



# Policies and Procedures

*For Approval  
At the Annual Congregational Meeting,  
January 27, 2019*

*Material to be added is in italics*

~~Material to be removed is in knockout~~

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*(The following is a simplification of The Manual B.7, which should be considered authoritative for clarification and definitive in case of confusion. This document may be changed from time to time on recommendation of the Council, at the Annual Congregational Meeting. If changes are made, approval must be sought again from Huron-Perth Presbytery.)*

## 1 Membership of the Council

### 1 Officers

#### a. Chair

The congregation is responsible for electing a chair of the Council, who is either a full member, or is the minister. The chair presides over the meetings of Council.

#### b. Minute Secretary

The secretary is responsible for preparing the agenda (including team reports), taking and circulating minutes, and with the Church Administrator, sending records to presbytery annually for review.

#### c. Treasurer

The treasurer is the Chair of Finance, reporting to the Council monthly on the oversight work of that Team, so that Council members will have an up-to-date picture of the Operating Account.

### 2 Members

The Council has the following members:

- (a) Chair, Secretary, Treasurer,
- (b) The Chairs of each of the Congregational Teams ~~(except Nominating)~~,
- (c) 3 Presbytery representatives of the Regional Council**
- (d) Chair of the Board of Trustees;
- (e) The Minister

### 3. Terms of Office

There are no fixed terms of office. A member may resign or be removed from office at any time. Council shall inform the congregation when there are vacancies.

## 2 Responsibilities of the Council

The Council is the court of the congregation. It has the following responsibilities.

### 1 Spiritual Matters

Such as membership, sacraments, Christian education, worship, use of the building, pastoral care and outreach.

### 2 Financial Matters

Such as fundraising, disbursing funds, approval of the budget, borrowing funds.

### 3 Pastoral Relations Matters

Such as issues relating to the Minister, her/his conditions of employment, satisfaction.

### 4 Proposals

The Council receives, makes decisions on, and transmits proposals to the other courts of the church (~~presbytery, conference,~~ **Regional Council**, General Council).

### 5 Recommending Members to Presbytery

Such as licenced lay worship leaders, sacraments elders; inquirers; and designated lay ministers.

### 6 Property Matters

Directs the Trustees, cares for the building.

### 7 Representing the Congregation to ~~Presbytery~~ **The Regional Council**

In matters relating to the pastoral relationship with the Minister, or amalgamation, disbanding, etc.

### 8 Reporting

The Council reports to the congregation at least annually at the Annual Congregational Meeting.

### 9 Records

The Council keeps records such as the membership roll, record of children and adherents, registers of baptism, marriages and burials.

## 10 Sharing Reports from the Wider Church

**i.e. ~~Presbytery, Conference,~~ Regional Council, General Council**

## 11 Completing Statistical Forms

Annual statistical and information forms

## 12 General Responsibility

Leadership in the care and oversight of the congregation. Visioning.

# 3 Meetings of the Council

## 1 Frequency

The Council meets at least 8 times a year. It may ~~decide to~~ meet more often.

## 2 Calling Meetings

Meetings of the Council may be called by the chair of the Council or the Minister. Either must call a meeting when they have received a written request from at least five members of the Council, or ten members of the congregation.

**~~Presbytery~~ The Regional Council** may also call a meeting if needed.

## 3 Notice of Meeting of Council

The person who calls the meeting is responsible for giving advance notice of the meeting. A notice of a meeting must indicate the purpose of the meeting. Notice of the meeting must be read during public worship; or printed in the bulletin or given in person or in writing to the members of the Council.

## 4 Quorum

1/2 of Council members shall be present, and the minister.

## 4 Structure of Council

### 1 Teams

We have the following ministry Teams, which are teams of Council:

Accessibility

**Building-Executive**

Finance

Fun and Fellowship

Mission and Outreach

Worship

Affirming

Christian Development

**Funds-Development**

Ministry and Personnel

**Property Management**

Any Team may have working groups, which exist to accomplish a particular task, and which report to Council through the team to which they are accountable (see below, section 6.3). Council may add teams or remove them, as seems appropriate.

