

**CONSTITUTION**

**OF**

**THE UNITED CHURCH IN MEADOWOOD**

# CONSTITUTION OF THE UNITED CHURCH IN MEADOWOOD

	<b><u>TABLE OF CONTENTS</u></b>	2
	SCHEMATIC CHART	3
	THE UNITY OF THE BODY	4
PREAMBLE:	MISSION STATEMENT	5
ARTICLE I:	NAME AND ESTABLISHMENT	6
ARTICLE II:	STATEMENT OF AUTHORITY	7
ARTICLE III:	DEFINITIONS	8
ARTICLE IV:	THE CONGREGATION	9
ARTICLE V:	THE CHURCH COUNCIL	10-11
ARTICLE VI:	COMMITTEES OF THE COUNCIL	12-15
ARTICLE VII:	COMMITTEES OF THE CONGREGATION	16-20
ARTICLE VIII:	THE BOARD OF TRUSTEES	21
ARTICLE IX:	THE OFFICE OF THE MINISTRY	22
ARTICLE X:	AMENDMENTS	23

February 26, 1995

Congregation of The United Church in Meadowood

Council

Fellowship Stewardship Finance Membership

Pastoral Care Christian Education Outreach Worship Property Executive

Discipleship Ministry and Personnel Nominating Presbytery Representatives U. C.W. Board of Trustees

Winnipeg Presbytery

Manitoba and Northwestern Ontario Conference

General Council  
The United Church of Canada

The United Church of Canada

## **THE UNITY OF THE BODY**

11. It was he who gave "gifts to mankind"; he appointed some to be apostles, others to be prophets, other to be evangelists, others to be pastors and teachers.
12. He did this to prepare all God's people for the work of Christian service, in order to build up the body of Christ.
13. And so we shall all come together to that oneness in our faith and in our knowledge of the Son of God, we shall become mature people, reaching to the very height of Christ's full stature.
- 14 Then we shall no longer be children, carried by the waves and blown about by every shifting wind of the teaching of deceitful men, who lead others into error by the tricks they invent.
15. Instead, by speaking the truth in a spirit of love, we must grow up in every way to Christ, who is the head.
- 16 Under his control all the different parts of the body fit together, and the whole body is held together by every joint with which it is provided. So when each separate part works as it should, the whole body grows and builds itself up through love.

Paul's Letter to the Ephesians  
Chapter 4: Verses 11- 16

## **PREAMBLE: MISSION STATEMENT**

The Mission of The United Church in Meadowood is to become a Congregation that grounds itself in personal relationships with Christ, nurtures itself in the fellowship of the Church, and empowers itself through God to seek justice in the world.

This Mission Statement sets forth a common vision for the Congregation to strive for as individuals, as members of this Congregation, and as members of the wider Church and community. It invites us to continually challenge ourselves to fulfil our hopes and live our faith in God.

As a Congregation, we adopt various guides from time to time to help us be stewards of the Gospel; we set goals and objectives for ourselves, and we set out general guidelines in the frame of a Constitution.

# THE UNITED CHURCH IN MEADOWOOD CONSTITUTION

## **ARTICLE I: NAME AND ESTABLISHMENT**

- A. The name of the Church shall be The United Church in Meadowood.
- B. The Pastoral Charge was established and came into effect upon the first meeting of the Congregation on September 25, 1979.

## **ARTICLE II: STATEMENT OF AUTHORITY**

A. The United Church in Meadowood shall have its own Constitution which shall be written in accordance with provisions set out in The Manual of The United Church of Canada.

### **B. CHURCH STRUCTURE**

1. The Congregation shall:
  - a) Govern itself in accordance with its Constitution.
  - b) Set broad direction in accordance with provisions set out in The Manual of The United Church of Canada.
  - c) Vest responsibility and authority for managing Church affairs in the Council, Committees of Council, and Committees of the Congregation.
  - d) Elect a Board of Trustees to hold Church property in trust.
2. The Council shall manage Church affairs through Committees and organized activities. Opportunities for individual initiative and expression will also be provided within this framework.
3. The Committees shall carry out their work under direction from the Council, in accordance with the Constitution and as set out in the Mission.
4. With the conferring of responsibility and authority upon those charged with managing Church affairs comes the obligation to report back to governing bodies on the results achieved with the resources allocated. This accountability is both collective- and individual and excludes no person associated with the Church.

