

## **COMMITTEES of THAMESVIEW UNITED CHURCH**

### **Restructuring for 2013**

#### **POSITION DESCRIPTION: THE CHURCH COUNCIL**

The Church Council is accountable to the members and adherents of the Pastoral Charge. The Church Council meets a minimum of six (6) times per year. Additional meetings may be held during the year and can be called by the Chairperson of the Council, the ministerial staff, or upon a written request of five (5) members of the Council. Special meetings may also be called on the authority of the Presbytery.

The Church Council shall not meet without the presence of a member of the Ministerial staff settled in, or appointed to, the Pastoral Charge, or if indicated, the presence of a Presbytery appointed representative.

Minutes of each meeting are recorded and become part of the official church records.

#### **The Church Council is made up of the following:**

Chairperson, Vice-Chair (if available), Past-Chair (if available), Secretary, Ministerial staff, a representative of the Ministry & Personnel Committee, a representative of the Christian Education Committee, and a minimum of five (5) additional members such as: , a member of the Trustees, a member of the Stewardship Committee, a member of the Pastoral Care Committee, a member of the Building & Property Committee, the Lay Representative to Presbytery, and representatives from the Men's & Women's Ministries groups.

All members of the Council are full members of the congregation, or adherents who have, by the Council's vote, been given permission to serve on Council, and are voted in at the Annual Congregational Meeting. The term of office for members of various committees is three (3) years, with one consecutive term. A minimum of 25% of the membership shall be rotated off each year.

A member of the Church Council may resign the office, either on personal motion or when requested to do so by the Pastoral Charge. If any member of the Council/Committees has been absent from its meetings for a year without adequate cause, the Council, after having given notice to such person, may make a decision that such person has ceased to be a member of the Council or that specific Committee.

The Chairperson must have an understanding of the congregation's mission. He or she is the official lay representative of the church. The Chairperson shall be a full member of the congregation, preside over all official Council meetings and the Annual Congregational meeting, prepare the agendas for each meeting with input from the standing committees, Council members and congregational members take the vote at official Council meetings and at the Annual meeting. The Chairperson shall vote only in the event of a tie.

The term of office for the Chairperson is a two or three (2 or 3) year term, with no consecutive term.

The Vice-Chairperson is primarily responsible for assisting the Chairperson as necessary. The Vice-Chairperson may act as a substitute for the Chairperson at official Council meetings and Annual Congregational meetings if required, and in this case, assume all duties of the Chairperson.

The Vice-Chair shall be a full member of the congregation, and shall hold that office for one or two years (depending on the term of the Chairperson), with no consecutive term.

The Secretary is selected from, or by, members of the official Council and shall be a full member of the congregation, keep the record of the proceedings of each meeting and maintain the official record of the Council, and transmit the records, including the membership roll and the baptismal record, annually to Presbytery for review.

The term of the Secretary is for three (3) years, with renewable, consecutive terms.

The Treasurer shall receive all monies for the support of the Pastoral Charge. The Treasurer shall receive and maintain custody over all monies for the support of the congregation, maintain the financial records of the Church, assist in the annual budget process, prepare financial statements for the Church Council, prepare reports for the congregation which are published regularly, help to prepare financial plans which are required by other courts of the United Church of Canada, pay the bills, salaries and other expenses, and maintain appropriate records of these expenditures. The Treasurer may

also maintain control of the distribution and accounting of offering envelopes. The term of office for the Treasurer is a five (5) year term, with renewal, consecutive terms.

The Council Executive is charged with the coordination and ensuring the implantation of the work of the Church, including responsibility for coordinating input, development and monitoring of a successful and meaningful annual work plan. It is responsible for planning and implementing information sessions, as required, for standing committees to share ideas and information in the development of their own work plans. The Executive should work with the standing committees to ensure no conflicts (current or potential) exist with all of the annual work plans, and monitor the implementation of the plans via regular communication with the standing committees.

## STANDING COMMITTEES

The Stewardship Committee is charged with the responsibility of ensuring the overall stewardship level of the Pastoral Charge so that its full resource potential may be realized. These resources include the financial and material resources necessary to fulfill the goals of the church. This committee focuses on securing resources to maintain and grow the life and work of the church. The duties and objectives of this committee are, but not limited to, being responsible for the overall stewardship level of the church, so that its full potential may be realized, reviewing annually the total financial objectives of the church to determine the needs at the local, regional and national levels, interpreting to the church why the funds are needed and how they will be expended, keeping in perspective and under the 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 and other missions projects. This committee reports regularly to the Church Council, and prepares an Annual Report for the congregation.

In addition, the Stewardship Committee is responsible to establish a roster of trustworthy, accountable persons to act as Counters, responsible to count and record weekly financial givings, and to provide this roster with appropriate materials for this purpose.

