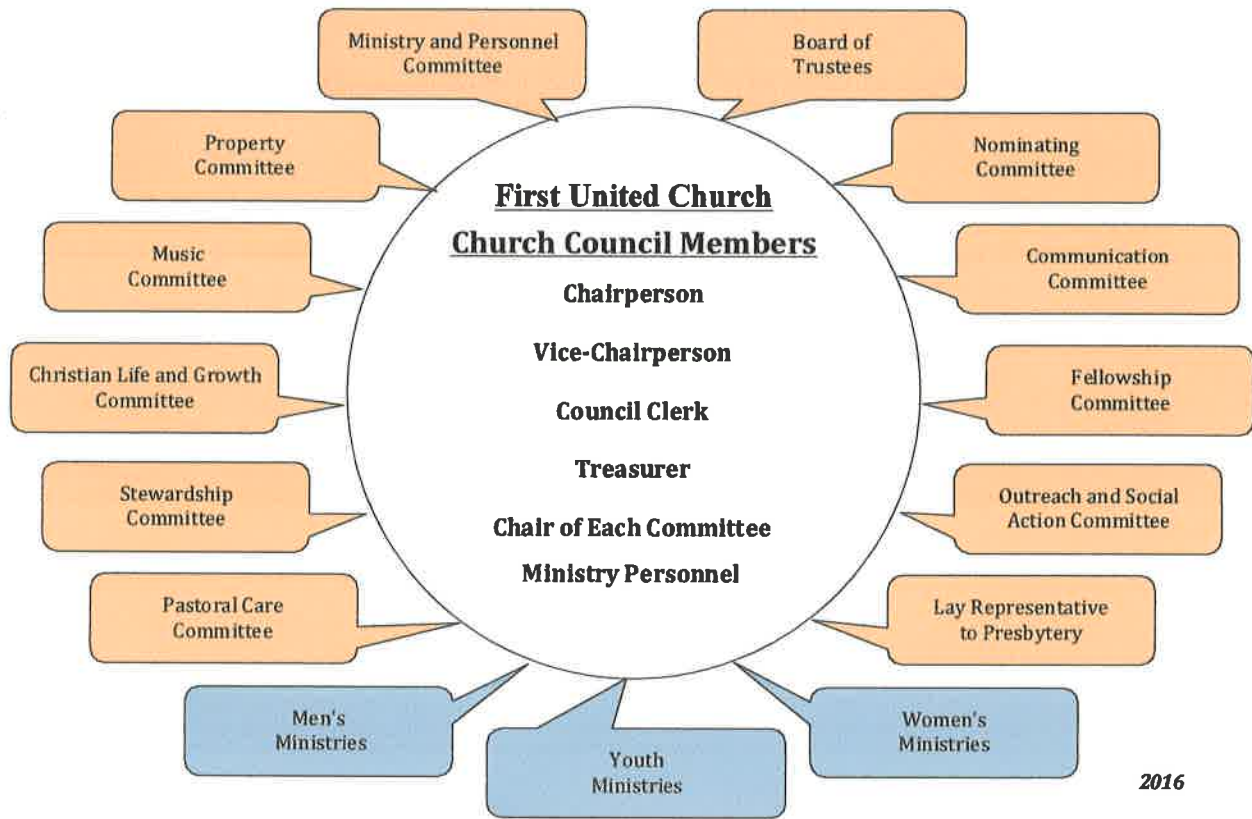


**First United Church
Truro, NS**

Church Council



2016

**Adopted June 6, 2010
Amended June 2012
Amended June 2014
Amended April 2016
Amended April 2018**

Table of Contents

Board of Trustees	7
Christian Life and Growth Committee	8
Communications Committee	9
Council Chairperson	4
Council Clerk	4
Council Composition Graphic	Cover
Council Executive	3 & 5
Council, Vice Chairperson	4
Council Overview	3
Current Council and Committee Members	Insert
Fellowship Committee	9
Lay Representatives to Presbytery	10
Men's Ministries	11
Ministry Personnel and Staff	6
Ministry and Personnel Committee	12
Music Committee	12
Nominating Committee	13
Outreach & Social Action Committee	13
Pastoral Care Committee	14
Property Committee	15
Representatives & Officers	3
Standing Committees	3
Stewardship Committee	16
Treasurer	5
Women's Ministries	17
Youth Ministries	18

