

Constitution of Charleswood United Church

Presented to the congregation at its annual meeting of March 5, 2006
Amended February 21, 2016

Preamble

Founded on the first Sunday of April, 1922, Charleswood United Church continues to commit itself to Christian witness in the community of Charleswood and beyond. We are proud of our membership within the collective witness of the United Church of Canada and abide both by the spirit of a living and renewing tradition as well as by the polity and policies of our denomination. With confidence we affirm the mission statement of Charleswood United Church from an earlier generation:

In response to God's call, we the congregation of Charleswood United Church understand our mission is to proclaim the Gospel of Jesus Christ by word and deed. This mission challenges us to accept God's grace, to celebrate God's love, to learn God's will, and to reach out in humble service to the world God loves; to live our faith.

We seek to structure and govern ourselves in a way that is honest with our experience that God invites people into faith and leads them to serve in ways that reflect their gifts and interests. The following is an attempt to express this in the present moment knowing that Spirit may lead to amendments in the future.

General Statement of Policy

- A. The Constitution of Charleswood United Church shall be consistent with the general guidelines and authority of the United Church Manual. The mission of administration of this church shall be carried out by three levels of responsibilities:

The Congregation: will elect a group of its people to a Council and to Ministry Committee positions which shall be responsible for the administration and organization of the church.

The Council: has the powers of the Congregation vested in it and shall be responsible for managing the affairs and assets of the Congregation, through Ministry Committees. Council Executive shall consist of a chairperson, vice-chair, secretary, treasurer, 5 Ministry Committee convenors, 3 presbytery representatives and ministerial staff and shall have the authority to meet as necessary to deal with concerns that may arise between Council meetings.

The Ministry Committees: perform the functions as outlined under the general regulations. The functions of the committees as outlined in the general regulations may be altered by Council.

- B. There shall be a Board of Trustees which shall hold the church property in trust as outlined in the United Church Manual, Section 260 – 265 and assume responsibility for maintaining the Historic Roll.
- C. All Council meetings shall be open to all persons as observers. Observers may speak only at the invitation of Chairperson of Council. In-camera sessions may be called at the discretion of Council only with a two-thirds majority.
- D. Council shall be responsible for church membership and conduct of members.
- E. The Council shall review the constitution on a triennial basis and report to the Congregation.

General Regulations

A. The Congregation

1. Membership:

Members are those who have joined Charleswood United Church by Confirmation, Adult Baptism, Profession of Faith, or transfer. Adherents are those who support Charleswood United Church with their time, talent and resources but have not requested formal membership.

2. Annual Meeting

The members and adherents of the Congregation shall hold an Annual Meeting of the Congregation each year, on a date set by Council. The congregation shall be given a minimum of 2 weeks notice. The purpose of the Annual Meeting is to receive and consider the Annual Reports of Council, to deal with Church finances, and to fill Council and Ministry Committee vacancies

Members and adherents of the Congregation present at the Annual Meeting shall:

- a) elect people to The Council
The Board of Trustees
The Ministry Committees
- b) receive the Annual Report of Council.
- c) receive the auditor's report
- d) set broad policy.
- e) approve annual budget.

Amendments to the Constitution shall be dealt with at a duly called Congregational meeting. Editorial changes, i.e. numbering, lettering, spelling and punctuation may be authorized by Council. Such changes shall be reported to the Congregation at the next Annual Meeting.

The Council may call special Congregational meetings as required.

A quorum at a Congregational meeting shall be fifty members and adherents.

A majority of those in attendance must be members of Charleswood United Church.

B. The Council

1. Membership

a) All members elected to Council must have full membership in Charleswood United Church.

b) The Council shall be comprised of:

- i) Chairperson
- ii) Vice-Chairperson
- iii) Secretary
- iv) Treasurer
- v) Lay Representatives to Presbytery
- vi) Chairperson of Ministry and Personnel Committee
- vii) Those people elected convenors of Ministry Committees

a. The Ministerial Staff will be members of the Council and ex officio members of all Committees except the Ministry and Personnel Committee and the Nominating Committee.

In the event that a layperson cannot be found to chair Council a minister of the church may serve as chair, within the terms outlined below.

2. Term

a) Members of Council shall be elected for a two year term.

b) Members appointed by Council on an interim basis to fill a vacancy may hold office until the next March/April Annual Meeting. At that time the member shall be elected for his/her first two year term.

c) Members shall serve a maximum of two consecutive terms

- d) Retiring Council members shall stand down for a minimum of one year.
- e) Exceptions to the stand-down time shall be permitted when the retiring member accepts the office of Chair-person, Vice-chair person, Secretary or Treasurer. Under such conditions the person(s) involved may remain as Council members for a period not exceeding a total of eight consecutive years.