### 2 Election of Team Chairs

The Chair of each team is elected by the congregation at the Annual Congregational Meeting. A majority of elected Chairs should be members of the congregation. Elected Chairs are the Elders of the congregation. If the Chair is unable to complete a term, the Council may elect a replacement.

### 3 Team Members

Teams may find their own members. Members of teams do not need to be full members of the congregation.

### 4 Ministry Personnel on Teams

The Minister is a member of all the teams of the congregation, except for a Joint Needs Assessment Team; a Joint Search Team; or the Ministry and Personnel Team.

### 6 Board of Trustees

The Board of Trustees is not a Council Team, but receives direction from the Council. **They The Trustees** hold all the property in trust, and are charged with its care, protection, investment, insurance, and dispersal. The rules governing the Trustees are found in the *Trustees Handbook*, and *The Manual*.

## 5 Organizations in the Congregation

### 1 Accountability

All organizations and groups in the congregation are accountable to the Council. They may report directly to the Council, or may be asked to report through an existing Team.

### 2. Transparency

All Council meetings are open to guests.  
Once approved, Minutes are posted ~~publicly, and~~ on the HSUC website.

### 3. Working Groups

Working groups may come into existence or pass out of existence as needed. No congregational vote is required. Working groups are not considered part of the governance of the pastoral charge, so ~~presbytery~~ *Regional Council* approval is not necessary.

At time of writing the following teams have the named working groups.

Council – Nominations, ~~Communications,~~ ***Organ, Construction, Community Wellness Program***

Finance - Concert Series; Donor Wall

Fun and Fellowship - Receptions, Cards of Care, Prayer Shawls

Mission and Outreach - Adopt-A-Beach, Free Store, Mission and Service Promotion, Local Outreach Ministry, Right Relations, ***Huron Shores Sews for Children***

***Property Management – Green Space, Décor, Kitchen, Outdoor, Moving, Operations, Facility Usage***

Trustees – Investment, GBUC Cemetery Board, ~~Concert Series~~

Worship – Sound System, Sacred Space, Readers, Ushers, Greeters, Counters, Music, Communion, ***Signage***



## 7 Terms of Reference for Teams

### Accessibility Team

#### PURPOSE

We have specific responsibility for conforming to the standards outlined in the Accessibility for Ontarians with Disabilities Act (2012, 2015). Ensuring a welcome for *everyone*. Ensuring that everyone can worship and serve with dignity and autonomy.

#### EXAMPLE OF TASKS

Some of the specific things we have undertaken in the past to enable this ministry

- oversee the Accessibility information on our website
- respond to Accessibility issues brought to our attention through the feedback form
- administer the Welcoming Communities policy
- contribute to the Building Executive Team for the renovation
- helpful and friendly greeting
- ensure accessibility of all areas (i.e. elevator, ramps, barrier-free facilities)
- large print bulletin
- assistive hearing devices
- Power-point
- Scent-free policy

#### MINUTES AND RETENTION

Minutes are taken by the Chair. They are circulated to all members. They are kept by the Chair.

#### REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

#### OFFICERS

Chair

### Affirming Team

#### PURPOSE

We have specific responsibility for encouraging the process of becoming an officially Affirming Congregation and members of Affirm United/S'Affirmer Ensemble.

#### EXAMPLES OF TASKS

Some things we have undertaken to enable this ministry:

- overseeing education and discussion of LGBTQ issues (e.g., speaker, films, discussion)
- learning about the Affirming process
- welcoming and including persons of all sexual identities, and working towards making this intentional for the whole community
- providing opportunities for information and feedback (e.g., suggestion sheet)
- developing a Vision Statement for HSUC according to the AUSE guidelines
- developing momentum towards a congregational vote on becoming affirming.
- offering "Minutes for Affirming" during Sunday announcements

#### REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

#### MINUTES AND RETENTION

Minutes are taken by a volunteer. They are circulated to all members. They are kept by the Chair.

