

APPROVED MINUTES – Woodlawn United Church Council June 16, 2021

CALL TO ORDER: The meeting was called to order at 7:00pm by the Co-Chair Fay Gunter.

In light of the Covid-19 pandemic and ensuring WUC follows the recommendations of our federal, provincial, and municipal leadership to refrain from public gatherings and meetings, Paul Whyte coordinated a ZOOM video conference for this meeting.

IN ATTENDANCE VIA VIDEO: Adelia Holloway, Barry Zwicker, Bob Watt, Brian Moors, Cathy Kay, Fay Gunter, Helen Dixon, Jerry Jackson, Keith Musselman, Kelley MacNeil, Lisa Allen, Paul Whyte, Rev. Dale Skinner, Rev. Mary Lynne Whyte, Teri Giannou. **Regrets:** Jim Allan

OPENING PRAYER: Chair Fay asked Rev. Dale to lead in an opening prayer.

WELCOME: Fay welcomed everyone and indicated this was her first time as co-chair to chair a meeting of Council.

APPROVAL of AGENDA: Helen indicated she had requested that the vacancy of the "Sunday School Superintendent" position be added to the agenda and Lisa Allan indicated it was her intention to raise the subject. Fay added Youth Coordinator and SS Superintendent Vacancy to the agenda. Agenda approved, with addition, by consensus.

TIME OF ADJOURNMENT: 9:00 pm adjournment agreed to with consensus

CORRESPONDENCE: Two items of correspondence (see attachments) received for information.

APPROVAL OF MINUTES: The minutes of May 19th, 2021 were approved by consensus.

OLD BUSINESS & Business Arising:

- 1) AGM – May 30th – Update:** The general feelings expressed by members of Council were that from the stand point of attendance and format the May 30th 2021 AGM was successful. Members indicated that feedback from the congregation was all positive and thanks were expressed to Paul, Barry and Fay.

NEW BUSINESS:

- 1) Staff Return to Office:** Helen indicated it was now acceptable for staff to return to the office but that a general cleaning would be required before. Teri, a member of the Trustees, indicated she would contact Jim Allan to have cleaning scheduled. Responding to a question, Helen reported that the staff vacation schedule had been decided and approved and would be posted, as usual, in the corridor outside the staff offices. Brian requested, and Helen agreed to have Shelley forward the vacation schedule to Council once it had been formatted.
- 2) Return to In Person Worship:** Department of Health protocols currently allow for up to 25% capacity to attend in-door, in-person worship and it was suggested that after thorough cleaning of the sanctuary in-person worship could resume on June 27th. Brian indicated he would check with Allan Ellis for the availability of ushers. Responding to a question about the problems of the past in getting the service on-line, Paul indicated that this was internet related. Discussion followed around the procedure to follow if there is a delay in getting the service on-line and on-time. Dale indicated he hoped we could continue both live streaming and in person and that we reinstate this on June 27th, Katie's last Sunday. It was suggested that if in the future, problems occur that impact live streaming that the service could be 'recorded' and uploaded at a later time to facebook and you-tube. It was noted that printed declarations were no longer required and congregants would only be 'asked' the health-related questions and requested to provide 'contact' information. The subject of 'funerals' was raised and Mary Lynne indicated at this point there are only three graveside services pending. It was noted that the Dept. of Health regulations allow for a much lower

- number of people in attendance for a funeral than for a worship service. Mary Lynne indicated that a meeting with the funeral liaison volunteers would be required before any planning of funerals and Brian indicated he wished to be part of such a meeting. Mary Lynne raised the concern of heat buildup and air circulation during the summer period and the effect it would have on in-person worshippers. There was no resolution suggested. Helen offered to speak with Shelley regarding the circulation of a congregation email concerning the return to in-person worship and the procedure and protocol for attendance.
- 3) **Parting Gift – Katie Logan:** Cathy reported that she, Helen, Shelley and Brian had met to discuss what may be done to commemorate Katie's time with Woodlawn. Shelley has circulated an email to the youth/parents that Katie has been working with and indicating they could forward any parting messages etc. to her and they would in turn be forwarded to Katie. Cathy also reminded council members that along with the messages from the youth they had suggested a cash gift from council and that donations could be forward to Ivan before June 22nd. Lisa, as Chair of the Youth Committee agreed to present a card and cash gift to Katie during the worship service on June 26th and Dale agreed to present a cash gift from the staff at the same time. Cathy indicated an exit interview with Katie was scheduled for sometime during the week of June 21st.
 - 4) **A&M Update:** Keith referred everyone to the reports included with the agenda and referenced the request to finalize the Blessings Policy with the inclusion of the 'charge' approved by council in July 2020. Brian, representing Worship, indicated that there was no problem with A&M modifying the policy in accordance with the Council's recommendation, but that he thought that the Transition Team may want to look at the policy because there wasn't "a rush of agreement from staff" on the charging for Blessings. Keith agreed to have A&M modify the Blessing policy as per the July motion. (Motion July 15, 2021: - Charging for Blessings – it was agreed, by consensus, that going forward there would be a 'charge' for the act of a Blessing if requested and performed at a time other than during Sunday worship service. There would be no charge for the service of the clergy though an honorarium may be offered. Specifically, fees charged if performed in the sanctuary or other room at the church, would be as published in the Schedule for Fees. [Example: Sanctuary - \$250.00, Room A or B - \$150.00. These fees are the published fees as of the current date but are subject to change over time]. If performed during a regular Sunday worship service, there would be no charge.)
 - 5) **Meeting Schedule -** It was agreed, by consensus, that Council 'Would Not' meet during July and August and that any business that arose and could be dealt with by the Executive of Council would be done so. The Executive of Council as per the United church Manual consists of the Chair/Cochairs of Council, A&M, M&P, Trustees, Treasurer (Budget Officer) and at least one of the Ministerial staff. It was agreed that Council would be advised and any such meetings and decisions and the next scheduled Council meeting would be September 15th, 2021.
 - 6) **Youth Coordinator and Sunday School Superintendent:** Lisa Allan confirmed that Jennifer Evans intended to resign as SS Supervisor and would not be returning to that position in September; and that Katie Logan's last day as Youth Coordinator would be June 30th. Lisa suggested there are options that could be used in seeking a Youth Coordinator, i.e.; facebook, linkedin, church newsletters etc, and that she had already made a couple of contacts regarding the position. ***It was moved by Lisa, seconded by Barry that Council proceed towards the hiring of a part time Youth Coordinator and seek an individual to volunteer as SS Superintendent. Motion was approved by consensus.*** Helen offered to meet with Lisa to bring her up-to-date regarding process for hiring etc.
 - 7) **Governance Document:** Barry began the discussion by referencing the document containing his thoughts which were circulated before this evenings meeting. It was suggested that over the summer council might work towards bringing some suggestions etc to the Transition Team. It was further suggested that Council should wait to receive direction from the Transition Team as to what they would like from Council. Jerry speaking on behalf of the TT Team indicated that the team has as its priority establishing the mission of who and what Woodlawn United Church sees itself and our place in the community and

Approved Minutes of June 16th, 2021 WUC Council Meeting

Old Business & Business Arising:

- 1) **AGM – May 30th – Update**

New Business:

- 1) **Staff Return to Office – M&P – Helen Dixon**
- 2) **Return to In-person Worship – M&P – Helen Dixon**
- 3) **Parting Gift – Katie Logan – M&P – Cathy Cay**
- 4) **A&M Update – Keith Musselman**
- 5) **Meeting Schedule – July, August**
- 6) **Governance Document – Discussion Item – Barry Zwicker**
- 7) **Youth Coordinator and Sunday School Superintendent -**

Round Table

Next Meeting – September, 15, 2021

Closing Prayer –

Adjourn


Attachment: Holy Manners

Reports - Membership Report Policy Report A&M Reports

ATTACHMENT

Holy Manners as per The United Church Manual

We will

- keep God at the center of everything we do; 
- each speak for ourselves;
- speak for a purpose;
- separate people from problems;
- allow for full and equitable participation;
- attend to others carefully without interruption;
- welcome the conflict of ideas;
- take a future orientation;
- demonstrate appreciation;
- honour the decisions of the body;
- commit to holding one another to account when we do not keep our holy manners;
- keep the discussion at the table;
- be mindful of our body language;
- check in about good use of time;
- allow the quiet people to speak, with an invitation to speak; and • sincerely say what

CORRESPONDENCE

From: Hewitt, David <DHewitt@united-church.ca>
Date: Sun, May 30, 2021 at 12:04 PM
Subject: Region approval of Appointment
To: Shirley MacLeod <shirleymacleod@ns.sympatico.ca>, Dale Skinner <dale.skinner@woodlawnunited.ca>, Helen Dixon <55dixonh@gmail.com>
CC: Elaine Gray <elainegray58@gmail.com>, schisholm@saintandrewshfx.ca <schisholm@saintandrewhfx.ca>, Tom Woods <tomwoods188@gmail.com>

Hi folks,

Woodlawn United Church held a very smooth Annual Meeting this morning, including the approval of the Appointment of Dale Skinner in the Transitional Ministry position. The Region 15 Pastoral Relations Committee has authorized me to approve the Appointment on ChurchHub, which I have done. The completed Record of Appointment should be available in the Private folder section of your relative ChurchHub accounts. Please let me know if there are any questions.

