

# **GRACE UNITED CHURCH**

**Sarnia, Ontario**

## **CONSTITUTION**

**Approved by Lambton Presbytery  
March 7, 2012**

**Revised at Congregational Annual Meeting  
Feb. 11, 2018**

**Revised at Congregational Annual Meeting  
Nov. 25, 2018**

# **GRACE UNITED CHURCH**

## **STATEMENT OF PURPOSE**

**IN RESPONSE TO GOD'S CALL  
AND IN ACCORDANCE WITH GOD'S PLAN  
THE PURPOSE OF GRACE UNITED CHURCH  
IS TO BE A COMMUNITY OF FAITH AND LOVE  
CELEBRATING GOD'S PRESENCE AND FORGIVENESS,  
UNITED IN GOD'S SPIRITUAL GIFTS  
TO DRAW ALL PEOPLE TO GOD,  
THROUGH JESUS CHRIST, OUR LORD.**

## **VISION**

**GOD'S GRACE SHINES IN OUR CELEBRATING PEOPLE.  
WE GROW IN FAITH TOGETHER AND SHARE OUR LOVE OF JESUS CHRIST.  
WE WELCOME CHALLENGES, CONFIDENT THAT GOD WILL GUIDE US.**

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## CONSTITUTION AND AMENDMENTS

1. This Constitution shall be the constitution and administrative structure of the Grace United Church Pastoral Charge, (Sarnia), Lambton Presbytery from and after the date, year of approval by Lambton Presbytery.
2. Any new form of organization shall be approved by the congregation at a meeting duly called for that specific purpose. The new structural form shall then be forwarded to the Presbytery to be approved.
3. This constitution may be amended by a motion carried by a two thirds majority of voting members present at a regular convened annual or special meeting of the congregation and subject to the consent of Presbytery. A notice of motion must accompany the notice of Congregational Meeting at which changes are to be considered.
4. Amendments requested by Presbytery or to provide consistency with or additional detail from the Manual may be implemented by Council with notice to Presbytery and to the congregation.
5. All committees and administrative structures shall adhere to and be governed by the Manual of The United Church of Canada.
6. The appendices are provided for information and do not form part of the Constitution. Changes to the appendices may be made with the approval of the church Council.

## CHURCH COUNCIL

<b>PURPOSE</b>	To be the court of the church appointed by the congregation. In this capacity it will provide leadership in the care and oversight of the life of the congregation.
<b>REPORTING RELATIONSHIP</b>	Reports directly to the congregation and is accountable to Presbytery.
<b>DUTIES</b>	<ol style="list-style-type: none"><li>1. Act on behalf of the congregation between meetings of the congregation. Bring those matters designated in the Manual to the congregation for their decision.</li><li>2. Provide direction to, and request action by, the Standing Committees. Monitor that the committees are in place and working according to their approved terms of reference and responding to Council direction.</li><li>3. Define policies in accordance with the Manual of The United Church of Canada, consulting with the congregation as needed.</li><li>4. Receive and judge petitions, appeals etc. from members and transmit same to Presbytery and/or other bodies in the church or community.</li><li>5. Inform the congregation of the life and work of the church.</li><li>6. Organize and advertise the Annual Congregational Meeting according to the United Church Manual directives and the practices of Grace United Church.</li><li>7. Recommend an annual budget to the congregation.</li><li>8. Council may establish an Ad Hoc Committee to address any issue that is outside the terms of reference of any Standing Committee. Ad Hoc Committees should have terms of reference including duration of existence and report to Council regularly.</li><li>9. Ensure that the activities of the Standing Committees are consistent with the vision and long term action plan for Grace United Church.</li><li>10. Recommend to Presbytery suitable lay members to be Licensed Lay Worship Leaders, Candidates for Ministry, recognized as Designated Lay Ministers, or recognized as Congregational Designated Ministers.</li><li>11. The Council must authorize any borrowing of funds.</li><li>12. At the request of one (or more) Standing Committees the Church Council is to make decisions on behalf of the congregation on matters that are beyond the responsibility of any one Standing Committee.</li><li>13. Receive a report from any member of the congregation who indicates an interest in addressing the church Council, and who provides notification to the Secretary or Chair of the church Council in advance of the meeting.</li><li>14. Submit a copy of the Annual Congregational Report and the Annual Statistical report to Presbytery as detailed in the United Church Manual.</li></ol>

