11 Receive reports and evaluate programs of all groups under the jurisdiction of the committee.
- 5.2.12 Receive from each Teacher and Leader a current police check, as required, at the expense of the Church.

5.3 FINANCE COMMITTEE

- 5.3.1 Ensure that sound financial practices are established and regularly carried through.
- 5.3.2 Arrange for collection teams, the election of the Treasurer, the appointment of an envelope steward, banking of church funds and safekeeping of securities.
- 5.3.3 Arrange loans and payment of same at the direction of Church Council.
- Assist in securing contributions, preferably by the weekly envelope and/or Pre Authorized Remittance (PAR) an every person canvass for:
 - 5.3.4 (i) the remuneration of the persons serving the Pastoral Charge as Ministry Personnel;
 - 5.3.4 (ii) the assessments payable to the pension fund and the group insurance plan;
 - 5.3.4 (iii) the salaries of other staff of the Pastoral Charge;
 - 5.3.4 (iv) the assessment to meet Presbytery and Conference expenses; and
 - 5.3.4 (v) the (capital and) current expenses of the Pastoral Charge or Congregation.
- 5.3.5 Disburse the money received for the above purposes. In the planning and the making of the disbursement of these monies, the Finance Committee shall be governed by the order of priority as shown in 5.3.1
- 5.3.6 Signing authority shall be any two of the Treasurer, Chairperson of the Finance Committee (or alternatively, the Chairperson of the Trustees) and one other person appointed by the Council.
- 5.3.7 Present to the annual meeting of the Pastoral Charge or Congregation:
 - 5.3.7 (i) a detailed statement of its receipts and expenditures, duly audited or subject to review engagement.
 - 5.3.7 (ii) a detailed statement of the receipts and expenditures of the Board of Trustees, duly audited or subject to review engagement; and
 - 5.3.7 (iii) a statement (the budget) showing the estimated amounts required to carry on the work for the ensuing year, with suggestions as to methods for securing the necessary money.
- 5.3.8 Report concerning the financial condition of the Pastoral Charge or Congregation to the regular meetings of the Council and Executive Committee. The annual meeting reports shall be supplied to the Council prior to the annual meeting.
- 5.3.9 Arrange for retention of financial records for a least six years after the applicable year
- 5.3.10 Form and supervise a Memorial Committee to make recommendations to the Church Council.
- 5.3.11 The Committee shall be composed of a minimum of six members

- 5.3.11 (i) **Chairperson**: Elected annually from among the Committee members; preside at meetings; preserve order; take votes; announce decisions of the Committee; attend to the usual duties of a Chairperson; vote only in the event of a tie.
- 5.3.11 (ii) **Secretary**: Elected annually from among the Committee members; keep a record of proceedings; preserve all documents; attend to the usual duties of a Secretary.
- 5.3.11 (iii) Treasurer: Elected annually from among the Committee members; receive all monies for the support of the Pastoral Charge from envelopes, collections and other sources; disburse the received monies under the direction of the Finance Committee; process for payment special contributions to Presbytery, Conference and other church affiliated organizations as approved by the Church Council; enter in a book or computer register kept for the purpose, all receipts and expenditures; report emergent or requests for expenses not contained in the budget for recommendation to the Church Council; present a statement of the account when called upon by the Finance Committee or Council; complete annual forms such as United Church Statistics, Goods and Services Tax Rebate, T4 type forms for employer and employees and Registered Charity Information Form; assist in the preparation of the annual budget; attend to such other duties as the Finance Committee or Pastoral Charge may direct; at the end of the financial year, present a statement certified by the auditor or auditors appointed by the Pastoral Charge or Congregation or the Council.
- 5.3.11 (iv) **Envelope Steward**: Appointed by the Finance Committee; maintain a record of contributions eligible for charitable income tax receipts based on offering envelopes, PAR records, miscellaneous information provided by the Treasurer and information from treasurers of other church groups; issue charitable tax receipts, following Canada Revenue Agency requirements; arrange for supply and distribution of offering envelopes; provide information summaries for the annual report.

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5.4 MEMBERSHIP AND PASTORAL CARE COMMITTEE

The purpose of this committee is to facilitate strong active membership in Fenwick United Church; to have oversight of the needs of the membership; to assist the clergy in ministering to the congregation; to encourage membership.

