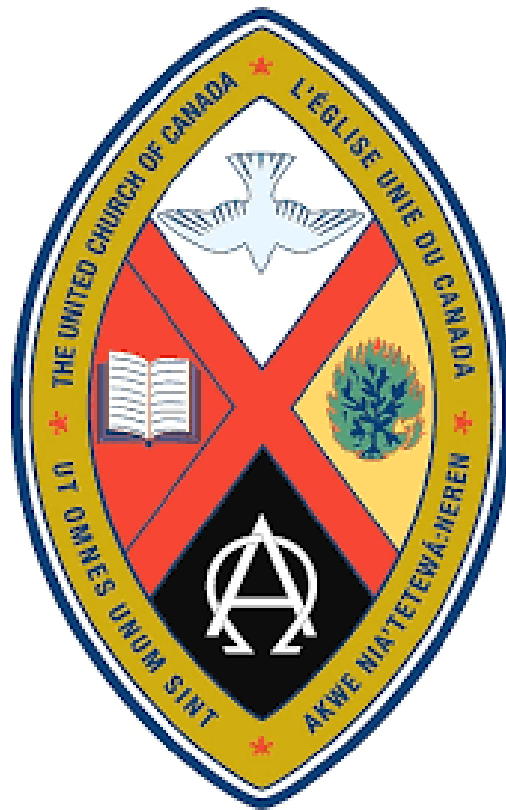


Governance Manual

To support the inner-workings of the Church



Governance Manual

Why this Manual?

This manual addresses the many issues that are related to efficient and excellent organization in our congregation. The mission of the pastoral charge or congregation is the central reality and force that directs our life and work. It is the reason God has gathered and constituted our community of faith in its particular place in this particular time. This mission is the primary guide to any questions of organizational structure.

Every congregation needs structures and practices that enable it to pursue its mission to the fullest. Buildings and property need to be maintained. Decision-making processes need to be clear, accountable and appropriate to the size and context of the congregation. Vulnerable people need to be given safety and security. The congregation's resources need to be marshaled thoughtfully to enable the many ministry activities to flourish.

For whom is this Manual?

This manual is created as a working document of Dorchester United Church to reflect how we are organized and work. It is written for ministry personnel, volunteer or paid staff, a newly elected member of a Church Board, committee or a group of our church to help understand the specific responsibilities regarding organization and how we relate to the life and effective mission of our congregation.

This Manual is based on the *Manual of the United Church of Canada* which outlines the by-laws of the United Church of Canada. The purpose of law within the church is to order procedures and provide for the consistent resolution of differences. *The Manual* covers correct procedures for most foreseeable contingencies.

Dorchester United Church

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Dorchester United Church

United Church of Canada

The United Church of Canada is the largest Protestant denomination in Canada. We minister to over 2 million people in about 3,000 congregations across the country. Ours is a rich history closely entwined with the development of Canada itself.

The United Church was inaugurated on June 10, 1925 in Toronto, Ontario, when the Methodist Church, Canada, the Congregational Union of Canada, and 70 per cent of the Presbyterian Church of Canada entered into an organic union. Joining as well was the small General Council of Union Churches, centered largely in Western Canada. It was the first union of churches in the world to cross historical denominational lines and hence received international acclaim. Impetus for the union arose out of the concerns for serving the vast Canadian northwest and in the desire for better overseas mission. Each of the uniting churches, however, had a long history prior to 1925.

United Church Crest

The crest is the official signature of The United Church of Canada, placed on legal documents, ordination and commissioning certificates, and licenses to perform the sacraments. Designed by the Rev. Dr. Victor T. Mooney (a treasurer of the United Church), it was officially adopted in 1944 by the 11th General Council.

For our church members, this insignia is a spiritual and historic reminder. Its oval shape is derived from the outline of a **fish**, a symbol of identity by early Christians. The initials of the words "Jesus Christ, Son of God, Saviour" spell the Greek word for fish.

