

See separate document for cover & 2nd page - has vision statement, etc.

Windsor Park United Church

C O N S T I T U T I O N

as adopted by the Annual Congregational Meeting

February 22, 2009

<i><u>First Adopted:</u></i>	<i>January, 1975</i>
<i><u>Amended:</u></i>	<i>March, 1978</i> <i>February, 1979</i>
<i><u>Revised:</u></i>	<i>February, 1990</i> <i>February, 1992</i> <i>February, 1994</i> <i>February, 1995</i> <i>February, 1999</i> <i>February, 2002</i> <i>March, 2003</i> <i>February, 2009</i> <i>November, 2012</i> <i>January, 2015</i> <i>April, 2017</i>

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WINDSOR PARK UNITED CHURCH CONSTITUTION – April 2009

1 **PREAMBLE** This re-write of the Windsor Park United Church Constitution bears in mind the theological basis for congregational structures that was offered to the 32nd General Council of the United Church of Canada (1988):

- i. **Ministry has its source in God, the Creator and Redeemer, and is most visible in the birth, life, death and resurrection of Jesus Christ, and is empowered by the Holy Spirit.**
- ii. **Those who share a common life encounter with God in Christ, enter into a Covenant Relationship with God and with each other. Together they seek to understand Jesus' life and ministry among them, and to live out its implications by using gifts given by God, continually depending on grace, and affirming one another.**
- iii. **Church structures should be designed to liberate and enable the people of God to use these gifts for ministry; i.e. worship, reconciliation, service and justice, for the building up of the body of Christ.**

1.1 This constitution shall come into force and be effective upon the rise of the Annual Congregational Meeting in 2009.

2 **GENERAL ORGANIZATIONAL STRUCTURE**

2.1 The organization shall be composed of the Congregation, an Official Board, an Executive Team, a Board of Trustees, a Ministry & Personnel Committee, and six Councils. Authority and responsibility will devolve in sequence from the Congregation through the Official Board & the Councils.

2.2 There will be a standing Nominating Committee composed of the Past Chair of the Official Board (who will act as Chair of the Nominating Committee) and a representative from each of the six Councils and Ministry & Personnel Committee to fill the following positions:

- Chair of the Official Board
- 1st Vice Chair of the Official Board
- 2nd Vice Chair of the Official Board (optional)
- Secretary of the Official Board
- Treasurer of the Congregation (who shall be a member of the Finance & Stewardship Council)
- Chair and Vice-Chairs of each of the six Councils and the Ministry & Personnel Committee
- Any necessary Trustee(s)
- Any necessary Presbytery Representative(s)
- A representative of the Youth of the Congregation

The Nominating Committee has the responsibility to recommend to the Official Board people to fill all vacancies that occur between Annual Congregational Meetings. Those nominated to the Official Board must be full members of the Congregation; other members of the Councils and committees may be adherents. It is recommended that Youth be elected to each major Council.

All elected terms shall be three years, renewable once, to a maximum of six years in any one position—with the following exceptions:

- the Past-Chair, as well as a person(s) elected to the position of Vice Chair(s), and Chair, shall hold that office for one year, renewable once.
- The Treasurer of the Congregation shall be appointed annually.
- Persons filling vacancies that occur between Annual Congregational Meetings who are subsequently elected to the same position shall be reckoned as beginning their first term at the time of that election.
- Trustees are elected for a five year term (renewable) or until they resign or leave the congregation prior to the expiry of their term. (All trustees must be members).

The Nominating Committee's Report to the Annual Congregational Meeting should note the beginning and ending of each person's term.

- 2.3 There shall be a Board of Trustees of a minimum of 5 persons with duties as described in the United Church *Manual*, Sections 260-265.
- 2.4 There shall be a Ministry and Personnel Committee as set out in the United Church *Manual*, the duties of which are described there as follows:
- i. **Provide a consultative and supportive agency for church staff members and for members and adherents of the Pastoral Charge;**
 - ii. **Review working conditions and remuneration for church staff and make appropriate recommendations to the Official Board;**
 - iii. **Oversee the relationship of church staff to members of the Pastoral Charge and others;**
 - iv. **Oversee the relationship between and among different church staff members with respect to their responsibilities and authority;**
 - v. **Consult with all church staff members 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;**

