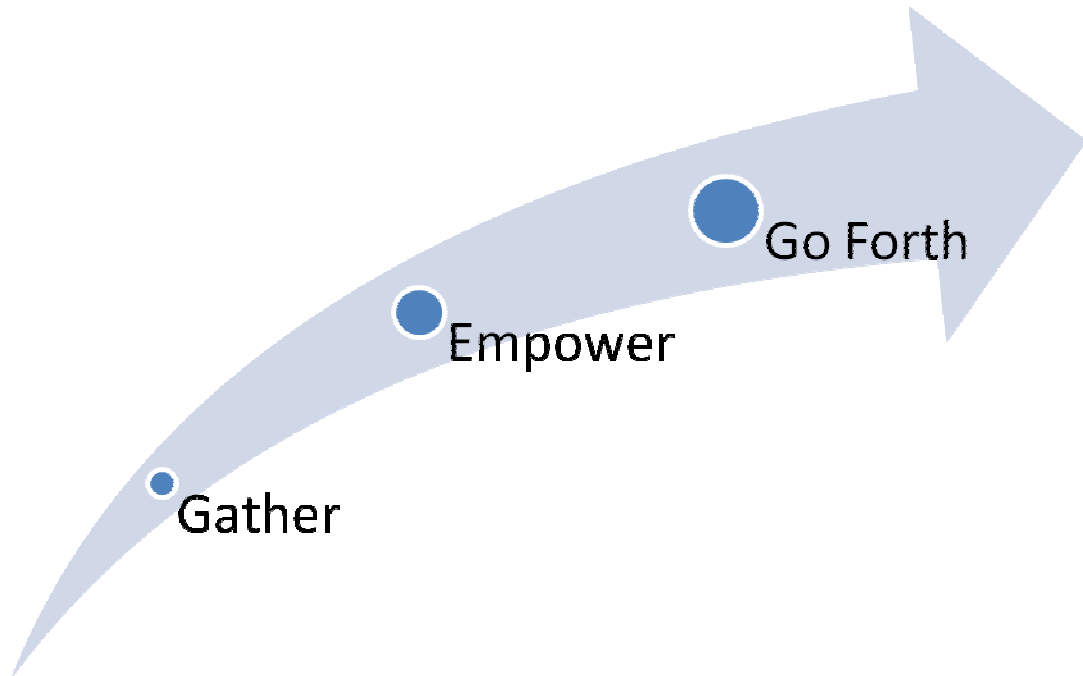


## Rockingham United Church



Rockingham United Church exists to gather people of faith and through God, empower them to go forth making our community and the world a better place in which to live.

We see ourselves as a thriving, multigenerational community of disciples, centering on the word of God, reaching out and positively impacting all of God's creation.

Vision of RUC

April 15, 2010

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## **Rockingham United Church Congregational Council**

### **Governance Model**

In the United Church of Canada there are several governance models. Rockingham United Church has chosen to follow the Church Council Model which emphasizes the responsibility of all the members of the congregation to be engaged in ministry. This council acts as a co-ordinating and decision making body as well as a place for future planning. The Ministry Personnel serves as a resource person for this council. Mandatory are representatives from both the Ministry and Personnel Committee and the Board of Trustees.

The governance model of Rockingham United Church consists of nine distinct committees. It is the function of the council to plan and be the visioning group for the congregation, as well as carrying out the day to day activities which make Rockingham United Church a community. Each group or committee is empowered to act within the guidelines laid out in both **The Manual** as well as this document. The Council is responsible for the overall work of each of the groups or committees and thus the congregation assumes ownership of the governance process.

The **Church Council** model emphasizes the responsibility of all members of the congregation to be engaged in ministry. All councillors are elders of the congregation who act as a round table with its main function being decision making and coordination which will enable people to come together to set priorities and direction. Leadership of the council is focused on the ministry of the church and within parameters of responsibility assigned to committees. The strength of this model is that it gives more autonomy to committees (permission giving model), with the council concentrating on planning, and priorities, rather than managing.

### **Role of the Council**

Although the congregational meeting is the final decision-making body for a pastoral charge, authority is delegated to the Council to develop policy, maintain accountability, and make decisions.

