

Woodlawn United Church, Dartmouth, NS

Governance Manual

Adopted February 12, 2023

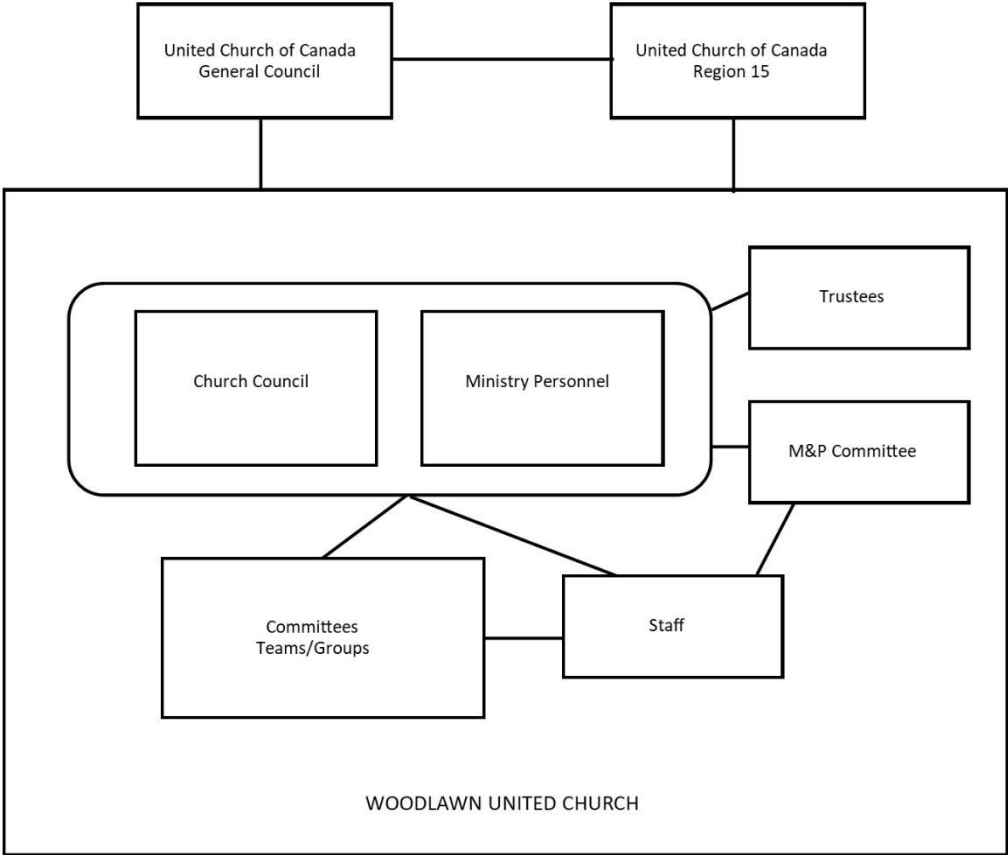


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CONSTITUTION OF WOODLAWN UNITED CHURCH, DARTMOUTH, NS (2023 rev.)

Article 1

A Statement of Purpose

Woodlawn United Church is called to worship God, to watch over and care for all within its fellowship, to share the Gospel with all people, to minister to the needs of others, and to strive for right relations among persons.

The purpose of the Church is to share God's love and express God's will for Creation through devotion, faithfulness and service, because the Church is a community of people who have been called into fellowship by the love and will of God as revealed in Jesus Christ, committed to God and led by the Holy Spirit.

The Church is called to action: to worship God, to seek understanding of God's will, to share God's message and love, to further spiritual growth and training, to create unity with God and each other, to help those in need, be good stewards of the earth's resources, encourage one another in faith, to oppose forces which demean and destroy persons, and to strive for all that makes right relations among all persons on this earth.

Article 2

Organization

The Local Ministry Unit at Woodlawn United Church is its Congregation and the governing body is the Church Council as set out in Bylaws Section B of *The Manual* (2023).

Article 3

Mission Statement

We share our lives and grow in God's love to be a Light.