### **ARTICLE III: DEFINITIONS**

Unless there is specific reference to The United Church in Meadowood, the following definitions are taken from The Manual of The United Church of Canada.

1. "**Adherent**" shall mean a person who is attached to a Congregation and contributes regularly to its life and work while not being a member thereof.
2. "**Church**" shall mean The United Church in Meadowood.
3. "**Committee**" shall mean a number of persons to whom a task or tasks have been assigned. The Committee shall exist either for a specified time, or until the completion of the task(s) assigned, or the Committee may be asked to serve on a continuing basis. A Committee may only recommend and only to the body which appointed that Committee. A Committee may be known by other titles or modified by the adjectives "ad hoc" or "standing".
4. "**Congregation**" shall mean a body of persons meeting for worship and constituted by a Presbytery.
5. "**Ex-officio Membership**" shall mean full membership by virtue of office for all purposes unless otherwise specifically restricted.
6. "**Fiscal Year**" shall mean the period commencing January 1 of any year and terminating December 31 of that same year.
7. "**Member**" shall mean those persons entitled to all Church privileges who, on a profession of their faith in Jesus Christ and obedience to Him, have been received into full membership. The children of such persons and all baptised children are members of the United Church, and it is their duty and privilege, when they reach the age of discretion, to enter into full membership.
8. "**Minister in Charge**" shall mean a member of Presbytery appointed by the Presbytery to provide supervision and support, both to a Pastoral Charge which is without a settled minister and to the person appointed to serve the Pastoral Charge.
9. "**Mission**" shall mean the long- range plan of The United Church in Meadowood as adopted by the Congregation.
10. "**Non-resident Member**" shall mean a member in good standing who has moved such a distance from the Congregation that the Session does not expect that Member's regular attendance at public ordinances.
11. "**Pastoral Charge**" shall mean one or more Congregations constituted by a Presbytery into a Pastoral unit according to the policy of The United Church of Canada.
12. "**Pastoral Year**" shall mean the period in the life and work of the church between July 1st of one year and June 30th of the year following.
13. "**Presbytery Appointment**" shall mean a person appointed by presbytery to a specific ministry for a specified term.
14. "**Resolution**" shall mean a motion from a Member or Committee asking its court to take action.
15. "**Task Group**" shall mean a number of persons to whom a specific task has been assigned. A Task Group shall have a specified time in which to make a final report. It may only recommend and only to the body which appointed it.
16. "**U.C.W.**" shall mean the United Church Women of The United Church in Meadowood.



## **ARTICLE IV: THE CONGREGATION**

A. The membership of the Congregation shall consist of Members and their children who have joined The United Church in Meadowood by transfer or profession of faith, and Adherents and their children who support The United Church in Meadowood with their time, talent & resources.

### **B. MEETINGS & DUTIES**

1. The membership of the Congregation shall meet annually before May 31 of each year to:
  - a) Elect persons for the Pastoral Year to:
    - The Church Council,
    - The Committees as specified herein,
    - The Board of Trustees;
  - b) Receive an Annual Report of Council for the Pastoral Year ending June 30;
  - c) Receive the Auditor's Report for the last Fiscal Year ending December 31;
  - d) Set broad directions; and,
  - e) Approve an annual budget for the next full Fiscal Year beginning January 1.
2. The annual meeting shall be called upon notice by bulletin or from the pulpit on two consecutive Sunday worship services, and shall be conducted in accordance with the provisions set out in The Manual of The United Church of Canada.
3. Special meetings of the Congregation may be called and held in accordance with provisions set out in The Manual of the United Church of Canada.
4. A quorum at a meeting of the Congregation shall be fifty Members and Adherents, the majority of whom shall be Members.