### **Building Executive Team**

**~~To provide overall leadership and guidance to Huron Shores United Church in the renovation of the existing facility.~~**

#### **MEMBERSHIP**

**~~This Team will be made up of the Chairs of the Design, Communications, Construction, Fundraising, Communication and Finance working groups with the Chairperson of Trustees, Treasurer of Building Fund, Secretary and the Minister.~~**

#### **RESPONSIBILITIES**

- ~~• To understand the needs of the congregation and incorporate them into the plan of construction and renovation~~**
- ~~• To plan, develop and implement a pathway to the renovation and construction of HSUC~~**
- ~~• To insure that Teams understand their responsibilities and are meeting their targets from a timeline and action perspective~~**
- ~~• Communicate with HSUC Council with progress on the timelines and committee work~~**
- ~~• Insure that we are complying with the requirements of Huron Perth Presbytery.~~**
- ~~• to be financially responsible in setting the costs and implementing fundraising.~~**

## **REPORTING**

~~————— To Council (Chair sits on Council)  
To the congregation through a report in the Annual Report presented  
at the Annual Congregational meeting.~~

## **OFFICERS**

~~Chair, Secretary, Building Fund Treasurer —————~~

## **MINUTES AND RETENTION**

~~Minutes are taken by a Secretary. They are circulated to all members.  
They are kept by the Secretary.~~

## Christian Development Team

### PURPOSE

We have specific responsibility for Christian spiritual and whole person growth of children and youth and adults in our church and community.

### EXAMPLE OF TASKS

Some of the specific things we have undertaken in the past:

- Provide Sunday School to Children
- Facilitate Church Summer Day Camp
- represent the congregation in baptism and confirmation ceremonies

### MINUTES AND RETENTION

Minutes are taken by a member of the committee in attendance. They are circulated to all team members. They are kept by the Chair.

### REPORTING

To Council (Chair sits on Council)  
To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

### OFFICERS

Chair

## Finance Team

### PURPOSE

We have specific responsibility for oversight of the Operating account, and communication to Council about trends in expenses and income.

### EXAMPLE OF TASKS

- Liaison with Bookkeeper on regular basis to ensure Financial Reports are completed as required.

- Provide updated Financial Reports monthly to Council.
- preparation of Annual Budget.
- Liaison with the Fundraising **Working Group**
- Arrange Counter Schedule to ensure collection is handled properly
- **Stewardship (promotion of PAR, envelopes, Special envelopes, etc)**
- **Gratitude initiatives (Donor Recognition Display, cards of thanks)**

#### OFFICERS

The Chair of this team is the Treasurer of the Congregation

#### REPORTING

To Council (Chair sits on Council)

**Quarterly to the congregation (income/expense; debt load and servicing)**

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

#### MINUTES AND RETENTION

Minutes are taken informally. Formal decisions will be handled by motion and vote when warranted. Otherwise by consensus.

### Fun and Fellowship Team

#### PURPOSE

We have specific responsibility for communication within and outside the congregation, as well as arranging opportunities for fun and fellowship.

#### EXAMPLE OF TASKS

Some of the specific things we do to enable this ministry:

- arranging extra-curricular events (ie. Golf Tournament)
- Sunday Nighters
- tours
- assisting with publicity
- Cards of Care
- Receptions
- New Members
- Prayer Shawl Ministry
- Historic Roll

#### MINUTES AND RETENTION

No minutes are kept.

#### REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

#### OFFICERS

Chair

### **Funds Development Team**

#### **PURPOSE—**

- 1. To develop and execute means of raising money for the financial needs of the church.**
- 2. To oversee and support fundraising events.**

#### **EXAMPLE OF TASKS—**

**Presentation of quarterly Stewardship Programs to promote and encourage these ways of giving—**

- Weekly Contribution through Cash / Pre-Authorized Remittance/ Envelopes**
- Special Envelope Appeals (i.e. Easter/ Anniversary/ Christmas)**
- Special Family Occasion Donations**
- Memorial, Legacy (Estate) Planning, and Bequests (held by Trustees)**
- Other Fundraising Opportunities**

#### **REPORTING—**

**To Council (Chair sits on Council)**

**To the congregation periodically through bulletins or newsletters and annually through a report in the Church Annual Report presented at the Annual Congregational meeting.**

#### **OFFICERS—**

**Chair or Co-chairs**

#### **MINUTES AND RETENTION—**

**Minutes are taken informally.**

### **Ministry and Personnel Team**

## PURPOSE

This Team is required to exist. We have specific responsibility for providing a safe work environment for our staff, and appropriate staffing for the congregation's needs. We depend on the Manual, and the guidelines of the United Church of Canada (*Handbook for Ministry and Personnel Committees*).