The crest is designed in the form of a St. Andrew's Cross with an insignia in each of the four corners. The "X" at the centre, the first letter of the Greek word for Christ, is a traditional symbol for Christ. In the four corners of the crest are symbols, three of which are particularly associated with the three communions—Congregational, Methodist, and Presbyterian—that united to form The United Church of Canada in 1925.

The **open Bible** represents the Congregational Churches with their emphasis upon God's truth that makes people free. From this communion we have a heritage of liberty in prophesying, love of spiritual freedom, awareness of the creative power of the Holy Spirit, and clear witness for civic justice.



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The **dove** is emblematic of the Holy Spirit (Mark 1:10) whose transforming power has been a distinctive mark of Methodism. Here our heritage is one of evangelical zeal, concern for human redemption, warmth of Christian fellowship, the testimony of spiritual experience, and the ministry of sacred song.

The **burning bush** is the symbol of Presbyterianism. It refers to the bush that burned and was not consumed (Exodus 3:2), and symbolizes the indestructibility of the church. From Presbyterianism we have received a heritage of high regard for the dignity in worship, the education of all people, the authority of scripture, and the church as the Body of Christ.

The symbols **alpha** and **omega** in the lower quarter are the first and last letters of the Greek alphabet. They symbolize the eternal living God, in the fullness of creation (Revelation 1:8).

The Latin words ***ut omnes unum sint*** that surround the symbols on the crest mean "That all may be one" and are taken from John 17:21. They are a reminder that we are both a "united" and "uniting" church.

In 1980, a French translation of The United Church of Canada—L'Église Unie du Canada—was authorized by General Council to be added to the crest.

In August of 2012, at the 41st General Council, The United Church of Canada acknowledged the presence and spirituality of Aboriginal peoples in the United Church by revising the church's crest. The crest changes include incorporating the colours often associated with the Aboriginal Medicine Wheel. The Medicine Wheel, which reflects respect for diversity and interdependence, is often represented in the four traditional colours of yellow, red, black, and white, which incorporate important teachings from the four directions, the four stages of life, and the four seasons. The placement of these colours will vary according to the traditions of the nation. The Medicine Wheel teaches us to seek balance in the physical, mental, emotional, and spiritual aspects of the circle of life. The crest changes also include the addition of the Mohawk phrase "Akwe Nia'Tetewá:neren" [aw gway-- nyah day day waw-- nay renh], which means "All my relations."

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PREAMBLE

Dorchester United Church, a duly constituted congregation of the United Church of Canada, has agreed to work for the good of our congregation and the advancement of the Kingdom of God upon earth. It is our intent that these policies and procedures model those proposed by the 2016 Manual of the United Church of Canada. While this document is intended as a guide for structuring our call to “Be Church” it is obvious that common sense adjustments and variations may be required from time to time to accommodate available resources and personnel.

Dorchester United Church VISION Statement

“Strengthened by God’s Spirit we learn, live and celebrate as followers of Jesus Christ, reaching out to help our worldwide community sharing God’s love and hope.”

This statement was established in 2001.

What we Believe

A New Creed

We are not alone,
we live in God's world.

We believe in God:
who has created and is creating,
who has come in Jesus,
the Word made flesh,
to reconcile and make new,
who works in us and others
by the Spirit.

We trust in God.

We are called to be the Church:
to celebrate God's presence,
to live with respect in Creation,
to love and serve others,
to seek justice and resist evil,
to proclaim Jesus, crucified and risen,
our judge and our hope.

In life, in death, in life beyond death,
God is with us.

We are not alone.

Thanks be to God.

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Our Structure

A “court” is a body established by the United Church of Canada Act, the basis of union, or the General Council that has deliberative and decision-making powers.

There are four parts in the United Church of Canada structure. These are:

General Council;
London Conference;
Middlesex Presbytery; and
Dorchester United Church.

United Church of Canada

General Council

London Conference

Middlesex Presbytery

Dorchester United
Church

Members of Church Board:

Chairperson
Secretary
Treasurer (ex-officio)
Chair of the Finance Committee
Ministry personnel (or Pastoral Charge Supervisor)
One Presbytery representative
Representative of the Board of Trustees
Chair of the Ministry and Personnel Committee
Chair of the Mission, Outreach and Christian Education Committee
Chair of the Property Committee
Chair of the Worship Committee
Other members as elected by the congregation to a maximum of 20 members.