## **ARTICLE V: THE CHURCH COUNCIL**

A. All members of the Church Council shall be Members of The United Church in Meadowood.

B. The Church Council shall consist of:

### **1. ELECTED MEMBERS**

- a) The Chairperson, who shall not serve on any Standing Committee.
- b) The Vice- Chairperson, who shall act in the Chairperson's absence.
- c) The Secretary, who shall be in charge of all records except financial records.
- d) The Treasurer, who shall be responsible for maintaining the financial accounting records, and report to the Congregation on the Church's financial position, and who shall also be an ex- officio member of the Finance Committee.
- e) Those persons named as Chairpersons of standing Committees of the Congregation.

### **2. APPOINTED MEMBERS**

- a) Lay representative (s) to the Winnipeg Presbytery.
- b) The Chairpersons of standing Committees of the Council.

### **3. EX-OFFICIO MEMBERS**

- a) The Minister(s).
- b) The Past Chairperson.
- c) A representative from the U.C.W.
- d) A representative from the Board of Trustees.

### **4. CORRESPONDING MEMBERS**

- a) Notwithstanding Article V. A., Members and Adherents may be corresponding members (non- voting) to Council, subject to the approval of Council.

## **C. PURPOSE**

1. To act for the Congregation in all matters except those duties of the Congregation as specified in Article II B. and Article IV B. but including:
  - a) To receive annual reports and to set the agendas for annual meetings;
  - b) To appoint an auditor, who shall submit reports to the Congregation for annual meetings.
  - c) To recommend annual operating and capital budgets to the Congregation at annual meetings.
2. To appoint, when necessary, a Pastoral Relations Committee as described in Sections 49- 50 in The Manual of the United Church of Canada.
3. To coordinate the work of the Committees including:
  - a) To assign or delegate other duties as required from time to time;
  - b) To approve transfers of Membership to the Church, confirmations of faith, and baptisms;
  - c) To approve filling of staff vacancies and related terms of employment and to assign supervision of staff;
  - d) To approve Church policies; and,
  - e) To approve capital projects and expenditures, non- budgeted expenditures, and certain fund-raising activities.
4. To create ad hoc Committees of Council as required from time to time and including the development of terms of reference for, and the appointment of people to ad hoc Committees.

#### **D. STRUCTURE & OPERATION**

1. The Council shall hold meetings monthly or at such times as the Council shall deem necessary, but not less than ten times a year.
2. The Minister(s) shall be an ex- officio member of all Committees except the Ministry and Personnel Committee.
3. The Council, at its discretion, may extend the term of a retiring Council member for a maximum of one additional two- year term, following which the Council member must retire for a minimum of one year.
4. A quorum shall be a majority of members.
5. In the absence of a Chairperson, an alternate, designated by a standing Committee, shall be included in the quorum and shall have full voting privileges.
6. The Chairperson shall be limited to one two- year term. All other elected members of the Church Council shall be eligible for election to a second two- year term.
7. The Council shall record its business and activities in minutes.
8. The Council may fill vacancies on an interim basis.
9. The Council shall make decisions by way of majority vote on motions presented and seconded by voting members of Council.

## **ARTICLE VI: COMMITTEES OF THE COUNCIL**

A. The standing Committees of the Council shall include:

1. Executive Committee.
2. Nominating Committee.
3. Ministry and Personnel Committee.
4. Stewardship Committee.

### **B. MEMBERSHIP AND TERM**

1. All members of Committees of Council shall be Members or Adherents of The United Church in Meadowood, the majority of which shall be Members.
2. Each Committee shall consist of a Chairperson and additional members as specified in Article VI E.
3. Each Committee may appoint sub- committees as required.
4. Persons shall be appointed to Committees by the Council annually, following the annual meeting.
5. Members are appointed for a two- year term and are eligible to serve a maximum of two consecutive two- year terms, at which time they shall be considered retired.
6. Each Committee may add to its membership during the year subject to approval by Council. Persons appointed to Committees before January 1 shall be deemed, at the next annual meeting, to have served one year of a two- year term and therefore eligible to be nominated for appointment to the second year of a two- year term. Persons appointed to Committees after January 1 shall be deemed, at the next annual meeting, to have not served any of a two-year term and are therefore eligible to be nominated for appointment for a full two-year term.

### **C. COMMITTEE MEETINGS**

1. All Committees shall meet at least four times a year.
2. A quorum shall be a majority of members.
3. All Committees shall record their business and activities in minutes.
4. The Chairperson (or designate) of each Committee shall forward a copy of the minutes to the Chairperson of Council prior to the next Council meeting.
5. A Committee member may be replaced on a Committee if the member misses two consecutive meetings without notifying the Chairperson.