Church Council: Overview

- ⇒ As mandated by the United Church of Canada: Manual, sections 200 – 285
- ⇒ The Council consists of an Executive and Committee and Group chairs and replaces the Session, Stewards and the Official Board
- ⇒ The Council acts on behalf of the Congregation between Annual Meetings.
- ⇒ The members of the Congregation of First United who are entitled to vote at all meetings are persons in full membership whose names are on the roll of First United. With the consent of these, Adherents who contribute regularly to the support of First United may vote on temporal matters
- ⇒ Every member of the Church Council must be a member of the Congregation of First United Church
- ⇒ In the Church Council, the Congregation shall determine and define the organization and duties of those Committees that shall be responsible and empowered to exercise particular functions of ministry; it shall also define the organization, membership, and responsibilities of the Church Council
- ⇒ The Church Council holds quarterly meetings; except when more frequent meetings are deemed necessary:
 - Quorum: fifty percent of members plus one (50 % + 1) and one (1) Ordered Ministry personnel
 - Term: Elected by the members of the Congregation for a three year term, with the noted exception of the Chairperson, Vice Chairperson and Clerk, and Treasurer who shall be elected for a two year term, renewable for one year (Maximum three years)
- ⇒ The Chair of each Committee of Council is to be elected by the members of the Congregation for a three year term with an additional one renewable term (Serve a maximum of six years)
- ⇒ Members of the Committees shall be elected by the Congregation from among the Members and Adherents of the Congregation for maximum participation, according to the number, qualifications, and method determined by the mission strategy of the Congregation for a three year term with an additional one renewable term (Serve a maximum of six years)
- ⇒ When the maximum service is attained the person must take a one-year leave of absence from office before being re-elected to the same position on the Council/Committee.
- ⇒ Each Committee has a budget and makes and implements decisions within its budgetary and task description parameters
- ⇒ Where appropriate, Committee Liaison Members may be appointed by the Committee to a Committee that has a mutual interest, but they are not eligible to be the Chair of a Committee of Council
- ⇒ Ideally, each Committee member, with the exception of Liaison members, should be limited to serve on only one Committee
- ⇒ Electronic reports are presented to the Clerk by each Committee Chairperson prior to the Council meeting and distributed by the Clerk to Council members

Council Executive

Elected by the members of the Congregation.
Not eligible to serve as the Chair of a Committee of Council

- ⇒ All Ministry Personnel
- ⇒ Chairperson
- ⇒ Vice Chairperson
- ⇒ Council Clerk
- ⇒ Treasurer

Standing Committees

Elected by the members of the Congregation for a three (3) year term
and must have a majority of First United Members

- ⇒ Board of Trustees
- ⇒ Christian Life and Growth Committee
- ⇒ Communications Committee
- ⇒ Fellowship Committee
- ⇒ Lay Representatives to Presbytery
- ⇒ Ministry and Personnel Committee
- ⇒ Music Committee
- ⇒ Nominating Committee
- ⇒ Outreach & Social Action Committee
- ⇒ Pastoral Care Committee
- ⇒ Property Committee
- ⇒ Stewardship Committee

Representatives & Officers

Appointed by the Group to serve as a member of the Church Council
and must be a member of First United Church

- ⇒ Men's Ministries representative
- ⇒ Women's Ministries representative
- ⇒ Youth Ministries representative

Council Chairperson

Elected by the members of the Congregation for a two-year term
with a one-year renewal: three (3) years maximum
Must be a member of First United Church

Duties:

- Call and preside over Church Council and Council Executive meetings
- Meet regularly with the Ministry Personnel to plan a course of action and discuss any concerns
- Consult as needed with the chairpersons of each Committee
- Ensure that notice of Council meetings is given at least one week prior to each meeting, and Executive meetings as reasonably necessary
- Ex-Officio member of all Council Committees with the exception of Trustees

Council Vice Chairperson

Elected for a two-year term with a one-year renewal by the members
of the Congregation: 3 years maximum
Must be a member of First United Church

Duties:

- Act in the absence of the Chair
- Assist the Chair in the discharge of his/her responsibilities
- Coordinate the preparation of the Annual Report for the Annual Meeting

Council Clerk

Elected by the members of the Congregation for a two-year term
with a one-year renewal: 3 years maximum
Must be a member of First United Church