Additional representatives of each committee may also serve as members of the Church Board. On the recommendation of the Committee Chair, these names shall be approved by the Church Board at its first meeting each February.

Others in leadership positions, such as representatives from women’s, men’s, youth, and other groups may serve as members of the Church Board, as recommended and approved at the Annual Congregational Meeting held in January or early February each year.

Members of committees are *not required* to be members of the Church Board.

Church Board Terms of Reference

Emphasis

The Church Board is based on a Unified Board model, which combines the traditional functions of spiritual leadership and financial management in one Board that also coordinates the work of various committees. The Church Board members are representatives of the congregation and are responsible for encouraging the spiritual and financial well-being of this church. The Vision Statement will be the basis for the Church Board's goals and activities as they engage the whole membership in Christ's mission now and into the future.

Reporting Structure

The Church Board is responsible to the congregation of Dorchester United Church.

Authority

- Authority is delegated to the Church Board to develop policy, maintain accountability and make decisions for the congregation of Dorchester United Church.
- In the absence of specific policies or topics in this governance document, the policy of the United Church's '*The Manual*' will be followed. If there is a discrepancy between this governance manual and the United Church's '*The Manual*', '*The Manual*' will take precedence.
- Decision making process - majority rules – (fifty percent plus one).
- Voting will be done in person where possible. If necessary, electronic voting is allowed, including teleconferences and via email (all members are copied on each email vote).

Membership of the Church Board (also see page 9)

- Chairperson, Vice-Chairperson, Church Board Secretary, Church Treasurer, and other elected members.
- Others in leadership positions, such as representatives from women's, men's, youth, and other groups may serve as members of the Church Board. (See Local Ministry Unit of *The Manual*).
- Adherents are welcome to serve on the Church Board and may vote on matters as outlined in the United Church Manual.
- Total Membership: maximum of 20 members, plus the appointed minister;

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- The Chairperson will be elected at the Annual Congregational Meeting. He or she will be a non-voting ex-officio member of all Committees of the Church and will serve until the next Annual Congregational Meeting.
- The Vice-Chair will be elected at the Annual Congregational Meeting or appointed by the Church Board at their first meeting.
- Presbytery representatives will be elected at the Annual Congregational Meeting and one representative will serve as a member of the Church Board, reporting to the whole Church Board.
- The Secretary of the Church Board will be elected at the Annual Congregational Meeting and serve as Secretary of congregational meetings and all meetings of the Church Board.
- All members of the Church Board are eligible for the purpose of serving Communion.
- Committees of the Church Board may recruit other church members for short-term projects, working groups or teams.

Term of Office for members of the Church Board and Committees

- The Chair of the Church Board and Committees Chairs shall serve a three-year term with the option of a one-year extension. After a maximum of four consecutive years, a one-year break is required.
- General members of the Church Board, members of committees and the Church Board Secretary, may serve a term of up to six consecutive years.
- Under special circumstances, the Church Board and the congregation may make an exception these rules.

Meetings of the Church Board

- Regular meetings of the Church Board are held in January, February, April, June, September and November. Additional meetings may be called by the Chairperson, Appointed Minister, by any two Church Board members or by the Presbytery Supervisor when appropriate.
- Committees shall meet as often as is necessary to accomplish their mandate. It may be on a regular bi-monthly basis (in months the full Church Board is not meeting) or otherwise as needed, at the call of the Committee Chair.
- Reports and recommendations must be submitted to the Church Board Secretary in sufficient time in advance of the Church Board Meeting to be included in the Consent Docket.
- Chairperson of the Church Board and Committee Chairs only vote, and must vote, in the event of a tie.

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Quorum

- A meeting of the Church Board may take place only if at least one-half of its members are present; and,
- A meeting of the Church Board may only take place if **one** of the following 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 presbytery to attend the meeting.