The Stewardship Committee meets a minimum of four (4) times a year, and the minutes of each meeting are recorded and become part of the official church record. The term of office for the members of the Stewardship Committee, not including the Treasurer, is a term of three (3) years, with one (1) consecutive term permitted.

The Building & Property Management Committee is responsible for securing and overseeing the work of the custodian, and ensuring that all buildings and property are kept in good repair. The Committee also oversees and encouraged appropriate use of the building by the church and community groups. This committee also works closely with the Stewardship Committee to ensure that appropriate funds are allocated to the maintenance and development of their annual work plan.

The duties of this committee are, but not limited to, keeping the building in a general and particular state of repair, providing contact people for the Church Office in relation to various areas of repair, keeping the property and building accessible and properly maintained, reviewing the maintenance schedule monthly, overseeing the maintenance of the heating and ventilation in the building, providing guidelines concerning honoraria expected for use of the facilities, approving applications for use of the building, to schedule – in cooperation with the Church Office- the use of the building by all groups, evaluating groups' use of the building, resolving disputes between groups using the building, as well as receiving and resolving all safety issues and complaints concerning the maintenance and use of the building. It is the responsibility of this committee to identify, cost and bring forward to the Church Council items of major expenditure (over \$500) to maintain the property. This committee should also provide the Treasurer with a yearly budget for all maintenance, repair and new installations realistically expected in the coming fiscal year.

The Ministry & Personnel Committee is responsible to provide a confidential setting for the support, consultation and assessment of all persons employed by Thamesview United Church. The committee also provides a means of dialogue between members of the congregation and the staff.

The duties and objectives are, but not limited to, providing support and facilitating two-way communication between all staff and the congregation, as well as between members of the staff, reviewing annually with the staff their salaries, allowances, benefits, honoraria and working conditions of the church, and making appropriate recommendations to the Church Council, prior to the beginning of the regular budgeting process. This committee is responsible to clarify the relationship of the M & P Committee and the staff regarding their responsibilities and the lines of authority and accountability, and to review position descriptions as needed. The committee should consult with the staff regarding continuing education plans and needs, and make recommendations to the Church Council to ensure that time and money are made available. This committee should become aware of the role of the Presbytery Pastoral Relations Committee and maintain regular communication with it, as well as become aware of the role of the Presbytery Oversight Committee, and recognize the resources available through the Presbytery and Conference to enhance the effectiveness of the work of the committee.

The M & P Committee should report to the Church Council the results of any specific work requested by the Council, the goals and objectives of the staff as they relate to the Mission Statement and the goals and objectives of the church, the vacation schedule of the staff, the wider church commitments of the minister, the annual review process, any changes to the staff positions or descriptions, matters arising from the annual reviews, remuneration of salary, housing and benefits, terms of employment of all staff members – including working conditions, and keep the Church Council informed about any areas of concern relating to the job performances of any member of the staff.

The Ministry & Personnel Committee meets a minimum of four (4) times per year, and due to the confidential nature of this committee's work, minutes are to be minimal, and not distributed to any other committee. All minutes are to be kept confidential, with quarterly reports provided to the Council Executive.

According to the United Church of Canada manual and the Handbook for the M & P Committee, this committee cannot make decisions directly. As the committee reports to

the Church Council, the Council is then accountable for all M & P decisions. One of the difficulties of this arrangement is that the Council cannot be privy to all confidential matters or, in more cases, convene quickly enough to address fast-breaking M & P needs. Therefore the Council should establish and monitor some pre-approved guidelines within which the Committee can operate. Given the confidential nature of such of the discussion within the M & P Committee, the Council recognizes the need for confidentiality, as well as the need to empower the Committee to make relatively quick decisions when needed, without prior Council approval, acknowledging that the basis of these guidelines should be that the Council, the M & P Committee and the staff trust each other to do what is in the best interest of the staff and the congregation.

Subject to providing periodic summary reports and indentifying to the Council any adverse impacts which may arise, the M & P Committee can approve vacation times for all staff following confirmation that other staff and impacted committees have been consulted to address any impacts, and approve time off on compassionate grounds and sick-leave. This Committee may approve arrangements for alternate office supply if the Office Administrator is away. This Committee is also responsible for pulpit supply when the minister is away.

The M & P Committee should make every attempt to facilitate a resolution of identified concerns by arranging fact-finding discussions with staff and/or congregation members who raise concerns, invoke short-term corrective measures as may be necessary with a report to the Church Council, resolve day-to-day operational issues raised by the congregation members or the staff, provide proper feedback to the staff on the extent to which goals, duties and other expectations of the congregation are being executed, provide confidential on-going performance feedback to the staff on an annual basis, and as directed and needed.