### **D. DUTIES AND RESPONSIBILITIES - GENERAL**

1. Committees shall carry out duties and responsibilities as specified in Article VI E., and in so doing shall:
  - a) Inform Council about Committee activities and seek approval for those activities and policies requiring approval by Council.
  - b) Provide a written annual report about Committee activities for presentation to the Congregation.
  - c) Request approval from Council, or designate, for fund-raising projects.
  - d) Coordinate related activities with other Committees of the Congregation and Committees of the Council as appropriate.
  - e) Carry out all duties and responsibilities in accordance with the principle of accountability.

## E. DUTIES AND RESPONSIBILITIES - SPECIFIC

### 1. EXECUTIVE COMMITTEE

- a) The members of this Committee shall include:
  - i The Chairperson of Council who shall also serve as the Chairperson of the Executive Committee;
  - ii The Vice- Chairperson of Council;
  - iii The Secretary of Council who shall also serve as the Secretary of the Executive Committee;
  - iv The Treasurer who shall serve as the chief financial officer of The United Church in Meadowood;
  - v The Minister(s).

The duties of the Executive Committee shall include:

#### a) POLICY DEVELOPMENT:

- i Administer guidelines for the development of policies and procedures on behalf of the Council.
- ii Assist with policy development as required.
- iii Oversee periodic reviews of policies to ensure effectiveness and appropriateness.
- iv Monitor and interpret decisions of the wider United Church of Canada in terms of their impact on the policies of the United Church in Meadowood.

#### b) MANAGEMENT:

- i Coordinate long- range planning activities including:
  - Annual review of mission, objectives, strategies, and other plans;
  - Periodic review of Mission Statement and goals;
  - Review of, and changes to the Constitution as needed.
- ii Support the Chairperson of Council with meeting agenda, procedures, and rules of order for Congregation and Council meetings.
- iii Provide leadership and direction to the Council.
- iv Monitor compliance with The Manual of The United Church of Canada.
- v Coordinate feedback and self- evaluation activities for Committees and Council.

#### c) COMMUNICATION AND COORDINATION:

- i Oversee communication among Committees, between Committees and Council, and among members of Council.
- ii Oversee communication between Council and the Congregation, Members and Adherents on administrative matters.
- iii Coordinate arrangements for meetings of the Congregation.

### 2. NOMINATING COMMITTEE

- a) The members of this Committee shall include:
  - i The Past-Chairperson of Council, who shall be the Chairperson of the Nominating Committee;
  - ii The Vice- Chairperson of Council;
  - iii The Secretary of Council;
  - iv One representative from the Membership Committee;
  - v Two members at large elected by the Congregation at its annual meeting.

The duties of the Nominating Committee shall include:

#### a) RECRUITING:

- i Search for and review names and information about possible nominees, and encourage sharing of such information by Committees;
- ii Undertake annual searches to match time and talent with duties and responsibilities.

**b) NOMINATING:**

- i Find nominees for vacancies that occur during the year and recommend appointments to Council;
- ii Find nominees for elected positions and present slate of names at annual meeting;
- iii Find nominees for appointed positions and present slate of names at the first Council meeting after the annual meeting.

**c) EDUCATION AND TRAINING:**

- i Educate the Congregation about the roles and responsibilities of Council, Council members, Committees and Committee members;
- ii Coordinate orientation and training for new members of Council and Committees.

**d) RECORD KEEPING:**

- i Maintain an up-to-date record of persons on Council and Committees including name, position, term of office, start and expiry dates, and term;
- ii Ensure compliance with terms of office as stated in the Constitution;
- iii Maintain a list of persons who have served on Council and Committees including name, position, and term of office expiry date.

**3. MINISTRY AND PERSONNEL COMMITTEE**

a) The members of this Committee shall be appointed by Council and shall include:

- i A Chairperson;
- ii Three to five members who are representative of the Congregation.

b) Members of this Committee shall not be a member of Church staff, the immediate family of Church staff, or a member of another Committee.

