



HURON SHORES
UNITED CHURCH

Policies and Procedure

Approved at Annual Congregation Meeting
February 2023

*"Our relationship with God and each other strengthens us, and helps make the world a better place.
We welcome and include **everyone** into congregational life."*



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(The following is a simplification of The Manual (2019) B.7, which should be considered authoritative for clarification and definitive in case of confusion. This document may be changed from time to time on recommendation of the Council, at the Annual Congregational Meeting. If changes are made, approval must be sought again from Western Ontario Waterways Regional Council.)

1 Membership of the Council

1 Officers

a. Chair

The congregation is responsible for electing a chair of the Council. The chair presides over the meetings of Council.

b. Minute Secretary

In collaboration with the Church Administrator, the secretary is responsible for preparing the agenda (including team reports), taking and circulating minutes, and preparing records for review by Regional Council.

c. Treasurer

The treasurer is the Chair of Finance, reporting to the Council monthly on the oversight work of that Team, so that Council members will have an up-to-date picture of the Operating Account and restricted funds.

2 Members

The Council has the following members:

- (a) Chair, Secretary, Treasurer,
- (b) The Chairs of each of the Congregational Teams (co chairs 1 at a time sits at the Council table)
- (c) 2 Representative of WOW Regional Council (1 at a time sits at the Council table)
- (d) Chair of the Board of Trustees;
- (e) The Minister

3. Terms of Office

There are no fixed terms of office. A member may resign or be removed from office at any time. Council shall inform the congregation when there are vacancies, and elect candidates for the positions.

2 Responsibilities of the Council

The Council is the court of the congregation. It has the following responsibilities.

1 Spiritual Matters

Such as membership, sacraments, Christian education, worship, pastoral care and outreach.

2 Financial Matters

Such as fundraising, disbursing funds, approval of the budget, borrowing funds.

3 Pastoral Relations Matters

Such as issues relating to the Minister, their conditions of employment, satisfaction.

4 Proposals

The Council receives, makes decisions on, and transmits proposals to the other courts of the church (Regional Council, General Council).

5 Recommending Members to Regional Council

Such as licenced lay worship leaders, sacraments elders; inquirers; and designated lay ministers.

6 Property Matters

Directs the Trustees, cares for and manages use of the building.

7 Representing the Congregation to Regional Council

In matters relating to the pastoral relationship with the Minister, or amalgamation, disbanding, etc.

8 Reporting

The Council reports to the congregation at least annually at the Annual Congregational Meeting.

9 Records

The Council keeps records such as the membership roll, record of children and adherents, registers of baptism, marriages and burials.

10 Sharing Reports from the Wider Church

i.e. Regional Council, General Council

11 Completing Statistical Forms

Annual statistical and information forms

12 General Responsibility

Leadership in the care and oversight of the congregation. Visioning.

3 Meetings of the Council

1 Frequency

The Council meets at least 8 times a year. It may meet more often.

2 Calling Meetings

Meetings of the Council may be called by the chair of the Council or the Minister. Either must call a meeting when they have received a written request from at least 5 members of the Council, or ten members of the congregation. The Regional Council may also call a meeting if needed.

3 Notice of Meeting of Council

The person who calls the meeting is responsible for giving advance notice of the meeting. A notice of a meeting must indicate the purpose of the meeting. Notice of the meeting must be read during public worship; or printed in the bulletin or given in person or in writing to the members of the Council.

4 Quorum

1/2 of Council members shall be present, and the minister.

4 Structure of Council

1 Teams

We have the following ministry Teams, which are teams of Council:

- Christian Development
- Fellowship and Outreach
- Finance
- Grand Bend Place
- Ministry and Personnel
- Property Management
- Worship and Music

Any Team may have working groups, which exist to accomplish a particular task, and which report to Council through the team to which they are accountable (see below, section 5.3). Council may add teams or remove them, as seems appropriate.

2 Election of Team Chairs

The Chair of each team is elected by the congregation at the Annual Congregational Meeting. A majority of elected Chairs should be members of the congregation. Elected Chairs are the Elders of the congregation. If the Chair is unable to complete a term, the Council may elect a replacement

3 Team Members

Teams may find their own members. Members of teams do not need to be full members of the congregation.