Article 4

Board of Trustees

The primary duties and responsibilities of the Board of Trustees are as outlined in The Manual (2023) of the United Church of Canada under Section B 3 and as outlined in the Board of Trustees Handbook (2021) and the Financial Handbook for Congregations (2017). Duties and responsibilities are subject to future revisions of United Church of Canada Manual. **(Refer to Appendix E)**

The Trustees are also responsible for property oversight, maintenance and management undertaken by Trustees Property Team. **(Refer to Appendix E)**

Article 5

Church Council

5.1 Structure of Church Council

The Church Council will consist of:

Immediate Past Chair (ex officio)

Chairperson

Vice Chairperson

Secretary

Treasurer (or designated representative from A&M Committee)

Ministerial staff (ex officio)
 Trustee representative
 Ministry and Personnel representative
 One representative to Region 15

The chair (or immediate past chair), the settled ministry person (or an appointed person from Region 15 Regional Council) must be present at all Church Council meetings.

All terms of office are for two years, subject to the right of re-election, but not to exceed four consecutive years in the same office.

Members of Council shall be in full-membership with the congregation and the United Church of Canada.

Elections take place at the annual congregational general meeting for members to serve on Church Council and for the regionally mandated number of representatives to Region 15 Regional Council. At such time, members may also be appointed to serve on the Board of Trustees by a simple majority vote or be removed as a Trustee by a 2/3rd majority vote.

Any other business may be conducted at the annual congregational general meeting, provided that proper notice has been given where such prior notice is required.

Church Council will meet at the call of the chair, usually 4 to 6 times per year. The Church Council primary role is that of strategic planning, visioning, communication and volunteer support. The designated standing committees of the church are responsible for decisions regarding day to day operations. Council shall support the committees in their work. Decisions made by Church Council are made on behalf of and in accordance with the needs and best interests of the congregation.

A quorum of Church Council will be 50% of the members and all decisions must pass with a majority of the members present being in favour of the motion.

Church Council may use electronic communication and meet via an online platform or conference call as deemed necessary.

Missing three consecutive meetings of Church Council may be grounds for removal from the Council.

5.2 Committee Coordination

In order to enhance coordination and communication amongst the committees of Woodlawn United Church and Church Council, Council shall include on the agenda at two of its regular meetings (Fall and Winter) a “roundtable conversation” involving representatives from the following circles. These conversations are an opportunity to share agendas, plans, budgetary planning and areas of mutual co-operation, encouragement and support. One meeting designated for each circle (additional meetings can be scheduled if deemed necessary).

i) Infrastructure and Finance Circle

Committees/ Subcommittees/ Groups/Teams in this circle include but are not limited to:
 Administration and Management Committee
 Trustees (Property Team)
 Stewardship Committee
 Accessibility

ii) Community and Spiritual Life Circle

Committees /Groups/Teams in this circle include but are not limited to:
 Tech Team
 UCW
 Nominations Committee
 Community of Care
 Faith Formation and Worship Committee

5.3 Committees

All committees are accountable to the Congregation and its representative body Council. Duties and responsibilities of committees and groups are outlined in **Appendix C**. The number, duty and responsibilities of committees will change according to the needs and interests of the local ministry unit. These duties and responsibilities should be evaluated on an annual basis.

Article 6

Congregational meetings

The Church Council and all committees are responsible to the congregation and are to act in accordance with the policies and procedures of the United Church of Canada. The congregation meets to review and celebrate the life and work of Woodlawn United Church at the annual congregational general meeting which is usually held in February of each year. Other congregational meetings can occur at the request of council or as required by the United Church of Canada Manual Section B.5.3.

Article 7

Elections

Elections to Church Council will take place at the annual congregational general meeting.

Nominations can come from the Nominating Committee report or from the floor at the meeting. All nominations from the floor must be moved and seconded.

The immediate past chairperson, or such other person not standing for election and approved at the meeting, shall conduct the election of officers.