15. Provide leadership and support in the recruitment of volunteers.
16. Oversee the conduct of members with power to exercise discipline.
17. Receive reports from Presbytery, Conference and General Council and make them available to the congregation.
18. Receive and review Committee Annual Reports for submission to the congregation.
19. In the absence of the elected Chair, Vice Chair or Past Chair, the Council will elect a member of Council to be acting Chair.
20. The Council will submit a budget covering costs of its projected activities, to be part of the regular budget submitted for congregational approval. The Council budget will include any funds required for a financial auditor.
21. At the request of one (or more) Standing Committees, and in concert with the Finance Committee, the Church Council may authorize expenditures that are different from those described in the annual budget, provided that it does not result in the total budget being exceeded. The Council budget will provide for an external auditor, if required.

#### **MEMBERSHIP**

will consist of:

- Officers of Council: Chair, Vice Chair, Secretary, Past Chair and Treasurer.
- A representative approved by each Standing Committee.
- One member from UCW and one member from AOTS.
- All the Lay Representatives to Presbytery.
- Ex Officio: all settled and appointed Ministry Personnel.

#### **QUORUM**

A quorum of the Council shall be one-third of those entitled to vote, including at least one Ministry Personnel or Presbytery appointed representative.

#### **DECISION MAKING**

In voting, all members will have equal voting rights.  
The Chair will have the deciding vote on occasion of a tie vote.

#### **MEETINGS**

**Frequency:** Regular meetings will be held at least 8 times but normally 10 times per year.

**Notice of regular meetings** of the Council will be listed in the church bulletins at least one week in advance.

**Special meetings** may be called by the Chair or by one Ministry Personnel. Special meetings may also be called upon the written request of 5 members of the Council and must be held within 14 days of the presentation of the written request. Only the business named in the special notice shall be transacted.

**Attendance** Visitors may be made Corresponding Members by motion approved by Council. Visitors should be informed about the Grace United Church's Holy Manners (see appendices).

**Agendas** will be developed by the Chair and Secretary and distributed to members at the start of each meeting.

## COUNCIL CHAIR

<b>PURPOSE</b>	Coordinate the overall activities of the Church Council
<b>ACCOUNTABILITY</b>	To the congregation.
<b>DUTIES</b>	<ol style="list-style-type: none"><li>1. To manage the activities of the Council within the approved terms of reference.</li><li>2. To prepare meeting agendas.</li><li>3. To encourage the regular attendance of all committee representatives.</li><li>4. To oversee the preparation of an annual report on the activities of Council and its committees.</li><li>5. To chair all meetings or arrange for the Vice Chair or Past Chair to preside over the meeting of Council when unable to attend.</li><li>6. Assist the Vice Chair in preparation for progression to the position of Council Chair.</li><li>7. Chair, or delegate chairing, all congregational meetings held during his/her term of office.</li><li>8. Sign documents (legal documents, etc.) as an authorized officer of the church.</li></ol>
<b>DURATION OF OFFICE</b>	1 Year
<b>APPOINTMENT</b>	The Vice Chair is to be appointed to the Chair position.
<b>PROFILE</b>	<ul style="list-style-type: none"><li>• Member of Grace United Church</li><li>• Knowledge of the United Church organization, policies and procedures</li><li>• Willingness to undertake the commitment of time and responsibility</li></ul>