- vi. **Review and evaluate annually the effectiveness of church staff members as those persons and positions relate to the mission of the Pastoral Charge as defined by the Official Board;**
 - vii. **Maintain close liaison with the Pastoral Relations Committee of Presbytery.**
 - viii. **Review regularly the responsibilities of all staff and revise position descriptions when required or requested.**
- 2.4.1 No staff member or relative of a staff member shall be a member of the Ministry and Personnel Committee.
 - 2.4.2 The Ministry and Personnel Committee is responsible for the generation and monitoring of staff job descriptions.
 - 2.4.3 The Ministry and Personnel Committee shall report regularly to the Official Board.
 - 2.4.4 The minutes of the Ministry and Personnel Committee shall be kept on file in the Church Office and may be accessed by the Chair of the Board or Staff upon request.

3 **THE CONGREGATION**

- 3.1 An Annual Congregational Meeting shall be held as soon as practical after the first of January.
 - 3.1.1 A typed list of current elected members on councils, Ministry & Personnel Committee, Presbytery Delegates, Trustees (indicating beginning & end of each persons term), together with a list of those nominated for election to executive and other positions to be available two weeks prior to the Annual Meeting.
 - 3.1.2 A typed Annual Report to be available two weeks prior to the Annual Meeting.
- 3.2 A special Congregational Meeting may be called by the Minister(s), the Executive, the Official Board, or by 10 persons in full membership. Written notice of a special meeting shall be mailed to all members or an announcement shall be made from the pulpit on two consecutive Sundays immediately prior to each special meeting.
- 3.3 Voting privileges at any Congregational Meeting are subject to the terms of the *Manual* and the *Basis of Union*, which are as follows:

The members of a Congregation who are entitled to vote at all meetings are persons in full membership, whose names are on the roll of the church. With the consent of these, adherents who contribute regularly to the support of the church may vote on temporal matters.

"Adherent" shall mean a person who is attached to a congregation and contributes regularly to its life and work while not being a member thereof.

"Temporal Matters" shall mean those transitory and secular affairs which pertain to the life, work and finances of the congregation. Without limiting the generality of the foregoing, it shall not include: the calling of a member of the Order of Ministry; a request to Presbytery for an appointment; the election of an elder or trustee; the order of worship; the discipline of the United Church; the union of local congregations; or property matters requiring Presbytery consent.

- 3.4 When the Congregation meets, the Chairperson shall be the Chair or Vice Chair of the Official Board who is in office at the time. In the case of a meeting to discuss the pastoral relationship, the Presbytery shall appoint a Chairperson.
- 3.5 The secretary of the Official Board shall be the secretary for all Congregational meetings.
- 3.6 A quorum at any Congregational Meeting shall be the lesser of twenty persons or one-third of the Congregation's total membership.

4 THE OFFICIAL BOARD

- 4.1 Members of the Official Board must be full members of the Congregation.
- 4.2 The Official Board shall meet in April and October.
- 4.3 The Official Board shall be the official "Court of the Church" for the Congregation, and shall consist of the following members:
 - The Chair, Past-Chair and Vice Chairs of the Official Board
 - The Secretary of the Official Board
 - The Treasurer of the Congregation
 - The Presbytery delegate(s)
 - One representative of each Council
 - Representative from the Ministry & Personnel Committee
 - One representative of the Board of Trustees
 - A representative of the United Church Women
 - A representative of the A.O.T.S. Men's Club
 - A representative of the Youth of the Congregationplus the Congregation's ministry staff as corresponding members of the Official Board.
- 4.4 The six Councils [Ministries] shall be named as follows:
 - WORSHIP COUNCIL
 - OUTREACH COUNCIL
 - CHRISTIAN DEVELOPMENT COUNCIL
 - CONGREGATIONAL INVOLVEMENT & COMMUNICATIONS COUNCIL
 - THE MEMBERSHIP AND PASTORAL CARE COUNCIL
 - FINANCE & STEWARDSHIP COUNCIL