- c) This Committee shall not act as a Pastoral Relations Committee in the event of a change in pastoral relations.

The duties of the Ministry and Personnel Committee shall include:

a) **RECRUITMENT:**

- i Recruit vacant staff positions, other than members of the Order of Ministry, subject to consultation with Ministry staff and relevant Committees;
- ii Negotiate terms of employment with new staff as approved by Council.

b) **POSITION DESCRIPTIONS:**

- i Review the responsibilities of all staff at least annually;
- ii Maintain current positions descriptions agreed to by staff and provided to Council for information.

c) **REMUNERATION:**

- i Review compensation, benefits, and working conditions for Church staff and make appropriate recommendations to Council.

d) **STAFF RELATIONS:**

- i Provide a consultative and supportive agency for Church staff, Members, and Adherents with respect to all personnel matters;
- ii Oversee the relationship between and among different Church staff members with respect to their responsibilities and authority.

e) **PERFORMANCE MANAGEMENT:**

- i Review and evaluate at least annually the effectiveness of Church staff as those persons and positions relate to the Mission, and report to Council on the results of the evaluations.

f) **CONTINUING EDUCATION:**

- i Consult with all Church staff members about their continuing education plans at least annually;

- ii Develop plans with staff to ensure that those eligible avail themselves of provisions for continuing education and that time and resources are made available.
- g) **LIAISON:**
  - i Maintain close liaison with the Presbytery Pastoral Relations Committee.

#### **4. STEWARDSHIP COMMITTEE**

- a) Unless otherwise stated, the members of this Committee shall be appointed by Council and shall include:
  - i A Chairperson;
  - ii Five to seven members from the Congregation;
  - iii Ex-officio members including:
    - The Treasurer (or delegate),
    - Two representatives of the U.C.W.,
    - One representative from the Christian Education Committee.
- b) This Committee is responsible for the overall stewardship level of the Congregation and its duties shall include:
  - i Review annually the total financial objective of the Church in terms of the needs at local, regional, and national levels and in so doing:
    - interpret to the Congregation why funds are needed and how they will be expended;
    - in consultation with the Outreach Committee, recommend to Council an annual objective for the Mission and Service Fund of The United Church of Canada;
    - assist in securing contributions, preferably by weekly envelope or other regular and repetitive means.
  - ii Cultivate knowledge and conviction concerning the Mission of the Church in all aspects, among all age groups and through all media available and in so doing:
    - organize periodic stewardship programs;
    - make available to the Congregation the material issued through The United Church of Canada Department of Stewardship Services;
    - plan and implement other approved activities that connect stewardship with Christian lifestyles exploring one's faith and the call to discipleship;
    - to educate and to provide opportunities for Members and Adherents to give gifts, regularly and continuously, of time, talent, and resources, and to give special gifts for designated undertakings.

## **ARTICLE VII: COMMITTEES OF THE CONGREGATION**

### A. The standing Committees of the Congregation shall include:

1. Christian Education
2. Worship
3. Finance
4. Outreach
5. Property
6. Membership
7. Fellowship
8. Pastoral Care
9. Discipleship

### B. COMMITTEE MEMBERSHIP AND TERM

1. All members of Committees of the Congregation shall be Members or Adherents of The United Church in Meadowood.
2. Each Committee shall consist of a Chairperson and no less than two additional members, with a recommended strength of each Committee being five to eight members.
3. Each Committee may appoint sub-committees as required.
4. Persons shall be elected to Committees by the Congregation at the annual meeting.
5. No person may be an elected member of more than one Committee at one time.
6. Members are elected for a two- year term and are eligible to serve a maximum of two consecutive two- year terms.
7. Each Committee may add to its membership during the year subject to approval by Council. Persons appointed to Committees before January 1 shall be deemed, at the next annual meeting, to have served one year of a two- year term and therefore eligible to be nominated for election to the second year of a two- year term. Persons appointed to Committees on or after January 1 shall be deemed, at the next annual meeting, to have not served any of a two-year term and .are therefore eligible to be nominated for election for a full two- year term.

