

AVUCPol(Cong) 0207(R)

ALBERNI VALLEY UNITED CHURCH
Church Governance Model Policy

**Approved by the Congregation
at its
Annual General Meeting
FEBRUARY 13th, 2005**

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THE PROPOSAL

We propose that the Alberni Valley United Church (AVUC) adopt the Church Council model as outlined in the United Church Manual:

1. The congregation shall determine the duties of the committees/teams and the teams shall be empowered to undertake those duties as defined within policy and budget guidelines.
2. The Council shall consist of nine (9) members including the Minister(s). The congregation shall elect a Chair, Treasurer, Secretary and Board of Trustees, as well as committee /team members for each of the following sectors:
 - a. Worship
 - b. Pastoral Care
 - c. Property and Maintenance
 - d. Stewardship
 - e. Mission and Service/Outreach
 - f. Faith, Events and Education (FEED)
3. The elected teams will meet within 10 days of the Annual General Meeting of the Congregation to elect a Chair. The Chair or an appointed alternate will represent that team on the Council. The teams will be empowered and held accountable to fulfill the duties as outlined in Schedule A of this document.
4. At the initial adoption of this model, the congregation, at the Annual General Meeting, will elect the team members with 50% of the team asked to serve for two years and 50% asked to serve for three years. Ensuing terms will be for three years.
5. At the Annual General Meeting, the congregation will elect a Board of Trustees. The Minister will serve as the Chair of the Board of Trustees, and will be responsible for the implementation of Council Policy.
6. The Council will appoint a Ministry and Personnel Team, a Lay Presbytery Representative and an alternate at its first meeting following the Annual General Meeting.
7. In order for the total ministry of the Congregation to be addressed, the responsibilities of the Session, Stewards and Official Board, as outlined in the UCC Manual, will be assigned to the Church Council and its Teams. The Church Council will be generally responsible for exercising leadership in the care and oversight of the spiritual life and interests of the Congregation as outlined in the UC Manual Section 223. The Council will meet monthly and team Chairs will arrange meetings for their respective

groups as appropriate. Team Chairs will report to the Council and recommend any activities that may fall outside the existing policy or budget to Council for its approval.

8. The Congregational Chair will preside at all meetings of the Congregation. Should he/she not be available to convene said meeting for whatever reason, the Congregation will appoint another member to act in his/her absence.

NOTE:- To avoid any appearance of a conflict of interest, the Congregational Chair should not be a member of Council.

SCHEDULE A - TEAM RESPONSIBILITIES

THE COUNCIL

1. The Council shall be responsible for leadership in the general oversight of the Spiritual Life and interests of the Congregation which include:
 - I. General responsibility for spiritual interests
 - II. Discipline of members
 - III. Receipt and transmission of Proposals and appeals
 - IV. Ordering of Formal Hearings
 - V. Liaison with the Presbytery
 - VI. Reporting at least annually to the Congregation
 - VII. Giving directions to the Board of Trustees
 - VIII. Matters of pastoral relations when appropriate

2. Each officer of the Church Council, elected by the Congregation, and each person selected by the teams to represent them on the Council, are Elders.

3. The membership of the Council shall consist of:
 - The Minister
 - Officers elected by the Congregation
 - I. Chairperson
 - II. Secretary
 - III. Treasurer
 - Five Chairs of the Teams representing
 - I. Worship
 - II. Pastoral Care
 - III. Property and Maintenance
 - IV. Mission and Service/Outreach
 - V. Faith, Events, and Education (FEED)
 - Stewardship Team is represented by the Treasurer.

4. The Council will be responsible for the total ministry of the Congregation. It will appoint a Ministry and Personnel Team and a Lay Presbytery Representative.

5. The Council will submit reports on the life and work of the Congregation, including a full statement of receipts, expenditures, indebtedness and estimates for the ensuing year for the consideration of the Congregation.

6. The Council will be responsible for the completion of the annual Congregational statistical and information forms and submission of those forms.

1. CHAIRPERSON

The Chairperson, elected at the Annual General meeting by the Congregation, will hold office until the next annual meeting. The Chairperson shall

- I. preside at all meetings of the Council, to preserve order, to take the vote, to announce the decisions of the teams and when necessary pronounce censures.
- II. introduce any business pertinent to the Council and may express personal views on any matter under discussion.