## COUNCIL VICE CHAIR

<b>PURPOSE</b>	To provide continuity of leadership and to ensure the duties of the Chair are carried out in the absence of the Chair.
<b>ACCOUNTABILITY</b>	To the Council.
<b>DUTIES</b>	<ol style="list-style-type: none"><li>1. To serve as a member of the Nominating Committee.</li><li>2. In the absence of the Chair, manage the activities of the Council within the approved terms of reference.</li><li>3. Be actively involved in the preparation of an annual church budget for congregation discussion/approval.</li><li>4. To prepare for progression to the Chair by assisting the Chair in special projects, overseeing the work of selected Ad-Hoc Committees, attendance at meetings of Standing Committees and selected Presbytery events.</li><li>5. To sign documents (legal documents, etc.) as an authorized officer of the church.</li><li>6. Annually review the adequacy of the Constitution.</li></ol>
<b>DURATION OF OFFICE</b>	1 Year
<b>APPOINTMENT</b>	The Vice Chair is to be elected by the congregation for one year with automatic progression to the Chair for one further year.
<b>PROFILE</b>	<ul style="list-style-type: none"><li>• Member of Grace United Church</li><li>• Knowledge of the United Church organization, policies and procedures</li><li>• Previous experience as a Committee of Council chair or representative is desirable</li><li>• Willingness to undertake the commitment of time and responsibility</li></ul>

## COUNCIL PAST CHAIR

<b>PURPOSE</b>	To provide continuity of leadership.
<b>ACCOUNTABILITY</b>	To the Council.
<b>DUTIES</b>	<ol style="list-style-type: none"><li>1. Serve as a member of the Nominating Committee.</li><li>2. In the absence of the Chair and Vice Chair, manage the activities of the Council within the approved terms of reference.</li><li>3. To provide advice to the Chair regarding procedure or protocol.</li></ol>
<b>DURATION OF OFFICE</b>	1 Year
<b>APPOINTMENT</b>	The Chair will be appointed as the Past Chair for one further year. If the Past Chair is unable to serve, the position will remain vacant.

## COUNCIL SECRETARY

<b>PURPOSE</b>	Document and communicate the proceedings of the Church Council and Council Executive.
<b>ACCOUNTABILITY</b>	To the Congregation.
<b>DUTIES</b>	<ol style="list-style-type: none"><li>1. Keep the records of proceedings, conduct correspondence and preserve all documents in accordance with the instructions in section 092 of the United Church Manual.</li><li>2. Distribute minutes according to policy. Distribute draft minutes within 14 days of the Church Council or Council Executive Meeting.</li><li>3. Notify members of date, time and place of meetings.</li><li>4. Make meeting arrangements including physical set-up and equipment.</li><li>5. Provide the Chair with assistance in preparing the agenda, advice on meeting procedure, reference materials and information retrieved from records.</li><li>6. Maintain records and files of Council proceedings.</li><li>7. Send a copy of the Annual Report to Lambton Presbytery as required.</li><li>8. Act as secretary, or delegate, recording proceedings of congregational meetings held during his/her term of office.</li><li>9. As outgoing secretary orient the new secretary to the duties and responsibilities.</li><li>10. Receive and file correspondence as appropriate.</li></ol>
<b>DURATION OF OFFICE</b>	1 Year. May be re-appointed to successive terms.
<b>APPOINTMENT</b>	Elected annually by the congregation.
<b>PROFILE</b>	<ul style="list-style-type: none"><li>• Member of Grace United Church</li><li>• Familiar with the Church organization</li><li>• Good writing, note taking, summarizing skills and basic computer skills</li><li>• Knowledge of meeting procedures</li></ul>

## TREASURER

<b>PURPOSE</b>	To provide the treasury function for Grace United Church.
<b>ACCOUNTABILITY</b>	To the Finance Committee.
<b>DUTIES</b>	<ol style="list-style-type: none"><li>1. To serve as an Officer of the Council.</li><li>2. To serve as a member of the Finance Committee.</li><li>3. To manage the treasury function as directed by the Finance Committee.</li></ol>
<b>DURATION OF OFFICE</b>	1 Year. The Treasurer may be re-appointed to successive terms.
<b>APPOINTMENT</b>	In the event of vacancy, the Finance Committee will conduct a search for a candidate for Treasurer. The Finance Committee will recommend the candidate for approval by Council.