- (a) Pastoral Care is cultivating special acquaintances with all members and adherents listed in the congregation: visiting, listening, informing and helping when possible.
- (b) The members of the church are those who have been received into full membership. All baptized children are members of the church, and it is their duty and privilege to participate as appropriate. As they grow in wisdom, they are encouraged to become "full" members by participating in a process to affirm their baptismal vows.
- 5.4.1 This Committee shall be composed of a minimum of 7 members, one of whom shall fulfill the duties of Roll Clerk.

RESPONSIBILITIES

- 5.4.2 Keep the historic roll, including members and adherents.
- 5.4.3 Recommend to the Church Council the admission of persons into full membership, and the granting of certificates of transfer.
- 5.4.4 Keep a register of baptisms, marriages and deaths.
- 5.4.5 Recommend to the Church Council change of status of members
- 5.4.6 Organize the congregation by districts, assign a visiting elder to each district to deliver, supervise the visiting of the congregation.
- 5.4.7 Provide training for visitation.
- 5.4.8 Provide for the training of lay people for specialized visiting.
- 5.4.9 Arrange for greeters, ushers, and the tending of the guest book at services of public worship.
- 5.4.10 Oversee Police Checks for volunteers as required.

METHOD

- 5.4.11 Maintain a list of the elderly and/or shut-ins.
- 5.4.12 Develop a fan-out phone list of active members and adherents.
- 5.4.13 Follow up visits to new moms and babies.
- 5.4.14 Visits to the bereaved.
- 5.4.15 To communicate with shut-ins and refer to minister when a visit is requested or deemed necessary with special attention to long-care patient.
- 5.4.16 Organize gatherings of the "Circle of Friends" at Easter, World Wide Communion and Christmas or when desired.
- 5.4.17 Organize and deliver weekly tapes of the service to shut-ins
- 5.4.18 Work in close communication with the minister
- 5.4.19 Other as needs arise.

5.5 MINISTRY AND PERSONNEL COMMITTEE

The Ministry and Personnel Committee's activities are concerned with paid staff. NO member of the church staff shall be a member of this committee.

The purpose of this committee is to ensure suitable staffing for the needs of Fenwick United Church.

- 5.5.1 This committee shall be composed of a minimum of 5 persons appointed by the congregation of Fenwick United Church.
- 5.5.2 Supervise and support the day to day work of all staff paid by Fenwick United Church.
- 5.5.3 Consult with all church staff members about their plans for continuing education, and encourage those eligible to avail themselves of the United Church's provisions for same.
- 5.5.4 Monitor working relationships among staff, and between staff and congregation.
- 5.5.5 Maintain liaison with appropriate committees of the Council.
- 5.5.6 Using appropriate resources, conduct an annual review of the performance of each staff member as it relates to his or her job description.
- 5.5.7 The first line of relationship of the day-to-day work shall be:
 - (a) Minister Worship Committee
 - (b) Minister of Music Worship Committee
 - (c) Children's Ministry Leader Minister
 - (d) Office Staff Minister
 - (e) Caretaker Property Committee

The second line of supervision shall be the Personnel Committee.

- 5.5.8 Recommend major changes in job content and/or personnel to the Church Council.
- 5.5.9 After consultation with the Finance Committee, recommend to the Church Council an annual budget to accommodate the salary and benefit requirements of all employees and the requirements of *The Manual* of The United Church of Canada.
- 5.5.10 Maintain close liaison through the lay representative with the Pastoral Relations Committee of Presbytery.
- 5.5.11 Draw up an effective conflict resolution procedure, including points of reference to appropriate committees of Presbytery.

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5.6 PROPERTY COMMITTEE

The Property Committee is to ensure the maintenance, of the permanent structures, fixtures, fittings and furnishings of Fenwick United Church. This includes the church sanctuary and

basement, the church hall, the entrance and offices complex, the manse, the car park and manse driveway, the lawns, gardens, vegetation, and walkways (except the manse). In addition, the committee shall form a sub committee (the Hall committee) to schedule the use of the facilities for internal and external user groups and supervise and schedule the work of the caretaker(s).

- 5.6.1 The Property Committee shall report directly through the Chair to the Executive Committee of Fenwick United Church.
- 5.6.2 This committee shall be composed of a minimum of 5 members.