NOTE: The Chairperson has a vote only in the event of a tie.

2. SECRETARY

The Secretary shall be elected from among the members of the Congregation and shall fulfill the duties of the Clerk of Session. The Secretary shall:

- I. keep the record of proceedings
- II. preserve all documents
- III. submit the records of the Council, including the membership roll and the baptismal record to the Presbytery annually.

3. TREASURER

The Treasurer shall be elected from among the members of the Congregation. The Treasurer shall:

- I. Receive all monies for the support of the Congregation from envelopes, collections, and other sources;
- II. Disburse them under the direction of the Council;
- III. Enter all receipts and expenditures in a book kept for the purpose;
- IV. Present a statement of the accounts when called upon by the Council or the Stewardship Team;
- V. Prepare and present a budget to the Council for recommendation to the Congregation at its Annual General Meeting
- VI. Attend to such other duties as the Council, Stewardship Team or Congregation may direct.
- VII. At the end of the financial year the Treasurer shall present a statement to be certified by the auditor(s) appointed by the Congregation.
- VIII. Represent the Stewardship Team on the Council.

NOTE: An envelope secretary who shall be elected from the congregation will assist the Treasurer.

4. ADMINISTRATION

The Minister of the Congregation shall be the convener of this team. The Council, in consultation with the Minister will appoint the members of this team.

Members of the Administration Team will be selected for their administration skills and knowledge. The Administration Team shall be responsible for:

- I. Implementation of policies and decisions made by the Council on a day-to-day basis.
- II. Implementation of policies and decisions made by the Ministry and Personnel Team.
- III. Communicating actions and information from the United Church of Canada, the Province of BC, and the Comox-Nanaimo Presbytery to the Council and to the appropriate Teams.
- IV. Referring concerns of the Congregation to the appropriate Team for consideration.

NOTE:- The chair of the Ministry and Personnel Team, appointed by the Council, shall be a member of the Administration Team.

5. WORSHIP

The Worship Team will be elected by the Congregation at the Annual General Meeting and will appoint a Chairperson who will sit on the Council. The Worship Team will have oversight, planning and implementation responsibility for:

- I. Recommending the admission of persons into full membership, their removal or transfer of membership
- II. The administration of the sacraments
- III. The order of public worship, including the service of praise, special services and the use of the church sanctuary
- IV. The ministry of music within the church
- V. The membership roll of the congregation
- VI. Recommending candidates for baptism
- VII. Overseeing the maintenance of the register of baptisms marriages and burials

6. PASTORAL CARE

The Pastoral Care Team will be elected by the Congregation and will have responsibility for detecting and tending to the needs of members and adherents at their moments of joy, pain, illness, and loss; and reacting to the “landmarks” of the lives of people of the congregation (e.g. major birthdays, anniversaries) by:

- I. Provide meals for the families of hospitalized members and adherents as needed.
- II. Provide training for hospital visitation by volunteers.
- III. Coordinate the monthly Care Home services In consultation with the minister.
- IV. Arranging transportation to and from church and events for those in need as appropriate.
- V. Create a contact team ministry for the elderly and infirm who live alone as appropriate.

- VI. Create a non-resident pastoral care ministry (college students, military etc.).
- VII. Devise a system for visiting the elderly in long term care facilities, as well as home-bound and infirm members.

7. PROPERTY AND MAINTENANCE

The Property and Maintenance Team will be elected by the Congregation and will have responsibility for:

- I. Maintenance and service of the physical plant including all buildings and any equipment belonging to the church.
- II. Ensuring that the Administrative Assistant has a current, itemized rental cost for all areas of the church facility.
- III. Ensuring the maintenance of the grounds and lot, including snow removal.
- IV. Recommending to Council when contract work and capital expenditure have to be undertaken.