Article 8

Amendments

This document may be amended at any time by a 2/3 vote at a duly constituted congregational meeting, provided the nature of the change is communicated with the appropriate notice of meeting and such changes would not compromise the rules and regulations imposed by the United Church of Canada Manual.

POLICIES AND PROCEDURES OF WOODLAWN UNITED CHURCH

Appendix A

Individual Duties and Responsibilities related to the work of Church Council

A1 The Church Council will provide leadership for the local ministry unit within the limitations and policies set down in the United Church of Canada Manual (*The Manual*, 2023), and as amended from time to time.

A2 The Church Council will take actions to address the needs of the local ministry unit. Church Council will be keepers of the vision, focus on strategic planning while supporting the committees to work in accordance with the vision/mission. It is the responsibility of Church Council to see that the work of the Church is carried out as representative body of the congregation with oversight of all committees/teams/groups. To do this, Church Council may designate responsibilities to a variety of committees, groups and teams who will elect members, recruit members, make decisions, carry out actions and remain accountable to Council.

A3 The Church Council will complete an annual review of the Living Faith Profile of Woodlawn United Church and make any necessary revisions.

A3 The Church Council will consider further, act as necessary or delegate, with the assistance of ministry personnel and staff, the decisions made at congregational meetings.

A4 The Church Council will fill interim vacancies on council as the need arises. Such appointments shall be confirmed by the congregation at its next meeting.

A5 The terms of office for Church Council commence immediately following the annual general meeting. (See **Article 5** of the Constitution for terms of office.)

A6 On completion of a term of office Church Council members will turn over to the Council Secretary materials pertaining to the office or position being vacated. It is recommended that outgoing members meet with incoming members to pass along information and collected wisdom.

Appendix B

Specific Duties and responsibilities of Church Council offices:

- B1** The Council Chairperson will:
- (a) Call, set the agenda and preside at meetings of the council.
 - (b) Report the activities of church council to the congregation when necessary and appropriate (written or verbal).
 - (c) Liaise with staff on issues concerning the work of Council.
 - (d) Designated to sign-off on volunteer police check form.
 - (e) Prepare the Vice-Chairperson to assume the duties of the Chair.
 - (f) Not vote on council matters unless required to break a tie in a vote.

- B2** The Council Vice-Chairperson will:
- (a) Perform the duties of the Chairperson of Council when required.
 - (b) Perform other duties as directed by the Council or Chairperson of Council.
 - (c) Designated to sign-off on volunteer police check form.
 - (d) Serve as acting secretary of council when a council secretary is not available.
The acting secretary can assign the tasks of secretary to another individual.
- B3** The Immediate Past Chairperson will:
- (a) Provide advice to Chairperson and Council.
 - (b) Chair Nominating Committee and oversee the nomination process for the Annual Meeting.
 - (c) Conduct the election of members of council and the appointment of Trustees in the election portion of the annual general meeting.
 - (d) Designated to sign-off on volunteer police check form.
 - (e) Carry out such duties as assigned by the Chairperson of Council.
- B4** The Council Secretary will:
- (a) Assist the chair in the preparation of Church Council meeting agendas.
 - (b) Record the proceedings of the annual general meeting and Church Council. Maintain a minute recording thereof (hard copy and digital) and distribute as necessary.
 - (c) Prepare and transmit correspondence and minutes in a timely manner.
 - (d) Maintain a record of policies and procedures.
 - (e) Update and maintain the constitution of the church, incorporating amendments passed at meetings of the local ministry unit.
 - (f) In the event a secretary is not available. The Vice-Chair will assume the responsibility for the role and the tasks may be assigned to another individual.
- B5** The Treasurer will:
- (a) Serve on the Administration and Management Committee and perform such functions as requested by that body.
 - (b) Monitor the church's financial health and on-going obligations and expenses.
 - (c) Maintain and support accounting records.
 - (d) Ensure that monthly and annual financial statements are prepared in a timely fashion.
 - (e) Prepare a yearly budget, based on input from the committees and structures of the church, and present it to the Administration and Management committee, church council and the annual general meeting.
 - (f) Prepare and submit various required government filings in a timely fashion.
 - (g) Ensure that accounting records and year-end financial statements are reviewed every 3 years by an independent third party.
 - (h) Ascertain from the Trustees the anticipated revenues from Trustee funds for inclusion in the budgeting process.
 - (i) Report to council at each church council meeting. A member of the A&M Committee may represent the Treasurer at Council Meetings.
 - (j) Pursuant to the Financial Handbook of The United Church of Canada Page 12, 3.3 Duties of the Treasurer: The Treasurer or the Chair of A&M in the absence