2. Duties

- a) To act for the Congregation in all matters except those outlined as specified duties of the Congregation as a whole.
- b) To co-ordinate work of Ministry Committees.
- c) To receive annual reports and set agenda for the Annual meeting.
- d) To appoint auditors and receive auditor's report.
- e) To receive and approve annual budget prior to submission for acceptance.
- f) To act in Pastoral Relations in event of change of Pastoral Relations.
- g) To appoint people to fill Council and Committee vacancies on an interim basis.
- h) To ensure the appointments of Heritage Fund Trustees according to the Heritage Fund Terms of Reference.
- i) To approve disbursements of the Heritage Fund in accordance with the Heritage Fund Terms of Reference.
- j) To appoint a Privacy Officer in accordance with the Privacy Act

3. Meetings

- a) The Council shall meet 5 times per year on a day agreed upon by a majority of its members.
- b) A quorum of Council shall be six members.
- c) Council members are required to attend all Council meetings or appoint a designate from their elected committee who shall have all the rights and privileges of the elected member of Council.

- d) The Chairperson of Council shall be responsible for contacting any member who has not complied with above attendance requirement. After any member has not complied three times in a twelve month period, Council will interpret this as a desire to be removed from Council, and shall request a resignation, unless circumstances indicate otherwise.
- e) All activities of Council shall be reported by the Secretary, through minutes, which shall be distributed to all Council Members as soon as possible.
- f) The Chairperson may call special meetings as required upon reasonable notice to all members of Council.

C. Ministry and Personnel Committee

Members of a Ministry and Personnel Committee shall be appointed by Council at the first Council meeting after the Annual Congregational meeting.

- a) The Committee will include:
 - i) six congregational members, appointed on the advice of the Nominating Committee with consideration taken for expertise in personnel matters, and knowledge of the life of the Congregation and the community, and shall not include any paid staff person.
- b) The Chairperson of the Committee shall be appointed from among its members by the Council on the advice of the Nominating Committee. The Chairperson of the Committee shall then become a member of Council.
- c)
 - i) The terms of the Committee members shall be three years, or coinciding with their terms of office where applicable.
 - ii) Where possible, the members shall be appointed so that no more than half the Committee membership rotates in any one year.
 - iii) Members shall serve a maximum of two consecutive terms.
- d) This committee shall be concerned with the following:
 - i) providing a consultative and supportive agency for church staff members and for members and adherents of the congregation;
 - ii) reviewing working conditions and remuneration of church staff members, and making recommendations to Council;

- iii) making recommendations to Council with regard to the hiring and termination of paid staff not members of the order of ministry, and consulting the Minister(s) on all new staff appointments.
- iv) the relationship of church staff to members of the pastoral charge and others;
- v) the relationship between and among different staff members with respect to their responsibilities and authority;
- vi) consulting with all church staff members about their plans for continuing education; ensuring that those eligible avail themselves of the United Church's provisions for continuing education; ensuring that money and time are available to pursue continuing education which contributes to the mission goals of the pastoral charge and the United Church;
- vii) annual review and evaluation of the effectiveness of church staff members as those persons and positions relate to the congregation's program, as defined by Council;
- viii) maintenance of close liaison with the Pastoral Relations Committee of Presbytery.
- ix) The committee shall meet at least quarterly and report to Council.

D. Nominating Committee

a) Duties

- i) To nominate people to fill Council and Ministry Committee vacancies at the Annual Meeting.
- ii) To recommend to Council people to fill vacancies on an interim basis.
- iii) To consult with Ministers on nominations.

b) Membership

The committee shall be convened by the Vice-Chairperson of Council and draw upon sitting Council members as necessary.

c) Meetings

This committee will meet as required.

E. Ministry Committees

1. Membership

- a) All Ministry Committee members must be participating members or adherents of Charleswood United Church.

- b) The committees shall consist of the Chairperson and no fewer than six elected by the Congregation.
- c) Each ministry committee shall have power to add to its members.
- d) Each committee shall have power to appoint ad hoc sub committees as required.
- e) Elected members of a committee shall not sit on any more than one ministry committee at one time.

2. Term

- a) Members of ministry committees shall be elected for a two year term.
- b) Members appointed by Council on an interim basis shall hold office until the next Annual Meeting. Interim terms shall not count under III C 2 c).
- c) Elected members shall serve up to three consecutive terms on any committee. Council terms shall not be counted under this restriction.

3. Duties

- a) Ministry Committees are established to carry out responsibilities and duties as outlined for their specific areas. They also shall hold accountable any ministry initiative appointed to report to them.
- b) Committees are to bring to Council recommendations for action in their respective area or any other area of interest.

4. Meetings

- a) Ministry Committees shall meet in September, November, January, March, and May. Ministry Committees may meet additionally as required to fulfill their responsibilities.
- b) A quorum shall be four elected members, including the Chairperson or their designate.
- c) All Ministry Committees shall record their business and activities in minutes submitted to Council.

- d) The Chairperson (or designate) of each Committee shall report to Council as requested.
- e) If a Committee member misses two consecutive meetings without contacting the Chairperson this will indicate a desire to be removed from the Committee.