## COUNCIL EXECUTIVE

<b>PURPOSE</b>	Provide executive leadership and direction to Council. It is also a forum for Executive members to discuss issues and concerns.
<b>REPORTING RELATIONSHIP</b>	Reports directly to the Council.
<b>DUTIES</b>	<ol style="list-style-type: none"><li>1. Act on behalf of Council when action may not be delayed until the next meeting. Actions taken shall be recorded at the meeting and reported at the next Council meeting.</li><li>2. Act on behalf of Council during summer recess. Actions taken shall be recorded at the meeting and reported at the next Council meeting.</li></ol>
<b>MEMBERSHIP</b>	<p>will consist of:</p> <ul style="list-style-type: none"><li>• Officers of Council: Chair, Vice Chair, Secretary, Past Chair and Treasurer</li><li>• Ex Officio: all settled and appointed Ministry Personnel</li></ul>
<b>QUORUM</b>	A quorum of the Executive shall consist of 3 of the Executive membership plus at least one Ministry Personnel, should Ministry Personnel not be available, then a Presbytery appointed representative.
<b>DECISION MAKING</b>	In voting on issues all members will have equal voting rights. The Chair will have the deciding vote on occasion of a tie vote.
<b>MEETINGS</b>	<p>Executive will meet on an “as required” basis as determined by the Chair.</p> <p>Meetings may be called by the Chair, by one Ministry Personnel, or upon request of 2 Executive members.</p> <p>Executive members may gather to discuss emerging issues when required.</p>

## ROLE AND EXPECTATIONS – STANDING COMMITTEES OF COUNCIL

**ROLE** To provide leadership in the selection, development and implementation of program(s) or events that enhance the life and work of Grace United Church and in evaluation of their effectiveness.

### EXPECTATIONS

1. Maintain all programs and events, including the activities of church clubs and fellowships, to be consistent with each committee's terms of reference and the vision and long term action plans of Grace United Church.
2. Demonstrate a spirit of cooperation and compromise for collective growth. View conflict as an opportunity to constructively evaluate and reinforce basic values and goals.
3. Support/reinforce policies and procedures approved by Council.
4. Encourage the formation of and provide support to small groups, special interest clubs and informal fellowship groups.
5. Seek continuously any opportunities for involving all interested congregational members with specific emphasis on newcomers.
6. Hire, support, and participate in the Annual Review process for lay employees in conjunction with the Ministry and Personnel Committee as noted in Employment Guidelines for Lay Employees, latest edition.
7. Guide, support and participate in the Annual Review process for Ministry Personnel in conjunction with the Ministry and Personnel Committee.
8. Develop and monitor policies and procedures for committee related activities.
9. Review annually the committee membership considering wider participation, new perspectives, regular rotation, a time to break from the area in which one is interested, and opportunities for new members. Recruit new members and seek a diverse membership where appropriate (e.g. gender, age, experience, gifts, interests etc).
10. Sponsor as needed Standing Sub-Committees, Ad Hoc Task Groups to accomplish the work of the committee maximizing opportunity for participation of all congregational members based on their personal interests and available time.
11. Appoint individuals for special responsibilities related to the committee terms of reference.
12. Submit annual budget requests to the Finance Committee and manage expenditures related to budget during the year.
13. Provide a report for inclusion in the Annual Report to the congregation. The report will include a description of the committee activities in the past year and a list of members who have indicated a desire to serve on the committee for the succeeding year.

14. Review annually committee performance and report future year(s) objectives/intentions.
15. Designate a representative from the committee to represent the committee at Council meetings. Representatives are encouraged to obtain a substitute from their committee membership when unable to attend Council.

**MEMBERSHIP**

Committee size will be dependent on its chosen method of management. It is expected that most committees will have between 5 and 9 members. Committee members must be members or adherents of Grace United Church, except where noted.

Terms of office may be different for each committee, subject to provisions of the Manual. Standing Committees have power to add to their membership at any time.

All settled and appointed Ministry Personnel are ex-officio members of all committees except the Ministry and Personnel Committee, Joint Needs Assessment Committee, Joint Search Committee, and Nominations Committee.

**CHAIR**

Responsible for keeping the activities of the committee within the approved duties and terms of reference.

Accountable for the presentation of an annual budget to the Finance Committee to cover the costs of projected activities and commitments for the following year.

Secure the specific approval of the Council before any new activity is undertaken outside its terms of reference or when the activity affects the work of another committee, club or fellowship group.

**SECRETARY**

Keep the records of proceedings and conduct correspondence.