RESPONSIBILITIES

- 5.6.3 The maintenance and repair of light, electrical and plumbing fittings and fixtures, sound system, security system, washing of windows (caretaker), maintain gardens, grass cutting, sweeping, snow removal, clean eaves trough, garbage removal, polish brass work, purchase items as required, place contracts and monitor progress of the work and adherence to the specifications, supervise the caretaker(s), purchase or approve payment (receipted) for expenditure for cleaning materials.
- 5.6.4 Maintain adequate fire and liability insurance on all church property.
- 5.6.5 Outline specific rules and procedures so that church property, excluding the sanctuary and its contents, are use properly.
- 5.6.6 Recommend fee schedules for the use of church buildings and facilities.
- 5.6.7 Compile and update an inventory of all equipment and furnishings housed in church-owned properties.
- 5.6.8 Schedule the use of facilities.
- 5.6.9 Submit to the Executive Committee recommendations for major improvements or renovations to church lands or properties in consultation wit the Board of Trustees. In an emergency, approval of any three of the Chair of Property or Council or Trustees or Finance will be sufficient.
- 5.6.10 Designate a contact person for the Manse tenant.

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5.7 STEWARDSHIP

The purpose of this committee is to ensure that the full potential of Time, Talent and Treasure of the congregation is realized.

Stewardship will also incorporate the Communications Committee. It is to encourage, regulate and facilitate better means of communication throughout the church.

Fellowship is a community of interest, companionship and friendliness expressed in social activities. Stewardship is to provide opportunities for families and friends of Fenwick United Church to enjoy fellowship together.

RESPONSIBILITIES

- 5.7.1 Be responsible for the overall stewardship level of the congregation so that the full financial potential may be realized.
- 5.7.2 Review annually the total financial objectives of Fenwick United Church; that is, the needs at the local, regional and national levels.
- 5.7.3 Keep in perspective and under review the proportion of money spent locally and regionally in relation to the amount provided for the wider work of the Church through the Mission and Service Fund.
- 5.7.4 Through the use of approved methods of church finance, secure commitment and participation in the mission of the church by the congregation.
- 5.7.5 Organize periodic visitations for stewardship purposes.
- 5.7.6 To develop a communications network designed to fulfill the overall responsibility.
- 5.7.7 To develop, monitor and update policies to regulate church publications such as newsletters, bulletin inserts, notices and boards etc.
- 5.7.8 To oversee publication of a regular newsletter.
- 5.7.9 To ensure that adequate print and audio visual resources are available and promote their use.
- 5.7.10 To promote and administer the Observer Every Family Plan.
- 5.7.11 To oversee the storage and preservation of archival materials.
- 5.7.12 Develop, present and recommend to the Executive special events to promote fellowship.
- 5.7.13 Help promote the activities of social groups affiliated with Fenwick United Church, and report to the Church Council on their behalf.
- 5.7.14 Ensure that fellowship opportunities are provided following special services.

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5.8 WORSHIP AND MUSIC

The purpose of this committee is to have oversight of the Order of Public Worship, the administration of the Sacraments, and the use of the sanctuary.

5.8.1 The committee shall be composed of a minimum of 5 members, plus the Minister of Music, a representative from Christian Nurture as liaison, and the Minister ex-officio.

RESPONSIBILITIES

- 5.8.2 Assist the Minister in the planning and conduct of public worship when required.
- 5.8.3 Make suggestions and approve major changes in the Order of Worship.
- 5.8.4 Organize the administration of the sacraments in consultation with the Minister.
- 5.8.5 Give oversight to the Minister of Music in matters of church music, care and maintenance of gowns, purchase of music and hymn books, etc.
- 5.8.6 Engage the Minister of Music in co-operation with the Personnel Committee.
- 5.8.7 Act as liaison between the Congregation and the Minister and/or Minister of Music in matters of worship.
- 5.8.8 Arrange for pulpit supply, pastoral care and interim Minister of Music in consultation with the Ministry and Personnel Committee.
- 5.8.9 Make recommendations to the Church Council regarding the use and care of the sanctuary, including the organ, piano and furnishings.
- 5.8.10 Maintain statistical records of services and sacraments as necessary.

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6. THE BOARD OF TRUSTEES

The function of the Board of Trustees is to hold and administer, under the Trusts of Model Deed, all lands, premises, real and personal property acquired for the use of the church.

- 6.1 The Board of Trustees shall be elected by the Congregation at its Annual Meeting, and shall hold office for life.
- 6.2 There shall be not fewer than three and not more than fifteen members, the majority of whom shall be members of the United Church.
- 6.3 The Board of Trustees shall function as laid down in *The Manual* of the United Church of Canada.