of a treasurer is responsible for the oversight of all revenues and expenses of the church, this includes the oversight of groups of the church that may have their own bank accounts, such as the Youth group, UCW, etc. as the Canada Revenue Agency recognizes only the person who files the registered Charity Information.

- B6** The Regional Representative to Council:
- (a) Shall be one of the Regional Representatives elected at the Annual General Meeting of Woodlawn.
 - (b) Attend meetings of the Region 15 Regional Council as may be required.
 - (c) Facilitate communication between Woodlawn United Church and the Region 15 Regional Council.
 - (d) Represent Woodlawn United Church at the Regional Meetings and exercise their voting privileges accordingly.
 - (e) Discharge such other responsibilities as assigned to them by the Region 15 Regional Council.
 - (f) Designated to sign-off on volunteer police check form.
 - (g) Report to Church Council.
- B7** Ministerial staff will:
- (a) Provide spiritual guidance and advice to Church Council as outlined in the current job description.

Appendix C

C1 General Duties and Responsibilities for All Committees/Groups/Teams

All committees/groups/teams shall:

- (a) Have a chairperson.
- (b) The term of office for the Chairperson and all other officers should be two years and no more than two consecutive terms in the same office.
- (c) Shall select a chairperson from the members. The exception being the Nominating Committee for which the Past-Chair of Council will act as Chair.
- (d) Actively seek to welcome new members.
- (e) Ensure any volunteers associated with the committee have submitted a police records check for review when necessary.
- (f) Communicate news via bulletin, newsletter and other means.
- (g) Maintain awareness of and ensure proper communication when the work of the Team/Committee/Group may be of interest or involve another Team/Committee/Group.
- (h) Meet as often as needed to achieve specific goals or actions and make decisions regarding its work.
- (i) Have oversight of and record the existence of sub-groups or ongoing projects associated with the Committee.
- (j) Be permitted to use electronic meeting formats, if required, for timely decision making and emergencies.

- (k) Host a fellowship time after worship at least twice a year in service of others and to draw attention and interest to the work of the Committee/Team/Group.
- (l) Keep minutes of meetings using the template in Appendix F. Copies of minutes must be shared with the Office Administrator and the Secretary of Church Council for distribution as necessary.
- (m) Committees/Groups/Teams will submit a report to the annual general meeting using the template form in Appendix G.
- (n) If required, Committees/Groups/Teams will submit a budget each fall to the A&M Committee (Treasurer) using the template form in Appendix H.

C2 Accessibility Committee:

- (a) Oversees and evaluates, in co-operation and in consultation with the Trustees, the ongoing effort to make the physical space of Woodlawn United Church safe and accessible for persons of differing physical abilities.
- (b) Meet as necessary for oversight and planning.
- (c) Friends of Accessibility is primarily a fundraising extension of the Accessibility Committee that organizes and hosts community oriented fundraising and awareness raising events for accessibility projects.
- (d) Recruit additional committee members as necessary.
- (e) Keep minutes of meetings using the template in Appendix F.
- (f) Submit a report to the annual general meeting using the template form in Appendix G.
Submit a budget each fall to the Treasurer using the template form in Appendix H.