It is the responsibility of the Council is to keep the congregation members focused on their mission statement. All policy development and accountability is based on the mission approved by the congregation.

### **The Council**

- submits to the pastoral charge reports on life and work, including a full statement of receipts and expenditures, indebtedness, and estimates for the coming year
- completes pastoral charge statistical and information forms for the General Council
- elects members of the pastoral charge to be representatives to the presbytery/district
- receives and makes available to the members of the pastoral charge any actions of the presbytery/district, Conference, and General Council
- secures contributions for the work of the whole church, local funds, and the Mission and Service Fund
- authorizes borrowing funds for the day-to-day operations of the pastoral charge
- gives lawful directions to the Trustees concerning property matters when necessary
- represents the pastoral charge as authorized by the congregation(s) in meetings with presbytery/district relating to amalgamation, realignment, reconstitution, or disbanding the pastoral charge
- forwards applications for incorporation from agencies or bodies within the pastoral charge to the presbytery/district
- attends to matters that involve the joint interest of the committees, groups, or teams in the organizational structure
- attends to matters affecting the pastoral charge not assigned to any other body

*(The United Church of Canada: Congregation Organization Handbook pg. 18)*

### **Commonly Used Terms**

**Congregation** - A group of members and adherents who gather for the purpose of common worship. Today there are over 3 million members and adherents across Canada included in approximately 512,000 households.

**Pastoral Charge** - A Pastoral charge may include one or more congregations under the spiritual leadership of a minister. (term interchangeable with term “congregation”).

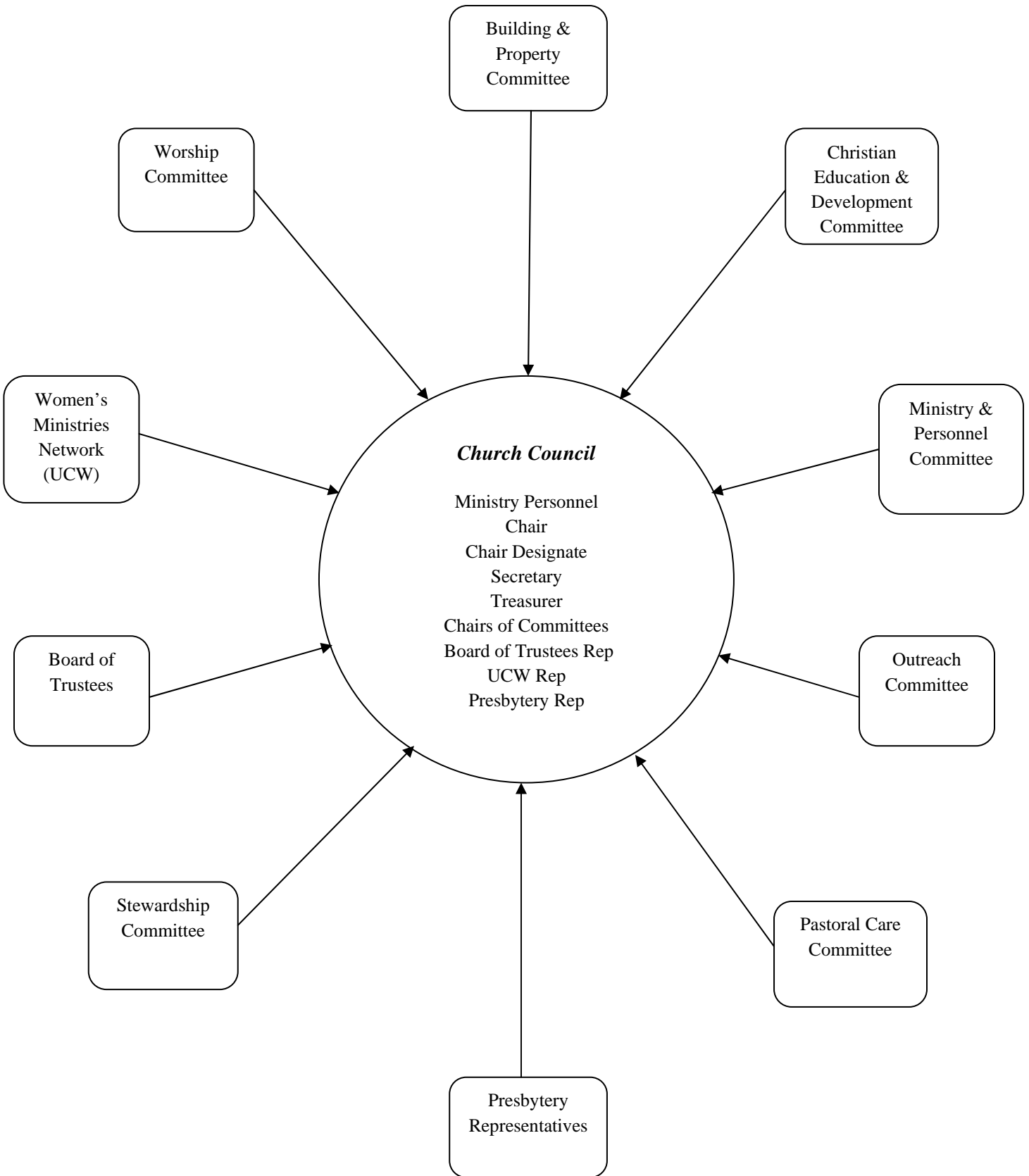
**Presbytery** - A reference to a Presbytery also constitutes a reference to a District. We are members of the *Halifax Presbytery* which includes charges from Sheet Harbour to St. Margaret’s Bay.