Blessings on the transition of role for Dale Skinner from temporary part-time supply to full-time Transitional Minister, and blessings on this important transitional ministry time for Woodlawn United!

In Peace,
Dave

David Hewitt
Regional Minister, Region 15
The United Church of Canada
1-800-268-3781 ext. 6154



The United Church of Canada
L'Eglise Unie du Canada

Regional Council 15
21 Wright Street, Sackville, NB E4L 4P 8
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Covid-19 Update June 8, 2021 (Nova Scotia)

Dear Regional Council 15 Members (Ministry Personnel and Lay Members),

Please see below the information received on June 7, 2021 from Dr. Strang. **This information applies to all areas of Nova Scotia.**

Dear Faith Leaders (and others who have written me recently about faith gatherings),

On June 2nd, the Nova Scotia re-opening plan started with phase 1 Public Health restrictions coming into effect. Details on the reopening plan are available at <https://novascotia.ca/reopeningplan/> but in short this is a 5 phase plan, with progress along the phases being based on COVID 19 epidemiology and one and two dose vaccination rates. I anticipate that we will be able to progress to phase 4 by mid-July and phase 5 by mid-September. It has been challenging to meet multiple objectives while striving for consistency between various re-opening segments, and we have also deliberately taken a cautious approach as that has been a key part of our ongoing success in controlling COVID 19. This means we look different than some other provinces and will not meet everyone's expectations in Nova Scotia. I ask for your patience as we move through this last part of the pandemic in a manner that maximizes our ability to keep COVID controlled and avoid any further tightening of Public Health restrictions.

The details on what is allowed for faith gatherings are as follows: Phase 1

- Outdoor faith gatherings can have up to 10 people. Indoor faith gatherings are not permitted.
 - Drive-in services are allowed but indoor gathering limits apply to each car (in phase 1 this is household members only per vehicle [the current website is in correct when it says 10 people only for a drive-in service and this is being corrected])
 - Other requirements for drive-in services are:
 - the service or movie is conducted over speakers or by remote radio broadcast; ○ there is no contact between cars and no transfer of things between cars; communion can take place if people in a "self-serve" model
 - participants remain in their respective vehicle while "attending" the service, unless accessing a washroom facility, and while doing so, must adhering to protocol for gathering limits, physical distancing, and masking requirements
 - participants practice physical distancing among vehicles, such that vehicles must be at least 2 metres (6 feet) apart from each other
- ...2
- Wedding ceremonies and funerals can have up to 5 people plus the person conducting the ceremony indoors and up to 10 people plus the person conducting the ceremony outdoors with social distancing. Receptions and visitation are not permitted.

Phase 2

- Faith gatherings can have up to 10 people indoors and up to 25 people outdoors with social distancing.
- Drive in services permitted
- Wedding ceremonies and funerals (including receptions and visitation) can have up to 10 people plus the person conducting the ceremony indoors and up to 25 people plus the person conducting the ceremony outdoors.

Phase 3

- Faith gatherings that are run by a recognized business or organization - 50% of the venue's capacity up to 100 people indoors and up to 150 people outdoors with social distancing. Large venues can be considered for multiple groups with an approved plan
- Drive in services permitted
- Wedding ceremonies and funerals (including receptions and visitation) - 50% of the venue's capacity up to 100 people indoors and 150 people outdoors with social distancing when hosted by a business or organization.

Phase 4

- Faith gatherings that are run by a recognized business or organization - 50% of the venue's capacity up to 150 people indoors and up to 250 people outdoors with social distancing when hosted by a business or organization. Large venues can be considered for multiple groups with an approved plan.
- Drive in services permitted
- Wedding ceremonies and funerals (including receptions and visitation) - 50% of the venue's capacity up to 150 people indoors and up to 250 people outdoors with social distancing when hosted by a business or organization.

While I acknowledge that not all of you will agree with this I trust it provides the clarity you are seeking. Sincerely,

Dr. Robert Strang, Chief Medical Officer of Health

I know these are difficult times and there is a sense of exhaustion and extreme fatigue as we go through the ups and downs of this virus. Let us hold each other in prayer. Together, with everyone doing their part, we will get there!

Faith

Faith March-MacCuish
Executive Minister

REPORTS

MEMBERSHIP CLERK REPORT – MAY 2021

Congregational Deleted	Roll -	Ray Gill - Deceased – May 2/2021 Malcolm Morash – Deceased – May 18/2021 Bert Dickey – Deceased – May 30/2021
Historical Roll – Deleted		Malcolm Morash – Deceased – May 18/2021 Bert Dickey – Deceased – May 30/2021

POLICIES AWAITING REVIEW

Policy Name	Responsible Team	Pages	Date Approved	Date Revised
Animal	Stewardship / Trustees	1	Sept 15 2015	
Screening of Volunteers	Community Care & Youth	2	Apr 21 2010	Feb 21 2018
Facility License & Space	Admin & Management	5	June, 2017	
Communication	Communication	2	May 20 2015	
Personnel Policy	Ministry & Personnel	10	Jan 20 2016	
Sabbatical Leave	Ministry & Personnel	3	2013	
Blessings	Worship	1	May 20 2015	Jul 15 2020

PAR Report

PAR changes	2017	2018	2019	2020	2021
Add	8	3	8	6	6
Cancel / Transfer / Suspend	6	6	12	10	5
Decrease	7	2	2	5	2
Increase	4	38	39	7	1
Re-Distribute	1	1	4	1	0
Total changes	26	50	65	29	14

				# 163 Jun
	158	09-Jun-21	1-Jun-20	2020
Local		\$14,788.00	15,196.00	
M&S		\$2,111.00	2,165.00	
Other		\$1,315.00	1,417.00	
Total		\$18,214.00	18,778.00	
Local increase/decrease from previous year		-\$408.00		

WOODLAWN UNITED CHURCH Comparative INCOME STATEMENT as of May 31, 2021			04-Jun-21	
BUDGET			ACTUALS	
Expected months by May 31			To May 31,2021	LAST YEAR May 31,2020
290,000	114,618		110,420.13	114,613.90
2,000	1,745		5,765.00	1,500.00
1,000	0		30.00	0.00
3,300	0		30.00	0.00
7,500	48		80.00	70.00
800	672		450.00	730.00
304,600	117,083		116,775.13	116,913.90
1,500	1,306		172.00	1,127.30
4,400	2,384		2,200.00	2,600.00
20			70.20	21.60
2,700	0		0.00	0.00
10,000	6,818		3,250.00	8,250.00
			0.00	0.00
1,000	455		485.00	1,400.00
1,000	951		0.00	975.00
			1,067.89	1,835.45
0			0.00	0.00
3,900	-38		1,573.00	-924.62
16,000	8,186		6,375.89	11,535.83
			28,598.95	9,908.30
329,850	128,979		154,192.17	142,106.93
258,125	117,392		81,849.11	128,718.58
2,500	1,291		1,303.05	1,034.90
3,000	2,239		1,454.33	1,746.12

64,050	32,419	30,000.98	29,861.52
150	150	0.00	0.00
500	59	42.58	-225.00
500	346	65.95	40.79
2,000	443	657.09	439.16
1,000	310	283.25	79.62
1,315	905	796.33	965.34
600	0	0.00	0.00
100	0	168.87	0.00
			29.11
750	46	38.70	40.43
200	0	0.00	0.00
3,965	1,261	1,287.15	1,114.50
600	532	907.04	840.65
100	0	0.00	0.00
600	600	38.70	735.60
1,000	0	0.00	---
300	0	0.00	0.00
9,715	3,391	2,998.51	2,945.70
17,352	8,677	8,677.00	3,472.00