C3 Administration and Management Committee:

- (a) Record all contributions, approve and record all disbursements of all monies of the Church and prepare monthly current financial statements for Church Council.
- (b) Ensure that the congregational and historic church rolls are maintained and revised at least annually by the Roll Clerk, including the transfer of members to non-resident status.
- (c) Monitor the work of the Church Treasurer and the Tellers.
- (d) Arrange for distribution of contribution envelopes, maintain contribution records, including records of all various contributions and results of special appeals, and share the information with appropriate committees and church Council.
- (e) Issue receipts for income tax purposes.
- (f) Complete and submit annual charities return to the CRA.
- (g) Monitor the overall financial position of the Church and also financial matters of special concern, and report these regularly to the Church Council.
- (h) In accordance with United Church of Canada policy prepare the annual statistical report; formatting financial statements to meet UCC requirements.
- (i) Approve payment of expenditures as outlined in the budget and also bring to the attention of Church Council the payment of major expenses which were not included in the budget.
- (j) In conjunction with the Church Administrator and Trustees develop and maintain Policies and Procedures with respect to the use and rental of church facilities.

- (k) Share, on an ongoing basis, financial information with the Stewardship Committee.
- (l) Consolidate plans and budgets submitted by committees for their individual activities in the annual budget.
- (m) Have in its membership a designated Payroll Administrator who shall follow the policies of United Church of Canada's Financial Handbook for Congregations (Chapter 4) 2019.
- (n) Liaise with Ministry and Personnel committee relative to latest employment information for new and existing employees for salary adjustments. A copy of all contracts should be provided to A&M.
- (o) Prepare and submit an annual Church Operating Budget, incorporating Committee input, to Church Council for approval and ratification by the Congregation at the Annual General Meeting.
- (p) Supervision of administrative support staff in regards to any work carried out in relation to the A&M Committee.
- (q) Keep minutes of meetings using the template in Appendix F.
- (r) Submit a report to the annual general meeting using the template form in Appendix G.
- (s) Submit a budget each fall to the Treasurer using the template form in Appendix H.

C4 Communications Team

- (a) Responsible for internal and external communication as it relates to items such as newsletter, emails, electronic sign, bulletin boards and social media.
- (b) Responsible for policies as they relate to communication.
- (c) Regularly reviews website content and updates when necessary.
- (d) Keep minutes of meetings using the template in Appendix F.
- (e) Submit a report to the annual general meeting using the template form in Appendix G.
- (f) Submit a budget each fall to the Treasurer using the template form in Appendix H

C5 Community of Care:

- (a) Assists with the development and continuation of pastoral care and wellness ministries and fellowship opportunities within the Woodlawn United Church community.
- (b) Coordinates and carries out visitation for shut-ins and those in hospital.
- (c) Maintains contact with congregants for pastoral care follow up through things like telephone, email, cards, prayer shawls, welcoming newcomers.
- (d) Conduct worship services in long-term care facilities in the wider community.
- (e) Assists in the coordination and scheduling of Fellowship Hour following services.
- (f) Offer programs and opportunities to promote spiritual wellbeing and wholeness.
- (g) Keep minutes of meetings using the template in Appendix F.
- (h) Submit a report to the annual general meeting using the template form in Appendix G.

- (i) Submit a budget each fall to the Treasurer using the template form in Appendix H

C6 Faith Formation and Worship:

- (a) Assist with the development of appropriate service liturgies, experiences and programs for people of all ages that encourage faith growth, church membership and give glory to God.
- (b) Have a Faith Formation Team that, in consultation with designated staff, is responsible for programs particularly related to children and youth, including training and support of teachers, maintaining supplies and designated space.
- (c) Encourage and support confirmation and learning opportunities for adults.
- (d) Welcome new members and ensure new members are included on the Official Rolls via contact with the Roll Clerk/A&M Committee and identified to Community of Care team for a welcome card.
- (e) Aid in the preparation of the order of service and worship planning as requested.
- (f) Encourage congregational participation in services by arranging ushers, decorators, servers, greeters, lay readers, etc.
- (g) Ensure supplies are ordered when necessary.
- (h) Provide leadership by being supportive of different styles of worship, special services, sacraments and music appropriate to faith formation and Christian worship.
- (i) Have a Music Team responsible for the music programs of Woodlawn United Church, encouraging the staff and volunteers to share their musical gifts and to find new ways to lead the congregation through those gifts.
- (j) Arrange for pulpit supply, pulpit exchange and special speakers.
- (k) Be responsible for Bibles, hymnbooks, welcome brochures and other related materials that may be found in pews.
- (l) Provide oversight for policies associated with weddings and funerals.
- (m) Be supportive of cooperative events around faith formation and worship with other churches and communities of faith.
- (n) Oversight of lay employees associated with Faith Formation and Worship.
- (o) Keep minutes of meetings using the template in Appendix F.
- (p) Submit a report to the annual general meeting using the template form in Appendix G.
- (q) Submit a budget each fall to the Treasurer using the template form in Appendix H