Duties:

- Record minutes, as outlined in the Manual, for the Church Council and Council Executive meetings
- Maintain a roll of all members of the Church Council and Committees and Church representatives on other bodies
- Have oversight of the Church Rolls and recommend additions and deletions to Council for their approval and report any changes to the Pastoral Care Committee
- Distribute the minutes of meetings in due course after each meeting. Post a copy of the minutes of Church Council and Executive meetings for the congregation to read on library bulletin board, web page, and email a copy to all members with an email address on record
- Receive and distribute appropriate correspondence
- Prepare outgoing correspondence as required
- Provide an electronic report for Church Council meetings

Treasurer

Elected by the members of the Congregation

Duties:

- Ensure that records of contributions are maintained and receipts issued in accordance with United Church of Canada Policies and Procedures
- Ensure that Tellers are scheduled to collect, record and bank the weekly contributions of the congregation
- Maintain financial records for local church expenses
- Receive funds and make disbursements as authorized by chairs of Committees making purchases
- Prepare monthly financial statement for review by the Council
- Co-ordinate Central Payroll system
- Serve as member of the Stewardship Committee
- With input from committees, prepare a yearly budget for approval at the Annual Meeting
- Provide a year end report for the Annual General Meeting

Council Executive

Consists of:

All Ministry Personnel
Chairperson
Vice-Chairperson
Council Clerk
Treasurer

Duties:

- Deal with emergent issues
- Uphold the mission statement and goals of the congregation
- Encourage Development of long term plans
- Ensure that a regular review and necessary modifications of job descriptions for all staff are done in consultation with the Ministry and Personnel Committee
- Ensure that the finances of the Church are audited annually.
- Quorum: Four (4) members and one Ordered Ministry personnel. One member may be in contact with the Executive meeting by phone if needed to make a quorum

Ministry Personnel and Staff

Each member of the Ministry Team and staff at First United has been assigned as a resource to a Committee or Group of the Council. As the resource person they are available for consultation and may attend the regular meetings of the Committee or Group but are not voting members. One of the Ordered Ministry personnel must be present at Council meetings to meet quorum.

Assigned Committees for Ministry Personnel and Staff:

Minister of Word, Sacrament and Pastoral Care

Ex-officio member of all Committees of the Council except Ministry & Personnel
Board of Trustees
Christian Life and Growth
Pastoral Care
Property
Stewardship
Women's Ministries

Minister of Music

Communications
Fellowship
Men's Ministries
Music
Christian Life and Growth
Youth Ministries

Minister of Faith Formation

Christian Life and Growth
Outreach

Minister of Children and Youth

Christian Life and Growth

Caretaker/Sexton

Property

Office Administrator

Communications

Board of Trustees

This Committee is mandated by the United Church of Canada

Consists of:

One Ordered Ministry Personnel
Six (6) persons elected by the Congregation
with the majority being members of First United
10 year term - may be renewed once

Duties: *(As per the United Church Manual)*

- The Board of Trustees shall discharge such duties and exercise such powers as are set out in Sections 250 – 272 and Appendix II of the Manual. The Board of Trustees shall obey all lawful orders and directions respectively of the Church Council, the Congregation, the Presbytery, or the Conference
- Provide an electronic report at Church Council meetings

Christian Life And Growth

Consists of:

- Minister of Word Sacrament and Pastoral Care
- Minister of Faith Formation
- Minister of Music
- Minister of Children and Youth
- Music Committee representative
- Women's Ministries representative
- Minimum of (7) additional members elected by the Congregation

Mission:

- To work with Ministerial Staff, the committee is responsible for the worship and educational life of the congregation

Specific Responsibilities:

- To have oversight of the worship life of the congregation and to ensure that this experience is reflective of the overall mission of the First United Church
- Approval of baptism, confirmation and marriage
- Arrange for guest speakers and pulpit supply when needed
- Arrange for fellowship time following worship
- Arrange for the co-ordination of the nursery
- Arrange for the co-ordination of the library
- Provide support for the Minister of Children and Youth in the recruitment and training of leaders for the children's and youth programming
- Promote and utilize resources as provided by the United Church of Canada pertaining to worship and education for all ages
- Address concerns of the congregation regarding worship and education
- Approve the curriculum used for Sunday School
- To set and review regularly policies around baptism, marriage and funerals
- Ensure that statistical records are kept up to date and provide a report for Church Council meetings and the Annual General Meeting
- Assist with the preparation and co-ordination of Communion
- Assume all legal responsibilities of the former Christian Education Committee.
- Provide an electronic report for Church Council meetings