Responsibilities of the Church Board

The Church Board is responsible for encouraging the spiritual, administrative and financial wellbeing of the congregation through:

- Praying for members of the congregation and the life and work of the church.
- Actively promoting the Mission Statement and the church's Vision Statement by encouraging ideas and activities and integrating these into the life of the congregation.
- Approving the Annual Budget and any recommendations to be taken to the congregation.
- Approving candidates for baptism.
- Approval of all weddings conducted by the Minister (at the church or another location).
- Annual review and approval of rental fees.
- Annual review and approval of fees and honorariums.
- Assisting with the planning and carrying out of fundraising and special appeals in coordination with the Finance Committee.
- Keeping in touch with the United Church Women and any other groups in the church to support and coordinate ideas and activities. The UCW will report any fundraisers to the Church Board.
- Being aware of and promoting community activities that may be important to the congregation.
- Defining and coordinating activities that may be important to the congregation.
- Defining and coordinating activities of working groups and identifying potential volunteers of each team.
- Administering the Memorial Fund.
- Acting on other responsibilities as stated in the United Church of Canada's Manual.
- Coordinating activities with other churches.

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- Reviewing long term plans and presenting them to a congregational meeting for consideration and approval.

1. Church Board Chairperson's Responsibilities:

- Pray for the Church Board members, minister(s) and staff.
- Plan for and chair the Church Board meetings and Congregational meetings.
- Sign official certificates, documents and letters except for those assigned to the Church Board Secretary and/or Minister.
- Support the Church Board members as they carry out their responsibilities.
- Review priorities and plans with the Appointed Minister.
- Consider and recommend ways for the Church Board and/or the congregation to be informed about new programs, policies or studies of the United Church of Canada.
- Assist in the Sacraments or designate another Church Board member.
- Serve as ex-officio, non-voting member of all church committees.
- Serve as the Church's Privacy Officer.

2. Church Board Vice-Chair's Responsibilities:

- Fulfill the responsibilities of the Chairperson if he/she is unable to attend a meeting or otherwise be unable to fulfill the duties of office.
- Participate as a member of a committee.
- Prepare to assume Chairperson's responsibilities at the end of his/her term if appropriate.

3. Church Board Secretary's Responsibilities:

- Record recommendations, motions and all other relevant business.
- Distribute minutes to Church Board members in a timely manner.
- Acknowledge and respond to correspondence when appropriate.
- Be knowledgeable about The United Church's rules regarding recording and keeping minutes.
- Maintain a list of Church Board members and volunteers with dates of service.
- Maintain a list of members of the church by the "Keeper of the Historic Roll", or delegate this responsibility to a person approved at the Annual Congregational Meeting.
- Ensure minutes, lists of members of the church and lists of Church Board members and volunteers are kept safe.
- Serve as the Secretary for congregational meetings.
- All other duties normally assigned the Church Board Secretary as described in *The Manual*.

Dorchester United Church

- 4. Treasurer's Responsibilities:** (Staff Position. Please refer to the job description for more detail).
- Receive all monies for the support of the congregation from envelopes, collections, Pre-Authorized Remittance and other sources.
 - Disburse funds under the directions of the Church Board.
 - Record all receipts and expenditures.
 - Present a statement of the accounts when called upon by the Church Board.
 - Attend to such other duties as the Church Board or the congregation may direct.
 - Follow all requirements of the United Church of Canada 'Financial Handbook for Congregations' and 'Financial Resources Handbook'.
 - Provide an up-to-date police check.

At the end of the financial year the Treasurer shall present a statement for which an Audit (Financial Review) has been performed, certified by the auditor or auditors appointed by the Congregation or the Church Board.

Weekly Offering:

At least two members of the Church Board who are not related shall count and check the offering. All individuals present for processing of the offering should be at arm's length of each other. This should be done at the church, not at another location, to ensure the accuracy of the count and protect those who do the counting. The offering should be kept in the custody of the counters at all times until it can be deposited. (See #5.3 Financial Handbook 2017, United Church of Canada).