**Conference** - An administrative grouping of presbyteries in a regional area.

**Satellite Committee** – A committee that functions under the umbrella of one of the main committees and whose terms of reference are the same as the committee under which it serves.

**Ad Hoc Committee** – A committee appointed for a specific task by Council and is disbanded upon completion of that task.

# Rockingham United Church Council



## Council Officers and Committees

- Rockingham Pastoral Charge is hereafter referred to as the Congregation and is accountable to the Halifax Presbytery of the United Church of Canada.
- The Congregation shall have one (1) church council. (**The Manual 2007 sec 215**)
- The Congregation, consisting of members and adherents is governed by the current edition of The Manual of the United Church of Canada.
- The Church Council will be represented by: a) Chairs of each committee, selected by members of each committee, b) Chair of Board of Trustees, selected by members of the Board of Trustees, c) Chair of Council, Secretary, Chair Designate. Elected at Annual Meeting by ballot, if more than one nomination is received for each office. Names (candidates) for each position are requested in the bulletin three consecutive weeks prior to the May Council meeting. The nomination chair will pass these names on to the Council who will vet them. d) UCW will select a representative to sit on the Council. e) Presbytery representative will alternate annually between the three named at Congregational Meetings. f) Ministry Personnel, settled or appointed to the Pastoral Charge (Congregation) (**The Manual 2007 sec 219**)

### Terms of Office and Membership

- Officers of the Church Council elected by the Pastoral Charge and those persons elected by the Committees to be members of the Church Council (chairs of committees) are Elders (**The Manual 2007 sec 219**) and as such shall be members of the United Church of Canada. (**The Manual 2007 sec 134**)
- Terms of office shall be limited to specific lengths of time. This will allow more people to feel comfortable in accepting a role in the governance procedure, as well as bringing in new ideas and faces which is healthy in the growth of any group.
- Terms of Office:

Chair:	2 year term, non renewable
Chair Designate	2 year term followed by term as Chair
Secretary:	2 year term (renewable once followed by a one year absence from council)
Treasurer:	2 year term (renewable once followed by a one year absence from council)
Committee Chairs:	2 year term (renewable once followed by a one year absence from council)
Board of Trustees:	2 year term (renewable once followed by a one year absence from the council)
Presbytery rep:	1 year alternating annually between Presbytery reps

