

Approved by Presbytery November 16, 2010

**KINCARDINE UNITED CHURCH**

**ORGANIZATIONAL HANDBOOK**

Approved by Presbytery November 16, 2010

## **KINCARDINE UNITED CHURCH BEHAVIOURAL COVENANT**

*At the Annual Congregational meeting of February 28, 2010, Kincardine United Church adopted the following Behavioural Covenant which shall be observed in all programmes and governance activities of the Church.*

### **KINCARDINE UNITED CHURCH BEHAVIOURAL COVENANT**

#### ***Our Promises to God***

**We are called** to be the church at Kincardine United.

We gather in God's name and, in all our interactions, celebrate God's presence.

We promise to worship and work together, seeking to follow God's will with grace and humility, always mindful of God's wisdom and abundance.

#### ***Our Promises to the Church***

**We are called** to love and serve one another. Our community of faith depends on our living in right relationship with one another.

We will respect the different perspectives, stories, talents and gifts we each bring to our community, and will encourage one another to fulfill God's promise, which is in each of us.

We will be open to change.

We will strive to create a safe and inclusive environment where all are free to do God's work with joy and peace.

When we hold positions of responsibility, we will seek to exercise authority wisely and well for the benefit of the whole community.

We will undertake to develop and maintain avenues of consultation and open decision-making. Once a decision is made, we will honour that decision, and move forward.

#### ***Our Promises to One Another***

**We believe** in God, who works in us and others by the Spirit.

We will interact with honesty, trust, compassion, affirmation and courtesy. In all we say and do, we will be aware of our body language, tone of voice, the words we use and how they impact others.

We will listen to each other, seeking understanding, and will act with respect in order to develop cooperation.

We acknowledge that at times disagreements, disputes or conflicts will arise. We will seek to follow God's example of forgiveness and reconciliation in resolving such conflicts.

We are committed to build up this body of Christ which is Kincardine United Church, remembering that God is with us. We are not alone. Thanks be to God.

## 1. **INTRODUCTION**

### a) **The Manual**

Throughout this document “*The Manual*” refers to the United Church of Canada Manual.

### b) **Definition of the Church Council**

In the model of a Church Council, the Pastoral Charge or Congregation shall determine and define the organization and duties of those Committees that shall be responsible and empowered to exercise particular functions of ministry; the Congregation shall also define the organization, membership and responsibilities of the Church Council.

### c) **Mission Statement**

The Congregation of Kincardine United Church seeks to foster a journey of spiritual growth through hospitality, service, fellowship and study, and, in community, to build up the ministry of every person and together experience God’s abundant love and grace.

### d) **Scripture: 1 Corinthians 12: 4-7, 11**

*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...All these are activated by the one and the same Spirit, who allots to each one individually just as the Spirit chooses.*

## 2. **GENERAL REGULATIONS OF THE COUNCIL**

### a) **Meetings**

- Council meetings will be held at least eight (8) times a year, and
- At the call of the President, and
- At the request of a Committee coordinator or
- At the request of five (5) members of the Congregation to deal with a specific concern.
- The meetings shall be conducted according to Bourinot’s Rules of Order, except that the Council will strive to achieve a consensus among the members.
- Meetings shall be scheduled in advance, preferably on an annual basis, so as to encourage the maximum participation of interested members of the congregation.

- At least one of the settled or appointed Ministers of the Church must be present at any Council meeting.

**b) Quorum**

- A Quorum shall consist of five (5) of the seven (7) members of the Council.

**c) Establishing Local Policies**

- The Council, acting within *The Manual* and the policies of the United Church of Canada, shall enact local church policies, programmes and activities.
- All Committees, programmes, Ministry Teams and sponsored groups, that are part of Kincardine United Church, shall be accountable to the Council.
- Groups that use space at Kincardine United Church but are not part of the programmes of the Church shall enter into agreements with the Church to govern their use of the facilities. These agreements shall be monitored by the Administration Committee.

**d) Residual Powers**

The Council will be responsible for all policies and activities not designated as the responsibility or duty of any other Committees or Ministry Teams within the Church.

**e) Minutes**

The Secretary of the Council shall prepare minutes of the Council meetings, have them reviewed by the President and ensure that they are distributed to all members of the Council. The Secretary shall also ensure that official minute books are maintained which contain sequentially the correct minutes of all meetings of Council.