- 4.4.1 Within established policy and budget, the Councils have both the authority and the responsibility for implementing the programs that fall within their jurisdictions.
- 4.4.2 To spend money beyond the annual budgeted amounts, Councils must first seek Official Board approval.
- 4.4.3 Councils must seek Official Board approval for any changes in policy.
- 4.4.4 Councils and the Ministry and Personnel Committee should [may] report for information at each meeting of the Official Board, and bring any items that require Official Board action to the Official Board in the form of [recommendations and/or] prepared motions.
- 4.5 The Chairperson of the Official Board, upon retirement, shall be replaced by the Vice Chair.
- 4.6 Members shall be duly installed following their election at a suitable time during public worship.
- 4.7 Any person or group desiring to make representation at a meeting of the Official Board or the Executive shall make arrangements with the Chair prior to the meeting, and shall usually be asked to submit all requests or concerns in writing.
 - 4.7.1 Any member or adherent of the congregation may attend a Board Meeting but may not vote and may only speak by invitation of the Chair.
- 4.8 Copies of the Minutes shall be provided for all members of the Official Board, usually at the end of each month so they can be accompanied by written reports.
- 4.9 Other specific duties of the Official Board shall be:
 - 4.9.1 To distribute assignments to various Councils and consider correspondence.
 - 4.9.2 To receive the reports and recommendations of the Councils and the Ministry and Personnel Committee, and to vote on all policy matters.
- 4.10 A quorum for an Official Board meeting shall be 50% of the full membership.

5 **THE EXECUTIVE TEAM**

- 5.1 The Executive Team shall consist of the following persons:
 - The Past Chair, Chair, and Incoming Chair
 - The Secretary
 - The Treasurer
 - The Property Manager(s)
- 5.2 The Executive Team is to be responsible to the Official Board to coordinate the activities of the Councils, to prepare the agenda for meetings of the Official Board and the Congregation, to ensure that long-range planning takes place for the life and work of the Congregation, and to review this Constitution at least every second year.
- 5.3 The Executive Team shall meet on a regular basis and is accorded all privileges to act on behalf of the congregation.
- 5.4 The agenda for the meetings of the Executive Team will be sent to each Council Chair prior to all meetings. Copies of the minutes of the Executive Team will be sent to each Council Chair in a timely fashion after each meeting.
- 5.5 The Executive Team shall prepare a written agenda for all Congregational and Official Board Meetings, and make necessary arrangements for the meetings of the Official Board when it is called to meet.
- 5.6 A quorum for the Executive shall be 3 persons.
- 5.7 The Property Manager(s) have replaced the former Property Council. The duties of the Property Manager(s) include:
 - 5.7.1 Preparing the annual budget that is vetted through the Official Board for presentation to the Annual Congregational Meeting.
 - 5.7.2 Ensuring the physical structure and grounds are maintained.
 - 5.7.3 Supervising and coordinating all repairs, maintenance and construction projects (i.e. roof repairs, renovations, office equipment, and Memorial Garden.)
 - 5.7.4 Coordinating with the building caretaker and ensuring that all supplies are readily available.
 - 5.7.5 Ensuring that a long term strategy for the replacement of major items and other significant capital items are part of the budget process.

6 THE ROLE OF THE MINISTRY STAFF

Any members of the Order of Ministry or Staff Associates called or appointed to Windsor Park United Church have a special responsibility to "provide theological reflection on all aspects of the church's life, to speak for and to the wider church and to give the kind of leadership which encourages and enables the total ministry of the church to be fulfilled." In the congregational structure described in this Constitution:

- 6.1 Members of the Ministry Staff are ex-officio members of all Councils, Boards, and Committees except the Ministry and Personnel Committee. They are entitled to be present and participate fully, but do not vote.
- 6.2 Members of the Ministry Staff should have job descriptions, which shall be reviewed periodically by the Ministry and Personnel Committee. Job descriptions are a form of policy, and as such must be approved by the Official Board.