## EXAMPLE OF TASKS

Some of the specific things we have undertaken in the past to enable this ministry

- conduct annual reviews with all staff members
- advise Council on staffing issues
- liaise between staff and members of the congregation in occasions of conflict or complaint
- propose fair salary and benefit packages for staff members to the Council through the budgeting process
- Arrange pulpit supply when needed

## REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

To ~~presbytery/Conference~~ **Regional Council** when necessary

## OFFICERS

Chair      Secretary

## MINUTES AND RETENTION

Minutes are taken by the secretary. They are kept by the chair.

## Mission and Outreach Team

## PURPOSE

We have specific responsibility for promoting the Mission and Service Fund, as well as promoting local, national and international outreach initiatives

## EXAMPLE OF TASKS

Some of the specific things we do to enable this ministry

- sponsor semi-annual Free Store
- sponsor two foodbanks (Blessings and Ailsa Craig)
- partner with Community Health Centre "We Can Help" Fund
- Adopt-a-Beach
- oversee annual distribution of Local Outreach Funds (Parking Lot monies)
- Blanket Exercise

## STRUCTURE

This team has the following working groups: Free Store, Adopt-A-Beach, Mission Enthusiast, Right Relations

## REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

## OFFICERS

Chair

## MINUTES AND RETENTION

Minutes are taken by the Chair. They are circulated to all members. They are kept by the Chair.

## **Presbytery Representatives to Regional Council**

### PURPOSE

**We have specific responsibility for attending Huron-Perth Presbytery Western Ontario Waterways Regional Council meetings monthly, and serving on a committee of presbytery Regional Council as well as attending London Conference annually, and possibly serving on a committee of it, if we so choose.**

### EXAMPLE OF TASKS

Some of the specific things we have undertaken in the past to enable this ministry :

- assist in answering questions about United Church policy and procedures
- connect our congregation to members of **presbytery the Regional Council** who might be in a position to support or inform us
- report to the congregation regarding actions/decisions of Presbytery The Region
- **attend the annual meeting of London Conference and other Conference events as we have interest.**

### REPORTING

To Council (sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting, and regular reporting (ie. in church, or through the bulletin)

To **presbytery/Conference Regional Council** when necessary

### MINUTES AND RETENTION

**Presbytery Regional Council** minutes are kept personally for as long as needed, and shared with the Council when necessary.

### STRUCTURE

Unlike most teams, we do not meet regularly with each other. We do attend the regular

meetings of ~~Presbytery and Conference~~, **the Regional Council** and report on it.

## Property Management Team

### PURPOSE

We have specific responsibility for ensuring that our facility is maintained and cleaned.

### EXAMPLE OF TASKS

Some of the specific things we have undertaken in the past to enable this ministry:

- ~~liaise with custodian~~ **Liaison with maintenance staff**
- engage professional assistance when needed (e.g. plumber)
- respond when an emergency is detected (e.g. broken pipe in washroom)
- assess the property for upcoming maintenance needs, and prepare the Council for these costs
- coordinate with the Board of Trustees on capital upgrades as needed, to ensure appropriate long-range planning.
- ~~Oversee the Green Space Working Group, gardens and grounds.~~ **Oversee the working groups attached to the Team and report their activities to Council**

### REPORTING

To Council (~~Chair sits~~ **Co-Chairs sit** on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

### OFFICERS

~~Chair~~ **Co-Chairs**

## Board of Trustees

### PURPOSE

Generally, the Board of Trustees ensures the proper care of real property, sale, purchase, lease, capital improvement, investment (in the case of funds), and insurance. It is also concerned with Risk Management.

A Trustee holds in trust all of the property of the congregation for its use and benefit. The activities of the Trustees are restricted and governed variously by public statute, the United Church's Trusts of Model Deed, and the lawful directions of Council and of the other Courts of the United Church having jurisdiction. The Terms of Reference will be governed by the Board of Trustees Handbook of the United Church of Canada, and the current copy of The Manual.