4 Ministry Personnel Sitting on Teams

The Minister is a member of all the teams of the congregation, except for a Joint Needs Assessment Team; a Joint Search Team; or the Ministry and Personnel Team.

5 Board of Trustees

The Board of Trustees is not a Council Team, but receives direction from the Council. The Trustees hold all the property in trust, and are charged with its care, protection, investment, insurance, and dispersal. The rules governing the Trustees are found in the *Trustees Handbook*, and *The Manual*.

5 Organizations in the Congregation

1 Accountability

All organizations and groups in the congregation are accountable to the Council. They may report directly to the Council, or may be asked to report through an existing Team.

2. Transparency

All Council meetings are open to guests.

Once approved, Minutes are printed, filed and posted on the HSUC website.

3. Working Groups

Working groups may come into existence or pass out of existence as needed. No congregational vote is required. Working groups are not considered part of the governance of the pastoral charge, so Regional Council approval is not necessary.

At time of writing the following teams have the named working groups:

- Council: Nominations, Community Wellness Program, Congregational Visitors, Technology
- Christian Development: Bible Study, Meditation
- Grand Bend Place: Facility Usage
- Finance: Donor Wall, Counters, Stewardship

Working Groups – cont'd

- Fellowship and Outreach: Receptions, Cards of Care, Free Store, Right Relations, Prayer Shawls, Affirm
- Ministry and Personnel: nil
- Property Management: Embellishment, Kitchen Care, Green working Group, Moving, Parking, Accessibility
- Trustees: GBUC Cemetery Board
- Worship and Music: Readers, Ushers, Greeters, Summer Services

6. Terms of Reference for teams

Christian Development Team

PURPOSE

We have specific responsibility for Christian spiritual and whole person growth of children and youth and adults in our church and community.

EXAMPLE OF TASKS

Some of the specific things we have undertaken in the past:

- Provide Sunday School to Children
- Facilitate Church Summer Day Camp
- Represent the congregation in baptism and confirmation ceremonies
- Adult education programming (Bible Study, Meditation, BLUE, Circle of Friends, etc)

MINUTES AND RETENTION

Minutes are taken by a member of the committee in attendance. They are circulated to all team members. They are kept by the Chair.

REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

OFFICERS

Chair

Fellowship and Outreach Team

PURPOSE

We have specific responsibility for fellowship and the caring for the members and adherents of the congregation, especially through the milestones of life.

We have specific responsibility for promoting the Mission and Service Fund, as well as promoting local, national and international outreach initiatives

EXAMPLE OF TASKS

Fellowship: Some of the specific things we do to enable this ministry:

- Potluck meals
- Cards of Care
- Huron Shores Cafe
- Receptions
- New Members
- Historic Roll (assisted by Office Administrator)
- Congregational Visitors
- Mission Enthusiast
- Telephone Tree
- Golf
- Easter Breakfast
- Variety of events

Outreach: Some of the specific things we do to enable this ministry

- Sponsor semi-annual Free Store
- Sponsor two foodbanks (Blessings and Ailsa Craig)
- Partner with Community Health Centre “We Can Help” Fund
- Oversee distribution of Local Outreach (Parking Lot monies)
- Right Relations
- Promotion of the United Church of Canada justice initiatives
- Affirm (Overseeing education and discussion of LGBTQ issues)
- Prayer Shawl
- Sponsorship initiatives
- Mission and Service

MINUTES AND RETENTION

Minutes are taken by the Chair if they are required. They are circulated to all members. They are kept by the Chair.

Fellowship and Outreach Team – cont'd

REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

OFFICERS

Co-Chairs on Council

Grand Bend Place Team

PURPOSE & VISION FOR GRAND BEND PLACE

to provide and manage a facility that serves as a concert hall, conference centre, meeting place affording the Huron Shores Community of Faith and the greater Grand Bend Community the ability to enjoy a variety of activities and opportunities Grand Bend Place is an outreach program of Huron Shores United Church. (The full Vision Statement is included in the Annual Report)

EXAMPLES OF RESPONSIBILITIES

- holding monthly meetings for the Grand Bend Place Team (or as needed)
- coordinating facility bookings
- developing interesting and exciting concert seasons for Grand Bend Place from September through June each year
- booking of concerts, meetings and events (musical concerts, Rotary, Lions Club, Partners in Learning
- marketing and communication for events
- maintaining a Grand Bend Place website
- social media presence
- ticket sales for concerts through ticketwindow.ca
- coordinating volunteers for concerts and events
- seeking sponsorship for concerts and events when possible

FINANCIAL ACCOUNTABILITY

GBP will maintain an operational bank account for **deposits only** from Facility Usage as directed by HSUC Council. The GBP Treasurer providing quarterly reports to the HSUC Finance Team.