8. MISSION AND SERVICE/OUTREACH

The Mission and Outreach Team will be elected by the Congregation and will have oversight, planning and implementation responsibility for:

- I. Supporting current congregational projects and efforts, (Mission and Service Fund, Moorcroft, and the Bread of Life).
- II. Updating the congregation on a regular basis about emerging local and global needs, and the ongoing work of the Mission and Service Fund.
- III. In consultation with the Stewardship Team, developing appropriate strategies for fundraising or accumulation of goods, and promoting programs which will address social concerns at home and abroad.
- IV. Conducting special projects, which from time to time may arise from within the UCC or the community, or be assigned by the Council.
- V. Distributing the bursary funds from the Alberni Valley Foundation as defined in the agreement.

9. FAITH, EVENTS AND EDUCATION (FEED)

The Faith, Events and Christian Education Team will be elected by the Congregation and have oversight, planning and implementation responsibility for:

- I. Recruiting leadership and supporting a youth oriented ministry
- II. Communicating with the congregation about Christian education
- III. Promoting and facilitating fellowship program needs (faith, spiritual and social) of various groups in the

- Congregation, and offering childcare where appropriate.
- IV. Developing and maintaining a library for the spiritual, emotional and physical health of the congregation.
 - V. Ensure that there is catering support for congregational functions.

NOTE: At the request of this Team, the Faith Formation, Fellowship and Christian Education Team became the Faith, Events and Education Team (FEED) at the January 2006 Council Meeting.

10. Stewardship

The Stewardship/Finance Team will be elected by the Congregation and will have responsibility for:

- I. Ensuring that funds are available for the payment of wages and benefits for all staff and such other operating costs as may arise, and for the replacement of equipment as required.
- II. Ensuring that any extra funds needed, (e.g. capital funds) have the oversight of the Treasurer and the Board of Trustees.
- III. Conducting programs that will encourage the congregation to achieve its financial potential.
- IV. Communicating regularly with the members concerning the reason funds are needed and the way in which they are being spent.
- V. Being represented on the Council by the Treasurer or his/her delegate.

BOARD OF TRUSTEES

At the Annual General Meeting the Congregation shall elect the Board of Trustees. The Chair of the Board of Trustees shall be the appointed member of the Order of Ministry. He/she may appoint an alternate in his/her absence.

The Board of Trustees shall discharge such duties and exercise such powers as are set out in Appendix II of the United Church of Canada Manual 2004, and all lawful orders and directions of the Church Council, the Congregation, the Presbytery or the Conference.

A majority of the members of the Board of Trustees will be members of the United Church. (See Schedule B)

SCHEDULE B - DEFINITIONS

ELDERS: Elders are those people of the Congregation who are chosen by the congregation for their wisdom, caring spiritual discernment and other gifts of the Spirit and to whom the responsibility of leadership amongst the whole people is entrusted.

The term "Elder" refers to the membership of the Church Council.

TEAM MEMBERS: Team Members shall be defined as those individuals who regularly support the Alberni Valley United Church and are in good standing. Members may be either those who have full membership in the United Church of Canada or adherents in good standing.

BOARD OF TRUSTEES: In accordance with the United Church Manual a majority of the members of the Board of Trustees shall be full Members of the United Church.

MINISTRY AND PERSONNEL: This Team is appointed in accordance with the UCC 2004 Manual section 244 and will use the revised (2003) UCC Handbook for Ministry and Personnel Committees as its guide when dealing with AVUC M and P matters.

LAY PRESBYTERY REPRESENTATIVE: This person and his/her alternated will be appointed by the Council. He/she will make timely reports to the Congregation verbally and in written form. From time to time, he/she may be asked attend Council meetings.

GENERAL GUIDE FOR THE POSITION OF CHAIRPERSON: This position is important for successful achievement of the organization's mission, goals or mandate. The Chairperson is responsible for ensuring that essential work is done well. The person selected needs the skills to work effectively with a small group and be capable of achieving results.

Responsibilities:

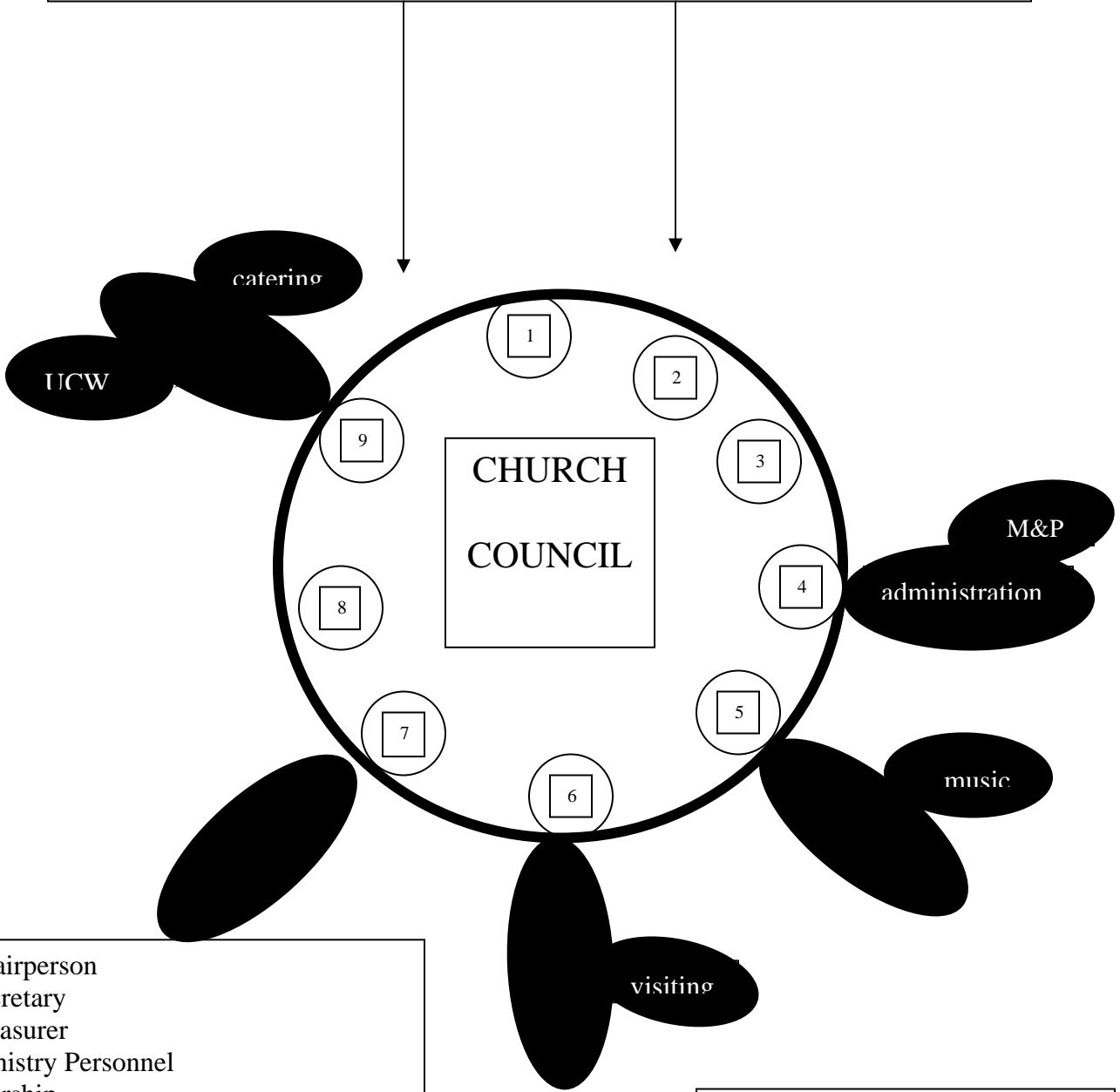
- Convene and Chair meetings,
- Establish a regular meeting schedule,
- Recruit and orient volunteers,
- Inform members of the terms of reference,
- Manage the work of the group,
- Prepare and submit team reports (*),
- Keep committee members focused and involved,

- Manage the meeting dynamics,
- Liaise with other groups and/or staff, and
- Prepare reports in sufficient time to be included in a Congregational or Council briefing package.

NOTE:- (*) For the permanent record, reports should be submitted in writing.

SCHEDULE C - CHURCH COUNCIL MODEL

CONGREGATION



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| <ol style="list-style-type: none"> 1. Chairperson 2. Secretary 3. Treasurer 4. Ministry Personnel 5. Worship 6. Pastoral Care 7. Property & Maintenance 8. Mission and Service/Outreach 9. Faith Formation/Fellowship and Christian Education 10. Stewardship |
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