Utilities & Heating							
Fuel	22,000	6,600	3,138	1,609.59		2,386.36	
	15,368	1,500	1,464	20.41		573.91	
14,461.56	13,802.85	1,500	836	75.84		503.05	
Property Insurance		3,000	2,300	96.25		1,076.96	
	7,700	1,400	1,394	1,506.17		1,369.42	
		7,000	3,388	2,907.71		3,352.28	
0							
0.00		0.00					
		Repairs & Maintenance	4,000			2,593	
2,101.46			1,799.39				
		Maintenance of HVAC units	800			0	
0.00			0.00				
		Elevator Service Contract	3,000			1,144	
1,361.86			1,335.16				
		Security Alarm Monitoring	850			307	
745.84			294.98				
		Fire Alarm Monit'g & Inspec.	800				
652			0.00	937.71			
		Cleaning Supplies	600			395	
0.00			144.24				
		Janitorial Services	17,000			5,544	
7,245.10			5,434.14				
Outdoor Maintenance	7,000	6,277	3,945.62	5,983.48	Property Taxes	300	139
						139.54	129.57
Total Property Expenses							
Committee Expenses:							
	Executive Council						
	Community of Care						
	Stewardship						
	Communications						
	Program:						
Christian							
	Development						
	Music						
	Organ Supply &						
	Accomp.						
	Chancel Working						
	Group						
	Outreach						
	Worship						
	Pulpit Supply						
Program							

			Total		
			Admin. & Mgmt.		
			Ministry & Personnel		
			Youth Committee		
			Transition Team		
			Committee of Faith		
			Total Committee Expenses		
			Denominational Assessment		
			General Operating Expenses		
			Photocopier		
			Stationary & Supplies	Office Expenses- Misc.	
			Offering Envelopes		
			Telephone Services		
				1,000	90
				540	225
				850	417
			Postage	610	191
				2,000	833
			Par Service Fees	21,000	11,143
			ADP fees		
			Bank Service Fees		
				370,242	173,022
				130,833.08	173,993.60
			Total General & Operating Exp.		
				-40,392	
			TOTAL EXPENSE		
			SURPLUS / (DEFICIT)		
			EXCESS OF EXPENDITURES OVER		
			REVENUE	-44,043	23,359
					-31,887

GOVERNANCE AT WOODLAWN (PAPER BY BARRY ZWICKER)

As we move forward it is important, we provide the transition team with as much direction/support as possible to keep the ball rolling. In the area of Governance, we should first provide them with a high-level overview of what we as a council are seeing or thinking about.

For this initial discussion we can cover a few items and then hopefully zero in on more specifics as we move along.

As a starting point we have a Church Council system versus a Board system at Woodlawn. So, what is the role of A Church Council:

The role or function of the Council to **plan** and **be the visioning group** for the Community of Faith, as well as carrying out the **day-to-day** activities which make the members of Woodlawn United Church a community.

We can only plan when we have a sense of where we want to be.

In short what is our identity or purpose for existing? We understand we are here to Worship God and be thankful for all that we have. But is there more? The answer is yes, we are a community of Faith. So, what does that mean? Does it mean we do our best to live as a community the way Jesus and God has taught us? Or is there more? Yes, I believe there is. We must do more/be more than a community of like-minded people. We must reach out to bring more people into the fold, we must demonstrate and lead by example, we must be there for folks in need, we must be there for the current and future population of our community to build a culture/ way of thinking and living that is for the betterment of all and for the betterment of the land, our municipality, Province and Country. We are expected to be leaders not simply followers. So how do we do that?

We develop a mission or a purpose for our church on the corner and then we put a framework in place to govern how we move in that direction. The principle here is "FORM FOLLOWS FUNCTION" figure out what we want to be, what we need to do to get there and become a product (performance) based church versus a process-based church. This does not mean we throw out the Manual, or all the handbooks it means we focus more on trying to **do** what is right to help meet our goals/mission versus spending too much of our time and resources worrying about the process or bending the rules. Jesus did not worry about upsetting the church framework in achieving his/God's mission. He got things done and he led by example. That is what we need, and we need to have a system (structure) that enables that to happen versus holding it back. The system needs to have solid leadership from both the Ministry team as well as the Lay team. The key is to pull in the same direction not in opposing directions.

So, the more I think about Governance I believe we need to flush out our identity and purpose. The Community of Faith Profile team was all about trying to find a direction a vision while maintaining our traditional approach to worship. While the group and the report make good suggestions as to how we should be branching out into the community, attempt to be more relevant in the community within which we live it was a starting point to a needed greater discussion. Due to COVID we were not able to get out into the greater community, then add the Region 15 directive to enter into Intentional Interim Ministry and all our focus turned to completing the report based upon what we knew and had at the time. But there is more. Don Trider while he was able to serve on the CoFP team raised many times the need to understand the community. Now I get better what he was saying. **WHAT DOES OUR COMMUNITY NEED?** In fact, what I believe he and all of us on the team were thinking but did not find the right words had the time to flush it out was. **WHAT DOES WOODLAWN UNITED NEED TO DO TO MEET OUR COMMUNITY NEEDS?**

What is our Christian role in this community or what can it be and how do we get there?

I am going to stop here and send this to you all and let us consider how in the context of ultimately developing our governance system what is we are trying or should be doing?

B. COMMUNITY OF FAITH

B.1 General

B.1.1 Definition

A community of faith is any community of people within the United Church that a)
gathers to explore faith, worship, and serve; and

b) is recognized as a community of faith within the United Church by the regional
council through a covenantal relationship between the community of faith and
the regional council.

There are many kinds of communities of people that may be recognized as
communities of faith: pastoral charges, congregations, outreach ministries,
chaplains, faith-based communal living, house churches, online communities, and
others.

Communities of faith may be intended as time-limited, transitional, or ongoing.

B.1.2 Transition: Congregations, Pastoral Charges, and Other Local Ministry Units Existing before January 1, 2019

All congregations, pastoral charges, and other local ministry units that existed prior to
January 1, 2019, automatically continue as recognized communities of faith as of that
date.

*“Local ministry unit” is a term used prior to January 1, 2019, to
describe the various forms of distinctive local ministry initiatives in the United
Church including congregations, pastoral charges, missions, and outreach
ministries.*



A congregation is a group of people that meets for public worship, and that has been
formed as a congregation of the United Church. A pastoral charge is a unit of
organization that consists of one or more congregations.

B.1.3 Covenantal Relationship

B.1.3.1 Terms of Covenant

A community of faith is recognized by the regional council through a covenantal
relationship with the regional council. The community of faith and the regional
council have the flexibility to negotiate and create a covenant that is responsive to
the contextual reality of the community of faith and its unique needs and challenges.
The terms of the covenant include

- a) the governance requirements for the community of faith in these bylaws;
- b) any applicable policies set by the General Council; and
- c) any other terms that the community of faith and the regional council may
agree to include within denominational policies.

B.1.3.2 Changes to the Covenant

The terms of the covenant may be changed from time to time within denominational
policies with the agreement of the community of faith and the regional council.

B.1.3.3 Transition: Congregations, Pastoral Charges, and Other Local Ministry Units Existing before January 1, 2019

The terms of the covenant between the regional council and a community of faith that existed as a congregation, pastoral charge, or other local ministry unit before January 1, 2019, are

- a) the governance requirements for the community of faith in these bylaws;
- b) any applicable policies set by the General Council; and
- c) any governance requirements already approved by the presbytery for that congregation, pastoral charge, or other local ministry unit.

The presbytery was a body that had responsibility for the oversight of pastoral charges, congregations, and other local ministry units prior to January 1, 2019. It had responsibility for approving the governance structure of local ministry units within its bounds.



B.1.4 Governance Requirements for Communities of Faith

These bylaws contain requirements for the membership, responsibilities, meetings, and organization of communities of faith.

Sections B.1 and B.2 apply to all communities of faith including congregations and pastoral charges.

Sections B.3 to B.7 apply only to communities of faith that are congregations or pastoral charges.

Section B.8 applies only to other kinds of communities of faith and not to congregations or pastoral charges.

B.2 Governance Requirements for All Communities of Faith

B.2.1 Responsibilities

B.2.1.1 Purpose

The community of faith

- a) lives in covenant with the regional council with mutual responsibilities for the life and mission of the community of faith, and for fulfilling its responsibilities under the covenant;
- b) regularly self-assesses its ministry and files the self-assessment report with the regional council;
- c) joins the hearts, voices, and resources of the community to witness to the gospel and vision of Jesus for a compassionate and just society, both in Canada and around the world;
- d) engages in local, regional, national, and global initiatives and partnerships (community, ecumenical, and interfaith) for ministry, mission, and justice work;
- e) ministers with children and youth and young adults;
- f) honours and lives into intercultural mission and ministry; and

Honouring and living into intercultural mission and ministry is described in [Vision for Becoming an Intercultural Church](#), a resource available from the [General Council Office](#).



- g) lives in covenant with Mother Earth and All My Relations in the Earth community.