Individuals present during the counting of the offering shall not be a Signing Officer or the Treasurer.

Financial Audit or Independent Review:

Every year, the pastoral charge or congregation shall produce an audited financial statement to the Church Board of Trustees. However, in some areas it may be impossible to find an auditor. In this case, the pastoral charge may choose to appoint, as independent reviewer, an individual who understands the role of an independent review of the financial records and is familiar with bookkeeping. Such an individual should be independent of the record keeping functions of the pastoral charge and at arm's length from the Treasurer and Bookkeeper. It may be that the pastoral charge is fortunate to have a member who is both able and willing to assume this role. If not, the pastoral charge should seek outside assistance. The auditor is appointed annually at the Annual Congregational Meeting. (See #6.3 Financial Handbook 2017, United Church of Canada)

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COMMITTEES

General Responsibilities of All Committees:

- A Chair and Secretary shall be selected at the first official meeting following the Annual Congregation Meeting, if these positions were not already filled at that meeting.
- Have representation at all regular meetings of the Church Board and be prepared to report and provide any recommendations.
- Each February, prepare committee goals which are aligned with the Committee Responsibilities and the church's Vision Statement. Present these in writing at the February Church Board Meeting. Additional goals may be added at any time.
- Publicize activities or items of interest in the Worship Bulletin, Newsletter and by any other appropriate means in coordination with the Communication Team.
- Plan and participate in a "Minute for Committee" from time to time during regular worship services.
- Recruit volunteers who are not part of the Church Board for short-term projects and Working Groups as required.
- Members of the Finance Committee must provide an up to date police check.
- Members of committees are not required to be members of the Church Board.

Working Groups:

- Volunteers for Working Groups who are not members of the Church Board are not required to attend Church Board Meetings.
- A member of the Church Board will act as liaison between the Working Group and the Church Board

1. NOMINATING COMMITTEE

Purpose: Propose the names of persons who are eligible, suitable, and willing to serve in positions for which the Church Board has requested nominations.

Membership: Three members who are elected at the Annual Congregational Meeting.

Responsibilities:

- Provide a list of nominees (at least one for each office) who are able and willing serve a term on the Church Board. Individuals will be elected at the Annual Congregational Meeting to positions such as Chair, Vice Chair,

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Secretary, and Presbytery Representative when appropriate and others as needed.

- Consider and make recommendations concerning further nominations received “from the floor” and other appropriate sources.
- Provide nominees to fill vacancies as appropriate between congregational meetings. These vacancies will be filled by vote of the Church Board.
- Committee Chairperson reports to the members of the congregation at the Annual Congregational Meeting.

Refer to United Church Manual - Guideline for Nominations Committee in Selecting and Appointing Members.

2. FINANCE AND STEWARDSHIP COMMITTEE

Purpose: The Finance & Stewardship Committee is responsible for overseeing of the finances of the congregation in accordance with The United Church Manual. The stewardship of money, time and talents is an essential part of this committee’s emphasis.

Membership: Three elected members of the Church Board who are at arm’s length plus the Church Treasurer.

Responsibilities:

- The Finance portion of this committee is empowered by the Church Board to make decisions within the mandate established in this document and within the context of the council’s organizational policies.
- Reports to the Church Board.
- Oversight of the financial affairs of the Congregation including:
 - Prepare an annual budget in consultation with all committees and groups for approval at the Annual Congregational Meeting.
 - Receipt and disbursement of funds on a day to day basis on behalf of the Church Board and Congregation;
 - Coordinating and helping to prioritize the spending plans of the congregation;
 - Identify the sources of funding for capital projects;
 - Support the Treasurer in meeting their duties;
 - Arrange for the counting and depositing of offerings and all other funds received by the Church;
 - Report on the current financial situation in the Church Bulletin as directed;

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- Assist the Church Board in the co-ordination of stewardship campaigns and other methods of securing the necessary funds;
- Be responsible for the administration of the Operating Account and Church Funds;
- Prepare and submit an Annual Report. Present the Annual Report at the Annual Congregational Meeting, including the detailed statements of operating receipts and disbursements for the preceding church year, and the budget for the ensuing year showing the estimated amounts required to carry on the work of the Church.
- Recommend an independent experienced individual to perform an accounting review and make recommendations at the Annual Congregational Meeting.
- Monitor giving, analyze trends and inform the Church Board.
- ❑ The Stewardship portion of the committee is to develop and implement a year-round, ongoing stewardship program with all ages in the local congregation.
 - Recommend the annual objective of Dorchester's share of the Mission and Service Fund and ensure the goal is sent to National Church on time.
 - Keep informed of and promote the use of stewardship resources in the congregation
 - Promote the Mission and Service Fund as a way of giving beyond the congregation.
 - Plan for and organize special stewardship emphasis/giving initiatives

Signing Authority

The signing authority for all disbursements, bank accounts and related documents administered by Finance shall be any two of the following designated persons: Treasurer, the Chair of the Finance Committee, a member of the Church Board, and others as approved by the Church Board.

3. TRUSTEES (Board of Trustees)

Purpose: To oversee the assets of the Church.

Membership:

- At least three (3) Trustees, who are members of the United Church and of legal age in Ontario, will be appointed at the Annual Congregational Meeting; and
- One of the following: the member of the order of ministry who has been settled or appointed to the pastoral charge; the designated lay minister; or the pastoral charge supervisor.

Responsibilities:

- Any of the following may decide to be Chair of the Board of Trustees: member of the order of ministry who has been settled or appointed to the pastoral charge; the designated lay minister; or the pastoral charge supervisor. If the above person decides not to be the chair they may appoint another trustee as Deputy Chair. If the Chair and the Deputy Chair are both unavailable for a meeting, the Trustees at the meeting may elect a Chair for that meeting.
- Hold all congregational property for the congregation as part of the United Church.
- Give the same care and attention to congregational property as a reasonable person would give to their own property.
- Follow all requirements of the Congregational Board of Trustees Handbook.
- Compliance with Decisions and Other Requirements.
- Select a Trustee to sit on the Church Board.
- Prepare and submit an Annual Report of the Trustees activities.
- Meet at least once per year.

The Trustees must comply with:

- all decisions about congregational property that are made by the Church Board, the presbytery, or the Conference; and
- all other United Church requirements for Trustees and congregational property.
- Ensure appropriate and adequate insurance on all church assets.
- Ensure church has adequate liability insurance.
- Comply with all requirements outlined in church Manual and Trustees handbook.

4. WORSHIP COMMITTEE

Purpose: The Worship Committee oversees the spiritual interests of the congregation and is responsible for the Ministry of Worship, including the Ministry of Music, for all ages of the congregation and those we seek to draw into our congregation.

Membership: At least three members who are elected at the Annual Congregational Meeting and a Choir Representative. The Committee Chair shall be a member of the Church Board.

Responsibilities:

- Arrange lay assistants for services of baptism and receiving new members.
- Arrange for the preparation and serving of the Sacrament of Communion.
- Review baptism candidate's name and present name to Church Board for approval.
- Serve as Baptism Elder and participate in baptismal service.
- Assist minister in planning and arranging special services and other ecumenical services and events.
- Arrange for scripture readers, baptismal assistants and other worship participants.
- When the Minister is not available, a referral is made to another minister/church for weddings and funerals.
- Ensure support of senior adults in the congregation.
- Confirmation for youth.
- Assist the Music Director and choir in special musical endeavours and in purchasing music through the Worship Committee
- Prepare an annual budget in consultation with the Finance Committee.
- Monitor the committee budget and manage expenditures throughout the year.
- Prepare and submit an Annual Report of committee activities.

5. MISSION, OUTREACH & CHRISTIAN DEVELOPMENT COMMITTEE

Purpose: Support the compassionate response to God's call to mission and healing for the world. The committee informs the congregation and promotes action regarding social and justice issues. This committee also plans for all aspects of Christian Development for all ages in the congregation.

Membership: At least three members who are elected at the Annual Congregational Meeting. The Committee Chair shall be a member of the Church Board.

Responsibilities:

- Promote the Mission & Service Fund and other mission activities.
- Co-ordinate fund raising and encourage congregation participation.
- Stimulate congregational awareness and reflection on faith and current social issues.
- Present a variety of opportunities Christians have to be active disciples in service to God.
- Be alert to opportunities to create Church School, Vacation Bible School, Youth Group
- Support and plan for the participation of children, youth and or adults in intergenerational or special worship services in co-operation with the Worship Committee.
- Recommend and monitor the supply of literature for the library shelves.
- Prepare an annual budget in consultation with the Finance Committee.
- Monitor the committee budget and manage expenditures throughout the year.
- Prepare and submit and Annual Report of committee activities.

6. PROPERTY COMMITTEE

Purpose: The Committee members are responsible for overseeing the maintenance, enhancement, usefulness and safety of the building and grounds. Both the building and grounds are integral parts of the life of the congregation and its mission in this community.

Membership: At least three members who are elected at the Annual Congregational Meeting. The Committee Chair shall be a member of the Church Board.

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Responsibilities:

- Ensure that the church building, grounds and all equipment are properly maintained.
- Maintain security of church keys, including distribution, record keeping and retrieval.
- Recommend, arrange for and supervise approved repairs, alterations and improvements. Receive cost estimates for non-budgeted items or major capital expense and recommend to the Church Board.
- Maintain and update the maintenance manual and keep up the logbook of major projects.
- Recommend, when necessary, rental fees for all locations in the church in cooperation with the Finance Committee. Recommend any changes to the Church Board.
- Book and manage all rentals of church property.
- Prepare an annual budget in consultation with the Finance Committee.
- Monitor the committee budget and manage expenditures throughout the year.
- Prepare and submit an Annual report of committee activities.
- Maintain a file/binder and guide for all church facilities which require regular maintenance. (Binder is found in the Janitorial Room).

7. MINISTRY AND PERSONNEL COMMITTEE (M&P)

Purpose: The M&P Committee is responsible for overseeing the roles and functions of church employees, encouraging and promoting good working relationships among staff and the members of the congregation.

Membership: Not less than three and not more than seven members shall constitute the committee. New members shall be elected by a Congregational Meeting. Staff shall not be members of this committee.

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Responsibilities:

- Provide a consultative and supportive group for Church Staff and for the members and adherents of the congregation.
- Review working conditions and remuneration for staff and make recommendations to the Church Board.
- Oversee the relationship of Church Staff with each other and with members of the congregation and the community.
- Consult with Church Staff regarding vacation time and continuing education, where applicable.
- Review and evaluate annually the effectiveness of Church Staff in relation to the mission and goals of the church.
- Review and revise the position descriptions of the Church Staff, when required or requested.
- Report to the Church Board as appropriate.
- Carrying out all other duties as described in the United Church Ministry and Personnel Manual.
- Maintain close liason with the Presbytery Pastoral Relations Committee.
- Prepare an annual budget in consultation with the Finance Committee.
- Monitor the committee budget and manage expenditures throughout the year.
- Prepare and submit an annual report of committee activities.

8. COMMUNICATION TEAM

Purpose: This team is responsible for developing ways to communicate the life and work of the church in coordination with the Church Board.

Membership: Volunteers from the congregation and a Church Board member who provides updates to the Church Board.

Responsibilities:

- Assist the Administrative Assistant, as appropriate, with preparation, co-ordination and distribution of:
 - Newsletters
 - Annual Reports
 - Brochures
 - Special Communiques to the congregation or community
- Establish and maintain a contact list (via telephone, email, etc.).

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- Provide notification to the webmaster to ensure information is maintained current on website dorchesterunited.ca.
- Ensure a weekly report and update for the Signpost Ad be submitted, in consultation with the minister.
- Consider other ways of communicating to the congregation and community.

9. WOMEN'S GROUP: Dorchester United Church Women

Purpose: To unite women of the congregation for the total mission of the Church and to provide a medium through which they may express their loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service.