### C. COMMITTEE MEETINGS

1. All Committees shall meet monthly. The July and August meetings may be cancelled at the discretion of the Committee.
2. A quorum shall be three members.
3. All Committees shall record their business and activities in minutes.
4. The Chairperson (or designate) of each Committee shall forward a copy of the minutes to the Chairperson of Council prior to the next Council meeting.
5. A Committee member may be removed from a Committee if the member misses two consecutive meetings without notifying the Chairperson.

### D. DUTIES AND RESPONSIBILITIES - GENERAL

1. Committees shall carry out duties and responsibilities as specified in Article VII (E), and in so doing shall:
  - a) Inform Council about Committee activities and seek approval for those activities and policies requiring approval by Council.
  - b) Provide a written annual report about Committee activities for presentation to the Congregation.
  - c) Request approval from Council for fund-raising projects.



- d) Coordinate related activities with other Committees of the Congregation and Committees of the Council as appropriate.
- e) Carry out all duties and responsibilities in accordance with the principle of accountability.

## **E. DUTIES AND RESPONSIBILITIES - SPECIFIC**

### **1. CHRISTIAN EDUCATION COMMITTEE**

a) The duties of this Committee shall include:

#### **i EDUCATION:**

Provide for a Church School program and in so doing:

- assess, select, and acquire curriculum materials
- promote the Church School program
- recruit and train coordinators, teachers, activity leaders, and staff (if applicable)
- evaluate program on an on- going basis.

#### **ii DEVELOPMENT:**

Provide and promote other Christian study programs for children, youth, and adults and in so doing:

- recruit and train leaders
- approve curriculum
- evaluate programs on an on- going basis.

Provide church Membership (confirmation) courses.

Develop and maintain a Church library.

Support candidates for ministry with access to necessary services.

Act as a conduit for informing the Congregation about Christian education and development issues within the wider Church.

### **2. WORSHIP COMMITTEE**

a) The duties of this Committee shall include:

#### **i WORSHIP SERVICES:**

Plan and provide for Sunday worship, as well as special worship services for Christmas, Easter, and other occasions, and in so doing:

- coordinate the planning and preparation of the worship calendar
- arrange for pulpit supply when required
- set the order of the worship.

Provide and promote other forms and types of worship.

Provide opportunities for people to be involved in worship services and to learn about various aspects of worship.

#### **ii SANCTUARY:**

Provide direction on the appropriate use of the sanctuary.

Develop and maintain general guidelines for weddings and funerals.

Coordinate the furnishing, decoration, and worship supplies in the sanctuary.

#### **iii SACRAMENTS:**

Celebrate the holy sacraments of Communion and Baptism and in so doing:

- maintain necessary supplies
- submit recommendations for Baptism to Council
- oversee Baptism preparation

#### **iv CHURCH MUSIC:**

- Develop and maintain church music programs.

### **3. FINANCE COMMITTEE**

a) The duties of this Committee shall include:

**i BUDGETING:**

- Coordinate the development of annual operating and capital budgets for approval by Council.
- Develop long- term operating and financial forecasts.

**ii ACCOUNTING:**

- Deposit all Church receipts.
- Issue payments for expenditures.
- Pay salaries and benefits.
- Issue receipts including donation receipts for income tax purposes.
- Record all non- cash activities such as depreciation.
- Properly record all above accounting transactions and activities, consistent with generally accepted accounting principles and in accordance with various funds established from time to time.

**iii REPORTING:**

- Prepare and submit monthly reports comparing actual revenues and expenditures with approved budgets.
- Prepare and submit monthly balance sheets showing the financial position of the Church in terms of assets, liability and equity.
- Prepare and submit ad hoc financial reports as requested by Council.
- Prepare and submit annual financial statements with supporting records for audit purposes.
- Prepare financial reports to support stewardship activities in conjunction with the Stewardship Committee.

**iv ADMINISTRATION:**

- Acquire and distribute offering envelopes.
- Set up and maintain necessary bank accounts.
- Conduct bank related activities including loan negotiation and payment, and excess funds investment.
- Reconcile Church and bank records monthly.
- Arrange and maintain adequate insurance.
- Recommend financial policies and policy changes.
- Administer approved financial policies.
- Administer facility rental including fee collection.
- Administer the Mission and Service Fund, and other funds as directed by the Church Council.
- Develop and maintain written procedures for all budget, accounting, reporting and administration duties.
- Negotiate and arrange contractual agreements between the Church and various suppliers.
- Determine salaries and allowances of all staff members in consultation with the Ministry and Personnel Committee and the Executive Committee.