**DECISION MAKING**

Committees are encouraged to discuss and debate all issues with input from all members. When a vote is taken all members of a committee will have equal voting rights. The Chair will have the deciding vote on occasion of a tie vote.

**MEETINGS**

**Frequency.** Regular meetings will be scheduled at least bi-monthly with additional meetings called to address special issues as required.

Notice of committee meetings is subject to provisions in the Manual. In addition, Notice of committee meetings will be listed in the church bulletins at least one week in advance.

**Visitors** are expected to notify the Chair of the committee in advance

**Agendas** will be developed by the Chair.

**Draft minutes of Committee meetings** will be distributed to committee members, Council Chair and the Ministry Personnel within 14 days.

Formal reports received or prepared by a Committee will be presented to Council prior to distribution to the Congregation.

**Communications.** Committees are requested to make appropriate use of Sunday bulletins, Council minutes, Grace Notes, and Council bulletin board to maintain an informed congregation.

## **BOARD OF TRUSTEES**

**PURPOSE**           Oversee Grace United Church's legal obligations to the community and to The United Church of Canada.

**REPORTING  
RELATIONSHIP**   Responsible to the Council and to Presbytery. Legal agents who act according to the directions of the Council.

- DUTIES**
1. Ensure adequate insurance is provided for the buildings and other assets of the church.
  2. Ensure proper liability coverage is in place.
  3. Maintain contact with the insurance agent, periodically reviewing coverage and notifying the insurance company of any changes that could affect the policies.
  4. Manage all legal transactions (acquire, sell, borrow, exchange, renovate, rebuild or lease property) on behalf of the Grace United Church in accordance with the United Church policies and procedures.
  5. Hold the deeds of the church property in trust.
  6. Monitor church tax assessments and represent the church in appealing any assessment decisions.
  7. Represent the church in all legal matters related to Presbytery.
  8. Provide direction (policies, etc.) to guide other committees' work to the United Church legal requirements.
  9. Appoint an archivist to manage custody of archive material.

**MEMBERSHIP**   Trustees (3-15) to be elected by the congregation  
  
A majority of the trustees must be members of The United Church of Canada.

## CHRISTIAN DEVELOPMENT COMMITTEE

**PURPOSE** Provide opportunities for people of all ages to study, grow and develop in the Christian faith that all may know God as revealed in Jesus Christ.

**REPORTING  
RELATIONSHIP** Reports to the Church Council.

### **DUTIES**

1. Develop a plan for Christian Development that supports the overall vision of Grace United Church.
2. To assume responsibility for the following Congregational faith formation groups including:
  - a. Sunday Children, and Youth Worship
  - b. Youth Groups
  - c. Religion-in-Life for Scouting/Guiding
3. Provide a representative to the Group Committee responsible for Beavers, Cubs, and Scouts. Provide a representative for Guiding groups if required.
4. Provide spiritual, social and emotional growth opportunities for all ages.
5. Study, select and provide curriculum and program materials for the various Christian Development programs in the church.
6. Recruit, install and train teachers, leaders and nursery caregivers.
7. Annually review the financial policy for the support and development of the total Christian Development program of the church in consultation with the Finance Committee. (This includes the coordination of Sunday School collections with the Finance Committee and preparing an annual budget.)
8. Make provision for adequate nursery and teaching rooms (in cooperation with the Property Committee), facilities and supplies.
9. Promote and carry out recognition, appreciation and awards for service in Christian Development.
10. Encourage and provide opportunities for intergenerational events.
11. Operate and maintain the resource library.
12. Oversee Christian education for baptism, confirmation, new members and weddings.

## COMMUNICATIONS COMMITTEE

**PURPOSE** Keep the congregation and community informed of the life and work of Grace United Church and the United Church generally.