Membership: Any woman who is willing to contribute to the work of the church may participate in the Dorchester United Church Women's Group.

Responsibilities:

- Identify forums or projects for action & financial support as discussed by the group and voted on normally through a consensus.
- Discuss, arrange, and implement fund-raising efforts. Advise the Church Board of fundraising dates.
- Support various outreach activities within the local area, and elsewhere.
- Prepare an annual budget in consultation with the Finance Committee.
- Prepare and submit an annual report of the group's activities.

Congregation

Membership:

The Congregation consists of the following:

- (a) Members;
- (b) Full members;
- (c) Adherents; and
- (d) Members of the order of ministry whose names have been added to the membership roll.

(See Manual 2016 for descriptions of members.)

Responsibilities:

The Congregation is responsible for the following:

- (a) Deciding on a governance model;
- (b) Electing a Chair and Secretary of the Annual Congregational Meeting;
- (c) Electing a Church Board;

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- (d) Electing a Chair of the Church Board;
- (e) Electing members of the committees;
- (f) Appointing Trustees;
- (g) Electing representatives to Presbytery;
- (h) Approving a budget;
- (i) Calling or requesting settlement of a members of the order of ministry; and,
- (j) Requesting the ending of a pastoral relationship.

Meetings:

1. The Congregation must meet at least annually, with the Annual Congregational Meeting being held early in the calendar year.
2. At the Annual Congregational Meeting:
 - a. A Chair and Secretary for the Annual Congregational Meeting are elected;
 - b. Annual reports from the Church Board, Committees and other groups are received;
 - c. Members of the Church Board and Presbytery representatives are elected; and,
 - d. A review and decision are made on the draft annual budget.
3. Meetings of the congregation may be called by one of the following:
 - a. The Chair of the Annual Congregational Meeting;
 - b. A member of the order of ministry settled in or appointed to the pastoral charge;
 - c. A designated lay minister who is appointed to the pastoral charge; or
 - d. The pastoral charge supervisor.
4. A meeting of the Congregation may be called at any time. A meeting must be called when there is a written request from the Church Board or at least 10 full members of the Congregation.

A meeting may also be called to appoint or remove a Trustee when there is a written request from the Church Board, a Trustee or seven members of the Congregation.

A meeting must be called when required by Presbytery.

A meeting may also be called at any time by Presbytery. If so, Presbytery must decide who will chair the meeting.

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5. The person who calls the meeting is responsible for giving advance notice.

If presbytery is calling the meeting, notice must be given by the pastoral charge supervisor, and if none, another member of Presbytery other than the ministry personnel settled or appointed to the pastoral charge.

6. The process for giving notice is dependent on the purpose of the meeting, and all notices must indicate the purpose.

For electing or removing members of the Church Board, notice must be read during public worship on two Sundays. After notice has been read on the second Sunday, the meeting may take place on the next day or any day after that.

For decisions regarding Trustees, notice of the meeting must be read from the pulpit by the minister or other officiant during worship on two Sundays. After notice as been read on the second Sunday, the meeting may take place on the same day or any day after that.

See the Manual, 2016 for required notice periods for Needs Assessment and Searches; Pastoral Relations Matters; Amalgamations and Disbanding; and other meetings.

7. The Quorum required for a meeting of the Congregation is dependent on the number of full members present. For congregations with 100 or more full members, there must be at least 20 full members present. If the congregation has between 30 and 99 full members, there must be at least 10 full members present. For congregations with fewer than 30 full members, at least one third of the full membership must be present.
8. Voting must be by a show of hands unless the Congregation decides on another way of voting. Proxy voting or voting by mail-in ballots is not permitted. *

*(*Voters must be participants in the meeting where the voting takes place. They vote under the guidance of the Spirit moving in the discussion during the meeting. This allows the Spirit to move in the way that happens when "two or more are gathered" It often draws us in directions we did not expect. For this reason, proxy voting and voting by mail-in ballots are not permitted.)*

Review and Revision of Manual

This manual is a living document and will be reviewed and revised at least annually, and as when changes are made to the United Church of Canada or the Church Board functioning.