- The Ad Hoc Nominating Committee shall receive nominations for Council positions by calling for nominations on three consecutive weeks in the church bulletin. These positions shall be Chair, Chair Designate, Secretary, and any other position requiring council approval (for example those committees that are not able to select a chair).
- The Pastoral Charge (congregation) shall establish and elect the members of, a Ministry and Personnel Committee as detailed in the Manual. **(The Manual sec 236)**
- Names from the Nominating Committee shall be vetted by the Council and then approved by the Congregation. If need be, voting will take place by ballot.
- Nominations from the floor will not be accepted.
- All Ministry Personnel shall be ex officio members of all committees except for the Ministry and Personnel Committee, the Nominations Committee; the Joint Needs Assessment Committee and the Joint Search Committee. **(The Manual 2007, sec 122)**
- The members of committees will be elected from among the members and adherents of the congregation in accordance with the needs of the various committees and skills offered. **(The Manual 2007, sec 219)**
- Conditions of office:
  - a) only one member of an immediate family may serve on the Council at one time
  - b) a person may chair only one committee at any time
  - c) committee members may serve on only one committee at a time
  - d) non ministerial staff may not serve on Committees of RUC
  - e) committees will be chaired by one (1) person
- Meetings: The Church Council will meet once a month on a date to be determined by the Council or at the discretion of the Chair. Other meetings may be called under circumstances outlined in the Manual. **(The Manual 2007, sec 111(a) (b) (c) (d) (e) (g) (h) (i))**
- Meetings are conducted according to the rules of debate and order found in the **Manual 2007 (appendix III)**, or if not covered there, **Bourinot's Rules of Order (Canada)**.
- Quorum: A quorum for the Church Council shall require the attendance of a member of the Ministry Personnel settled in or appointed by the Congregation, or a lay pastoral minister appointed to the charge, or an appointee of the Presbytery. **(The Manual 2007 sec 218)**. As well there must be a minimum of eight (8) members present to ensure proper representation.
- The Church Council is responsible to the Congregation of Rockingham United Church and must report to the Congregation at the Annual Congregational Meeting held in June.

- Satellite Committees are responsible to the Council and Congregation through the appropriate committee that has established them.
- The responsibility of the Church Council is to oversee the activities of the various committees and groups within the congregation in relation to their functions in mission and ministry. The following groups will work in conjunction with the listed committee:
  - a) All Choirs - Worship
  - b) Men's Group - Stewardship
  - c) Senior's Ministry - Pastoral Care
  - d) Women's Spirituality Group - Worship
- The Council shall ensure that new Council members will receive adequate information and training to ensure their familiarization with how the Council functions.
- Each committee is empowered to operate within the guidelines set forward in **The Manual 2007** as well as this document and function within its approved budget.

## Committees

### A) Building & Property (The Manual 2007 sec. 228)

The Building and Property Committee is responsible to the Congregation through the Church Council for the following:

- Maintaining the church building, equipment and grounds
- Planning and implementing improvements or upgrades to the church and grounds
- Coordinating the work of the caretaker in relation to the committee mandate and in conjunction with the Ministry and Personnel Committee
- Determining financial charges which may be applied to outside groups using the church facilities with the exception of the sanctuary
- Maintaining the church office equipment
- Overseeing the purchase of office and janitorial equipment and supplies
- Ensuring the church property is safe and provides a healthy environment in conjunction with the duty of care as outlined in the *Duty of Care Program* of the United Church of Canada



- Ensuring the church property and technology is protected and secure
- Presenting regular reports on the condition of the property at meetings of the Church Council
- Managing expenditures over their allotted budget and with approval from the Church Council, over unexpected operational and maintenance items
- Working within their approved budget

## **B) Christian Education and Development (The Manual 2007 sec. 224, 242)**

The Christian Education and Development Committee is responsible to the Congregation through the Church Council for the following:

- Planning and directing the Christian Education and Leadership programs of the church
- Determining the educational needs of the congregation and develop the appropriate programs and methods to meet these needs
- Providing appropriate workshop opportunities and materials for Church School teachers and other church group leaders
- Selecting and appointing of superintendents for Church School
- Working within their approved budget

## **C) Ministry and Personnel (The Manual 2007 sec 244; Ministry and Personnel Handbook)**

The Ministry and Personnel Committee is responsible to the Congregation through the Church Council for the following:

- Providing a confidential setting for support, consultation, and assessment of all staff of the Pastoral Charge. (Staff is defined as the Building Caretaker, Office Administrator, Choir director/Organist)
- Providing a confidential setting for support, consultation and assessment for members of the Ministry Personnel settled here by Presbytery
- Making recommendations regarding working conditions, hours of work (where applicable), and remuneration for staff and Ministry Personnel

- Addressing concerns or comments in writing from the congregation, staff or Ministry Personnel
- Providing a mechanism for liaison between the congregation and staff as well as between the Pastoral Charge and Halifax Presbytery Pastoral Relations Committee
- Conducting an annual review and evaluation following fair and proper procedure of all staff and Ministry Personnel
- Evaluating and make recommendations for staff and Ministry Personnel continuing education
- Reviewing job descriptions and make recommendations where necessary
- Working within their approved budget

**D) Outreach (The Manual 2007 sec. 153 vii, 158)**

The Outreach Committee is responsible to the Congregation through the Church Council for the following:

- Ensuring that the congregation is active in examining the needs of the local and global community and to design plans and programs to enable the congregation to minister to the needs of those people outside the congregation in a Christian perspective
- Informing the congregation of work being done by Rockingham United Church and the United Church of Canada and make proposals to Council for support in this regard
- Cooperating with the Stewardship Committee in promoting local support for the Mission and Service Fund
- Offering the congregation and community at large educational opportunities in the areas of social service and social justice
- Promoting the United Church Observer and facilitate renewals of subscriptions by members of the congregation
- Working within their approved budget

**E) Pastoral Care (The Manual sec. 153vi)**

The Pastoral Care Committee is responsible to the Congregation through the Church Council for the following:

- Considering those members and adherents who may need support and care through various means but not limited to such things as hospital visits, offering home communion, sending cards or notes to those who are ill, making phone calls to those who have suffered a loss of a loved one, or practical assistance such as offering a drive to church
- Working within their approved budget

### **F) Presbytery Representative (the Manual sec. 310 - 393)**

Each congregation within the United Church names at least one layperson (or more, depending on the number of members of the congregation) as their representative to the Presbytery. The lay representative must be a “full member” of the congregation. It is the responsibility of lay representatives to presbytery to:

- Attending presbytery meetings
- Participating in the work of presbytery
- Reporting to presbytery regarding their home congregation
- Reporting back to their congregation regarding presbytery discussions and decisions

### **G) Stewardship (the Manual 2007 sec 166 a, 245 b i, ii, iii, iv, vii)**

The Stewardship Committee is responsible to the Congregation through the Church Council for the following:

- Designing an organized stewardship campaign to increase givings and solicit volunteers for church positions
- Cultivating knowledge and conviction of the church about the mission of the church in all its aspects and to maintain the Mission and Service Project for Rockingham United Church
- Carrying out such duties as outlined in the **Manual**
- Recruiting, training and scheduling an appropriate number of persons to count, record and deposit the weekly offering in accordance with the procedures and practices of The United Church of Canada

- Training counters following the policies of Rockingham United Church. (There shall be two non related counters for any church function; Sunday weekly receipts shall be counted on site and deposited the same day in the bank's night deposit box and receipts shall be posted to the church accounting software as soon as possible following the donation – *Accounting Practices RUC*)
- Ensuring the recording of weekly donations, PAR monthly contributions and all other tax-deductible contributions in a manner that preserves the confidentiality of the information
- Ensuring maintenance of a long-term record of donations designed to satisfy whatever audits may occur
- Working within their approved budget

**i) Finance Satellite Committee (The Manual 2007 Sec. 160-165, 166(b), 167-170, 245(a &c)**

Rockingham United Church will have a Finance Committee as outlined in **The Manual**. The Finance Committee is responsible to the Congregation through the Stewardship Committee for the following:

- Disbursing these funds, according to the Congregation's budget, for the salaries of the Ministry Personnel and Church Staff, the Pension Fund and other benefits, the Halifax Presbytery allocation, the Mission and Service Fund of The United Church of Canada, and other local church obligations
- Developing an annual budget for each individual committee to be discussed and approval by the Church Council and the Congregation and will reflect the mission priorities of the church
- Presenting a financial statement of receipts and expenditures at all regular meetings of the Church Council, and at the Annual Congregational Meeting.
- Communicating with the Stewardship Committee to plan fund-raising events and stewardship education campaigns
- Communicating with the Board of Trustees regarding investment procedures, proposed major capital expenditures, and possible gifts to the church
- Administering the various funds
- Appointing a Treasurer from the committee
- Working within their approved budget

- Responsibilities of the Chair of the Finance Committee:
  - a) To chair Finance Committee meetings
  - b) To prepare an annual report to Council and the Congregation on financial activities and performance of the Church
  - c) To coordinate with the Building & Property and Stewardship Committees in managing the financial and temporal affairs of the congregation
  - d) To monitor on an ongoing basis of the actual income and expenditures so that adjustments to the budget can be made where necessary to ensure adequate cash flow

**ii) Wills and Bequest Satellite Committee**

The Wills and Bequest Satellite Committee is responsible to Congregation through the Stewardship Committee for the following:

- Reviewing any conditions applied to a gift or bequest to assure it is used as intended
- Recommending where not specifically spelled out in the will or bequest where or how this bequest will be used
- Acknowledging a gift in the church bulletin and annual report (unless otherwise instructed as well ascertaining that the appropriate tax receipt has been issued

**H) The Board of Trustees (The Manual 2007 sec 250 – 272)**

- A majority of the Board of Trustees must be members of the United Church of Canada and are elected at the June Annual Congregational Meeting; with the Chair being a member of the United Church of Canada.
- The Board of Trustees shall consist of no fewer than three (3) and no more than fifteen (15) members. **(The Manual 2007 sec 256)**
- The Board of Trustees is responsible for holding and administering all property, real and personal held in trust or acquired for the use of the congregation of Rockingham United Church in accordance with the **United Church Manual 2007**.
- Board of Trustees will designate a member to serve on the Church Council.
- Meetings must be called and conducted in accordance with the procedure outlined in the United Church Manual **(The Manual 2007 sec 251-262)**.

## **I) Women's Ministries Network (UCW) (The Manual sec 290 – 295)**

All women's groups in the United Church, including United Church Women groups, are collectively referred to as the Women's Ministries Network. **(The Manual 2007 sec 290)**

The UCW is responsible to the Congregation through the Council for:

- Determining their own purposes, which may include personal support, friendship, spiritual nurture and growth, mission education, service, exploring faith in Jesus, outreach, fundraising, fun, prayer, healing, or education for life **(The Manual 2007 sec 293)**

## **J) Worship (The Manual 2007, sec. 153 a & b, 154,158,159)**

The Worship Committee is responsible to the Congregation through the Church Council for the following:

- Joining with the member(s) of the Ministry Personnel in ensuring that the order of public worship meets the needs of the congregation and that the services are audio taped for shut-ins
- Providing assistance to the member(s) of the Ministry Personnel in formulating and administering policy respecting baptisms, weddings and funerals and that these policies be stated in a written form such as a pamphlet
- Assisting the member(s) of the Ministry Personnel in the administration of the Sacraments
- Identifying, nourishing and supporting candidates wishing to pursue ministry in the United Church of Canada
- Maintaining a calendar of events and prepare special Sunday services, as well as announcing these publically where necessary
- Securing pulpit supply when needed
- Recommending policies and provide guidance on the use of the sanctuary
- Assisting the Ministry and Personnel Committees in selecting an organist and choir director, to provide music supply when necessary
- Ensuring that the organ, other musical instruments, sound system and video system in the sanctuary are properly maintained
- Maintaining when necessary communion vessels, banners and decorations in the sanctuary

- Assisting the member(s) of the Ministry Personnel in the selection of appropriate materials and arrange classes for the instruction of communicants and those preparing for church membership
- Maintaining a list of honorary Elders.
- Working within their approved budget

### **i) Membership Relations Satellite Committee**

The Membership Relations Satellite Committee is a committee responsible to the Congregation through the Worship Committee for the following:

- Making an initial contact with newcomers
- Coordinating tea and coffee for the Sunday coffee and coordinating one Sunday per month in conjunction with the Outreach Committee
- Organizing receptions for communicants, new members, Anniversary Sunday and other special occasions as deemed necessary
- Supporting the publication of Rockingham Reflections
- Maintaining the guest book and church organizational board in the lobby
- Working within their approved budget

## **Ad Hoc Committees**

### **i) Nominating Committee (The Manual 2007 sec 117)**

The Nominating Committee is an ad hoc committee responsible directly to the Church Council and the Congregation for the following:

- Receiving nominations for Council positions by calling for nominations on three consecutive weeks in the church bulletin. (These positions shall be Chair, Chair Designate, Secretary, and any other position requiring council approval for example those committees that are not able to select a chair)
- Submitting names to the Council to be vetted and then approved by the Congregation.
- Working within their approved budget

## **Review of Policy**

- This Governance Structure is to be subject to a review within three years of implementation by a committee consisting of the Chair Designate, a member of the Ministry Personnel, two randomly selected committee chairs and three members of the congregation
- Following approval by Council and Congregation any potential changes shall be presented to Presbytery for approval before being implemented
- All Church Council Policies shall be reviewed on a regular basis once every three years. The goal is to adequately ensure that the policy addresses the specific area and represents the current thinking of the Council.
- Should the need arise, a specific policy may be reviewed at any time if determined necessary by the Council



## Resources

### Documents

Congregational Board of Trustees Handbook 2004

<http://www.united-church.ca/files/handbooks/financial2008.pdf>

Congregation Organization Handbook

<http://www.united-church.ca/files/handbooks/congregationorg.pdf>

Duty of Care Program of the United Church of Canada

<http://www.united-church.ca/local/duty>

Financial Handbook for Congregations 2008

<http://www.united-church.ca/files/handbooks/financial2008.pdf>

Financial Handbook Supplement 2009

<http://www.united-church.ca/files/handbooks/financial2008.pdf>

Ministry and Personnel Committee Guidelines (draft 2009)

<http://www.united-church.ca/files/handbooks/mandpguidelines.pdf>

The Manual

[http://www.unitedchurch.ca/files/manual/2007\\_manual.pdf](http://www.unitedchurch.ca/files/manual/2007_manual.pdf)

Practices and Policies of Rockingham United Church (binder)

### Churches

Barrhaven United Church Nepean Ontario

<http://www.barrhavenunited.org/>

Canadian Memorial United Church, Ottawa Ontario

<http://www.canadianmemorial.org/files/CMUC%20Policy%20Manual%20Jun%202007.pdf>

Fairview United Church, Halifax, Nova Scotia

<http://fairview-united-church-halifax.org/>

First United Church, Salmon Arm, British Columbia

[http://www.firstunitedsalmonarm.ca/fileadmin/user\\_upload/Policy\\_Documents/C2\\_Constitution\\_Appendix.pdf](http://www.firstunitedsalmonarm.ca/fileadmin/user_upload/Policy_Documents/C2_Constitution_Appendix.pdf)

Gilmore Park United Church, Richmond, British Columbia

[http://www.gilmoreparkunited.org/files/NEW\\_GOVERNANCE\\_Feb\\_6\\_2009.pdf](http://www.gilmoreparkunited.org/files/NEW_GOVERNANCE_Feb_6_2009.pdf)

Harcourt Memorial United Church, Guelph Ontario  
<http://www.harcourtuc.ca/Governance%20Model%20April%202009.pdf>

Northwest Barrie United Church, Barrie Ontario  
<http://www.nwbuc.ca/>

Riverbend United Church, Edmonton, Alberta  
<http://forministry.com/CAABUCOCARUCRU/>

Riverside United Church, Ottawa, Ontario  
<http://www.magma.ca/~ruc/>

Southminster United Church, Ottawa, Ontario  
<http://southminster.ncf.ca/IMTC/GovModelFinal.pdf>

St. John's United Church, Waverley, Nova Scotia  
<http://www.sjucfr.ca/aboutus.html>

Westbank United Church  
<http://www.westbankunitedchurch.ca/>