Facility usage donations will be managed and deposited directly into the current Grand Bend Place bank account by GBP and will be transferred to HSUC electronically at month end and shall be used to offset the HSUC operational costs.

An annual financial report shall be included in the GBP annual report to the Community of Faith.

Grand Bend Place Team

MINUTES & RETENTION

- minutes are taken by a volunteer of the Grand Bend Place Team
- minutes are circulated to all members
- minutes are kept by the chair

REPORTING

- reports to Council on a monthly basis (Chair is a member of Council)
- reports to the Community of Faith through a report in the Annual Report presented at the Annual Community of Faith Meeting

MEMBERSHIP OF GRAND BEND PLACE TEAM:—include members, adherents of Huron Shores United Church and members of the Community at large.

Finance Team

PURPOSE

We have specific responsibility for oversight of the Operating account, and communication to Council about trends in expenses and income.

EXAMPLE OF TASKS

- Liaison with Bookkeeper on regular basis to ensure Financial Reports are completed as required.
- Provide updated Financial Reports monthly to Council.
- Preparation of Annual Budget.
- Liaison with the Fundraising Working Group
- Arrange Counter Schedule to ensure collection is handled properly
- Stewardship (promotion of PAR, envelopes, Special envelopes, etc.)
- Gratitude initiatives (Donor Recognition Display)

MINUTES AND RETENTION

Minutes are taken informally. Formal decisions will be handled by motion and vote when warranted. Otherwise by consensus.

REPORTING

To Council (Chair sits on Council)

Regularly to the congregation (income/expense; debt load and servicing)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

OFFICERS

The Chair of this team is the Treasurer of the Congregation

Ministry and Personnel Team

PURPOSE

This Team is required to exist. We have specific responsibility for providing a safe work environment for our staff, and appropriate staffing for the congregation's needs. We depend on the Manual, and the guidelines of the United Church of Canada (Handbook for Ministry and Personnel Committees).

EXAMPLE OF TASKS

Some of the specific things we have undertaken in the past to enable this ministry

- Conduct annual reviews with all staff members
- Advise Council on staffing issues
- Liaise between staff and members of the congregation in occasions of conflict or complaint
- Propose fair salary and benefit packages for staff members to the Council through the budgeting process
- Arrange pulpit supply when needed

MINUTES AND RETENTION

Minutes are taken by the secretary. They are kept by the chair and/or in the church office. These minutes are entirely confidential.

REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

To Regional Council when necessary

OFFICERS:

Chair, Treasurer, Stewardship, GBP rep, Secretary

Representatives to Regional Council

PURPOSE

We have specific responsibility for attending Western Ontario Waterways, Regional Council meetings monthly, and serving on a committee of Regional Council.

EXAMPLE OF TASKS

Some of the specific things we have undertaken in the past to enable this ministry:

- assist in answering questions about United Church policy and procedures
- connect our congregation to members of the Regional Council who might be in a position to support or inform us

- report to the congregation regarding actions/decisions of The Region
- Assist the Council in preparing and submitting the annual MINUTES AND RETENTION
- Regional Council minutes are kept personally for as long as needed, and shared with the Council when appropriate.
- Living Faith Story to Regional Council.

MINUTES AND RETENTION

Regional Council minutes are kept personally for as long as needed, and shared with the Council when appropriate.

REPORTING

To Council (1 rep sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting, and regular reporting (ie. in church, or through the bulletin)

To Regional Council when

OFFICERS:

2 WOW reps at this time

Property Management Team

PURPOSE

We have specific responsibility for ensuring that our facility is maintained and cleaned.