B.2.1.2 Governance and Administration

The community of faith is responsible for

- a) making decisions about the life of the community of faith, including worship, care, spiritual practice, and learning; local administration, finances, and governance; and local mission, justice, and evangelism; b) meeting at least annually;
- c) complying with denominational and regional council policies;
- d) buying, selling, leasing, and renovating community of faith property in cooperation with the regional council, within denominational guidelines; and e) remitting to the General Council the applicable assessed contribution for funding governance and support services of the regional council and General Council.

B.2.1.3 Spiritual Life

The community of faith is responsible for

- a) setting policies for membership, within denominational guidelines, and receiving and celebrating new members in the community of faith;
- b) helping members on their journey as they explore and deepen their faith; and
- c) ensuring the proper administration of the sacraments.

B.2.1.4 Ministry and Other Leadership

The community of faith is responsible for

- a) co-operation with the regional council, within denominational guidelines, in recruiting, choosing, calling, appointing, and covenanting with ministry personnel and other staff, and in ending calls and appointments/covenants with ministry personnel and other staff;
- b) encouraging members to consider ministry roles a responsibility shared through the whole community of faith; and
- c) calling forth individuals for ministry leadership.

B.2.1.5 Participation in Regional and Denominational Life

The community of faith is responsible for

- a) helping to fund the cost of sending members to the meetings of the regional council; and
- b) receiving, dealing with, and forwarding proposals from members of the community of faith to regional councils.

B.2.1.6 Election of Regional Council Representatives

The community of faith is responsible for electing representatives of the community of faith to the regional council. Representatives must be members of the community of faith. The number of representatives depends on the size of the community of faith:

- a) one representative if the community of faith has 100 or fewer members;
- b) two representatives if the community of faith has 101 to 200 members;
- c) three representatives if the community of faith has 201 to 300 members; and

- d) four representatives if the community of faith has more than 300 members.

B.2.1.7 Organization

The community of faith is responsible for having a governance structure as a framework for the life and work of the community of faith. The governance structure must free people to live out their commitment to God and to each other.

B.2.1.8 Limitation

All authority and responsibility of the community of faith is subject to

- a) the policies set by the General Council on membership, governance, pastoral relations, property, and any other area within the authority of the General Council;
- b) the covenantal relationship between the community of faith and the regional council; and
- c) the authority of the regional council to assume control of the community of faith in extraordinary circumstances where the community of faith is unable to or refuses to meet its responsibilities or acts outside of denominational or regional council policies.

B.7 Organization—Governing Body of a Community of Faith That Is a Congregation or Pastoral Charge

B.7.1 Responsibilities of the Congregation or Pastoral Charge

A congregation or pastoral charge is responsible for having a governing body. It must a) decide on a governance model for the congregation or pastoral charge; and

When the congregation or pastoral charge has decided on its governance model, it must seek regional council approval. See section B.7.2 below.



- b) elect the members of the governing body.

Some people are automatically members of the governing body because of the position they hold in the congregation or pastoral charge. See section B.7.3.1 below. These people are not elected by the congregation or pastoral charge.



The governing body is accountable to the congregation or pastoral charge.

B.7.2 Requirements for the Governing Body

B.7.2.1 Governing Body Structure

The governing body may be any structure that

- a) fulfills all of the responsibilities of a governing body in these bylaws;
- b) fulfills the membership and other requirements for a governing body in these bylaws;
- c) is approved by the congregation or pastoral charge; and
- d) is approved by the regional council.

The governing body may take any shape the congregation or pastoral charge chooses, with the approval of the regional council. For example, a very small congregation may have the entire membership of the congregation serve as the governing body.



The following three structures are common:

- a) *the Session/Stewards/Official Board model;*
- b) *a unified board model, called the Church Board; and*
- c) *a council structure, called the Church Council.*

A congregation or pastoral charge that has one of these structures may continue with it. The regional council's approval is not required.



Some congregations and pastoral charges include elders in their governance structure. Elders are people elected by the congregation or pastoral charge for their wisdom, caring, spiritual discernment, and other gifts of the Spirit. They must be members of the congregation or pastoral charge unless the regional council has agreed to an exception. Elders may act as the governing body of the congregation or pastoral charge. They may also exercise leadership in other ways, with the agreement of the congregation or pastoral charge and the regional council.

B.7.2.2 Changes to Governing Body Structure

The congregation or pastoral charge may make changes to the structure of its governing body as long as

- a) the new structure has been approved by the congregation or pastoral charge and meets the requirements of paragraphs (a) and (b) of section B.7.1 above; b) the congregation or pastoral charge informs the regional council of each change promptly; and
- c) the congregation or pastoral charge makes any adjustments to the new structure that the regional council may direct.

The regional council may set a policy guideline to indicate the kinds



of changes to a congregation's governance model that the regional council typically accepts.

B.7.3 Membership of the Governing Body

B.7.3.1 General

The governing body has the following members:

- a) the full members of the congregation elected by the congregation or pastoral charge;
- b) the members of the order of ministry who have been called or appointed to the pastoral charge;
- c) the designated lay ministers who have been recognized by the regional council and appointed to the pastoral charge;
- d) the pastoral charge supervisor, if there is no such member of the order of ministry or designated lay minister; and
- e) any other full members that the congregation or pastoral charge includes in the membership of its governing body. This may include full members who hold specific positions in the congregation or pastoral charge.

Exception: There is one exception to the requirement in paragraphs (a) and (e) above for governing body members to be full members of the congregation: People who are not full members may be elected in special circumstances with the regional council's approval.

B.7.3.2 Term of Office

The congregation or pastoral charge is responsible for setting the term of office for the elected members of the governing body.

B.7.3.3 Admission to Office

The congregation or pastoral charge may choose to admit the members elected to the governing body in a formal way.

B.7.3.4 Resignation

A member of a governing body may resign.

B.7.3.5 Removal from Office

A member of a governing body may be removed from office a) by the governing body through a discipline process;

- b) by the governing body if the member has been absent from meetings for a year without adequate reason;
- c) by the congregation or pastoral charge; or
- d) by the regional council if the regional council decides it is in the best interests of the pastoral charge.

B.7.3.6 Vacancies

The governing body is responsible for informing the pastoral charge when there are vacancies on the governing body. The governing body may fill the vacancy until the pastoral charge elects a replacement.

B.7.4 Responsibilities of the Governing Body

The governing body follows the policies set by the pastoral charge or congregation in fulfilling these responsibilities.

B.7.4.1 Spiritual Matters

The governing body oversees the spiritual interests of the congregation or pastoral charge, including

- a) admitting people as full members;
- b) removing people as full members;
- c) granting certificates of transfer of membership;
- d) the discipline of members;
- e) the administration of the sacraments;
- f) Christian education;
- g) public worship;
- h) the use of the church building;
- i) pastoral care and visiting; and
- j) outreach in evangelism and social action.

B.7.4.2 Financial Matters

The governing body has general oversight of the finances of the congregation or pastoral charge, including a) fundraising;

- b) disbursement of funds; and
- c) the budget approved by the congregation or pastoral charge.

It may also authorize borrowing funds for the pastoral charge.

The governing body's responsibilities and other requirements for finances are set out in Congregational Life G.4.



B.7.4.3 Pastoral Relations Matters

The governing body deals with pastoral relations matters as directed by the pastoral charge.

"Pastoral relations" matters involve the ministry personnel, and the terms and conditions on which they serve the pastoral charge. These terms are set through a call or appointment.



B.7.4.4 Proposals

The governing body receives, makes decisions on, and transmits proposals to the regional council.

B.7.4.5 Recommending Members for Ministry Leadership

The governing body recommends suitable members for consideration by the appropriate body as

- a) licensed lay worship leaders;
- b) sacraments elders; and
- c) candidates.

B.7.4.6 Property Matters

The governing body gives orders and directions to the trustees on property matters.

B.7.4.7 Representing the Pastoral Charge to Regional Council

The governing body represents the pastoral charge when the pastoral charge has authorized it to communicate with the regional council about a) the pastoral relationship; or

- b) the amalgamation, realignment, re-forming, or disbanding of the congregation or pastoral charge.

B.7.4.8 Reporting

The governing body reports to the pastoral charge at least annually on a) the life and work of the pastoral charge; and

- b) the pastoral charge's financial situation, with details of all income, expenses, assets, and liabilities.

B.7.4.9 Records

The governing body keeps the following records: a) the membership roll of the congregation;

- b) the historic membership roll of the congregation;
- c) the record of children and adherents; and
- d) the register of baptisms, marriages, and burials.

The term “adherent” is explained in section B.3.4.1 above. It means a person who contributes regularly to the life and work of the congregation but is not a member or full member.



B.7.4.10 Sharing Reports from the Wider Church

The governing body shares reports it receives on action by the regional council and General Council with the pastoral charge.