**v FUND-RAISING:**

- Administer a fund-raising policy on behalf of Council.
- Promote and authorize the implementation of all fund raising projects.
- Undertake certain fund-raising programs such as the Cookbook Project.
- Recommend certain fund-raising programs to Council.
- Encourage individuals and groups in the Church to develop, propose and undertake approved fund-raising activities.

#### **4. OUTREACH COMMITTEE**

a) The duties of this Committee shall include:

**i SOCIAL JUSTICE:**

- Identify social justice issues and programs.
- Promote social justice issues within the Congregation of The United Church in Meadowood.
- Encourage Members and Adherents to support and participate in social justice programs.

**ii MISSION AND SERVICE:**

- Promote and encourage financial support of the Mission and -Service Fund of The United Church of Canada.
- Support the Stewardship Committee in the development of an annual objective for the Mission and Service Fund of The United Church of Canada.

#### **5. PROPERTY COMMITTEE**

a) The duties of this Committee shall include:

**i MAINTENANCE:**

- Provide for the regular and orderly maintenance, repair, and cleaning of the building, building systems, equipment, furniture, furnishings, and the grounds of The United Church in Meadowood.
- Prepare and maintain a written inventory of all Church assets.
- Report to the Board of Trustees on matters of property and Church assets as required.
- Report to the Memorial Fund Trustees on matters of property and Church assets as required.

**ii PLANNING AND DEVELOPMENT:**

- Develop and maintain a strategic plan for the long- term development of the building and grounds of The United Church in Meadowood.
- Develop and carry out approved plans for adding to or improving Church property including major repairs and replacements.
- Participate in capital project expenditure planning and budgeting.

#### **6. MEMBERSHIP COMMITTEE**

a) The duties of this Committee shall include:

**i GATHER MEMBERSHIP INFORMATION:**

- Provide opportunities for people to share information with the Church (e.g.: communication slips, suggestion box) .
- Collect demographics on new and existing Members.
- Maintain liaison with the Discipleship Committee regarding new Members.

**ii MAINTAIN MEMBERSHIP RECORDS:**

- Update and maintain collected demographic information on Members and Adherents in a form suitable for general purpose use (e.g.: mailing list, visitations list).

**iii HISTORIC ROLL:**

- Maintain the written Historic Membership Roll of The United Church in Meadowood in accordance with the provisions of The Manual of The United Church of Canada.

**iv COMMUNICATE MEMBERSHIP INFORMATION:**

- Provide demographic and other membership information to Council, Committees, U.C.W., and other recognized groups as required.
- Coordinate the publication of information on Church activities (e.g.: newsletter, calendar of events, bulletin).
- Provide guidelines on matters of communication with the Congregation.
- Assist others in their communication to the Congregation.

## **7. FELLOWSHIP COMMITTEE**

a) The duties of this Committee shall include:

**i WELCOMING:**

- Welcome new faces at worship and other Church activities.
- Provide for greeting and ushering at all worship services.

**ii ORIENTATION:**

- Provide an orientation program for new Members and Adherents including an introduction to the facility, programs, organization, and people which form The United Church in Meadowood.

**iii FELLOWSHIP PROGRAMS AND EVENTS:**

- Plan and undertake fellowship events and programs.
- Coordinate fellowship activities with the programs of other Committees.
- Develop fellowship skills, and recruit and train fellowship event leaders and teams.
- Evaluate fellowship events and programs on an on- going basis.

## **8. PASTORAL CARE COMMITTEE**

a) In collaboration with the Minister (s), the duties of this Committee shall include:

**i PASTORAL CARE:**

- Identify those in need of pastoral care, determine their pastoral care needs, and provide pastoral care as identified.
- Develop ways for meeting pastoral care including: visitation, phoning, transportation, and referral to the Minister or other appropriate Committees.
- Follow- up and evaluate pastoral care programs and services.
- Develop and maintain special visiting and phoning programs for the sick, the elderly and shut- ins.
- Identify and keep track of individuals who require transportation to fellowship events, worship services, and other church activities.