7 THE MAJOR COUNCILS [Ministries]

- 7.1 At the first meeting of each of the Councils after the Annual Congregational Meeting the Council shall appoint a Secretary to keep accurate minutes of Council meetings. Because the Council has authority within its jurisdiction, the record of the Council's decision-making is part of the permanent records of the Congregation. At the first meeting of each Council and the Ministry & Personnel Committee after the Annual Meeting, a representative to the Official Board shall be appointed. (This representative must be a full member of the congregation.)
- 7.2 Each Council shall meet at the call of the Chair [Coordinator]. The Secretary shall provide a written report in synopsis form to the Office Secretary who will see that this accompanies the minutes of the previous Official Board meeting. Minutes shall be kept in a suitable book so they can be passed from Secretary to Secretary. Council Chairs will meet with the Executive Team as necessary but at least twice a year in April and October.
- 7.3 The Ministry Staff and the Chair of the Board and the Vice Chair(s) of the Board are ex-officio members of all Councils.
- 7.4 A written report of the work carried out during the year shall be submitted for inclusion in each year's printed Annual Report booklet.
- 7.5 Each Council shall consist of at least six elected people and may appoint others beyond that number. Such appointments should be reported to the Nominating Committee for information. (If such persons are subsequently elected to the same Council, their terms shall be reckoned as beginning at the time of their election.)
- 7.6 A quorum for a Council meeting shall be 50% of the total Council membership.

8 **AMENDMENT OF THE CONSTITUTION**

8.1 **Amendments:**

The provisions of this constitution shall not be revised or amended except by resolution and action of the Congregation. Notice of proposed amendments to the constitution must accompany notice of the Congregational Meeting at which they will be considered, and copies of such proposed amendments must be made available to members of the Congregation at that time.

8.2 **Editorial changes:**

Non-substantive changes to wording for the sake of clarity of interpretation may be approved by the Official Board, and included in subsequent printings of the Constitution. Such changes should be highlighted in the Official Board's Annual Report to the Congregation.

9 **ITEMS NOT COVERED IN THIS CONSTITUTION** shall be governed by the United Church *Manual*.

THE MISSION STATEMENTS AND DUTIES OF THE COUNCILS [Ministries]

- 10 **PREAMBLE:** *Set out below are duties and activities. It is neither implied nor intended that an involvement in just these areas is necessarily sufficient to fulfil the stated mission of the Councils.*

Councils are accountable to the Congregation through the Official Board, and are expected to report for information at each Official Board meeting. Subject to that accountability, Councils are encouraged to provide themselves with whatever internal structure they need to fulfil their mandate. They may add persons (reporting to the Nominating Committee for information), appoint sub-committees to further their work, enlist congregational folk to work at short or long-term special projects, and spend their budgets without further authorization.

Councils should review all policy that pertains to their jurisdictions from time to time, and recommend any changes that may be required in such policy, or any new policies that may be helpful, to the Official Board for approval. Before spending money that is outside or beyond budgeted amounts, Councils must seek prior approval from the Official Board.

In short-term programs and experiments in ministry within their jurisdictions, Councils may proceed on their own authority, bearing in mind the above qualification regarding budget.

In matters that overlap the jurisdictions of more than one Council, the Councils should consult with one another regarding events and programs. The duties outlined below are not exclusive: what matters is that the decision-making and the work proceed positively and creatively. The Official Board is a "last resort" in matters that pertain to more than one Council.

Most of the Congregation's life and work will be initiated by and accountable to the Councils.

- 10.1 Any staff persons employed by Windsor Park United Church whose job descriptions relate specifically to the work of one of the Councils shall be corresponding members of those Councils.

(For example, the Music Staff persons shall be corresponding members of the Worship Council; a person employed as an Outreach Worker shall be a corresponding member of the Outreach Council, etc.)

- 10.2 Any staff person employed by Windsor Park United Church shall not serve as a member of the Official Board.

11 THE WORSHIP COUNCIL

Statement of Mission:

"The Worship Council shall plan, experiment with, and evaluate forms of worship which will ensure that God is worshiped in ways that are meaningful to all."