B.7.4.11 Completing Statistical Forms

The governing body completes the annual pastoral charge statistical and information forms, and returns them to the General Council Office by the required date.

B.7.4.12 General Responsibility

The governing body has general responsibility for leadership in the care and oversight of the spiritual life and the interests of the congregation or pastoral charge.

B.7.5 Organization of the Governing Body—Executive and Commissions

B.7.5.1 Executive

A congregation or pastoral charge may establish an executive of the governing body. The executive must fulfill the responsibilities that the governing body assigns to it.

B.7.5.2 Commissions

- a. **Acting by commission:** The governing body or its executive may appoint one or more United Church members as a commission to i) take on a specific responsibility; and ii) make decisions on its behalf.
- b. **Decision is non-debatable:** The commission’s decision is as effective as a decision of the governing body or executive that appointed it. The governing body or executive may not debate the commission’s decision and come to a different decision.
- c. **Reporting:** The commission is responsible for reporting its decision to the body that appointed it. The decision must be included in the minutes of that body.

B.7.6 Organization of the Governing Body—Officers

B.7.6.1 Chair

- a. **Election:** The pastoral charge is responsible for electing a chair of the governing body.
- b. **Eligibility:** The following people are eligible for election:
 - i) full members of the congregation; ii) a member of the order of ministry who has been called or appointed to the pastoral charge; iii) a designated lay minister who has been recognized by the regional council and appointed to the pastoral charge; and
 - iv) the pastoral charge supervisor.
- c. **Responsibilities:** The chair is responsible for
 - i) presiding and keeping order at meetings of the governing body; ii) taking votes and announcing the results; iii) voting only if there is a tie; and iv) holding office until the next annual meeting or for another term set by the pastoral charge.

B.7.6.2 Secretary

- a. **Election:** The governing body is responsible for electing a secretary. This person must be a member of the governing body.
- b. **Responsibilities:** The secretary is responsible for
 - i) taking minutes at all meetings of the governing body; ii) receiving and sending correspondence for the governing body; iii) ensuring the minutes, the membership roll, registers, records, and all other documents of the governing body are kept safe; and
 - iv) sending the minutes, membership roll, and other records to the regional council annually for review, if required by the regional council.

B.7.6.3 Treasurers

The governing body is responsible for electing

- a) a treasurer for the pastoral charge. This person must be a member of the governing body; and
- b) a treasurer for the Mission & Service fund and other funds for the mission of the wider church.

The same person may serve as treasurer of both.

The treasurers' responsibilities and other requirements for finances set out in more detail in Congregational Life G.4.



B.7.7 Meetings of the Governing Body

B.7.7.1 Frequency

A governing body must meet at least once quarterly. It may decide to meet more often.

B.7.7.2 Calling Meetings

- a. **Who may call a meeting:** Meetings of the governing body must be called by one of the following people:
 - i) the chair of the governing body; ii) a member of the order of ministry called or appointed to the pastoral charge;
 - iii) a designated lay minister recognized by the regional council and appointed to the pastoral charge; or
 - iv) the pastoral charge supervisor.
- b. **When they may call a meeting:** Any of these people may call a meeting on their own initiative at any time.
- c. **When they must call a meeting:**
 - i) **Written request:** They must call a meeting when they have received a written request from at least five members of the governing body. The meeting must be held within 14 days of receiving the request.
 - ii) **When regional council orders a meeting:** They must call a meeting when required to do so by the regional council.

B.7.7.3 Notice of Meeting of Governing Body

- a. **Who gives notice:** The person who calls the meeting is responsible for giving advance notice of the meeting.
- b. **Information to be included with notice:** A notice of a meeting must indicate the purpose of the meeting.
- c. **How notice is given:** Notice of the meeting must be given in one of the following ways:
 - i) read during public worship; ii) inserted in the printed order of worship of the congregation or pastoral charge; or
 - iii) given in person or in writing to the members of the governing body.

B.7.7.4 Minimum Number of Members Present

- a. **Minimum number:** A meeting of the governing body may take place only if at least 1/3 of its members are present.

The congregation or pastoral charge may also set a higher minimum number of members that must be present for the meeting of the governing body to take place.

Corresponding members are not counted for this purpose.

- b. **Who must be present:** A meeting of the governing body may take place only if one of the following people is present:
 - i) a member of the order of ministry who has been called or appointed to the pastoral charge;
 - ii) a designated lay minister who has been recognized by the regional council and appointed to the pastoral charge;
 - iii) the pastoral charge supervisor; or iv) another person appointed by the regional council to attend the meeting.

B.7.8 Committees of the Pastoral Charge

B.7.8.1 General

The pastoral charge and its governing body may fulfill their responsibilities with the help of committees, task groups, steering groups, teams, commissions, and other bodies. In this section (B.7.8), the term “committees” includes all of these bodies.

Committees may either be

- a) committees that exist only for a particular time or to complete a particular task; or
- b) committees that exist on an ongoing basis without any time limit. These committees may be called “standing committees” or “permanent committees.”

The only mandatory committee is a Ministry and Personnel Committee, described in section B.7.8.5 below.

B.7.8.2 Setting Up Committees

The congregation or pastoral charge is responsible for deciding a) the number and size of committees;

- b) qualifications for election to each committee; and

- c) the responsibilities assigned to each committee other than the Ministry and Personnel Committee.

The responsibilities of the Ministry and Personnel Committee are listed in section B.7.8.5 below.



B.7.8.3 Electing Committee Members

The congregation or pastoral charge is responsible for electing the members of the committees. It may also choose the members in any other way that it decides.

B.7.8.4 Ministry Personnel on Committees

All ministry personnel called or appointed to a pastoral charge are automatically members of all committees of the congregation or pastoral charge, with three exceptions. They may not be members of a) a Search Committee;

- b) the Ministry and Personnel Committee; and
- c) a Nominations Committee.

B.7.8.5 Ministry and Personnel Committee

All congregations or pastoral charges must have a committee or other body, which may be called the Ministry and Personnel Committee or a different name, with the following responsibilities:

- a) being available for consultation and support for matters involving the pastoral charge staff;
- b) overseeing the relationship of the pastoral charge staff to each other and to people in the congregation;
- c) regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff;
- d) making any recommendations needed as a result of these reviews to the governing body;
- e) revising position descriptions of pastoral charge staff as needed;
- f) conducting annual performance reviews of the pastoral charge staff;
- g) ensuring pastoral charge staff make use of opportunities for continuing education that they have been given; and
- h) maintaining close contact with the regional council Pastoral Relations Committee or equivalent.

There are resources to assist Ministry and Personnel Committees with their responsibilities. See the Ministry and Personnel Committees resources available from the [General Council Office](#).



B.7.8.6 Responsibility for Other Areas of Work

The areas of work for a pastoral charge include those named below. The congregation or pastoral charge must assign these areas of work to committees, or do the work in another way.

- a. **Christian education:** Meeting the faith formation and Christian education needs of the congregation or pastoral charge.
- b. **Manse:**

- i) Maintaining the manse and equipment; and ii) ensuring the manse is suitable accommodation for the ministry personnel.

c. Stewardship:

- i) Educating the congregation or pastoral charge on the mission of the United Church, both locally and in the wider church; ii) educating the congregation or pastoral charge on the funds needed for this mission and how they will be used; iii) encouraging commitment and participation from the congregation or pastoral charge in this mission; and
- iv) reviewing regularly the balance of funds given for local purposes and funds given for the Mission & Service fund.

- d. Nominations:** Recommending people who are eligible, suitable, and willing to serve in positions in the congregation or pastoral charge.

B.7.9 Organizations in the Pastoral Charge B.7.9.1

Accountability

All organizations and groups in the congregation or pastoral charge are accountable to the governing body.

B.7.9.2 Approval of New Organizations

The governing body is responsible for approving new organizations and groups in the congregation or pastoral charge.



Models of Board Governance/Manual 2013

This PDF includes

- the text of *Models of Board Governance (2010)*
- a concordance (next two pages) to bridge *Models of Board Governance* to *The Manual, 2013*, which has been entirely rewritten with new section numbers and language

Concordance Purpose

of This Concordance

The Manual has been completely rewritten for the 2013 edition. The policies are generally the same, but the language has been updated to a more contemporary style and the section numbers are all new.