**REPORTING RELATIONSHIP** Reports to the Church Council.

**DUTIES**

1. Promote Grace United Church in the community by encouraging the publishing of significant/unique achievements of Grace United Church in appropriate publications (e.g. United Church Observer).
2. Provide assistance to all church groups related to their communications needs (e.g. surveys, brochures, pamphlets, etc).
3. Provide a special channel for media releases.
4. Acquire volunteers to assist paid staff.
5. Oversee the duties of the office staff and volunteers.
6. Acquire and maintain communications services (e.g. phone, internet, website, etc).
7. Acquire and maintain office equipment, excepting furniture.
8. Acquire and maintain fixed and portable audio/visual equipment. This includes the chime system, but excludes sanctuary equipment.
9. Maintain cost effective publication of church documents.
10. Maintain a member mail distribution system (e.g. mail boxes).
11. Maintain a daily/weekly activity board.
12. Maintain guidelines for the use of church bulletin boards and exterior signage, and monitor their use.
13. Maintain guidelines for Sunday bulletin announcements and inserts.
14. Publish annually a church and committee membership list. Periodically publish a photo directory.
15. Oversee the publication, but not distribution, of Grace Notes.
16. Publish the Annual Report under the direction of Church Council.

## CONGREGATIONAL CARE AND GROWTH COMMITTEE

**PURPOSE** Actively promote spiritual growth and to promote Christian care and fellowship within the congregation of Grace United Church and the community at large.

**REPORTING RELATIONSHIP** Reports to the Church Council.

### **DUTIES**

1. Ensure communion is available to members who are unable to attend regular communion services.
2. Make available videos of our services to members of the congregation unable to attend worship services.
3. Provide after-service refreshments/fellowship time.
4. Supply and encourage the wearing of name tags.
5. Manage the process of admission of persons into membership; their removal and granting of certificates of transfer.
6. Maintain the membership and adherent roll/records.
7. Provide opportunity for interested persons to further their Grace United Church experience by:
  - Invitation to membership
  - Participation in Grace United Church activities
  - Involvement in the life and work of the United Church
8. Welcome and integrate new members into the Grace United Church community.
9. Foster and encourage candidates for ministry.
10. Facilitate the formation of small self-managed self-supporting interest groups.
11. Divide the Pastoral Charge into visitation districts.
12. Oversee the selection, training and support of District Caregivers, District Visitors, and other Caregivers to provide lay pastoral care and visitation to:
  - Members, new members, hospital
  - Families for weddings, baptisms, funerals
  - Non-active families with Sunday school children
13. Provide support and care-giving for those in need; such as bereaved, the sick, the lonely, those facing employment loss or uncertainty, new members and those in need of a friend.
14. Arrange transportation to meet the needs of the congregation in whatever way that may arise.
15. Make available (through internal or external professionals) crisis counsel services.
16. Arrange distribution of Grace Notes.
17. Oversee the approval process and policies for people requesting baptism, confirmation/profession of faith, transfer of membership, weddings and funerals.
18. Manage the Communion Special Offering Fund (formerly the Session Benevolent Fund).

## FINANCE COMMITTEE

**PURPOSE**            Manage the financial affairs of the church.

**REPORTING  
RELATIONSHIP**       Reports to the Church Council.

**DUTIES**

1. With the Vice Chair of Council, consolidate expense budget submissions from the Standing Committees. Present the income and expense budgets to Council. Present the budget to the congregation on behalf of Council.
2. With Council and the other committees, promote an understanding of stewardship as it pertains to all facets of life, in the context of God's grace. Encourage and support well-reasoned, joyful, individual response.
3. Provide reports on the current financial status to Council at least quarterly and to the congregation regularly.
4. Appoint a Treasurer subject to approval of Council. The Treasurer shall become a member of the Finance Committee. Provide direction and support to the Treasurer and confirm the appointment within the committee annually.
5. Keep records of all donations and provide receipts.
6. Maintain a record of accounts to standard accounting procedures and make such records available upon request to Financial Reviewers appointed at the Annual Congregational Meeting.
7. Manage the investment of church funds, to meet short and long term objectives of Council in consultation with the Board of Trustees.
8. Oversee the counting and recording of collections by an approved list of church members.
9. Manage finances to meet essential obligations. These to include:
  - M&S to be submitted periodically
  - Presbytery and Conference assessments
  - Staff salaries and benefits
  - Debt obligations
10. Address any financial matters not covered above.