The Board of Trustees must obey all lawful orders and directions of the Church Council, whether or not the Trustees agree with those directions. Out of courtesy, the Church Council may couch its instructions to the Board of Trustees in the form of a request rather than a direction. If the Trustees consider those directions to be unwise, and time is not critical, the Trustees could ask the Church Council to reconsider its directions, but if the Church Council reissues the same instructions, then the Board of Trustees is obliged to follow them.

The Board of Trustees must recognize the relationship and communicate with Presbytery in the oversight of our Pastoral Charge with respect to major changes in assets and renovations.

#### MEMBERSHIP

The membership shall be made of less than nine (9) and more than three (3) with one serving as Chair. The minister is also a member. The congregation is responsible for appointing the trustees annually at the annual congregational meeting or at a special congregational meeting called for that purpose.

#### QUORUM

It is considered to be the majority of the trustees elected.

#### OFFICERS

Chair and secretary

#### REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

#### MINUTES AND RETENTION

Minutes are taken by the secretary. They are circulated to all team members. They are kept by the Chair and the Office Administrator.

#### SUB-TEAMS

Investment Team

Grand Bend United Church Cemetery Board

Task groups as needed (e.g. Sale of Property, Renovation, etc)

### Worship Team

#### PURPOSE

We have specific responsibility for oversight of worship services including regular Sundays and special services (e.g. Blue Christmas)

#### EXAMPLE OF TASKS

Some of the specific things we have undertaken in the past to enable this:

- administration of the sacraments (communion, baptism)
- oversight of weddings

- support of Music Director, choir
- finding scripture readers
- outdoor signage
- setting up the Green Cathedral

#### STRUCTURE

This team has the following working groups: Counters and Ushers, Greeters, Music Director/Choir, Readers, Pulpit Supply, Communion, Sacred Space, Audio-Visual, Signage

#### REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

#### OFFICERS

Chair

#### MINUTES AND RETENTION

Minutes are taken informally.

# Appendix 1

## The Role of Chair of a Team of Council

"To each is given the manifestation of the Spirit for the common good." I Corinthians 12:7

The role of chair is to be the leader of the team, and to represent the team, when needed.

### Meetings

. The Chair sits on Council and attends the regularly scheduled Council meetings (third Thursday of the month at 4 PM,) all special meetings of Council, and the Annual Congregational Meeting (normally first Sunday in February).

. The Chair convenes the team meetings, sets the agenda, communicates with team members, runs the meeting, and coordinates the work of the team.

### Reports

.The Chair submits a short point-form written report to the Secretary of the Council, 6 days before Council meets, and reads all the team reports which are distributed before the meeting.

. The Chair participates in Council discussion and decision-making according to his/her/their own conscience.

.In January of each year, the Chair submits a summary of activities of the team during the prior year for the Annual Report.

### Accountability

.All the work and activity of the church is under the care and oversight of the Church Council. Some is done by Council, some is delegated to the teams to act on its behalf. Any team may be instructed by Council to take on a piece of work. Or, a team might present a piece of work to the Council for approval, information or decision.

.The Chair communicates Council decisions to the team as necessary; and communicates team plans/decisions and notices of motion to the Council as necessary.

### Delegation

.The Chair may delegate any part of her/his/their role to another person. This might be done on a temporary basis, for instance if the Chair is unable to attend a meeting; or for a longer period of some months, for instance, if the Chair is going to be away for an extended period of time.

.If work is delegated, it is the Chair's responsibility to ensure that the person agreeing to act on their behalf understands the nature of their assumed role, its responsibilities and its duration.

.The Chair should also clarify to the Council through the Secretary, if and when they have delegated their role to someone else, so that communication can flow to them.

## Other Policies in effect

Council: Confidentiality Agreement -

Christian Development team: Child and Youth Volunteer Policy - April 15, 2016

Mission and Outreach Team: Local Outreach Ministry Fund Terms of Reference – Nov, 2015

Accessibility Team: Scent Free Policy, Welcoming Communities Policy

Board of Trustees: Grand Bend United Church Cemetery Board Terms of Reference **and Bylaws**, Investment Working Group Terms of Reference; **Facilities Usage Guide**

Ministry and Personnel: Mileage allowance for lay personnel; Voluntary Associate Ministers; Congregational Visitors