**f) Duties:**

- ✓ The first duty of the Council shall be to implement its responsibilities according to *The Manual*
- ✓ The Council shall be the Court of the Congregation and shall fulfill the functions of the Court specified in *The Manual*.
- ✓ Enact local policies for the well-being of the Congregation, in accordance with its powers.
- ✓ Encourage and stimulate the life and ministry of the congregation
- ✓ Receive and respond to correspondence addressed to the Congregation.

- ✓ Deal with all suggestions, concerns, recommendations and other matters brought to it by Committees or Ministry Teams.
- ✓ Take ultimate responsibility for the raising of money to support the work of the Church.
- ✓ Act as a Nominating Committee for membership on the Committees of Council and provide a Nominating Committee Report to the Annual Meeting of the Congregation
- ✓ Coordinate and conduct an every member Care and Stewardship visitation every four years in cooperation with the Administration Committee and the Membership and Mission Committee.
- ✓ Deal with all other matters that arise that are not assigned to or part of the responsibilities of other Committees or groups.
- ✓ Promote observance of the Behavioural Covenant and monitor our individual and collective accountability to it.
- ✓ When a recommendation comes forward, arrange for appropriate discernment Committees to be struck for those seeking to be Inquirers or Candidates for Ministry.
- ✓ Plan and deliver Congregational Town Hall meetings for the purpose of consulting with the Congregation about issues that arise within United Church of Canada that affect the local Church or any matters which requires or would benefit from Congregational input.

### **3. THE CHURCH COUNCIL**

#### **a) Membership:**

The Council shall consist of a President, a Secretary, one representative from each of the three (3) Standing Committees (Programme, Administration and Membership/Mission) and all settled or appointed Ministers, who shall be non-voting members. At least one member of the Council shall also be a lay Presbytery representative to meet the requirements of *The Manual*. The Ministry and Personnel Committee shall report to Council at least quarterly but shall not be otherwise represented on Council. Maximum membership 7.

#### **b) Officers of the Council**

##### **President of the Council**

- The President of Council shall be a member of Kincardine United Church and shall assume office at the rise of the Congregational Meeting where she/he is elected.
- The President of Council shall be elected for a two (2) year term (staggered with the Secretary) at the Annual Meeting of the

Congregation or another Congregational Meeting called for that purpose.

- The term of Office shall be for two (2) years and may be renewed for one (1) additional term of two (2) years for a maximum of four (4) continuous years. The President must be out of responsibility for at least one (1) year before assuming the office of President again.
- Duties:
  - ✓ Call and preside over meetings of the Council
  - ✓ Use whatever discretion is necessary to ensure the smooth operation of Council.
  - ✓ Be a spokesperson for the Church and Council
  - ✓ Interpret the policies of the Congregation when necessary.
  - ✓ With the Secretary and others, create agendas for Council Meetings
  - ✓ Call and preside over the Annual and other Congregational Meetings.
  - ✓ Report to the Annual Congregational Meeting on the work of the Council
  - ✓ Organize an orientation session following the Annual Meeting for all elected congregants.
  - ✓ Have responsibility for supervising the Church Office Coordinator..

#### **Secretary of Council**

- The Council Secretary shall be a member of Kincardine United Church
- The Council Secretary shall be elected for a two (2) year term (staggered with the President) at the Annual Meeting or another Congregational Meeting called for that purpose.
- The term of office for the Secretary shall be two (2) years and may be renewed for one (1) additional term of two (2) years for a maximum of four (4) continuous years. The Secretary must be out of responsibility for at least one (1) year before assuming the office of Secretary again.
- Duties:
  - ✓ Take notes and create Minutes for the Council Meetings.
  - ✓ Ensure the Minutes are produced and distributed to members of the Council in a timely manner and made available to the members of the Congregation on request.
  - ✓ Maintain correct Minute Books for meetings of the Council.
  - ✓ Receive and report correspondence that applies to the work of the Council
  - ✓ Along with the President and others create the agenda for Council Meetings.
  - ✓ Write letters give notices and perform other duties requested by the Council.
  - ✓ Act as a Trustee for the Lorne and Olive Reid Student Bursary Fund.

**c) Kincardine United Church Staff**

**i) Ministry Staff**

All Ministry Staff, settled or appointed at Kincardine United Church by Presbytery, shall be non-voting members of the Council and ex-officio members of all Committees with the exception of the Ministry and Personnel Committee

**ii) Church Treasurer**

The Kincardine United Church Treasurer shall be a non-voting member of the Council and shall attend Council when requested to do so.