## **9. DISIPLESHIP COMMITTEE**

a) In collaboration with the Minister (s) / the duties of this Committee shall include:

**i EVANGELISM:**

- Develop ways in which the Church can become inviting to the broader community.
- Develop and maintain programs for promoting the Church within the community (advertising, special invitations, promotional literature).
- Teach members how to promote, recommend and participate in making the Church an inviting and welcoming place.

**ii DISIPLESHIP:**

- Develop ways which help people grow in their faith.
- Provide discipleship programs for newcomers and others who wish to explore their faith.

## **ARTICLE VIII: THE BOARD OF TRUSTEES**

### **A. MEMBERSHIP AND TERM**

1. Members of the Board of Trustees shall be Members of The United Church in Meadowood.
2. Trustees shall be elected by the Congregation at annual meetings.
3. The term of office shall be five (5) years. A Trustee shall be deemed to have vacated office when they: resign, cease to be Members of the Church, miss two consecutive meetings without notifying the Chairperson, or become deceased.
4. The Board of Trustees shall appoint a Chairperson from its members.
5. The Board of Trustees shall consist of no fewer than three (3) and not more than five (5) members.

### **B. MEETINGS:**

1. The Board of Trustees shall meet at least annually and before the annual meeting of the Congregation.
2. A quorum shall be a majority of members.
3. The Board of Trustees shall record their business and activities in minutes. ,
4. The Chairperson (or designate) shall forward a copy of the minutes to the Secretary of Council.
5. The Board of Trustees shall give seven (7) days notice of all special meetings.

### **C. DUTIES AND RESPONSIBILITIES:**

1. Hold the property in trust for the use of the Congregation, and for the purposes approved by the Church Council and/or the Congregation, and for the support and maintenance of public worship.
2. Obey all lawful orders and direction from the Church Council and/or the Congregation with respect to all trust property.
3. Acquire, sell, mortgage, exchange, or lease the trust property, but only with the written consent of the Presbytery and in accordance with the provisions set down in The Manual of The United Church of Canada for such purposes.
4. Report its activities to Council; provide a written annual report about its activities for presentation to the Congregation.

## **ARTICLE X: AMENDMENTS**

- A. This Constitution may be amended by a two- thirds (2/3) vote at the Annual Meeting of the Congregation or at any regularly called meeting of the Congregation called for that purpose.
1. Members and Adherents of the Congregation may propose Constitutional changes. Any such changes, including explanatory reasons, shall be presented to the Council, through the Secretary, at least six (6) weeks prior to the Congregational meeting.
  2. The Executive shall review all proposed changes and shall present them to the Council with recommendations for or against adoption. The Council shall present proposed changes to the Congregation with the recommendations for or against adoption. The proposed changes shall be included in the Annual Report.
  3. Amendments may also be presented by Members or Adherents at the Annual Meeting of the Congregation. Such amendments may be called by a two- thirds (2/3) majority and shall be voted upon at the next Annual Meeting of the Congregation or at a special meeting called for that purpose.

---

From the 1999 Annual Report, the minutes from the 1998 Annual Meeting where the recommendation from Council to the Congregation to adopt, effective immediately, the amendments to the Constitution.

Annual Meeting Minutes continued

Therefore, the Council recommends that the Congregation adopt, effective immediately, the following amendments to the Constitution:

1. That Article V.D.6. re: Council structure and operation be amended to read:

"The Chairperson shall be limited to a one- year term, subject to extension by Council for a maximum of one additional one- year term in exception circumstances only. All other ejected members of the Church Council shall be eligible for election to a second two- year term.

2. That Article V1.B.5. re: Council standing committee membership and term be amended to read:

"Members are appointed for a two- year term and are eligible to serve a maximum of two consecutive terms, at which time they shall be considered retired. The terms of office of the Vice- Chairperson and the Past- Chairperson are subject to the term of office and succession plan for the Chairperson."

By Diane Dwarka/seconded by John Wilkins

That the motion be amended to include the following:

3. That Council undertake a review of the Constitution to change the Vice-

Chairperson position to be changed to Vice- Chairperson elect and bring forward amendments to the constitution at the next meeting of the