You may still use *Models of Board Governance (2010)*. The purpose of this concordance is to bridge *Models of Board Governance* to *The Manual, 2013*, by providing

- (a) **policy:** update on the policy for governing bodies of congregations contained in *The Manual, 2013*
- (b) **section numbers:** new section numbers for the corresponding section numbers in *Models of Board Governance*
- (c) **definitions:** section numbers in *The Manual, 2013*, where new definitions are found for the terms defined in the glossary of *Models of Board Governance*

Update on Policy for Board or Other Congregational Governing Body *The Manual, 2013*, sets out the requirements for a board or other governing body of a congregation or pastoral charge: **B. Local Ministry Unit**

7. Organization—Governing Body of the Congregation or Pastoral Charge

The requirements set out here for a governing body of a congregation or pastoral charge may be customized for other local ministry units, with the approval of the presbytery.

7.1 Responsibilities of the Congregation or Pastoral Charge

A congregation or pastoral charge is responsible for having a governing body. It must

- (a) decide on a governance model for the congregation or pastoral charge; and ***When the congregation or pastoral charge has decided on its governance model, it must seek presbytery approval. See section B.7.2.***
- (b) elect the members of the governing body.

Some people are automatically members of the governing body because of the position they hold in the congregation or pastoral charge. See section B.7.3.1 below. These people are not elected by the congregation or pastoral charge.

The governing body is accountable to the congregation or pastoral charge.

7.2 Requirements for the Governing Body

The governing body may be any structure that

- (a) fulfills all of the responsibilities of a governing body in these bylaws;
- (b) fulfills the membership and other requirements for a governing body in these bylaws;

(c) is approved by the congregation or pastoral charge; and (d) is approved by the presbytery.

The governing body may take any shape the congregation or pastoral charge chooses, with the approval of the presbytery. For example, a very small congregation may choose to have the entire membership of the congregation serve as the governing body.

The congregation or pastoral charge works with the presbytery to set up the structure of its governing body. The following three structures are common:

(a) the Session/Stewards/Official Board model; (b) a unified board model, called the Church Board; and (c) a council structure, called the Church Council.

A congregation or pastoral charge that has one of these structures may continue with it. The presbytery's approval is not required.

It may also make changes to its structure or decide on a new structure as long as the new structure meets the requirements of section B.7.2 above, including presbytery approval.

Some congregations and pastoral charges include elders in their governance structure. Elders are people elected by the congregation or pastoral charge for their wisdom, caring, spiritual discernment, and other gifts of the Spirit. They must be members of the congregation or pastoral charge unless the presbytery makes an exception. Elders may act as the governing body of the congregation or pastoral charge. They may also exercise leadership in other ways, with the approval of the congregation or pastoral charge and the presbytery.

Section Numbers

Section reference in Corresponding section(s) in *The Manual, 2013 Models of Board Governance*

140–190	B.7.1–7.8
200–213	B.7.1–7.8
215–218	B.7.1–7.8
279	B.7.2

Models of Board Governance Glossary—Definition of Terms

Term defined in the Section from *The Manual, 2013*, where definition glossary and/or more information is found adherent B.3.4

church court	A.1
elder	See the note at the end of B.7.2
Ministry and Personnel Committee	See 7.8.5
order of ministry	H.1.1 pastoral charge B.1.2
polity	C.3.1.1
quorum	See B.7.7.4
session	See the note at the end of B.7.2
settlement	I.1.2.3
temporal matters	See B.3.7.2 and B.3.7.3
treasurer	See B.7.6.3
trustee	See G.2.2.1 and G.3

Models of Board Governance

Contents

Purpose of This Guide.	5
Board Governance.	6
The Session/Stewards Model (<i>The Manual</i> 140-190)	7
The Unified Board or Church Board Model (<i>The Manual</i> 200-213)	8
The Church Council Model (<i>The Manual</i> 215-228)	9
The Mission Team Model (<i>The Manual</i> 279)	10
The Streamlined Board Model (<i>The Manual</i> 279).	11
Governance of The United Church of Canada	12
Glossary	13
Resources	15

Purpose of This Guide

Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good.

1 Corinthians 12:4–7

Every congregation needs structures and practices that enable it to pursue its mission to the fullest. To do this, we want buildings and property to be well maintained. We want clear, accountable decision-making processes that are appropriate to the size and context of our congregation. We want to ensure the safety and security of vulnerable people. In short, we want to use the congregation's resources thoughtfully to enable ministry to flourish.

This congregational resource outlines several models of board governance for use by United Church congregations. Key leadership roles related to the regular life and work of your congregation are also described.

Whether you are ministry personnel, a volunteer or paid staff, a newly elected member of a board, a committee, a group in your local church, or a seasoned veteran of church administration, we hope this guide helps you determine the style of governance that most suits your congregation's purpose.

If you have any feedback that would help us make this resource more useful, please contact us:

Congregations and Community Development
Communities in Mission Unit
The United Church of Canada
3250 Bloor St. West, Suite 300
Toronto, ON M8X 2Y4
1-800-268-3781 or 416-231-5931

Throughout this guide, references are to <i>The Manual, 2010</i> . In your work, always refer to the most current edition. You can download it from www.united-church.ca/manual or order a copy from United Church Resource Distribution (UCRD) or your presbytery resource centre.
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Board Governance

The Manual, 2010, lists typical organizational models for United Church pastoral charges:

- Session/Stewards/Official Board
- Unified board, called the Church Board
- council, called the Church Council

Different forms of organization may also be established, such as a

- Mission Team Model
- streamlined Church Board

The purpose of any model of board governance is to support the work of the congregation or pastoral charge and ensure the effective oversight of the congregation's spiritual and financial life. Clergy or other ministry personnel and staff also have particular roles in guiding and supporting the board's regular operations.

Since a congregation's circumstances change over time, models of board governance need to change across the life span of the congregation. For example, some boards are heavily involved in operations, while others have little or no involvement in daily operations.

In determining what model of governance to adopt, consider the size of the congregation, the number of programs or activities, and expectations around reporting relationships and how priorities are set.

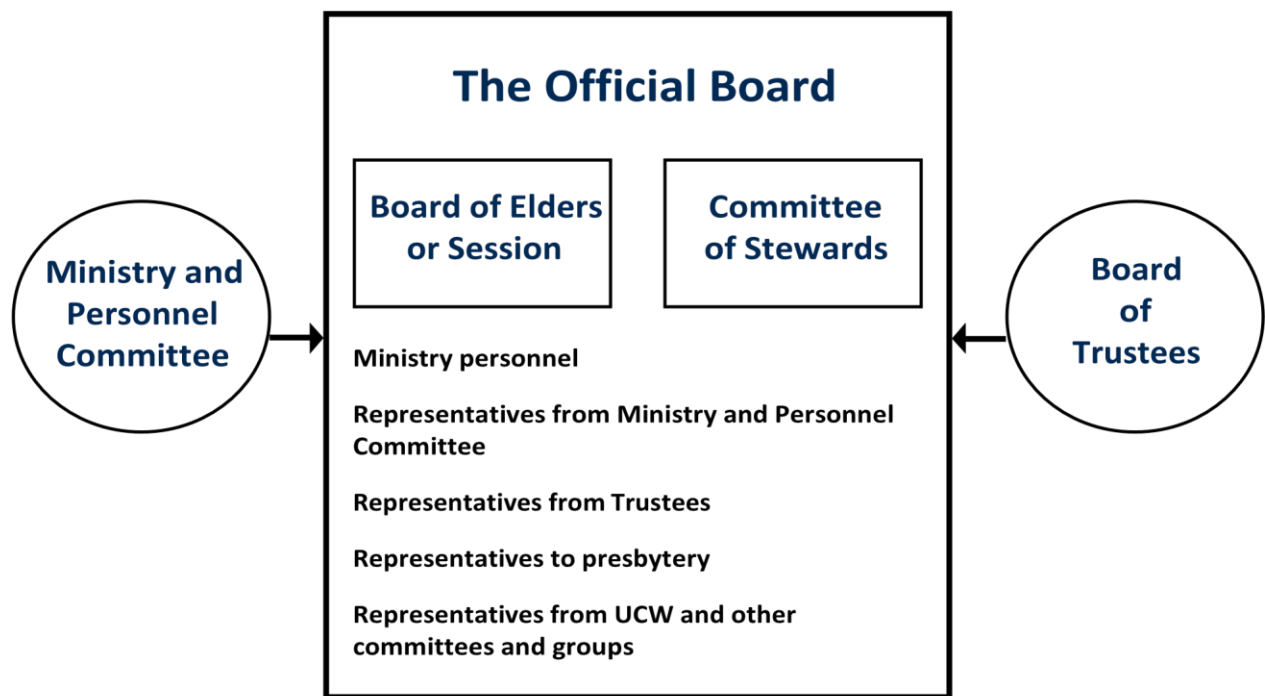
Regardless of the model you choose, regularly review it to ensure it is effective and able to engage, enliven, and support the ministry of your congregation.