- 11.1 To share with the Minister(s) the responsibility of planning the services of public worship, including the hours of worship, the order of service and the ministry of praise.
- 11.2 To arrange, in consultation with the respective Councils, for special services such as Confirmation, Church School closing, etc., and for special ceremonies within regular services such as installations and dedications, etc.
- 11.3 To issue invitations to special speakers either to preach or make particular announcements at services of public worship; e.g. vacation, study leave, etc.
- 11.4 To supervise the administration of the Sacraments of Baptism and the Lord's Supper and in particular to assume the responsibilities of:
 - 11.4.1 Arranging for the regular celebration of both Sacraments at public worship.
 - 11.4.2 Minister and Council to consult in those cases where the parents who desire their children to be baptized have not themselves become confirmed members of the Church or who have not been regular at the act of public worship.
 - 11.4.3 Preparing carefully the elements for Communion and arranging the Table.
 - 11.4.4 Appointing and rehearsing persons for reverent distribution of the elements during the Communion service.
 - 11.4.5 The receiving and presenting of the parents with their children at the Sacrament of Baptism and the issuing of baptismal certificates.
- 11.5 To arrange for the recruiting and training of ushers for all services of public worship, and to provide greeters to welcome people at all services. Also to recruit liturgists for all services.
- 11.6 To supervise with the Music Coordinator, the musical program of the church insofar as it relates to public services and, in particular, to take responsibility for:
 - 11.6.1 Assisting in the recruitment of Choir members.
 - 11.6.2 Supervising and assisting all Youth Choirs and instrumental groups in close cooperation with the Christian Development Council.

- 11.7 To promote the use of the Arts (Music, Drama, Art, etc.) in the life of the Church.
- 11.8 To advise the Congregation in audio-visual matters and to supervise the operation and maintenance of audio-visual equipment.
- 11.9 To advise and act in a consultative capacity with respect to the aesthetic properties of the main sanctuary both in current and long range planning, and to consider all memorial and special gifts, and to advise on the spending of monies from the Memorial Fund.
- 11.10 To prepare a budget covering the work of the Worship Council to present to the Official Board through the Finance and Stewardship Council prior to the Annual Congregational Meeting.

12 THE OUTREACH COUNCIL

Statement of Mission:

"The Outreach Council shall research the human and social needs existing in the community and initiate action on behalf of the Congregation to meet such needs to the extent that they are not otherwise being met. The community shall be defined as the Congregation, Windsor Park and the surrounding neighbourhoods, the City, and the World."

- 12.1 To give oversight to all programs of evangelism, mission and social action which reach out from the Congregation into the community at large.
- 12.2 To give leadership to the Official Board and the Congregation in the application of Christian teachings to problem areas of social concern at the civic, provincial, national and international levels. After research, study and consultation, the Council shall devise and implement such programs of action and education as may be appropriate.
- 12.3 To assist the members of the Congregation in bringing their Christian faith to bear upon their daily life in making their Christian influence felt in the various power structures of society.
- 12.4 To advise the Stewardship Sub-Committee of the Finance and Stewardship Council regarding budgetary commitments to the Mission and Service Fund and other Outreach agencies; e.g. Christmas Cheer Board, Food Banks, etc.
- 12.5 To consider all new and special financial claims upon the Congregation from religious or secular agencies and to make recommendations in their connection to the Finance and Stewardship Council and/or the Official Board.
- 12.6 To arrange for an adequate and effective program of missionary and outreach education through the distribution of printed materials, the use of audio-visuals, the holding of mission festivals and special services of worship, etc. (In consultation with any other Council in matters of mutual concern.)
- 12.7 To serve as a liaison group between the Congregation and the wider Church, both denominationally and ecumenically in all matters other than worship areas, and to participate in ecumenical events as they occur.
- 12.8 To prepare a budget covering the work of the Outreach Council for the consideration of the Finance and Stewardship Council prior to the Annual Congregational Meeting.

13 **THE CHRISTIAN DEVELOPMENT COUNCIL**

Statement of Mission:

"The Christian Development Council shall promote within the Congregation the concept and experience of Christian living through Education and Association."