## LAY PRESBYTERY COMMITTEE

**PURPOSE** To represent Grace Pastoral Charge to Lambton Presbytery and London Conference.

**REPORTING  
RELATIONSHIP** Reports to the Church Council.

**DUTIES**

1. Propose committee members for election to serve as representatives of Grace United Church to Presbytery. These representatives are to:
  - Attend all meetings of Presbytery
  - Serve actively on one of the Presbytery Divisions
  - Provide input and vote on matters requiring decision by Presbytery (voting is according to individual conscience rather than by congregation/Council direction)
  - Communicate Presbytery action and activities to the congregation
2. Recommend individuals to act as a delegate and an alternate to represent Grace United Church at Conference Annual Meetings.
3. Encourage Grace United Church representation on Conference committees.

## MINISTRY AND PERSONNEL COMMITTEE

**PURPOSE** Provide leadership in the care and oversight of the work of the staff as it relates to the mission of Grace United Church.

**REPORTING RELATIONSHIP** Reports to the Church Council.

**DUTIES**

1. Provide a consultative and supportive agency for the staff of the Pastoral Charge and for members and adherents of the congregation.
2. Review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the church Council.
3. Oversee the relationship of the staff of the Pastoral Charge to members of the congregation and others.
4. Oversee the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority.
5. Consult with all members of the staff of the Pastoral Charge about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available.
6. Review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate to the mission of the Pastoral Charge as defined by the church Council.
7. Maintain close liaison with the Presbytery Pastoral Relations Committee.
8. Review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions when required or requested.
9. Receive from each Ministry Personnel settled in or appointed to the Pastoral Charge, a current vulnerable sector (level 2) police records check, at the expense of the Ministry Personnel, no later than the completion of each six-(6) year period of the pastoral relationship.

Note: These duties are covered in much greater detail in the "Handbook for Ministry and Personnel Committees".

## NOMINATING COMMITTEE

**PURPOSE** To oversee a nomination process that ensures all members of the congregation of Grace United Church are appropriately represented on the Church Council.

**REPORTING RELATIONSHIP** To the Church Council.

### **DUTIES**

1. To survey the members of the congregation as to their interests and wishes in regard to their desire to serve in the following positions:
  - Chair of Council (as required)
  - Vice Chair of Council
  - Secretary of Council
  - Membership of the Board of Trustees (as vacancies occur)
  - Delegates to Conference
  - Representatives to Presbytery
  - Financial Reviewers (2)
2. To obtain nominees for the above positions involving the congregation of Grace United Church in an open proactive manner. Financial Reviewers shall not be associated with the financial management of the congregation or related to those who engage in that management. Self nominations are to be encouraged and accepted.
3. To screen nominee qualifications and confirm their understanding of duties and responsibilities.
4. To present a confirmed list of candidates to the congregation for approval or election.
5. To conduct an election by ballot if required.
6. To prepare a report for Council on completion of its task.

**MEMBERSHIP** Shall consist of:

- Past Chair of Council
- Vice Chair of Council
- A member of the Board of Trustees
- A member at large chosen annually by the Past Chair
- Roll Clerk

**DURATION** As an Ad-Hoc Committee struck annually by the church Council it has a single objective. It is expected that its work will commence early fall and be completed at the following Annual Congregation Meeting with the election/confirmation of nominees.

**CHAIR** The Past Chair of Council will direct the nomination process.

## OUTREACH COMMITTEE

**PURPOSE** Promote the congregation's awareness of mission and service opportunities outside the local church community.

Provide leadership in gaining congregational involvement in response to identified needs.

**REPORTING  
RELATIONSHIP**

Reports to the Church Council.

**DUTIES**

1. Recommend specific needs for congregational support on a local, national and international level.
2. Develop and oversee outreach programs/projects and special worship services in conjunction with the Worship Committee for congregational involvement.
3. Set goals for specially raised outreach funds which may include support for specific United Church projects and/or non-church projects.
4. Provide opportunity for discussion and action on current social issues. Develop advocacy directions on behalf of the Council.
5. Maintain congregational awareness of social issues and Grace United Church's response. On a regular basis inform the congregation of issues related to the wider Mission and Service activities.
6. Communicate Grace United Church outreach activity to the Communications Committee for publicity purposes.
7. Foster/encourage individual involvement in long and short term mission work.
8. Recommend annual Mission and Service financial objective to the Council for consideration.

## PLANNING COMMITTEE

**PURPOSE** Keep aware of, and challenge Grace United Church to respond to changes in direction occurring in the church at large. The committee will also accept studies and/or other assignments from Council, or initiate same, which serve the on-going development of our faith community.

**REPORTING RELATIONSHIP** Reports to the Church Council.

### DUTIES

1. Keep evergreen the Vision Statement of Grace United Church, and recommend directions that enliven it.
2. Gather, and assess the pertinence of, the findings developed by outside resources that track trends in church life and styles.
3. Solicit ideas and feelings from members of the congregation and staff on how to improve church life, forwarding them (with or without recommendation) to committees or Council.
4. Provide an informal forum that allows our lay executive and ministerial leadership to report their sensing of congregational needs and wishes, and to exchange viewpoints and ideas for future direction.
5. Facilitate the generation of forward-looking statements of congregational intent in carrying out its Vision, their justification, and the activities to ensure achievement over time.
6. Address, through study and recommendation, subjects requested by Council, involving Standing Committees where appropriate.
7. Establish and oversee the work of a Stewardship Sub-Committee.

**MEMBERSHIP** Shall consist of 2-3 members of the congregation and Vice Chair of Council.

## PROPERTY COMMITTEE

**PURPOSE** Manage and maintain the physical property of the church.

**REPORTING  
RELATIONSHIP** Reports to the Church Council.

**DUTIES**

1. Maintain physical condition of the buildings and grounds.
2. Maintain building security.
3. Manage physical facilities to meet church needs.
4. Arrange volunteer work parties.
5. Monitor use of the buildings.
6. Administer contracts for cleaning and maintenance work as required.
7. Provide supervision for custodial or maintenance staff.
8. Manages approvals and rental of the facilities with the exception of the sanctuary. For the use of the sanctuary approval must be obtained from a minister and the Worship Committee.

## PROCLAMATION AND SPECIAL EVENTS COMMITTEE

**PURPOSE** Proclamation Ministry: to foster the identification, planning and implementation of special events that will enhance the spiritual life and/or support the goals of Grace United Church.

**REPORTING RELATIONSHIP** Reports to the Church Council.

**DUTIES**

1. Organize, sponsor or support special events and activities throughout the year.
2. To develop and advertise a list of special events for the coming year. This list to include those established (e.g. Fall Fair) together with any new single events (e.g. Spiritual Retreat, Family Camp/Picnic).
3. Encourage cooperation among the different groups and committees sponsoring special events.
4. Encourage and support special events involving the congregation and community.

## WORSHIP COMMITTEE

**PURPOSE** To plan and provide for corporate worship of the congregation.

**REPORTING**

**RELATIONSHIP** Reports to the Church Council.

**DUTIES**

1. To provide clergy with leadership and direction for planning and conducting the service of worship.
2. Obtain pulpit supply as required.
3. Oversee the preparation and administration of sacraments.
4. Arrange for ushers and greeters.
5. Provide direction for choice and presentation of music. Oversee and encourage the growth of choirs.
6. Supervise and support the work of the Director of Music Ministries (or equivalent).
7. Oversee the work of the Sanctuary Guild whose role it is to manage the decorations and symbols of worship in the sanctuary.
8. Provide opportunities and assist planning for variety and inclusiveness in worship. Coordinate the participation of lay people. Encourage the use of arts in worship.
9. Maintain and oversee operation of the sanctuary sound system equipment and audio/video taping of worship services, providing supplies and trained people.
10. Provide for the upkeep of musical instruments except where such instrumentation has been sponsored and is supported by another church committee.
11. Authorize the use of the sanctuary for purposes other than regular worship services to support the congregation's mission. Authorize any changes to the design and layout of the sanctuary and chapel.
12. Oversee the liturgy and conduct of worship for weddings and funerals and other special services.
13. Administer the Memorial Funds according to the fund's terms of reference.
14. Coordinate long range planning of special church services and special events within services in connection with other committees and other special interest groups.