C7 Ministry and Personnel Committee:

- (a) Follow the Ministry and Personnel Committees: Policy, Procedures, Practices (January 2019) handbook, or its successor
- (b) Support and consult with the church staff, both lay and ministerial.
- (c) Encourage right relationships amongst staff and with the congregation.
- (d) Review working conditions, responsibilities and compensation of all staff.
- (e) Make recommendations to Church Council on personnel matters.
- (f) Propose revision to position descriptions of staff to Council as needed.
- (g) Conduct annual performance reviews of staff.

- (h) Encourage staff to take continuing education.
- (i) Maintain contact with Region 15 Personnel staff and participate in Ministry and Personnel Committee training opportunities offered by the Regional Council and the United Church of Canada.
- (j) Make decisions about compassionate leave and sabbatical planning.
- (k) M&P may assist with the selection of lay employees at the request of church council but are not responsible for the hiring or dismissal of any employees. In accordance with UCC *The Manual* this is the responsibility of the congregation and its representative body Council.
- (l) Keep minutes of meetings using the template in Appendix F.
- (m) Submit a report to the annual general meeting using the template form in Appendix G.
- (n) Submit a budget each fall to the A&M Committee/Treasurer using the template form in Appendix H

C8 Nominating Committee:

- (a) Be chaired by the Immediate Past-Chair of Council.
- (b) Be composed of persons as appointed by Church Council.
- (c) Invite members of the Congregation to serve on Church Council and other committees. The Nominating Committee shall post notices in the Sunday service bulletins in December and January and the newsletter or other times when necessary.
- (d) Nominate persons to fill any vacancies on Church Council, Trustees and Regional Council, subject to the approval of the local ministry unit.
- (e) Consult with chairs of standing committees and nominate persons to fill any vacancies on committees, including facilitating leadership transition in Committees as required by Article C1(b).
Advise all nominees of expected responsibilities of each position.
- (f) Carry out duties as described in Article 7 Elections in the Constitution.
- (g) Keep minutes of meetings using the template in Appendix F.
- (h) Submit a report to the annual general meeting using the template form in Appendix G.
- (i) If necessary, submit a budget each fall to the A&M Committee (Treasurer) using the template form in Appendix H.

C9 Outreach Committee:

- (a) Educate and increase the awareness of the Congregation to the social mission of the Church as it relates to the alleviation of poverty and the preservation of human dignity.
- (b) Develop and maintain a liaison with mission projects.
- (c) Keep aware of mission and outreach initiatives of Region 15 Regional Council of the United Church of Canada as they relate to Woodlawn United Church.
- (d) Establish priorities for the disbursement of outreach community funds.
- (e) Provide a liaison for the Dartmouth East Christian Food Bank.
- (f) Represent Woodlawn United Church and assist when possible in community based networking initiatives and partnerships.

