

**The Hudson Pastoral Charge
Wyman Memorial United Church – Côte St. Charles United Church**

Governance Document

This is version 7.1; March, 2016

MISSION STATEMENT

Wyman Memorial United Church and Cote St. Charles United Church and Cemetery form a vital, devoted and faithful part of the body of Christ.

As a united and uniting Church, our mission is to:

Nourish the spiritual development and renewal of the individual in the faith community;

Develop and nurture a committed and inclusive congregation that provides security and stability, comfort and leadership for each person in the congregation;

Live our faith and shared values by reaching out to all members of the community.

When you walk through the doors on Sunday morning, it should feel like coming home.

Introduction

The administrative structure of the Pastoral charge was changed originally in 1971. It was subsequently modified in 1989, 2000, 2007 and 2015 to reflect evolution in the committee structure of the Board. However none of these changes were to alter the original objectives of the organizational structure of the congregation, i.e.

- to strengthen the organization, to increase participation in the work and decision making of the Church and to improve communication throughout the Church;
- to heighten the relevance of the Church to its members and in the Community;
- to increase mutual understanding; and
- to enlarge the opportunities for involvement in the work of the Church at home and internationally.

This version replaces the concept of Board-Executive with a Church Council. The Church Council functions just as the Executive has functioned in the past, but takes on certain responsibilities which were technically held by the full Board.

This present revision, which integrates the Mission Statement of the Congregation, is merely another step in the evolutionary process of the development of your Church, its vision and its operations.

7.0 accepted by the congregation at 2016 AGM

7.1 correction of typographical errors only (sentences broken into two or three bullet points).
No words changed.

Plan of Organization

The governing body of the Church shall be the Church Council , and all the activities of the Church shall be carried out by or organized through the committees of the Pastoral Charge .

| The Church Council shall be composed of full members of the Congregation, each of whom shall be known as "Elder", each one designated by a Committee, Team or the Board of Trustees, and one of whom shall be designated by the choir.

| The work of the Congregation shall be carried out through or with the assistance of one central body, the Church Council, and the following

- Trustees
- Property Committee
- Stewardship & Finance Committee
- Worship & Fellowship Committee
- Outreach Committee
- Learning Circles
- Sunday School Committee
- Communications Committee
- Ministry & Personnel Committee
- Pastoral Care Team
- Choir

Each of these shall have 5-8 members except where specified in the definitions.

In addition, "ad hoc" committees may be appointed to deal with specific projects, issues or opportunities where necessary; otherwise, all matters shall be dealt with by the above.

COMMITTEE PROCEDURES

The following shall be the general procedures to be followed by the various committees (Trustees, teams, etc) of the Congregation :

- Each Committee of the Congregation shall annually elect from its membership a Chair; vice-chair or co-chair; and a Secretary. If the Chair is not the representative to the Church Council , another member needs to be appointed to the Church Council. This election to take place each year at the first meeting following the Annual Church Congregational Meeting.
- The Mandate of each committee, and the Committee Procedures, shall be read aloud and reviewed each year at the first committee meeting following the Annual Congregational Meeting.
- The Minister of the Pastoral Charge shall be ex-officio member of all committees of the Congregation , with the exception of Ministry and Personnel, to which no staff or those with conflict of interest shall be appointed.
- All other members of the Board of Trustees, the Committees and Teams, as well as the Chair and Secretary of the Council and the Treasurer of the Congregation shall be appointed each year at the Annual Congregational Meeting.
- Each Committee of the Congregation shall maintain a Minute Book in a form approved by the Church Council.
- Expenditures by the Committees shall be in consultation with the Stewardship & Finance Committee.
- Any plans proposed by a committee affecting the buildings shall be in consultation with the Property Committee, and the Trustees when necessary.
- As a general rule an individual shall be a member of a maximum of 2 committees and chair one committee only. Membership on the Church Council does not count toward this limit.
- Although elections to the Committees occur every year, the term of office for the Chair of the Church Council is generally two years. Circumstances may sometimes warrant that the term be extended to three years. Chairs of committees should consider changing after 2 years to increase the participation of individuals in the congregation in leadership capacity and on the Church Council . Five years chairing a committee is considered maximum although a committee member is more than welcome to remain on any committee for as long as they are elected to it and are interested in contributing to it.
- Committees shall be permitted to add to their membership any members or adherents having special interest, concern or talents, to increase the committees' effectiveness and to seek consultants from the community at large.
- It is expected that Committee Members will attend all meetings. Regrets for non-attendance shall be forwarded to the Chair. In the event of continued absence without cause a member may be requested to submit his/her resignation.
- In the event of resignation, transfer of membership from the congregation or death, the Church Council may appoint a member of the Congregation to fill the vacancy on a Committee for the remainder of the term.
- The quorum for each Committee shall be one-third of the membership unless otherwise ruled by the Church Council.
- Each Committee shall consult with other committees within the congregation on matters related to potential common interests with a view to co-ordinating activities to benefit the overall aims of the Pastoral Charge. Such contact need not be through