**d) Responsibilities of All Council Members**

- ✓ Attend all Council meetings
- ✓ When unable to attend a meeting of the Council, ensure that an alternate from their Committee, Ministry Team or the body they represent is designated and notify the Secretary of Council of the designation in a timely fashion.
- ✓ Participate with other Council Members in deciding and implementing local Church polices and programmes as defined by the duties of the Council.
- ✓ Represent the interests, concerns and activities of their specific Committee and the Ministry Teams they empower in discussions, policy decisions and activities of the Council.
- ✓ Report back to their particular Committees and the Ministry Teams they empower on the activities of the Council.
- ✓ Monitor the terms of office for Council and the Committees on an annual basis.
- ✓ Perform other functions and duties as the Council assigns.

**4. COMMITTEES OF THE CHURCH**

**a) Committees:**

There shall be three (3) **Standing Committees:**

**Programme Committee**  
**Administration Committee**  
**Membership and Mission**

In addition to the **Standing Committees:**

There shall be a **Ministry and Personnel Committee**, constituted under *The Manual*, which shall be responsible to Kincardine United Church for fulfilling its *Manual* obligations. The members of M & P may not be members of any other Committee or Council. M & P shall be accountable through the Administration Committee for budget and nomination purposes but shall report directly to Council on a quarterly basis at the September, November, February and May meetings of Council.

The **Kincardine United Church Trustees** are constituted under *The Manual* and are responsible to the United Church of Canada and Kincardine United Church for fulfilling their *Manual* obligations. The Trustees shall be accountable through the Administration Committee for budget and nomination purposes.

Meetings of all Committees shall be scheduled in advance, preferably on an annual basis, and shall be arranged so as to encourage the maximum participation of interested members of the congregation.

**(b) Membership of Committees:**

- Members of Committees shall be chosen from among the members and adherents of the Congregation.
- Members of Committees shall be elected at the Annual Meeting of the Congregation, or another Congregational Meeting called for that purpose, for a term of three (3) years.
- The term of office may be renewed for one (1) additional term of three (3) years for a maximum of six (6) continuous years. Members must be out of responsibility for at least one year before assuming membership in the same Committee again.
- The maximum number of members on each Committee shall be 7.

**(c) General Duties of All Committees and their Members:**

- ✓ Elect from among the members of each Committee a coordinator and a secretary.
- ✓ If the coordinator is not to be the Committee's designate to Council, elect from among the members of the Committee a Council designate (except for Ministry and Personnel which is not represented on Council.)
- ✓ Develop, adopt and implement policies, programmes and activities within the mandate of the Committees as directed by Council.
- ✓ Review annually the responsibilities and duties of the Committee.
- ✓ Review the relevant Minutes from other Committees and Council

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- ✓ Prepare reports of decisions and/or activities for promotion within the Congregation.
- ✓ Review the financing of Committee programmes for preparation of the Annual Budget and the Annual Report.
- ✓ Review the membership of the Committee and its requirements with a view to providing recommendations to the Council for nominations at the Annual Meeting.
- ✓ Collaborate as required with other Committees of the Church.
- ✓ Empower members of the congregation to form Ministry Teams to undertake specific tasks within their area of responsibility.
- ✓ Support and facilitate the activities of the Ministry Teams and report on their activities to Council.
- ✓ Communicate to Ministry Teams the policies and decisions of the Committee and Council as these relate to the tasks undertaken by the Ministry Teams
- ✓ Attend and participate in Committee meetings.
- ✓ Share together in the total work of the Committee as defined by its responsibilities and functions.
- ✓ Perform other duties assigned by the Committee.

**(d) Committee Coordinator**

- Each Committee shall be represented on Council by the coordinator or a designated member of the Committee who is not a member of Kincardine United Church Staff. The coordinator is responsible for informing the Council Secretary and the Church Secretary of the name of the designated representative should it be other than the coordinator.
- The coordinator shall be elected by the members of the Committee from among its members.
- The term of office shall be for one (1) year, renewable on an annual basis for two (2) subsequent years (a maximum of three (3) continuous years) and the coordinator shall be out of office for at least one (1) year before resuming the same role on the same Committee.
- Duties:
  - ✓ Call and chair the meetings of the Committee as appropriate.
  - ✓ Facilitate the work of the Committee and designate tasks as required.
  - ✓ Receive concerns and correspondence associated with the work and responsibilities of the Committee and oversee appropriate responses.

**(e) Committee Secretary**

- The Secretary may be any member of a Committee.

- The Committee shall elect a Secretary from among its membership.
- The term of office shall be for one (1) year, renewable on an annual basis for two (2) subsequent years (a maximum of three (3) continuous years) and the Secretary shall be out of office for at least one (1) year before resuming the same role on the same Committee.
- Duties:
  - ✓ Take Minutes of Committee meetings and produce, print and distribute Minutes as required
  - ✓ Perform other secretarial tasks (e.g. correspondence, reports, newsletter contributions, etc.) as the Committee shall require.

## 5. **THE STANDING COMMITTEES**

### **(a) Programme Committee**

The **Programme Committee** is generally responsible for worship, Christian education, communications, and the house system. The Programme Committee is responsible for ensuring that *The Manual* requirements for these programme areas are met.

The Minister of Word and Sacrament shall be a participating member, mentor and support for the Programme Committee. The Minister of Music and the Minister of Pastoral Care and Christian education are not active members of the Committee but shall act as resource persons to the Committee.

#### **Programme Committee Functions and Responsibilities:**

- ✓ Review the educational needs of the congregation and promote programmes (such as Bible study, prayer groups, book studies, lectures, etc.) to meet those needs.
- ✓ Develop standards, as appropriate, for the Christian education and learning programme of the Congregation.
- ✓ Select and approve curriculum material recommended for use within the United Church of Canada.
- ✓ Oversee the recruitment and appointment of Sunday School teachers and leaders.
- ✓ Plan and arrange training events for teachers to promote the appropriate use of curriculum materials.
- ✓ Plan and arrange for the delivery of skills workshops for teachers and members of the Congregation (such as active listening, conflict resolution, standards of behaviour etc.)
- ✓ Assist with organizing the annual Church and Sunday School Picnic.

- ✓ Oversee the organization of the Resource Centre.
- ✓ Oversee the administration and purchase of copyright licenses and the use of copyrighted materials (music and video.).
- ✓ Be responsible for all aspects of the Congregation's worship.
- ✓ Oversee the Ministry Teams responsible for providing greeters, ushers, scripture readers, communion servers, Baptism volunteers, and other participants in the Worship of the Church.
- ✓ Approve major changes in the Worship service from time to time, in consultation with the Minister of Word and Sacrament and the Minister of Music.
- ✓ Be responsible for all music, choirs, musicians and musical instruments.
- ✓ Decide policies for the use of Church instruments, such as the organ and the pianos in consultation with the Minister of Music.
- ✓ Ensure the provision of adequate nursery accommodation and care for pre-Sunday School children.
- ✓ Oversee the policies regarding marriages within the Church.
- ✓ Arrange, as necessary, pulpit supply and guest speakers
- ✓ Be responsible for the use of the sanctuary.
- ✓ Work with the Ministers to arrange inter-generational and family services, as well as other special events such as White Gift Sunday, Anniversary Sunday, and annual covenanting with teachers and leaders of the Sunday School, members of Council, and members of the UCW.
- ✓ Arrange for decoration of the Sanctuary for communion, baptism, and various holiday services such as Christmas Eve, Easter and Thanksgiving.
- ✓ Undertake public relations activities. Make available to the larger community information about programmes and events at the Church through the use of newsletters, the website, posters, advertisements, newspaper articles and photos, media interviews, etc.
- ✓ Recruit, train and empower teams of volunteers to provide appropriate technical support (audio and visual) for Services, programmes and events at the Church.
- ✓ Provide appropriate media Ministry through cable broadcasts, blogs and videotape resources.
- ✓ Oversee the audio/visual equipment and resources of the Church.

**(b) Administration Committee**

The **Administration Committee** is generally responsible for property, finance, budget, stewardship, ministry and personnel and the Trustees. The Administration Committee is responsible for ensuring that *The Manual* requirements for these functions are met.

The Minister of Word and Sacrament shall be a member, mentor and support for the Administration Committee.

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In the absence of the President of Council at a duly constituted Council Meeting, the coordinator of the Administration Committee shall assume the duties of the President as chair for that Council Meeting.

**Administration Committee Functions and Responsibilities:**

- ✓ Administer all Funds of Kincardine United Church.
- ✓ Review in Committee meetings the interim financial statements prepared by the Treasurer and approve them for presentation to the Council.
- ✓ Draft and recommend to the Council financial policy in such areas as
  - a) Signing Officers for cheques and bank loans;
  - b) The policies regarding the investment of surplus funds;
  - c) Ensure that funds raised for special projects which are not part of the approved budget of Kincardine United Church (such as the Food Grains Bank) are accounted for and revenues and disbursements are recorded appropriately and reported in the Annual Report.
- ✓ Take necessary action with regard to the provision of money to cover deficits in the general account and finance projects which have received the approval of Council.
- ✓ Administer the activities of the Church Treasurer.
- ✓ Supervise and assist, with the help of the Church Treasurer, the Envelope Steward in the recording of Church giving and the issuing of official receipts.
- ✓ Arrange for annual review/audit of finances and prepare the financial statements for the Annual Meeting of the Congregation.
- ✓ Produce and distribute regular quarterly financial statements.
- ✓ Arrange for the counting of Sunday and special occasion collections.
- ✓ Receive and review budgets from the Committees of the Church.
- ✓ Prepare the financial budget for the Annual Meeting of the Congregation.
- ✓ Oversee all financial aspects of any Stewardship campaign undertaken by Council.
- ✓ Maintain and keep in good repair the Church building and its equipment such as lighting, plumbing, heating, cleaning windows, painting, repairs to furniture and equipment, etc...
- ✓ Maintain and keep in good repair the property surrounding the Church, including snow clearance, grass and plant care, the Church sign, lighting, etc.,
- ✓ Assess requests with respect to the property from other Committees and/or Council.
- ✓ Meet the accessibility requirements mandated by various levels of government and the United Church of Canada.
- ✓ Supervise and assist trades people as necessary.
- ✓ Assist other Committees and Ministry Teams with the most appropriate physical set-up for both regular and special occasions.

- ✓ Supervise the work of the Custodian and act as a support and resource to her/him.
- ✓ Receive budget requests and suggestions from the Ministry and Personnel Committee and the Trustees of Kincardine United Church.
- ✓ Recommend nominations for the Ministry and Personnel Committee and the Trustees to Council.
- ✓ Approve and authorize agreements governing the use of Church facilities with groups which are not part of the programmes of the church

**(c) Membership and Mission Committee**

The **Membership and Mission Committee** is generally responsible for mission, outreach, membership, pastoral care, UCW, youth, and congregational life and fellowship.

The Minister of Christian Education and Pastoral Care shall be a member, mentor and support for the Membership and Mission Committee.

**Membership and Mission Committee Functions and Responsibilities**

- ✓ Stimulate and encourage the development of activities such as teas, picnics, dinners, social groups etc. which will encourage the Congregation to get to know one another and to share their concerns.
- ✓ Promote and honour within the Church the development and activities of Ministry Teams (such as youth groups, fellowship clubs, men's clubs, couples groups, seniors groups, etc.) with a special focus on nurturing their capacity for mutual support and enjoyment and promoting the well being of Kincardine United Church.
- ✓ Honour the work and ministry of the United Church Women.
- ✓ Honour the work and ministry of children and youth within the Congregation.
- ✓ Recommend activities in all areas of Church life that will encourage a welcoming attitude and helpful reception of new members, adherents, visitors and families within our community of faith.
- ✓ Develop a flourishing lay visitation program by selecting, training, nurturing and honouring volunteers willing to visit members and adherents in their homes, hospitals, nursing homes, etc. and by developing appropriate communication of needs and concerns to ministry staff.
- ✓ Promote the possibility of professional ministry and assist Ministry and Personnel in identifying those who might be called to ministry from among the members of the Congregation.
- ✓ Be responsible for planning and celebrating Professions of Faith and Transfers of Membership

- ✓ Maintain the Church Membership Roll and the Church Photo Directory and provide membership statistics as required,
- ✓ Educate and communicate with the Congregation about the local, national and international activities of the Mission and Service Fund and promote increased Congregational support for M&S and other mission and outreach projects such as the Food Grains Bank etc.
- ✓ Encourage study and provide resources, seminars and other activities to increase awareness and support for local community outreach efforts, justice issues and ecumenical projects.
- ✓ Take responsibility for the training of new Church members.
- ✓ Meet with families of children who are candidates for infant baptism to determine if they qualify for baptism.
- ✓ Recruit, train and oversee a Ministry Team to conduct any Stewardship and visitation campaign undertaken by Council and ensure any such campaign is conducted in the context of pastoral care of the Congregation. Work with the Administration Committee to implement its financial strategies.
- ✓ Oversee a process to equip Ministry Mentors to help identify congregants' gifts and talents and be a resource to the Church for the purpose of calling people to specific tasks.

## **6. MINISTRY AND PERSONNEL COMMITTEE**

The **Ministry and Personnel Committee** shall, within the guidelines of *The Manual*, act as a resource and support for the staff and Congregation with respect to any issues dealing with the ministry and personnel of the Church.

### **Ministry and Personnel Committee Functions and Responsibilities:**

- ✓ Be available to the staff and any member(s) or group(s) within the Congregation to hear concerns and resolve conflicts that may arise.
- ✓ Maintain a current knowledge of the personnel policies and the conflict resolution policies and procedures within the United Church of Canada and be prepared to utilize these resources in dealing with issues that arise.
- ✓ Advise Council of any issues which potentially or actually require Council to function as a Court of the Church and work with Council to follow appropriate procedures.
- ✓ Be available to the Pastoral Relations Committee of Presbytery to hear any concerns they may have.
- ✓ Be a resource and support for each staff member and for the staff as a whole.
- ✓ Assign one member to each staff person to be their primary contact person.
- ✓ Organize meetings with staff to review their well-being and hear any concerns they may have.

- ✓ Carry out an annual performance evaluation of the ministerial staff, making use of the most recent Joint Needs Assessment document and the job descriptions in place, to be shared in confidence with the specific staff member involved.
- ✓ Carry out an annual performance evaluation of the non-ministerial staff based on the job descriptions in place to be shared in confidence with the specific staff member involved.
- ✓ All job description updates shall be brought to M&P for review; M&P, having regard for the Joint Needs Assessment document in place and, having consulted with the relevant Committees, shall be responsible for recommending any job description revisions to Council for approval.
- ✓ Meet annually with each staff member to discuss salaries, benefits, working conditions and relationships with a view to proposing salary and benefit changes to the Administration Committee for budget purposes.
- ✓ Report to Council quarterly in September, November, February and May.

7. **THE KINCARDINE UNITED CHURCH TRUSTEES**

**The Kincardine United Church Trustees** shall fulfill the functions of the Board of Trustees and hold all properties in trust, as defined by The Manual and meet the legal obligations of Trustees in Ontario.

Trustees shall be five (5) members of Kincardine United Church, elected annually for a five (5) year term of office, such that at least one member is elected each of the five years, to ensure continuity. The term of office may be renewed for one (1) additional term of five (5) years for a maximum of ten (10) continuous years. Members must be out of responsibility for at least one year before assuming the office of Trustee again. Council shall appoint Trustees when vacancies occur until the next Annual Meeting.

**Trustee Functions and Responsibilities**

- ✓ Be responsible for the assets of the Congregation.
- ✓ Be responsible for the purchase and sale of furnishings for the Church.
- ✓ With the concurrence of Bruce Presbytery, oversee the sale, rental or purchase of land as instructed by the Congregation.
- ✓ Review the condition of the property on an annual basis to ensure that all Church properties are properly maintained at an appropriate level on behalf of the Church and report its findings to the Administration Committee.
- ✓ Review the condition of all properties held in trust.
- ✓ Purchase, administer and make necessary changes to the Insurance Policies on all Church property, ensuring that all liability issues are taken into account.

- ✓ Receive and manage bequests and special gifts given to Kincardine United Church.
- ✓ Follow the Memorial Donations Policy set by Council.
- ✓ Invest bequests and gifts on behalf of the Church to ensure secure investments and reasonable returns.
- ✓ Expend such funds and the interest earned on them at the discretion of Council and in accordance with the conditions of the bequests or special gifts.
- ✓ Ensure that appropriate thanks and recognition are given to donors.
- ✓ Review investments annually and report on investments to the Congregation in the Annual Report.
- ✓ Sign any contracts entered into by the Congregation.

## 8. **PRESBYTERY REPRESENTATIVES**

Kincardine United Church appoints lay persons as representatives to Bruce Presbytery, according to *The Manual*. All Ordered Ministers are also members of Presbytery. The Presbytery sits as the Second level Court of the Church. Presbytery is responsible for the oversight of church property, personnel matters, and church oversight. Lay Presbytery Representatives are appointed by the Congregation at an Annual Congregational Meeting; if more persons are nominated than positions available, an election of representatives will take place at the Annual Meeting. Council may appoint Lay Presbytery Representatives when vacancies occur between Annual Meetings.

### **Functions and Responsibilities of Presbytery Representatives**

- ✓ Attend the regular meetings of Bruce Presbytery and share in its life and work.
- ✓ Report to Council and the Congregation on the relevant decisions and activities of Presbytery.
- ✓ Ensure that the Council and Congregation are cognizant of relevant processes, regulations, programmes and concerns of the Church Courts with respect to Needs Assessments, Search Committees, Oversight Visits, processes to enter professional Ministry, risk assessments, and other matters that affect the life and ministry of the Congregation.
- ✓ Represent Kincardine United Church in making presentations to and/or requests of Presbytery.
- ✓ Be prepared to serve as a lay Presbytery member on Presbytery committees or task groups.
- ✓ Be prepared to serve as a Presbytery representative on Needs Assessments, Search Committees, Oversight Visits, etc. to other churches within the Presbytery.
- ✓ Be prepared to serve as a Conference Delegate if appointed by Presbytery.

## **9. MINISTRY TEAMS**

Ministry Teams are groups formed to undertake specific tasks. Ministry Teams may consist of one or more members or adherents. Ministry Teams may be self-generating or may be recruited by Council or a Standing Committee to meet a perceived need. Some Ministry Teams may meet regularly while others will function on an “as needed” basis. These groups are designed for those in the congregation who are called as “doers” rather than policy makers or administrators. Participation on Ministry Teams is unlimited and based on personal interest. When Ministry Teams discern that their mission is fulfilled or that there is no ongoing need for their activities, they may disband.

Ministry Teams may form or disband without any formal application to Council or Committees; however, when a Ministry Team forms or disbands, Council shall be informed so that their oversight function is fulfilled. Council shall inform the relevant Standing Committee when a new Ministry Team is formed. Ministry Teams shall be empowered to act under the umbrella of the relevant Standing Committee, which shall represent their interests, concerns and activities in discussions, policy decisions and actions of the Council. In particular, requests for all budgetary requirements and accounts of spending shall be through the relevant Standing Committee. The relevant Standing Committee shall be responsible for communicating decisions and actions of Council to the Ministry Teams they empower.

Because the Ministry Teams are expected to form and disband from time to time, the following list of possible Ministry Teams and the relevant Standing Committees to which they may relate are intended **as examples only**. Some Ministry Teams cited are well established and functioning; others are possible new Ministry Teams that might form to meet perceived needs in future.

### **Programme Committee:**

#### Existing Ministry Teams:

- Sunday School Teachers
- Choir
- Junior Choir
- KUCIE
- Sacred Dancers
- Special Flowers
- Nursery Helpers
- Houses/House Leaders
- Confirmation Class
- Book Studies
- Sacrament Guild
- Audio-Visual
- Newsletter

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- Webmaster
- Resource Centre

Possible Future Ministry Teams:

- Decorating Club
- Prayer Group

**Administration Committee:**

Existing Ministry Teams:

- Finance/Budget and Treasurer
- Offering Counters

Possible Future Ministry Teams:

- Fix-it Team/ Handy Helpers
- Garden Club
- Snow Maintenance Crew
- Accessibility Team
- Archives Team

**Membership and Mission Committee:**

Existing Ministry Teams:

- Visitation Team
- Bee for Bears
- Catering Club
- Youth Group
- United Church Women (General and 4 Groups)
- Food Grains Bank Project
- Quilters
- Fish Dinner Group
- Pancake Supper Group
- Church and Sunday School Picnic
- Easter Egg Hunt and Party

Possible Future Ministry Teams:

- Dinner Club
- Couples Club
- Santa Claus Parade Group
- Carol Singers

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**10: CHANGING AND ADAPTING TO FUTURE NEEDS**

In determining the governance structures of the Church, the Congregation is mindful of the requirement to be adaptable as needs and resources of the Church change over time. Council may make minor changes in structure between Congregational meetings to meet particular circumstances which might arise but must seek the approval of the Congregation at the next Congregational meeting. The approval of the Congregation is required before any major change in governance structures or any alteration to the Mission Statement is implemented.