- (g) Keep minutes of meetings using the template in Appendix F.
- (h) Submit a report to the annual general meeting using the template form in Appendix G.
- (i) When necessary, submit a budget each fall to the Treasurer using template form in Appendix H

C10 Stewardship Committee:

- (a) Guide, motivate and educate the congregation on stewardship in all its forms with a focus on a faithful approach to how we share and use the 5-Ts: Time; Talent (Gifts, Expertise); Treasure(Money); Terrain(Property, Care for Creation, Green Team); and Tissue (Physical and Emotional wellness of one another).
- (b) Connect interested individuals with the appropriate committee for the sharing of time and talents, where possible.
- (c) Initiate and carry out specific stewardship projects in liaison with all other committees.
- (d) Communicate to others with Global and Local Minute For Missions offered regularly in worship regarding the life and work of Woodlawn United Church and the United Church of Canada.
- (e) Keep minutes of meetings using the template in Appendix F.
- (f) Submit a report to the annual general meeting using the template form in Appendix G.
- (g) Submit an annual budget to the Treasurer using the Appendix H template.

C11 The Tech Team:

- (a) Oversight and responsibility for technical support/needs in the life and work of Woodlawn United Church.
- (b) Ongoing technical support includes but not limited to: Technical needs for worship (audio, video, livestream, etc.); website maintenance; A/V needs for other events, groups and gatherings; care of phone system; software updates; care and maintenance of equipment;
- (c) Assess, recommend and make purchases regarding tech equipment needs for Woodlawn United Church.
- (d) Develop policies regarding use of technology.
- (e) Create a volunteer tech schedule for worship services.
- (f) Collaborate with staff regarding tech needs/support.
- (g) Work with worship leadership and staff to plan ahead for tech service needs.
- (h) Keep minutes of meetings using the template in Appendix F.
- (i) Submit a report to the annual general meeting using the template form in Appendix G.
- (j) Submit an annual budget to the Treasurer using the Appendix H template.

C12 United Church Women (UCW) organization shall:

- (a) Organize and plan programs, outreach, educational and social events of special interest to the women of the congregation.

- (b) Be supportive of the ongoing life and work of Woodlawn United Church, the Region 15 UCW and the United Church of Canada.
- (c) Assist in the organization of and provision for funeral receptions when possible.
- (d) Keep minutes of meetings using the template in Appendix F.
- (e) Submit a report to the annual general meeting using the template form in Appendix G.

Appendix D

Decision Making and Conflict:

Even though achieving consensus can be desirable it is not always attainable. During the course of making decisions as a part of a group not everyone will share the same point of view. People are different and there are times when differences can lead to conflict. Conflict itself is not something bad. It's normal to have conflict in relationships. Sharing differences can allow for creative thinking and lead to greater collaboration. Woodlawn United Church shall endeavour to be a community where people feel safe to meet, express differences and seek to resolve disagreements in healthy ways. As a part of a team, rather than asserting only our own perspectives we seek to understand the perspectives of others in our church family.

Understanding the potential for conflict and desiring to conduct our decision making in healthy and life-giving ways, all decision making bodies of Woodlawn United Church are asked to refer to "Procedures for Holding a Meeting and Decision-Making" ("Appendix" *The Manual 2023*).

Appendix E

Trustees:

1.Purpose: The Board of Trustees shall hold all real and personal property of the Church in trust and safekeeping for the Congregation. Trustees are responsible for all legal aspects of the Church's property and for the administration of trust funds.

2.Membership:

E1 The Board of Trustees shall consist of not fewer than three (3) members and not more than fifteen (15) members. In all cases the membership shall consist of an odd number.

E2 As members of Woodlawn United Church, Trustees shall be appointed for a five (5) year term (subject to the right to be re-appointed for a further five-year term). Within each 5-year term, the member shall serve until such member resigns in writing, or until the death of such member, or unless removed by a 2/3rd majority vote of the congregation at a meeting called for that purpose.

E3 In the event of vacancies, members shall be appointed by the congregation at the Annual General Meeting of the Church, or at a special meeting of the congregation called for that purpose.

E4 The Chair of the Board of Trustees shall record in the Trustees Annual Report the date when the term of office of each Trustee is scheduled to end. In order to ensure continuity, a maximum of five (5) new trustees may be appointed in any one (1) year period.