The Session/Stewards Model (*The Manual* 140–190)

The two primary decision-making groups in this model are

- the **Board of Elders** (also called the **Session**)
- the **Committee of Stewards**

Each of these groups meets separately and has distinct areas of responsibility. In this model, the Session and the Stewards are mandated to meet together on at least a quarterly basis. When they meet, they are called the **Official Board**.



Session

The Board of Elders, or Session, is responsible for the spiritual leadership of the congregation, including worship, education, pastoral care, and outreach. The ministry personnel settled in or appointed to a pastoral charge or a congregation are members of the Session. A **quorum** for Session requires the attendance of the ministry personnel or, where no minister is settled or appointed, the Pastoral Charge Supervisor.

Stewards

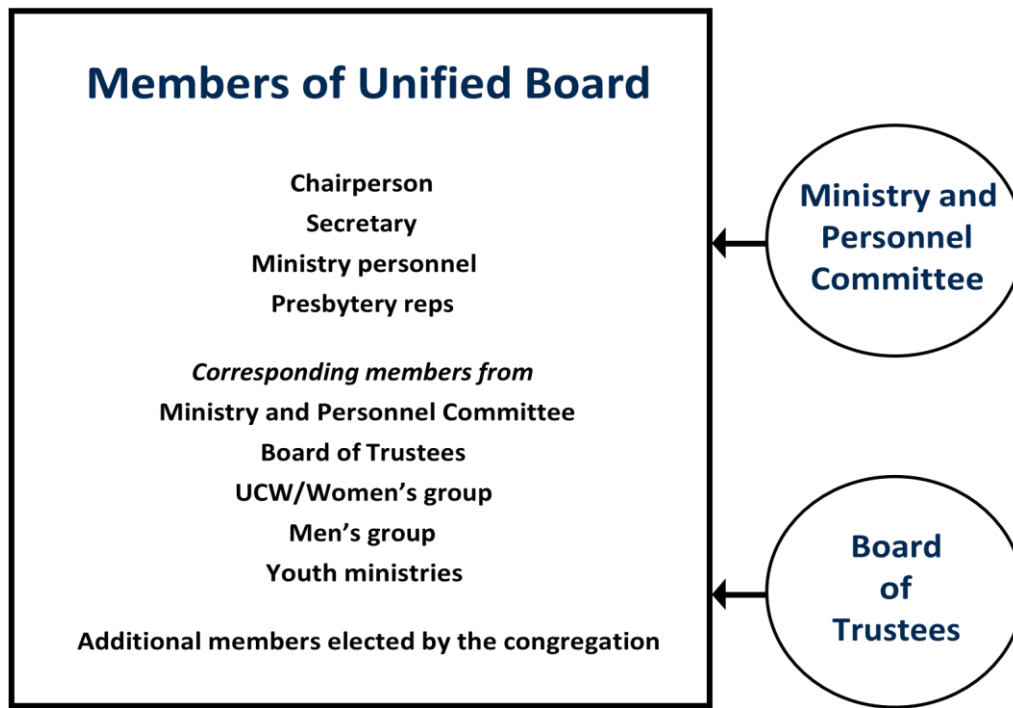
The Committee of Stewards is responsible for the temporal matters of the congregation, including stewardship development, remuneration of personnel, capital expenditures, property maintenance, and day-to-day administration of finances. The Committee of Stewards elects from its members a **treasurer**.

Elders

Elders are elected by the pastoral charge or congregation for their wisdom, caring, spiritual discernment, and other gifts of the Spirit. They are entrusted with leadership among the whole congregation. Elders of an Official Board must be members of The United Church of Canada.

The Unified Board or Church Board Model (*The Manual* 200–213)

The Unified Board model unifies the traditional functions of spiritual leadership and financial management in one Board that also coordinates the work of various task groups or committees.



All members of the Church Board are **elders** and may be assigned a number of families to visit regularly. Required committees include the Ministry and Personnel Committee and the Board of Trustees. Other committees are up to the congregation or pastoral charge.

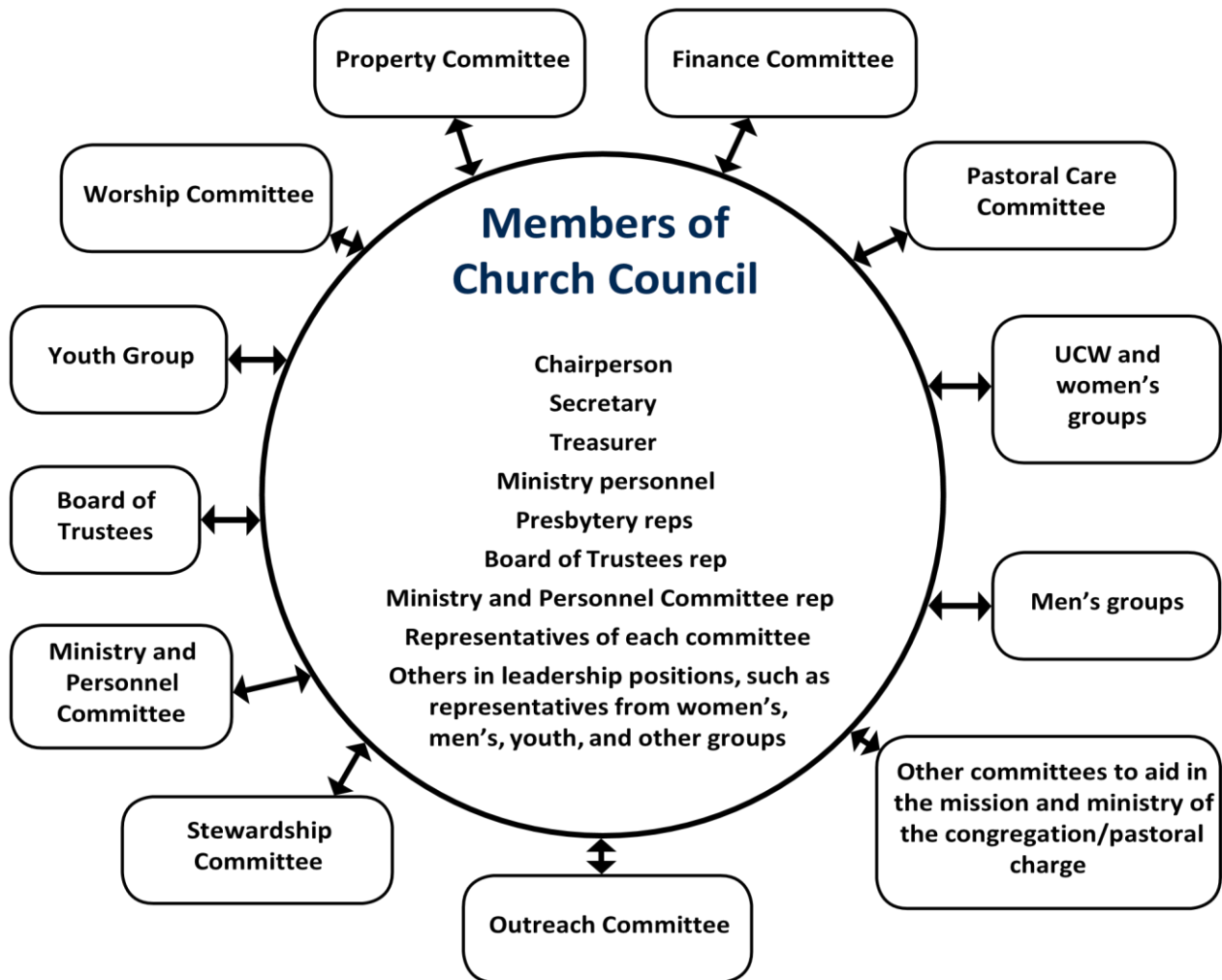
A **quorum** for the Board requires the attendance of the ministry personnel or, where no minister is settled or appointed, the Pastoral Charge Supervisor.

A **treasurer** is elected from among the members of the Church Board.

The Church Council Model (*The Manual 215–228*)

The Church Council develops policy and plans that are implemented by various committees and groups of the congregation. The pastoral charge determines the organization and duties of Council committees and elects from among the members and adherents of the pastoral charge people to serve on the committees.

Typical Church Council Model



Council committees elect from their members individuals to represent them on Council. The members of Council are called **elders**.

A **quorum** for the Council requires the attendance of the ministry personnel or, where no minister is settled or appointed, the Pastoral Charge Supervisor.

An **adherent** is a person who is attached to a congregation and contributes regularly to its life and work but is not formally a member of the United Church.