- 13.1 To study the educational needs of the Congregation and to provide leadership so that all "persons at each stage of their lives may know God as revealed in Jesus Christ, and serve God in love through the worship and work, fellowship and witness of the Church."
- 13.2 To review the curriculum and program for Christian Education recommended for use within the United Church of Canada, and to keep itself informed regarding the developments in curriculum, policy and program resources for Christian Education and to select curriculum materials for use within the Congregation.
- 13.3 To guide and consolidate planning and leadership training for the total educational program of the Congregation, including that of the Sunday Church School and all other Sunday and mid-week Christian Education activities; to improve their educational standards to reach all families, adults, young adults, youth and children; and to deepen Congregational concern for the educational tasks of the Church.
- 13.4 To plan and direct the activities of the library, and to appoint the members of a Library Committee.
- 13.5 To advise the Congregation in audio-visual matters and to supervise the operation and maintenance of audio-visual equipment.
- 13.6 To oversee the appointment of the Sunday School Co-ordinating Committee, teachers, leaders and officers for the Church School and for other related Sunday and mid-week organizations, including the providing of baby sitting facilities for all services of worship.
 - 13.6.1 The function of the Sunday School Co-ordinating Committee is to manage the weekly operation of the regular Sunday Church School as described in the current curriculum.
 - 13.6.2 The Chairperson of the Sunday School Co-ordinating Committee shall be a corresponding member of the Christian Development Council.
 - 13.6.3 The Sunday School Co-ordinating Committee shall be a committee of 5 members with a required quorum of 3 members.
 - 13.6.4 The Sunday School Co-ordinating Committee shall meet once monthly except during June and July and provide a report of each meeting to the Christian Development Council.
 - 13.6.5 Membership on the Sunday School Co-ordinating Committee shall be for a minimum of one year.

- 13.7 To prepare for submission to the Finance and Stewardship Council an annual report, estimating the total financial needs for the Christian Education programs of the Congregation, and indicating estimated contributions from various sources.
- 13.8 To arrange classes for church membership for young people and adults who are candidates for confirmation and to cooperate with the Worship Council in making the service of confirmation a highlight in the life of the Church.
- 13.9 To promote the concept of Christian Vocation amongst all members of the Congregation to the end that they may regard their daily calling as an expression of their Christian commitment.
- 13.10 To assist and encourage men and women of suitable character and ability to think seriously of full time service in the Church.

14 **THE CONGREGATIONAL INVOLVEMENT AND COMMUNICATIONS COUNCIL**

Statement of Mission:

"The Congregational Involvement and Communications Council shall maximize opportunities for meaningful personal interaction within a well-informed Congregation and encourage the participation and involvement of all in the Congregation and neighbourhood in the life and work of the Church."

- 14.1 To be responsible for a congregational newsletter:
 - 14.1.1 To appoint person(s) to take responsibility for the content of a newsletter, and to offer such person(s) support and advice and an avenue of accountability.
 - 14.1.2 To ensure the operation of an effective system of distribution for a congregational newsletter, and to maintain a system of lists and workers for that purpose.
- 14.2 To have oversight of the Congregation's advertising in the public media.
- 14.3 To develop and implement programs and events which will promote the wider involvement and greater participation of the entire family list in the life and work of the Church.
- 14.4 To ensure as far as possible that all kinds of persons, particularly those who may have special needs for fellowship and community, are encouraged to take part in the Congregation's life.
- 14.5 To prepare a budget covering the work of the Congregational Involvement and Communications Council for the consideration of the Finance and Stewardship Council prior to the Annual Congregational Meeting.

15 **THE MEMBERSHIP AND PASTORAL CARE COUNCIL**

Statement of Mission:

"The Membership and Pastoral Care Council shall be responsible for managing the Congregation's caring resources, people, lists and records in such a way that membership is seen to be important, and that participation in the life and work of Windsor Park United Church involves people in a Community of Faith in which they may expect both to be cared for and to have their own ability to care for others valued and exercised."

- 15.1 To keep the Roll of the Church, clearly recording the date of admission, removal, suspension, or other action taken concerning each confirmed member. (This will be done on a regular basis by the Office Administrator, but an annual review of the historic roll is a basic requirement for the filing of annual statistical forms.)
- 15.2 To coordinate with the Office Administrator:
 - 15.2.1 To keep the family file records up to date so that all Councils will have adequate information as to the numbers in all age groups.
 - 15.2.2 To keep the records as they pertain to baptisms, marriages and burials. (This will usually be done by the Office Administrator.)
 - 15.2.3 To recommend to the Official Board the names of persons who desire confirmation or certificates of removal, and upon regular review, the names of those to be removed from the church roll.
- 15.3 To take steps to warmly welcome all new members by either transfer or confirmation and to see that they are properly integrated into the fellowship of the Church.
- 15.4 To ensure that adequate systems are in place to ensure the mutual care for one another that is characteristic of a Community of Faith:
 - 15.4.1 To see that persons in special circumstances, such as the sick, shut-in, newcomers, etc., receive appropriate pastoral care from the congregation.
 - 15.4.2 When possible ensure that the Congregation's ministry staff knows of persons who have particular needs for the trained pastoral care that ministry staff can provide.
 - 15.4.3 In consultation with the Worship Council, to ensure that the Sacrament of Holy Communion is regularly made available to those whose circumstances do not permit them to participate when the Community of Faith gathers for worship.
- 15.5 To prepare a budget covering the work of the Membership and Pastoral Care Council for the consideration of the Finance and Stewardship Council prior to the Annual Congregational Meeting.