3. Election of Officers:

E5 The Chair of Trustees shall be determined in accordance to The Manual (2023) G.3.5. The designated lay/diaconal/ordained minister or pastoral charge supervisor may also choose not to exercise this right and leave it to the trustees to elect a chair from among themselves. It is recommended that the members of the Board of Trustees shall select a recording secretary and a treasurer. Officers may be elected in different years as needed. A member cannot serve in more than one Officer capacity at a time on the Board of Trustees.

4. Quorum:

E6 A quorum shall be comprised of not less than 50% of the Trustees (or five (5) Trustees if the total number of Trustees should equal or exceed 10). All questions shall be determined by the majority vote of the Trustees present at the meeting. The Chairperson shall cast a vote in the event of a tie.

5. Church Council Representative:

E7 The Board of Trustees shall appoint a representative to serve on Church Council. The Board of Trustees should also have regular communication with the Administration and Management Committee and the Accessibility Committee when it comes to issues regarding the care and maintenance of church property.

6. Responsibilities of the Board of Trustees:

E9 All property, whether real or personal that is held in trust or acquired for the use of Woodlawn United Church, Dartmouth shall be held and administered by the Board of Trustees in a manner set forth in the *Model Trust Deed Handbook* (The United Church of Canada) and as further set out in *The Manual* (2023), as hereafter amended from time to time.

E10 The responsibilities, extent and limits of power, and procedures required to be followed by the Board of Trustees is set forth in Section G.3 of *The Manual* (2023).

7. Trustees Property Team:

E11 In accordance with Section B.7.4.6 of The Manual (2023), Trustees will also have oversight of property management and any related contracts.

E12 The Trustees Property Team (a team of occasional volunteers) care for the maintenance of facilities and property.

E13 Members of the Trustees Property Team may or may not be elected Trustees.

8. Additional Responsibilities:

E14 The Board of Trustees has additional responsibilities as follows:

- a) The administration of Funds designated with oversight of Trustees and keeping a record of the names of donors.
- b) Holding the Church property in trust for the use of the congregation and for the purposes approved by the congregation, including permissible uses by members of the wider community. Substantive changes to building functions require the review and consent of the Board of Trustees.
- c) Selling, mortgaging, exchanging or leasing Church property, subject to the written consent of Region 15 Regional Council of the United Church of Canada.
- d) Ensuring that an inventory of the contents of Church property is prepared and kept up to date, including maintaining item valuations as necessary.
- f) Keeping accounts and records of meetings.
- g) Ensuring that Church property and contents are adequately insured.
- j) Such further responsibilities as set out in Section G.3 of *The Manual* (2023), as hereafter amended.

Appendix F: Format for Minutes of Committees, Groups

Name of Committee, Group _____

Date and time of meeting _____

Names of those present _____

Regrets from : _____

Minutes recorded by: _____

Summary of all action items dealt with at the meeting with an indication of who is responsible for carrying out the actions. Include a record of all motions with mover and seconder and whether the motion passed.

Action: _____

To be carried out by: _____

Motion: Made by _____ that _____
 Seconded by _____ Carried __ Defeated __

Next meeting date

Note 1: Following the approval of the minutes, the secretary will provide a copy to the Office Administrator and the Secretary of Council.

Appendix G: Format for Committee, Group Reports to the Annual General Meeting.

Name of the Committee, Group

Report for the Year of _____

List of officers and members _____

Number of times the group met _____

Roles and responsibilities (brief summary)

Highlights of the year (summary, point form)

Special Acknowledgments

Name of person submitting the report on behalf of the committee, group

Note 1: Reports are due at the call of the Chair of Council.

Appendix H: Format for the Yearly Budget Submissions by Committees, Groups

Name of Committee, Group. _____

Proposed budget for the year _____

Summary of all anticipated expenses to be incurred by the Committee, Group in the course of carrying out its mandate.

If appropriate, indicate any anticipated revenues to be generated by the Committee, Group

Indicate the date the Committee, Group approved the budget for submission to Church Council via the Administration and Management Committee.

Note 1: Budget submissions are to be made in the Fall of the preceding year.