Communication Committee

Consists of:

- One Ministry Personnel
- Office Administrator
- Minimum of three (3) members elected by the Congregation

Duties:

- Create and maintain appropriate communications tools, (e.g. website, bulletin board, newsletter/newspaper, email lists, photographic record, etc.) and promote awareness and generate interest within the congregation and the community
- Provide a photographic record of congregational life
- To cultivate knowledge and conviction concerning the mission of the church in all its aspects, among all age groups and by all available media
- Responsible for local TV broadcasts
- Responsible for all publicity and advertising
- Maintains and updates the First United Church Archives
- Create ad hoc Committees for special events
- Provide an electronic report for Church Council meetings

Fellowship Committee

Consists of:

- One Ministry Personnel
- Women's Ministries representative
- Minimum of five (5) additional members elected by the Congregation

Duties:

- Responsible for the promotion of the fellowship of the congregation
- To facilitate and strengthen fellowship bonds among members of the congregation by promoting and coordinating such congregational activities as, games and sports, potluck meals, dinners, yearly corn roast, camping, other outings, sing-songs, and other occasions in consultation with the appropriate Committee(s)
- Provide an electronic report for Church Council meetings

Lay Representatives to Presbytery

This Committee is mandated by the United Church of Canada

Elected by the Congregation each year: 3 years maximum
Must be members of First United Church

Presbytery administrates a grouping of Pastoral Charges in a geographic area. Lay and ministerial delegates from the Pastoral Charges meet to oversee the local work of the Church. It is the second Court of the Church

There are to be up to four (4) Lay Representatives to Presbytery as mandated by the Manual, elected by the Congregation, one of whom sits on the Council.

Lay Representatives to Presbytery have responsibility to both Presbytery and to the Congregation

Duties:

- Regular attendance and participation in the Presbytery Court, Annual Conference, and Committee meetings
- Attendance at special meetings such as Covenanting Services for new ministers of Presbytery
- Expressing opinions and voting on issues brought before the Presbytery
- **Duties to the Congregation:** Regularly reporting back to the Congregation the decisions, concerns and activities of interest from Presbytery at Church Council meetings, on the website and/or newsletter or at a Sunday service

Men's Ministries

Consists of:

One Ministry Personnel

The men of the First United Church are free, for whatever reasons they may have, to come together into organized groups, provided only that the aims and activities of such groups are not in conflict with those of the United Church. Indeed, they are strongly encouraged to do so, in order that the needs of men and the gifts of men may be recognized and appreciated within the total life and work of the United Church

Depending on the range of interests of the men, it may be desirable to form more than one (1) men's organization within the Congregation

All men's groups within the Congregation are free to name themselves according to their history and vision

All men's groups within the Congregation are free to determine their own size, structure, and manner of leadership

Duties:

- The purpose of a men's organization may be, in whole or in part:
 - (a) to deepen the spiritual life of men through worship, Bible study, and study and discussion of their Christian witness in their community, at their work, and in their homes;
 - (b) to develop a greater knowledge of the church, its nature and mission; and
 - (c) to provide opportunities for service and fellowship. The men's organizations shall require the approval of the Church Council, and shall have the right to have a representative on the Church Council and Committees thereof. Where there is more than one (1) organization of men in the Congregation, the appointment shall be made by the organizations acting jointly
- The men's organizations of the Congregation may link with similar organizations at the Presbytery level or the Conference level, to promote rallies, conferences, workshops, or such other activities as they see fit
- Provide an electronic report for Church Council meetings

Ministry and Personnel Committee

This Committee is mandated by the United Church of Canada

Consists of:

Seven (7) members elected by the Congregation, with at least two (2) members with experience in human resources

Duties:

- To act as a connecting body between staff, Council and the Congregation with a view to promoting mutual understanding and responsibility within and between these bodies

Specific Responsibilities:

- Support and supervise employed staff in accordance with the dictates set out in the Ministry and Personnel Handbook of The United Church of Canada
- