

Activity and Communication Governance Flow Chart

Huron Shores United Church OCTOBER/2023

THE PASTORAL CHARGE: Responsibilities & Duties:

CONGREGATION

The congregation is responsible for:

- (i) agreeing on a governance model for the congregation;
- (ii) electing a chair and secretary of the annual meeting;
- (iii) electing a governing body;
- (iv) electing a chair of the governing body;
- (v) electing the members of the committees;
- (vi) appointing the trustees for the congregation;
- (vii) approving a budget for the congregation;
- (viii) calling or requesting settlement of a member of the order of ministry;
- (ix) requesting the ending of a pastoral relationship; and
- (x) electing representatives of the congregation to the Region (the representatives must be full members).

Annual Congregational Meeting (ACM)

The congregation or pastoral charge must meet annually. This meeting must be held as early as possible in the calendar year. The congregation or pastoral charge may also decide to meet more often than annually. At the annual meeting, the congregation or pastoral charge is responsible for:

- (i) electing a chair and a secretary of the annual meeting;
- (ii) receiving the annual reports from the governing body, committees, and other groups in the congregation or pastoral charge;
- (iii) electing the governing body and Region representatives; and
- (iv) considering and making a decision on the draft annual budget.

A meeting of the congregation or pastoral charge may take place only if a minimum number of full members is present: for congregations or pastoral charges with 100 or more full members, at least 20 full members must be present.

THE GOVERNING BODY (Church Council/Official Board)

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 settled in or appointed to the pastoral charge;
- (ii) a designated lay minister who has been recognized by the appropriate court and appointed to the pastoral charge;
- (iii) the pastoral charge supervisor; or
- (iv) another person appointed by the Region to attend the meeting.

OFFICERS of the CHURCH COUNCIL EXECUTIVE

The Council Executive is charged with the coordination and ensuring the implantation of the work of the Church, including responsibility for coordinating the input, development and monitoring of a successful and meaningful annual work plan. It is responsible for planning and implementing information sessions, as required, for standing teams to share ideas and information in the development of their own work plans. The Executive should work with the standing teams to ensure no conflicts (current or potential) exist with all of the annual work plans, and monitor the implementation of the plans via regular communication with the standing teams.

Working Groups with Activity Accountability & Reporting responsibility to the Minister & Church Council include:

- (i) Accessibility: Provide insight into maintaining a barrier free Worship and Community space.
- (ii) *Community Wellness Coordinator: Research, develop and deliver activities and programs to support social inclusion including social marketing and stakeholder engagement.
- (iii) Congregational Visitors:

(iv) *Office Administrator: Provide administrative support to Minister and Council and Community of Faith including communications, office administration, and facility usage.

(v) Technology: Provide audio for speakers and musicians, recording, streaming, Zoom and lighting. As well to provide any visual or audio worship enhancements eg. Slides, video clips etc.

* Contract Accountability for these positions is with M&P

The NOMINATING COMMITTEE (The Council Executive) works with the various standing teams to determine vacancies and confers with the Council and the minister regarding potential congregational members to approach to fill these vacancies.

The duties and objectives of this committee are, but not limited to,

(i) facilitating communication with the various standing teams to determine vacancies within each team;

(ii) to develop volunteer criteria for each team based on the needs and objectives of the team;

(iii) work with the Church Council and the staff and the Team chairs to identify congregational members to fill team vacancies; and

(iv) provide recommendations to the appropriate team to fill the various volunteer positions within the team.

The committee approaches suitable candidates to fill the positions, and presents a roster of team members to the congregation at the Annual Meeting.

The members of the Nominating Committee are accountable to the Church Council. Minutes are recorded at each meeting and become part of the official record of the church.

CHAIR: The pastoral charge is responsible for electing a chair of the governing body. The Chair must be a full member of the congregation, unless a specific request is made to the Region. The chair is responsible for

(i) preparing the agenda for each meeting with input from the standing teams, Council members and

(ii) presiding and keeping order at meetings of the governing body;

(iii) taking votes and announcing the results;

(iv) voting only if there is a tie; and

(v) holding office until the next annual meeting or for another term set by the pastoral charge.

CHAIR-ELECT: The Chair-elect is primarily responsible for assisting the Chairperson as necessary. The Chair-elect may act as a substitute for the Chairperson at official Council meetings and Annual Congregational meetings if required, and in this case, assume all duties of the Chairperson.

The Chair-elect shall be a full member of the congregation, and shall hold that office until the end of the presiding Council Chair.

SECRETARY: The governing body is responsible for electing a secretary. This person must be a member of the governing body. 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, registers, records, and all other documents of the governing body are kept safe; and

(iv) sending the minutes, and other records to the Region annually for review.

TEAMS OF THE PASTORAL CHARGE

****THE MINISTER IS AN EX-OFFICIO MEMBER OF ALL TEAMS, EXCEPT MINISTRY & PERSONNEL.***

HSUC Council Membership includes:

Chair, Chair Elect, Secretary, Minister, Chairs of Christian Development, Fellowship and Outreach, Finance, Grand Bend Place, Ministry and Personnel, Music and Worship, Property, Stewardship and Finance, Trustees and Western Ontario Waterways representative.

All members of the Council are full members of the congregation, or adherents who have, by the Council's vote, been given permission to serve on Council, and are voted in at the Annual Congregational Meeting. The recommended term of office for members of various teams is three (3) years, with one consecutive term permitted. It is recommended that a minimum of 25% of the membership shall be rotated off each year.

A member of the Church Council may resign the office, either on personal motion or when requested to do so by the Pastoral Charge. If any member of the Council/Teams has been absent from its meetings for a year without adequate cause, the Council, after having given notice to such person, may make a decision that such person has ceased to be a member of the Council or that specific team.

MINISTRY AND PERSONNEL.

All congregations or pastoral charges must have a Ministry and Personnel Team that provides a confidential setting for the support, consultation and assessment of all persons employed by the Pastoral Charge. The team also provides a means of dialogue between members of the congregation and the staff. The team is responsible for:

- (i) being available for consultation and support for matters involving the pastoral charge staff;
- (ii) overseeing the relationship of the pastoral charge staff to each other and to people in the congregation;
- (iii) regularly reviewing the working conditions, responsibilities, and compensation (salaries, allowances, benefits, honoraria) of all pastoral charge staff;

- (iv) making any recommendations needed as a result of these reviews to the governing body;
- (v) revising position descriptions, areas of responsibility and lines of authority and accountability of pastoral charge staff as needed;
- (vi) conducting annual performance reviews of the pastoral charge staff;
- (vii) ensuring pastoral charge staff make use of the opportunities for continuing education that they have been given, or as needed; and
- (viii) maintaining close contact with the Region's Pastoral Relations Committee.

The Ministry and Personnel Committee should report to the Church Council the results of

- any specific work requested by the Council,
- the goals and objectives of the staff as they relate to the Mission Statement and the goals and objectives of the church,
- the vacation schedule of the staff,
- the wider church commitments of the minister,
- the annual review process,
- any changes to the staff positions or descriptions,
- matters arising from the annual reviews,
- remuneration of salary, housing and benefits,
- terms of employment of all staff members – including working conditions, and
- any areas of concern relating to the job performances of any member of the staff.

The Ministry & Personnel Team meets a minimum of four (4) times per year, and due to the confidential nature of this committee's work, minutes are to be minimal and confidential, and not distributed to any other team. Quarterly reports are provided to the Council Executive.

According to the United Church of Canada manual and the Handbook for the Ministry & Personnel Committee, this team cannot make decisions directly. As the

committee reports to the Church Council, the Council is then accountable for all Ministry & Personnel decisions. Given the confidential nature of much of the discussion within the Ministry & Personnel Team, the Council recognizes this need for confidentiality, as well as the need to empower the Team to make relatively quick decisions when needed, without prior Council approval. Therefore, the Council should establish and monitor some pre-approved guidelines within which the Committee can operate, acknowledging that the basis of these guidelines should be that the Council, the Ministry & Personnel Team and the staff trust each other to do what is in the best interest of the staff and the congregation. Subject to providing periodic summary reports and identifying to the Council any adverse impacts which may arise, the Ministry & Personnel Team can approve vacation times for all staff following confirmation that other staff and impacted committees have been consulted, and approve time off on compassionate grounds and sick-leave. This team may approve arrangements for alternate office supply if the Office Administrator is away. This team is also responsible for pulpit supply when the minister is away.

The Ministry & Personnel Team should make every attempt to facilitate a resolution of identified concerns by arranging fact-finding discussions with staff and/or congregation members who raise concerns, invoke short-term corrective measures as may be necessary with a report to the Church Council, resolve day-to-day operational issues raised by the congregation members or the staff, provide proper feedback to the staff on the extent to which goals, duties and other expectations of the congregation are being executed, provide confidential on-going performance feedback to the staff on an annual basis, or as directed and needed.

The Ministry & Personnel Team can make recommendations to the Church Council, but cannot make independent changes, regarding:

- the provisions of the job descriptions or contracts,
- committing the staff resources outside of their job descriptions, or
- establishing new goals for the staff.

- Contract accountability is under the oversight of the Ministry & Personnel Team.

BOARD OF TRUSTEES:

The Trustees meet as required to fulfill their duties. The Board of Trustees shall consist of not less than three (3) and not more than six (6) members to be elected by the Congregation, a majority of whom shall be full members of the United Church of Canada and one member shall be appointed to serve as an ex-officio member of the Council. The members should be active within the life and work of the congregation.

The Board of Trustees shall:

- (i) hold title to all property, whether real or personal, that is held in trust or acquired for the use of the Congregation;
- (ii) approve the criteria for the administration of trust funds that have been given or established for the use of the Congregation; and
- (iii) approve any sale, major renovation or extension to Church property in consultation with the Congregation, and the Region.

Working Groups with Activity Accountability & Reporting responsibility to the Board of Trustees include:

- (i) Grand Bend Cemetery Board: Maintain and provide fiscal management for Grand Bend Cemetery.

CHRISTIAN EDUCATION:

The mandate of the Christian Education Team is to assess the educational needs of the entire congregation and to provide a planned, comprehensive and sequential program of lifelong learning for all members of the Church family.

The Team is responsible for:

- (i) providing orientation sessions, workshops and other training opportunities for volunteer workers;
- (ii) overseeing all aspects of the operation of any Sunday School and youth programs including the recruitment and training of teachers. The team shall assess and select curriculum and study materials, in consultation with the minister and Christian Education coordinator;
- (iii) identifying and recommending specialized education materials for youth programs (confirmation classes, youth group activities, etc)
- (iv) providing a nursery facility/program for children birth to three years, if needed.
- (v) developing a financial policy for the support of a Christian Education Program and submitting an annual budget of expected expenses/revenues to the Church Treasurer and/or Stewardship Team.
- (vi) providing the Congregation with an opportunity for Bible study and the study of the organization and beliefs of the United Church of Canada, and additional areas of interest, such as meditation & Circle of Friends, and
- (vii) represent the congregation in baptism and confirmation ceremonies.
- (viii) Additional specific programming may include: facilitating Church Summer Day Camp, a congregational picnic/service, facilitate Death Café, maintain the Church Library.

STEWARDSHIP & FINANCE:

Regarding Finance, the Team oversees and ensures sound management of the financial affairs of the church; ensures that all treasurer functions are carried out effectively; advises Council on financial plans and results and on matters of financial stability and sustainability; and provides leadership on financial issues.

The Team shall:

- (i) provide appropriate accounting, control and reporting of all income and disbursement of Church funds;
- (ii) communicate to the Congregation the need for funding and the program of expenditure;
- (iii) promote giving and raising of funds for the Mission and Service Fund;

- (iv) present to the Council statements representing the current financial position and to provide periodic updates to the annual operating budget;
- (v) prepare an annual budget of income and expenditure to be presented to Council prior to the Annual Congregational meeting. The budget will not be a deficit budget;
- (vi) work to raise the necessary funds to cover the budgeted expenditures;
- (vii) make payments in accordance with approved budgets where the Board has authorized such payments;
- (viii) supervise the work of the Treasurer; and
- (ix) liaison with the bookkeeper on a regular basis to ensure financial records are completed as required.
- (x) authorize an Engagement Review Report (audit) of the financial statements annually.

The Treasurer shall be an ex-officio member the Finance Team.

Regarding Stewardship, this portion of the team shall promote and cultivate a sense of Christian Stewardship among all members in the Congregation based on the understanding that the whole of life is a trust from God and that all members must account to God for the use of time, talents and resources.

The team shall

- (i) implement a strong ongoing Stewardship Education Program to involve the entire Congregation;
- (ii) be responsible for the overall stewardship level of the Congregation so that its full financial potential may be realized; and
- (iii) annually review the total financial objective of the pastoral charge at the local, regional and national level
- (iv) educate the congregation on the mission of the United Church, both locally and in the wider church;
- (v) educate the congregation or pastoral charge on the funds needed for this mission and how they will be used;

- (vi) encourage commitment and participation from the pastoral charge in this mission; and
- (vii) review regularly the balance of funds given for local purposes and funds given for the Mission

Working Groups with Activity Accountability & Reporting responsibility to Stewardship and Finance include:

Mission and Service: To provide encouragement and arranges congregational participation in local and global projects, including providing regular Mission & Service information and opportunities to the congregation.

CONGREGATIONAL FELLOWSHIP and OUTREACH TEAM

The team offers programs to encourage socialization of both church and community members. The team encourages and arranges congregational participation in local and global projects, including providing regular Mission & Service information and opportunities to the congregation.

The team also strives to i) strengthen the church to become healthy and effective, ii) provide opportunities to build authentic relationships connecting faith to everyday lives, iii) spread the good news of Christ in word and action, and iv) create an environment where new people feel welcome, where members and adherents feel that they belong and are valued – where all work together, worship together, care about one another, socialize together, and show their love through fellowship, kindness and reconciliation.

The Team is responsible for:

- (i) keeping the church records accurate and membership lists up-to-date;
- (ii) providing name tags, pew envelopes;
- (iii) providing social events; and
- (iv) creating an environment where all feel welcome and acknowledged.
- (v) working with the Community Wellness Coordinator on congregational and community events, as needed.

Some specific Fellowship tasks undertaken by this Team include: potluck meals, Cards of Care, Caring Casseroles, Receptions of new members, Telephone Tree

Working Groups with Activity Accountability & Reporting responsibility to the Fellowship and Outreach Team include:

- (i) Free Store: To coordinate an open house at least twice annually where clothing, toys, baby furniture, kitchen wares etc. are collected and redistributed to the community.
- (ii) Help the Hungry: To establish and provide a program to support food insecurity in our community.
- (iii) Membership: To facilitate accurate church membership lists, phone trees and name tags.
- (iv) Parking Project: To provide recommendation for Local outreach Funds accrued from Parking lot collection.
- (V) Prayer Shawls: To provide a regular opportunity for knitters to gather and develop shawls etc that are blessed and then distributed as needed to members in our extended community experiencing trauma, health concerns and grief.
- (vi) Right Relations: To provide education and understanding around Truth Reconciliation and UCC justice initiatives.

PROPERTY TEAM

The property team is responsible for the care, maintenance, and security of the church facilities, including the grounds, building, furniture, and equipment.

To this end, three teams are now formed, under the umbrella of

The Property team is responsible for

- (i) keeping all of the Church property in good condition for congregational and community use and attend to the general upkeep and maintenance of the Church to ensure the good condition;
- (ii) making decisions regarding minor repairs and maintenance of church property (larger repairs must be presented to church council for approval);
- (iii) overseeing the work of the custodian;

- (iv) supervising the community use of Church property as approved by the Council;
- (v) coordinating the scheduling of rentals and the use of Church Property in conjunction with the Office Administrator
- (vi) ensuring that an adequate insurance policy is in place and establishing a yearly budget for all maintenance, repair and new installations, in consultation with the Finance Team; and
- (vii) recommending the terms of and oversee all service and maintenance contracts.

The Chair of the Property Team shall act as the property supervisor

Working Groups with Activity Accountability & Reporting responsibility to the Property Team include:

- (i) Embellishment: To provide seasonal decorations both inside and out
- (ii) Green Team: To maintain exterior lawn and gardens
- (iii) Kitchen: To ensure health and safety standards are maintained and supplies available in kitchen.
- (iv) Repairs and Maintenance: To facilitate repairs and maintenance of the building exterior and interior as needed.
- (v) Security: To oversee the security system and ensure we are taking measures to ensure our building is safe.

WORSHIP & MUSIC TEAM

The Worship & Music Team is responsible for all worship services. The team works closely with the minister to ensure the provision of meaningful and spiritually enhancing worship for all who attend and/or participate in the services.

The duties and objectives are, but not limited to, the:

- (i) evaluation of the worship services; developing and implementing changes in content/procedure as necessary;
- (ii) planning and organization of the provision of regular Sacrament services (Communion and Baptismal) which includes coordination of Communion servers;

- (iii) preparation of the Communion table and Baptismal font, changing the liturgical drapes to coincide with the Church year or activity and overseeing the additional decoration of the Sanctuary, Prayer Tree, & outdoor urns (i.e. Thanksgiving, Easter, Christmas) through the Embellishment Working Group
- (vi) discussion with the Director of Music with a view to ensure the congregation's music program is fulfilled;
- (v) development of a roster and schedule of people for greeting and operating the lift for regular worship services. The committee will provide the list of lift operators to the office administrator for other services held in the Sanctuary such as funerals;
- (vi) provide support for the minister/guest worship leaders, ie: individuals to lead the welcome at the worship services, and to read the scriptures,
- (vii) setting up of the Green Cathedral, and the
- (viii) submission an annual budget to the Stewardship and Finance Team and/or Treasurer.

Note: The Music Director is an ex officio on the Worship & Music Team