F. The Ministry Committees

- A) Ministries of Worship and Education
- B) Ministries of Gifts and Resources
- C) Ministries of Care and Community
- D) Ministries of Mission and Social Action

Responsibilities

A. Ministries of Worship and Education

- a) In addition to elected members of this committee the Director of Children's Ministry and the Senior Choir Director shall be corresponding members.
- b) To exercise responsibility for the worship life of the congregation including celebration of the sacraments, the orderly conduct of Sunday worship, the look of the sanctuary, inter-church worship events, and special services in the life of the congregation as they arise.
- c) To exercise oversight for the musical ministry of the church including choirs, instruments, guest artists, and budgets for the purchasing of music.
- d) To encourage lay participation in the worship life of the church (i.e. ushers, greeters, readers, servers) and to assess the worship needs of the congregation on a regular basis including the provision of alternative forms of worship.
- e) To exercise responsibility for the Sunday church school program including the recruitment and training of teachers and helpers, selection and evaluation of curricula, oversight of the Director of Children's Ministry, and administration of the Church School budget.
- f) To exercise oversight and encouragement for Youth Ministry and programming.
- g) To provide oversight for midweek groups for children and youth, Vacation Church School, confirmation classes, faith development, and Adult Education opportunities.

- h) To provide resources for development of candidates for the ministry and other church vocations.
- i) To sponsor scouting and guiding groups and provide Religion in Life classes as requested.
- j) To be responsible for the library's use and book purchases and maintenance of audio-visual equipment, including the sanctuary sound system.
- k) To exercise responsibility for the budget of the Ministries of Worship and Education as well as the Church School Trust Fund, the Leadership Development Fund.
- l) To recommend policies to Council on baptism, transfers, marriages and funerals, and to administer such policies. To ensure the reception, recording, preparation of candidates for membership by baptism, transfer, and profession of faith.
- m) To identify and welcome newcomers to the church.

B. Ministries of Gifts and Resources

Membership of this committee shall include the treasurer. The staff bookkeeper will be considered a corresponding member of the committee.

- a) To provide education and understanding of Stewardship as it pertains to the needs of the Church in the areas of time, talent and treasure.
- b) To encourage and foster personal and financial involvement and to make available to the Congregation, Stewardship materials, including those issued by the United Church of Canada.
- c) To plan, organize and carry out an annual Stewardship campaign.
- d) To prepare and administer and annual budget in consultation with Ministry Committees and Council.
- e) To be responsible for all accounting, auditing, investments, and banking services required by the church.
- f) To be responsible for offering takers, offering counters, recording and depositing all church receipts.
- g) To be responsible for administering staff payroll and benefits in conjunction with the staff payroll officer.

- h) To prepare and present monthly statements of financial standing in relation to the budget to Council.
- i) To receive and remit Mission and Service Funds as directed by Council.
- j) To be responsible for administration of any special funds.
- k) To receive regular reports from the Heritage Fund trustees and report same to Council.
- l) To maintain all church property, including the church building, furnishings, and church grounds and maintain guidelines for the use of church property.
- m) To be responsible for loans or rentals of church property and policy of same. To set and maintain a schedule of fees for rentals of furnishings, rooms and other services.

C. Ministries of Care and Community

- a) The purpose of this Committee shall be to serve the fellowship needs of the congregation by providing receptions/refreshments etc., in conjunction with congregational activities such as meetings, fellowship, funerals, etc.
- b) To exercise responsibility for the kitchen housekeeping, supplies, and supervising use of equipment in the kitchen such as the commercial dishwasher.
- c) To keep in touch with the sick and shut-ins on a regular basis by providing a visit, call, card, and/or communication with family members or caregivers when appropriate. To coordinate this contact with lay pastoral care programs such as Care-Ring.
- d) To assist in finding transportation for members to church services and programs.
- e) To welcome new and transferring members of the congregation with a greeting or gift (i.e. corsages, boutonnieres, pins, etc).

D. Ministries of Mission and Social Action

- a) To promote the Mission and Service Fund.
- b) To encourage church involvement in community needs.
- c) To be responsible for special projects related to Outreach.
- d) To relate to United Church Community and Outreach Ministries and social service agencies.
- e) To administer the outreach budget.
- f) To offer, on behalf of the congregation, social assistance to the community through the Benevolent Fund.
- g) To raise awareness of Outreach issues – local, national and global.
- h) To be the place of accountability for outreach initiatives and to encourage the congregation to participate in such initiatives (i.e. ESL, CREST refugee sponsorship, Christmas Hampers, Habitat for Humanity).

G. Trustees

- a) To act in accordance with The Manual on matters pertaining to trustees
- b) To oversee the maintenance of a current roll of members and adherents

ATTACHED TO THE CONSTITUTION OF CHARLESWOOD UNITED CHURCH
MARCH 1990 AS REQUESTED BY REVENUE CANADA.

“THE ORGANIZATION SHALL BE CARRIED ON WITHOUT PURPOSES OF GAIN
FOR ITS MEMBERS AND ANY PROFITS OR OTHER GAINS TO THE
ORGANIZATION SHALL BE USED IN PROMOTING ITS OBJECTIVES.”