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7. NOMINATING COMMITTEE

The purpose of this AD HOC committee is to ensure that volunteer positions on the Church Council are adequately filled.

7.1 MEMBERSHIP

7.1.1 The committee shall be chaired by the immediate Past Chairperson of the Church Council and shall consist of a total of three (3) persons to be named by the Council.

7.2 TERMS OF REFERENCE

- 7.2.1 The committee shall meet as necessary at the call of the Chairperson.
- 7.2.2 The committee is responsible to the congregation through the Church Council and its Executive.
- 7.2.3 The committee shall draw up such operating procedures as it deems necessary.

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8. QUORUM

- A quorum for a meeting of the Congregation, the Church Council and the Executive Committee shall require the attendance of the order of ministry person settled in or appointed to Fenwick United Church.
- 8.2 A quorum for a meeting of the Congregation shall be the lesser of twenty (20) persons and one-third (1/3) of those entitled to vote.
- A quorum for a meeting of the Church Council shall be a majority of Council members.
- A quorum for meetings of the Executive Committee, Standing Committees, and the Board of Trustees shall be a majority of the members.

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9. PARLIAMENTARY AUTHORITY

- 9.1 The Church Council, the Executive Committee, the Board of Trustees, the Standing Committees established under this constitution, and the Congregation shall conduct their affairs according to prescribed parliamentary authority.
- 9.2 Roberts Rules of Order is the preferred guideline for parliamentary procedure.
- 9.3 *The Manual* of The United Church of Canada shall be the final authority in matters of dispute.

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10. AMENDING FORMULA

- This Constitution may be amended by a 60% majority vote of those in full membership of Fenwick United Church in attendance at a legally called and conducted meeting of the Congregation, subject to the approval of Presbytery.
- 10.2 Proposed amendments to this Constitution must be published in the church bulletin on two successive Sundays immediately preceding the meeting at which such amendments shall be vote on.

No such amendment shall conflict with any provisions of *The Manual* of the United Church of Canada, and it shall not take effect until filed with and approved in writing by Presbytery.

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11. LIMITATIONS

No part of the Constitution is to be interpreted so as to negate the spirit of the rules, procedures, requirements or legal responsibilities as set down in The Manual of The United Church of Canada.

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12. DUTIES OF THE OFFICERS OF THE CHURCH

12.1 CHAIRPERSON

- 12.1.1 Chair all meetings of the Church Council and the Executive Committee.
- 12.1.2 Act as ex-officio member of all Standing Committees.
- 12.1.3 Provide leadership, assistance and direction so that the goals and objectives of the Council and the Congregation are being met.
- 12.1.4 Meet periodically with the Minister to discuss matters of the church and the congregation.

12.2 SECRETARY

- 12.2.1 Maintain accurate records of minutes of all meetings of the Council and the Executive.
- 12.2.2 Assist the Chairperson in carrying out his/her duties.
- 12.2.3 Record the attendance at Board and Executive meetings, and note regrets.
- Maintain on file copies of agendas, minutes, reports, and other documents pertinent to the work of the Board and the Executive.

12.3 TREASURER

- 12.3.1 Maintain the records of the financial transactions of Fenwick United Church.
- 12.3.2 Recommend financial policy upon request.
- 12.3.3 Conduct the banking and day-to-day financial business.
- 12.3.4 Assist the Finance Committee in the preparation of the annual budget.
- 12.3.5 Prepare and present monthly reports to the Council or Executive, and the Finance Committee.
- 12.3.6 Assist the Envelope Steward when required.

12.4 STANDING COMMITTEE CHAIRPERSONS

- 12.4.1 Chair all meetings of the committee.
- 12.4.2 Ensure the election or appointment of a secretary who is to maintain the minutes and records of the business conducted by the committee.
- 12.4.3 Prepare and present monthly reports to the Church Council or the Executive, summarizing the activities, actions, concerns, needs, recommendations, future goals of the committee.
- 12.4.4 Assist in an advisory capacity the Minister, Chairperson and Secretary of the Official Board in the conduct of their duties as they relate to the responsibilities of the committee.
- 12.4.5 Ensure committee representation at all meetings of the Church Council or the Executive.

12.5 LAY REPRESENTATIVES TO PRESBYTERY

- 12.5.1 Attend all meetings of Presbytery
- 12.5.2 Report to the Council and the Congregation on a regular basis the decisions, actions and other pertinent events of Presbytery.