The M & P Committee can make recommendations to the Church Council regarding the following matters, but cannot make independent changes regarding: the provisions of the job descriptions or contracts, committing the staff resources outside of their job descriptions, or establishing new goals for the staff.

The term of office for members of the Ministry & Personnel Committee is three (3) years, with one (1) consecutive term permitted.

The Christian Education Committee is responsible for the planning and direction of the Christian Education program of the church. Minutes are taken at each meeting and become part of the official church record.

The duties of the Committee are, but not limited to, developing, recommending and reviewing annually the Christian Education goals and specific objectives of the congregation, and fostering common understanding of these goals throughout the congregation. The committee is responsible to study the curriculum and program materials for Christian Education for use within the United Church, and select appropriate materials for use in the Church School program (ages 3 – high school). The committee should identify, recommend and object specialized education materials for youth programs (confirmation classes, youth group activities, etc), and in concert with the Nominating Committee and ministerial staff, seek out and recruit suitable Sunday School teachers/educational program leaders. The Christian Education Committee is responsible to provide a nursery facility/program for children birth to three years. The Christian Education Committee is responsible to oversee the management of the library, and act as a resource to all church organized groups and a coordinating committee for all Christian Education activities. The Christian Education Committee should submit an annual budget of expected expenses/revenues to the Church Treasurer and/or Stewardship Committee.

The Christian Education Committee meets a minimum of six (6) times per years, and the minutes of each meeting are recorded and become part of the Official Church record. The term of office for the Christian Education Committee is three (3) year term with one (1) consecutive term permitted.

## THE PASTORAL MINISTRY COMMITTEE

(Worship, Membership & Visitation sub- Committees)

Minutes are taken at each meeting and become part of the official church record. The term of office for the various committees is a three (3) year term, with one (1) consecutive term permitted.

The Worship Committee has the responsibility of all worship services. This committee ensures the provision of meaningful and spiritually enhancing worship for all who attend and/or participate in the services.

The duties and objectives are, but not limited to, evaluating the worship services and developing and implementing changes in content/procedure as necessary, planning and organizing the provision of regular Sacrament services (Communion and Baptismal services) which includes establishing a roster of 2-3 Communion Teams, serving as a liaison with the Director of Music with a view to ensuring that the congregation's music program is fulfilled, and submitting to the Stewardship Committee and/or Treasurer an annual budget of expected expenses.

In addition, the Worship Committee is responsible to develop a roster of persons to be responsible for ushering and greeting. The Committee is responsible to change the liturgical drapes to coincide with the Church year or activity, maintain the Peace and Christ candles, place offering plates and flowers in the sanctuary, prepare the font for baptisms, arranging and overseeing additional decoration (ie, Christmas, Easter, Thanksgiving).

The Membership Committee is responsible to maintain the on-role status of the members of the congregation, and to provide needed communication to the current members/adherents of the church via newsletters, announcements and gatherings. In addition, the Membership Committee is responsible to welcome and work to include new members to the church through Membership Sundays, Newcomers events and personal contact.

The Visitation Committee is to work with the minister and staff regularly to establish a visitation schedule for those who are sick, shut-in, home-bound, or in need of personal contact. The committee members are responsible to ensure that all pertinent information is conveyed to the minister before and after a visit, and are bound to a covenant of confidentiality regarding any information about, or shared by, persons visited. \*(see UCW)

The Nominating Committee works with the various standing committees to determine vacancies and confers with the Council and the minister regarding potential congregational members to approach to fill these vacancies.

The duties and objectives of this committee are, but not limited to, facilitating communication with the various standing committees to determine vacancies within each committee, to develop volunteer criteria for each committee based on the needs and objectives of the committee, work with the Church Council and the staff and the Committee chairs to identify congregational members to fill committee vacancies, and to provide recommendations to the appropriate committee to fill the various volunteer positions within the committee. The committee approaches suitable candidates to fill the positions, and presents a roster of committee members to the congregation at the Annual Meeting.

The members of the Nominating Committee are appointed by and accountable to the Church Council, and may be members of the Council Executive. Ideally, the Nominating Committee consists of a Chairperson, the minister (in a consulting role only), and a minimum of 2-3 additional members. Minutes are recorded at each meeting and become part of the official record of the church.

United Church Women & Men's Ministries Groups: A representative from various men's and women's groups in the church may be invited to be in attendance at the Church Council meetings, for reporting purposes. These groups are not considered to be standing committees of the Council, but may be invited to be present at Council meetings.

\*The United Church Women, in conjunction with the minister, is responsible to oversee the visitation schedule. Training prior to new members of this committee will be provided by the minister.