EXAMPLE OF TASKS

Some of the specific things we have undertaken in the past to enable this ministry:

- Liaison with custodian
- Engage professional assistance when needed (e.g. plumber)
- Respond when an emergency is detected (e.g. broken pipe in washroom)
- Assess the property for upcoming maintenance needs, and prepare the Council for these costs
- Coordinate with the Finance Team and Council on capital upgrades as needed, to ensure appropriate long-range planning.
- Oversee the working groups attached to the Team and report their activities to Council

MINUTES: as necessary

REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

OFFICERS: Chair

Board of Trustees

PURPOSE

Generally, the Board of Trustees ensures the proper care of real property, sale, purchase, lease, capital improvement, investment (in the case of funds), and insurance. It is also concerned with Risk Management.

A Trustee holds in trust all of the property of the congregation for its use and benefit. The activities of the Trustees are restricted and governed variously by public statute, the United Church's Trusts of Model Deed, and the lawful directions of Council and of the other Courts of the United Church having jurisdiction. The Terms of Reference will be governed by *The Board of Trustees Handbook* of the United Church of Canada, and the current copy of The Manual.

MEMBERSHIP

The membership shall be made of less than nine (9) and more than three (3) with one serving as Chair. The minister is also a member. The congregation is responsible for appointing the trustees annually at the annual congregational meeting or at a special congregational meeting called for that purpose.

MINUTES AND RETENTION

Minutes are taken by the secretary. They are circulated to all team members. They are kept by the Chair and the Office Administrator.

REPORTING

To Council (Chair sits on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational

OFFICERS:

Chair, Secretary

Worship and Music Team

PURPOSE

We have specific responsibility for oversight of worship services including regular Sundays and special services (e.g. Blue Christmas)

EXAMPLE OF TASKS

Some of the specific things we have undertaken in the past to enable this:

- administration of the sacraments (communion, baptism)
- oversight of weddings
- support of Music Director, choir
- finding scripture readers

- setting up the Green Cathedral
- using appropriate technology to offer on-line worship

MINUTES: taken as necessary

REPORTING

To Council (Co-Chairs sit on Council)

To the congregation through a report in the Annual Report presented at the Annual Congregational meeting.

OFFICERS

Chair, Music Director

Appendix 1

The Role of Chair of a Team of Council

The role of chair is to be the leader of the team, and to represent the team, when needed.

Meetings

- The Chair sits on Council and attends the regularly scheduled Council meetings, all special meetings of Council, and the Annual Congregational Meeting.
- The Chair convenes the Council meetings, sets the agenda, communicates with Council members, facilitates the meeting.

Reports

- The Chair submits a point-form written report to the Secretary of the Council, as necessary.
- The Chair submits a summary of activities of the Council during the prior year for the Annual Report.

Accountability

- All the work and activity of the church is under the care and oversight of the Church Council. Some is done by Council, some is delegated to the teams to act on its behalf. Any team may be instructed by Council to take on a piece of work. Or, a team might present a piece of work to the Council for approval, information or decision.
- The Chair communicates Council decisions to the team as necessary; and communicates team plans/decisions and notices of motion to the Council as necessary.

Delegation

- The Chair may delegate any part of her/his/their role to another person. This might be done on a temporary basis, for instance if the Chair is unable to attend a meeting; or for a longer period of some months, for instance, if the Chair is going to be away for an extended period of time.
- If work is delegated, it is the Chair's responsibility to ensure that the person agreeing to act on their behalf understands the nature of their assumed role, its responsibilities and its duration.
- The Chair should also clarify to the Council through the Secretary, if and when they have delegated their role to someone else, so that communication can flow to them.

Other Policies in effect

Council: Confidentiality Agreement, Anti-Harassment Policy

Christian Development team: Child and Youth Volunteer Policy - April 15, 2016

Grand Bend Place: Facility Usage Guidelines

Fellowship and Outreach: Local Outreach Ministry Fund Terms of Reference – Nov 2015

Board of Trustees: Grand Bend United Church Cemetery Board Terms of Reference and Bylaws, Investments/Legacy Fund Terms of Reference; Personal Property Policy, Privacy Policy

Ministry and Personnel: Mileage allowance for lay personnel; Voluntary Associate Ministers; Congregational Visitors

Property Management: Parking Policy, HSUC Handbook and Emergency Procedures (Oct 2022)
Scent Free Policy, Welcoming Communities Policy