The Mission Team Model (*The Manual 279*)

The Mission Team structure consists of three teams that reflect the three areas of responsibility essential to congregational life and work:

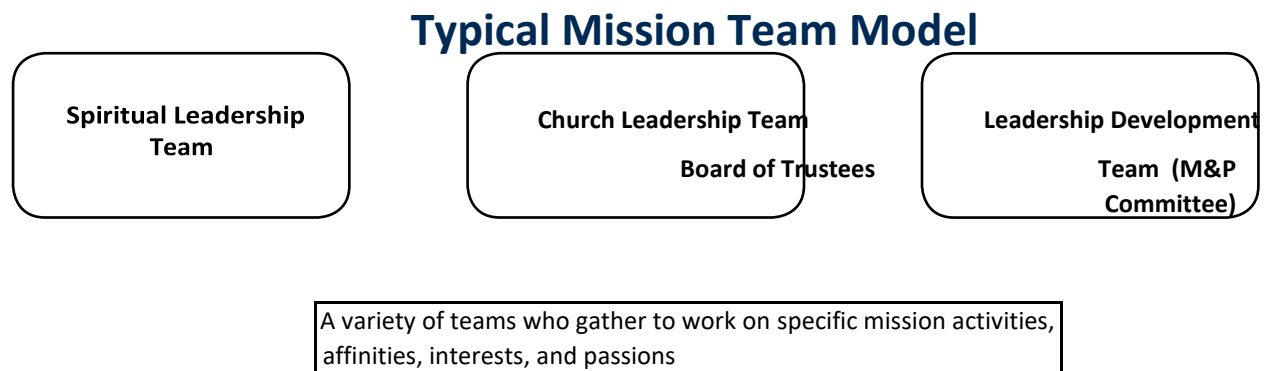
- Spiritual leadership team: Motivates, equips, and trains leaders for effective ministries in and beyond the church. The work of visitation and pastoral care is assigned to this team.

- Church management team: Deploys the resources of the congregation to facilitate the ministries of the congregation. The work of the Trustees is assigned to this team.
- Leadership development team: Nurtures volunteer and salaried participants to discern gifts and callings and to work together responsibly in healthy relationships. The work of the Ministry and Personnel Committee is assigned to this team.

Ministry personnel serve as a resource to all three areas of the Mission Team model.

Together, the members of the three teams, the ministry personnel, and presbytery representatives make up the Church Board. This model of board governance is oriented toward policy development and longterm planning. Mission discernment, design, and implementation are delegated to the various ministries.

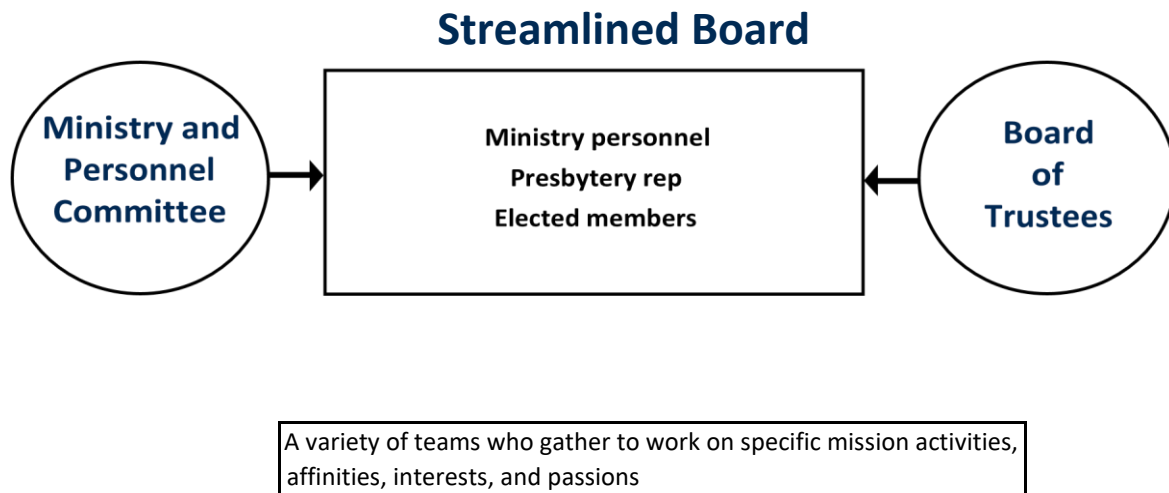
The Board consists of a chairperson, secretary, and treasurer. For a quorum, the Board requires the attendance of the ministry personnel or, where no minister is settled or appointed, the Pastoral Charge Supervisor.



The Streamlined Board Model (*The Manual 279*)

This model is usually much smaller than the Unified Board or Church Council. Those who serve on the Board do not have to serve on any particular group, and those who serve with a group or team do not have to attend Board meetings.

The streamlined Board empowers mission teams by providing overall directions and boundaries for action while freeing teams to manage their mission as they see fit. The Streamlined Board discerns mission, forms policy, develops strategies, deploys leaders, and monitors progress. Staff and participants have freedom and authority to act, guided by the congregation's purpose and core values and the parameters of each leader's role.



The Board consists of a chairperson, secretary, and treasurer. For a quorum, the Board requires the attendance of the ministry personnel or, where no minister is settled or appointed, the Pastoral Charge Supervisor.

Governance of The United Church of Canada

The founders of The United Church of Canada provided for substantial local freedom for congregations. They also endeavoured, through the various courts of the church, to secure the benefits of a strong connexional tie and cooperative efficiency.

The Presbyterian, Methodist, and Congregationalist churches formed The United Church of Canada on June 10, 1925. The basic law of the United Church agreed upon by the uniting denominations is contained in the Basis of Union, which came into force by virtue of *The United Church of Canada Act*. Both the Basis of Union and the United Church by-laws can be found in *The Manual*. Although the Basis of Union is the more authoritative document, the by-laws are more detailed and are referred to more frequently.

The Manual of The United Church of Canada is a living, working document that is regularly amended. Its purpose is to order procedures and to provide for the consistent resolution of differences to help achieve order and justice. *The Manual* is one of the means by which the United Church does its work and safeguards its members.

When determining what form of church government is best suited to their purpose, congregations are to refer to the options outlined in *The Manual* for guidance.

The glossary that follows contains basic definitions related to board governance in The United Church of Canada.

Glossary

adherent

A person who is attached to a congregation and contributes regularly to its life and work but is not formally a member of the United Church. **church court**

One of the four organizational bodies in the United Church that have deliberative and decision making powers. The four courts are the pastoral charge, presbytery or district, Conference, and General Council. **conciliar**

Holding councils for the purpose of common agreement in faith and practice. This means that representatives from one body (e.g., the congregation) are members of the next body (e.g., the presbytery/district). Likewise, the Conferences consist of representatives from presbyteries/districts, and the General Council consists of representatives from the Conferences. **elder**

A person elected by the pastoral charge who is entrusted with leadership among the whole congregation. Elders serving on a Church Session, Church Board, or Church Council must be members of the United Church.

governance

The structure of authority and processes of decision-making used by a congregation.

Ministry and Personnel Committee

The committee responsible for the oversight and support of salaried staff that is required in all models of board governance in the United Church.

Order of Ministry

The ordained or diaconal leadership of the congregation or pastoral charge. Diaconal and ordained ministers are accountable to the United Church through presbytery/district. **pastoral charge**

The basic unit of organization in The United Church of Canada. A pastoral charge can consist of one or more congregations.

polity

How a body or denomination forms and uses its structures for mission. In the United Church our form of governance is conciliar. **presbytery representative**

A church member elected by the congregation or pastoral charge to be a voting member at meetings of the presbytery/district.

quorum

The minimum number of members of a congregation's governing body required to transact official business.

Session

In the Official Board model of governance, the body whose duty is to oversee the spiritual interests of the pastoral charge or congregation.

settlement

The action required by the Conference Settlement Committee regarding calls or appointments to a presbytery accountable or presbytery recognized ministry. **spiritual leadership**

The nurture and supervision of worship, spiritual growth, administration of the sacraments, conduct of members, pastoral care, and outreach.

stewardship

Responsibility for the time, talents, and money entrusted by God to the congregation or pastoral charge.

temporal matters

The day-to-day matters of the life, work, and finances of the congregation or pastoral charge. **treasurer**

The person responsible for presenting a statement of accounts at the end of the financial year.

trustee

An individual who, along with the other members of the Board of Trustees, holds all of the property of the congregation for the use and benefit of the congregation and on behalf of The United Church of Canada.

Resources

For further information, see the following United Church of Canada publications:

Congregational Board of Trustees Handbook, 2004 (www.united-church.ca/handbooks#congregational)

Financial Handbook for Congregations, published every two years (www.united-church.ca/handbooks#finance)

The Manual, published every three years (www.united-church.ca/manual)

Ministry and Personnel Committee Guidelines, 2010 (www.united-church.ca/handbooks#pastoral)