16 **THE FINANCE AND STEWARDSHIP COUNCIL**

Statement of Mission:

"To raise money for the support of God's work."

- 16.1 Some of the duties of the Finance and Stewardship Council shall be those outlined in the Manual, as follows:
- i. To be responsible for the overall stewardship level of the Congregation so that its full financial potential may be realized. To this end the Council shall review annually the total financial objective of the Pastoral Charge; that is, the needs at local, regional and national levels.
 - ii. To interpret to the Pastoral Charge why the funds are needed and how they will be expended.
 - iii. To keep in perspective and under review the proportion of money spent locally and regionally in relation to the amount provided for the wider work of the Church through the Mission and Service Fund.
 - iv. To cultivate knowledge and conviction concerning the mission of the Church in all its aspects, among all age groups and by all media available. (i.e. new member orientation programs)
 - v. To make available to the Congregation the material issued through the Department of Stewardship Services and the Committee on Education for Mission. (i.e. PAR and Gift Annuities)
 - vi. Through the use of approved methods of Church finance to secure commitment and participation in the mission of the Church by the Congregation. To this end the Council shall organize periodic visitations for stewardship purposes. (i.e. an annual campaign)
- 16.2 The Council shall report to the Official Board at the Board meetings.
- 16.3 Prepare the Annual Budget, in cooperation with Treasurer, after consultation with the Councils and the Official Board for presentation to the Annual Congregational Meeting.
- 16.4 Ensure there are regular audits and to recommend annually to the Congregation fully qualified persons to serve on the Audit Committee.
- 16.5 Coordinate and ensure delivery of the statements of giving.
- 16.6 Review monthly expenses and revenues and make regular reports to the Board as to the financial condition of the Church.
- 16.7 Coordinate the counting and tabulation of the weekly offerings for the envelope secretary.

- 16.8 To offer oversight for the Envelope Secretary (Church Administrator) who, along with the church treasurer, may issue official receipts.
- 16.9 To establish procedures for the care of offerings received at the regular worship services and for their safe delivery to the Financial Institution.
- 16.10 To establish systems and procedures for the efficient operation of the Church Office.
- 16.11 To ensure that all Church buildings, furnishings, etc. are properly insured against loss or damage by fire or otherwise and that the Congregation is protected by comprehensive supplementary coverage as insurance against all types of claims and losses.

INVESTMENT POLICY STATEMENT

WINDSOR PARK UNITED CHURCH

PURPOSE:

The principal purpose for an investment policy statement is to enable the Church and the financial advisor to safeguard the assets of the Church and protect against revisions to sound long term policy that may place Church assets at risk.

RISK:

The risk tolerance of the Church is 100% low risk.

INVESTMENT POLICY:

1. Regarding the donation of publicly traded securities, it is the Church's policy to have these securities immediately sold in their entirety and the net proceeds forwarded for deposit into the Church's bank account.
2. In the case of a donation or bequest of cash where the donor has provided written instructions that the funds are to be invested with only the income therefrom used by the Church, the policy is as follows:
 - (a) The funds will be invested only in bonds, notes, debentures or other debt instruments of the Federal or Provincial Governments or a Canadian Chartered bank or a Canadian Regulated Credit Union. The allocation of the investments will be agreed to by the financial advisor and the trustees of the Church.
 - (b) Income from the investments will be forwarded for deposit into the Church's bank account at the end of the month in which the income is credited to the Church's brokerage account.
3. The trustees recognize the need for the current cash resources of the Church to be used for current operations. Consequently, only those donated securities or donations or bequests noted in clauses 1. and 2. above will be deposited into the Church's brokerage account.
4. The above policies will remain in effect until changed or amended in writing by the trustees of the Church.

Trustee

Date

Trustee

Date

Trustee

Date

Trustee

Date

Trustee

Date

Trustee

Date