the meetings of the Council.

- Individuals who are not members of a committee may be designated as "resource persons", with the exception of the Ministry and Personnel Committee (due to confidentiality). These individuals may attend meetings, and/or support the work of committees in other ways.
- Between meetings of a committee or the Council, when a decision is needed requiring a formal motion, the mover and seconder shall transmit the motion to the chair of the committee. The motion shall then be circulated to all members of the committee by the chair and/or secretary of the committee, preferably by e-mail, with a stated allowable response time. The response time shall normally be between 48 hours and one week. Members of the committee will indicate their vote in a timely fashion. The chair of the committee will declare the decision when the time limit has been reached or all members have responded. If it is clear from responses that a discussion is needed, voting will cease without a declaration of a decision, and a meeting called by the committee chair. Following any such vote, whether a decision is reached or not, the secretary shall minute the proceedings as in the case of any other meeting, and separate from the regular meetings.

THE CHURCH COUNCIL

Objective

The Church Council is concerned for the well being of the congregation.

The Church Council is the custodian of the Mission Statement, and is accountable to the congregation for its implementation.

Function

Responsible to the Congregation to ensure that the policies approved by the Congregation and itself are carried out, to provide direction to other Committees, to deal with certain administrative matters, to formulate ideas and plans for the furtherance of Church activities and activate the appropriate existing committees to study and to form "ad hoc subcommittees" for special purposes.

To provide leadership and co-ordination such that the Mission Statement can be put into action by the Committees.

The Council impacts the work of the Committees through the Committee representatives. The Council acts as a forum to pass ideas on to Committees where the subject belongs, and to receive feedback from the Committees with representatives reporting in both directions..

Membership

Chair, Vice-chair and Secretary of the Council, the Chair of all Committees or an alternate, the Church Treasurer, a representative of the Board of Trustees, a representative of the Choir, who may be the Choir President, and the Minister of the Pastoral Charge.

Meeting Date

The Council shall meet monthly for at least 10 months of the year on a regular basis. During July and August, the Council shall meet as required, at the call of the Chair.

Responsibilities

- To implement policy set by the congregation and itself.
- To recommend to the congregation changes in pastoral relations.
- To ensure that the congregation appoints an independent reviewer of the congregations financial functions.
- To ensure adequate long-range planning and its implementation.
- To report to the congregation the current activities and future plans of the Church.
- To recommend to Presbytery suitable candidates for the Ministry.
- To co-ordinate, oversee and evaluate the activities of the other committees.
- To assign work directives to the appropriate committees when required.
- To serve as a clearing house for inter-committee matters.
- To receive and consider reports and resolutions from the committees.
- To stimulate effective planning and action by the committees.
- To appoint a vice chair, who may be the past chair, who shall attend regular meetings and stand in for the chair for any function in the absence of the chair.

BOARD OF TRUSTEES

Objective

The objective of the Trustees is to provide the oversight necessary to ensure that we have a secure and stable place in which to worship and that our tangible assets are prudently managed.

Function

The Trustees are responsible to the congregation and Presbytery for holding the title(s) to the property(ies) of the congregation, to oversee the administration of funds it holds in trust and for carrying out such other duties as provided in the United Church Manual.

Membership

Trustees shall be elected for a five (5) year term, renewable by re-election. The Chair or designated representative will represent the Trustees at the meetings of the Church Council and, when invited, at the meetings of the Property Committee and the Stewardship & Finance Committee. Unlike other Committees, members of the Trustees may only be appointed by the Congregation (or the Presbytery).

Meetings

The Trustees shall meet at least twice a year and at such other times as their Chair shall deem necessary to discuss any urgent matter requiring their attention and action.

Responsibilities

The responsibilities of the Board of Trustees are set forth in the United Church Manual:

- to ensure that adequate insurance coverage for the Hudson Pastoral Charge and all of its properties;
- to ensure that there is a current inventory of all furnishings and movables valued at their replacement value;
- to make recommendations to the Church Council concerning the development, modification, and remodeling of any of the Church properties;
- to determine and implement an investment policy for the securities and funds, including the Housing Allowance Fund, of the Pastoral Charge under its care which is consistent with the relevant trust requirements and to give an annual report on the performance of these funds;
- to ensure that an independent reviewer is appointed at the Annual Congregational Meeting and that an annual examination of the Church's books is carried out in accordance with United Church of Canada requirements;
- to oversee and report on the activities and finances of the Cemetery Administrator and his/her staff;
- to make recommendations with respect to the Cemetery charges, etc., as may be deemed necessary.
- In the case of dispute between this document and the United Church Manual, the Manual shall prevail.

PROPERTY COMMITTEE

Objective

To ensure that we have secure and stable places in which to worship and that our property, buildings and contents are prudently managed.

Function

Responsible to the Church Council for the administration and control of the tangible assets of Wyman Memorial United Church, Cote St. Charles United Church and Cemetery, i.e., the Hudson Pastoral Charge.

Membership

The Committee shall consist of approximately 5 to 8 individuals elected members of the with special interest and competence in property matters.

Meeting Date

The Committee shall meet monthly for at least 9 months of the year, and if necessary the Committee shall meet at the call of the Chair.

Responsibilities

- To maintain all real and personal property owned by the Pastoral Charge.
- To plan for the future needs of the Congregation with respect to property, equipment and services.
- To ensure the cleanliness and good appearance of the Pastoral Charge and its various properties.
- To establish the conditions and rates of rental for the various spaces available for such use in the buildings of the Pastoral Charge. Rentals of the sanctuaries are to be in consultation with the Worship and Fellowship Committee.
- To prepare long-term plans for building projects with costing.

STEWARDSHIP & FINANCE COMMITTEE

Objective

To identify, encourage, and mobilize the totality of the assets of the congregation, so that these may be used to further the work of the congregation, guided by the Mission Statement.

Function

Responsible to the Church Council for the planning, organizing and implementation of Stewardship and financial activities within the Hudson Pastoral Charge.

Meetings

The Committee meets at monthly intervals and/or at such other times as considered appropriate to their mandate and responsibilities.

Goals

- To nominate to the Congregation at the Annual Meeting, persons to serve the Church Council and various Committees, recognizing that there may be further nominations from the floor.
- To actively recruit, train and nurture volunteers.
- To consider and recommend to the Church Council measures for the promotion of good Stewardship within the Pastoral Charge in accordance with Christian principles.
- To prepare a programme of Stewardship activities suited to needs of the Pastoral Charge having regard to the operational budget and capital assets.
- To conduct an annual Stewardship campaign, including various means of communication with possible visitation, directed to enhancing the commitments of members and their participation in the fellowship of the Congregation. March 25, 2015
- To study possible avenues enhance the mission of the Pastoral Charge by increasing our membership.
- To recommend to the Church Council the Treasurer for the Pastoral Charge.
- To plan and administer the financial affairs of the Pastoral Charge, excluding those which are the proper jurisdiction of the Board of Trustees.
- To prepare for review by the Church Council the annual budget in accordance with the financial needs of the Pastoral Charge and its various committees, and having in mind financial policy and long range planning, and submit this budget to the Congregation for approval.
- To ensure care and collection of all funds and related banking.
- To prepare all annual and special reports to the United Church of Canada and government agencies as required.
- To review and ensure preparation of the Treasurer's report.
- To work with the Trustees when capital expenditures are necessary, and to ensure that such needs are met.
- To secure funding through various means to cover Capital expenditures agreed upon by the Committee, Trustees and the Church Council .

WORSHIP AND FELLOWSHIP COMMITTEE

Objective

To be attentive of the needs of the congregation to ensure that the congregation is nourished within meaningful worship services, and to encourage the fellowship of the congregation through special events and church activities.

Function

To consult with and assist the Minister in special worship services, (i.e. Communion, Baptism, Confirmation, Transfer of New Members)

- Act as liaison between the Minister and congregation through a programme of effective communication with regards Services, Greeters, Readers, ushering and welcoming new Members.
- To consult with other committees within the congregation with a view to coordinate activities to benefit the overall mission of the Pastoral Charge.

Membership

- These members shall represent various age groups and diverse interests.
- One member shall be a member of the choir
- One member shall be a member of the Sunday School Committee.

Meeting Date

The Committee shall meet once each month for at least 10 months of the year.

Responsibilities

- To assist and act in consultation with the Minister in special worship services such as Baptism, Communion, Confirmation, Transfer of New Members and Pulpit Supply.
- In cooperation with the Minister to organize the welcoming of new members and visitors: welcoming before and after Services and at specific coffee hours and lunches.
- To arrange for ushers at the door before services, and for any special services
- To arrange for lay readers.
- To cooperate with the Church Office in the maintenance of an ushering and reader schedule and to develop and implement the duties of the Ushers.
- In cooperation with the Church Office to keep under review the style, appearance and content of bulletins for all services
- To organize decorating of the Sanctuary for various seasons in the Church year.
- To encourage members to donate flowers for the Sanctuary on Sundays.
- To arrange specific social happenings, such as "Dinner" following a covenanting service.
- To find other appropriate ways to make worship welcoming and meaningful.
- To make decisions on disbursements of the Memorial Fund and the Jonathan Ruiter Memorial Fund.

OUTREACH COMMITTEE

Objective:

To promote awareness and education within the congregation of how the National Mission and Service (M&S) funds are dispersed and make the congregation aware of any local or global special needs, programs or emergency responses.

To promote awareness also by inviting guest speakers.

To augment the congregation's contribution to the M&S Fund and outreach projects by organizing special events and fund raisers.

Function

Responsible to the Church Council to keep informed on the human and social needs within and without the congregation, to initiate action to establish the Church position relative to these needs and assist in providing solutions.

Membership

The committee shall consist of a minimum of five individuals members of the with an interest in outreach work.

Meeting Date

The committee shall meet monthly for at least 8 months of the year, on a designated day each month.

Responsibilities

- To become informed on every aspect of the United Church's work in Canada and other countries and to provide opportunities, special programmes, literature and the like whereby the Congregation may learn of this total aspect of Church life.
- To encourage and develop an interest and active participation in social action and welfare on the part of members of the Congregation, in response to the needs of the community and also on a national and global level.
- To invite guest speakers.
- To represent and act for the Mission and Service Fund of the United Church of Canada at the congregational level, and to cooperate with the Stewardship & Finance Committee in obtaining contributions for the Mission and Service Fund.
- To communicate effectively with all members and adherents of the Congregation.
- To review Church promotional literature and arrange for its distribution where necessary.
- To respond to emergency needs both locally and globally, as seen fit by committee members.
- To disburse funds raised by the Committee to designated charities and institutions.
- To encourage and develop an interest and active participation in social action and welfare on the part of members of the Congregation, in response to the needs of the community and also on a national and global level.

LEARNING CIRCLES

Objective

To be a part of the efforts to nourish the spiritual development and renewal of the individual; to give people the tools to live their faith in community.

Function

To organize, sponsor or encourage events or ongoing groups to nourish the spiritual development of individuals, directed towards the needs of youth and adults.

Membership

The Circles will have appointed two or more facilitators. One facilitator shall be a member of the Outreach Committee. Anyone is welcome to join the events or ongoing groups that form a part of the Circles.

Responsibilities

To ensure that various events or ongoing programs are offered through each year. These may include, but are not necessarily limited to:

Bible Study

Human Spirituality

Challenging people to talk about their faith

Ethics, theology, world religions, social issues from a faith perspective....

Youth programming which may include music, physical activities, faith development.

SUNDAY SCHOOL COMMITTEE

Objective

To be a part of the efforts to nourish the spiritual development of children to give them the tools to live their faith in community.

Function

To organize a weekly Sunday School, and to sponsor or encourage other events to nourish the spiritual development of individuals, directed especially toward the needs of children.

Responsible to the Church Council for the planning and direction of the Christian Education Programme of the Church, for children up to and including grade 6.

Membership

The Committee shall consist of individuals appointed by the Congregation, one of whom shall be appointed the Sunday School Chair, one a co-chair, and one a secretary, and the minister, who acts as advisor. One member of the Committee shall also be a member of the Worship and Fellowship Committee.

Meeting Date

The Committee shall meet as required.

Responsibilities

- To oversee the Church School, recruit leaders and appoint a Chair, co-chair and treasurer.
- To study curriculum and programme materials, especially those recommended by the United Church and to select and provide the materials best suited to the needs of the Sunday School.
- To make full use of the Church facilities in order to deepen the child's involvement within the church.
- To study the need for, and arrange the purchase of, equipment.
- To arrange for special Congregational events in connection with Christian Education for children.
- To consult with the Outreach Committee to discover areas of mutual concern in the process of education in the congregation.
- To consult with the Learning Circles to discover areas of mutual concern in the process of education and nurture.

COMMUNICATIONS COMMITTEE

Objective

To ensure that communications at the church are timely, effective and relevant. The Committee is actively involved in ensuring the congregation feels included in church communications. The Communications Committee's role is primarily to disseminate information and to facilitate communications. The Committee is directly responsible for several functions including the website, the church calendar lists and the telephone chain. The Communications Committee is not the prime source of much of the communication content; rather, this responsibility remains primarily with the elected functional Committees.

Link to the Church Mission

The Communication Committee forms a vital role in helping to communicate the Mission of the Church as well as initiatives and activities of the congregation and church committees in support of its implementation. As such, its role is to foster and coordinate communications that promote and demonstrate the importance we attach to nurturing our individual spirituality, to building and nourishing our congregation and to living our faith within the wider community.

Function

Responsible to the Church Council for Communications. The Communications Committee works closely with the Church Council, Chairs of Committees and the leaders of fund raising activities; and with 'outside' contacts including the media.

Membership

The Committee shall consist of about 5 individuals, representing a cross section of the church membership. The Minister and the Secretary of the Church are members of the Committee. In addition, the Committee makes significant use of 'resource persons'.

Meeting Dates

The Communications Committee shall meet regularly at the call of the Chair. In addition, there are numerous discussions by small groups, by phone and by email.

Responsibilities

- To communicate the Pastoral Charge Mission to individuals, the congregation and to the wider communities
- To manage the web site, in conjunction with the Minister
- To manage the telephone chain for those of the congregation that prefer a telephone call rather than email for immediate communications
- To manage the communications lists – congregation, wider church, media
- To assist in communications within the church
- To facilitate communications between our pastoral charge and Presbytery and Conference
- To disseminate information from the wider communities to and within the Pastoral Charge, including the media
- To develop a communications strategy for the pastoral charge (themes, main messages, target groups, targeted opportunities, timing, etc.)
- To develop and manage a communications protocol to be followed by committees in developing and disseminating information on church initiatives and activities to different groups of church stakeholders.
- To coordinate the development of a communications report related to the

- achievement of our stated Vision and Mission.
- To act as a strategic and technical resource to the Church Council and other church committees on what and how to effectively communicate their initiatives, activities and accomplishments to different groups of church stakeholders i.e. the general congregation, youth, the public at large, other churches, etc.

MINISTRY AND PERSONNEL COMMITTEE

Objective

To provide for the "security and stability, comfort and leadership" quite specifically to our staff members. When we say we, as a church, will reach out to all members of the community we cannot forget those primary people who we depend on so much as a congregation—the minister, our office administrator and our music director. We will act as the advocate for the staff members with the congregation. We will also try to keep a finger on the pulse of the congregation in matters and concerns from them regarding staff to avoid, if possible, distressful situations that could come up.

Function

The Ministry and Personnel Committee is appointed by the Congregation to provide a confidential setting for the support, consultation and assessment of all persons employed by the Pastoral Charge. The Committee does not replace the Joint Search Committee in the event of a change in pastoral relationship.

Membership

The Ministry and Personnel Committee shall consist of not less than three or more than seven representative members. No Church staff or immediate relative shall be a member of this Committee.

Meeting Date

The Committee shall meet and report regularly to the Church Council or at the call of the Chair, as circumstances may warrant.

Responsibilities

The Committee shall be concerned with the following:

- Support and interrelationships of congregational members and of the order of ministry, administrator(s), organist and other paid employees.
- Relationship between the responsibilities and authority of the different church staff members.
- Salaries and other working conditions of staff members.
- An annual review and evaluation of effectiveness of the Church's staff as it relates to the church's programme and objectives as defined by the Church Council .
- Maintenance of close liaison with the Pastoral Relations Committee of Presbytery.

PASTORAL CARE TEAM

Objective

| To live and develop the Mission Statement by nourishing the body and soul of the individual through our visits and contacts within the congregation, and to reach out in care to the wider community.

Membership

The Team shall consist of individuals appointed by the congregation members of the who shall have taken the Pastoral Care course.

Meeting Date

| The Team shall meet regularly throughout the year. Normally meetings are not open due to confidentiality concerns.

Responsibilities

- To ensure the conducting of, or the attendance at, a pastoral care training course for new members, at least bi-annually.
- To maintain up to date confidential visiting lists for each Team member, as well as the Team as a whole.
- To send cards of get-well and sympathy, or other, as needed.
- To carry out all other related duties as may be assigned by the Minister(s) or Church Council from time to time.

CHOIR

Objective

To nurture the spiritual development and renewal of the congregation through music.

Function

To enhance worship services with song.

Membership

Any number of people can be a part of the choir. A love of music and a commitment to hard work are assets. Membership on the choir shall not count toward the limit of two committee memberships.

Meetings

Choir practices are mandatory and are usually held on Thursday evenings with a run through Sunday mornings an hour before the service. For special services and occasions, other practices may be scheduled as these require.

Responsibilities

- To enhance the word of God through song at Sunday worship.
- Upon request, to offer families support and strength through music during funerals.
- To present a Candlelight Service at Christmas time.
- To have an active part in the special services at Easter, Thanksgiving, Christmas and other ecumenical services.
- To provide musical support at other appropriate services and events as requested.

APPENDIX 1

Policy Determining the Authorization Procedures for Property Committee Expenditures

General Terms:

Under its mandate, the Property Committee is mandated to maintain the real and personal property owned by the Pastoral Charge. Under this mandate there are two major categories of work; the routine work or cleaning the purchase of its associated materials and the replacement of such items and light bulbs and other expendables and projects requiring the use of outside personnel due to the size or technical aspects of the project. Concerning the purchase of those items required for the routine maintenance work no separate authorization for their purchase shall be required. However authorization for project expenditures shall be required as outlined below:-

Projects for which the estimated cost is under \$ 1,000.00

For projects in this category, they can be carried out without any additional authorization from the Treasurer or Finance Committee. Such projects can be carried out based upon a single estimate for the clearly outlined scope of work, which could also be on a time and materials basis, as the project outline may require. The contractor shall be chosen on the basis of past satisfactory work done for the church or a member of the Property Committee or other known organization which was of a similar nature. This estimate shall, wherever possible, be obtained and examined before the work begins. The availability of the contractor to do the work in a timely period shall also be a factor in the awarding of the work. In addition, where possible, the work shall be performed with a member of the Property Committee present so that any unforeseen circumstances can be discussed and cleared.

Projects for which the estimated cost is between \$1,000.00 and \$2,500.00

For projects in this category, a minimum of two and preferably three estimates shall be obtained for a clearly specified scope of work, which shall include references from customers for which similar work was done. These estimates shall be carefully analyzed, and a contractor chosen. This information shall be passed onto the Finance Committee for their information and comment prior to the contract being actually awarded. The work under the awarded contract would be supervised by a member of the Property Committee and such other professional as may be required and available.

Projects for which the estimated cost is between \$ 2,500.00 and \$5,000.00

For projects in this category, detailed proposals, with estimates of costs and time frame for the work, will be prepared and submitted to the Council for their comment and approval. Tenders, including references, from a minimum of three contractors will then be requested, reviewed with the decision forwarded to the Council for comment and final approval before the actual contract is let. If approved, the work would be supervised by a member of the Property Committee and such other professional as may be required and available.

Projects for which the estimated cost is over \$ 5,000.00

Given our present state of finances, this type of project would likely require the preparation of a very detailed outline of the work to be done, including the time frame over which it would be done, which would then be presented to the Congregation for approval. A source of outside financing would also have to be found for a project of this nature could be undertaken.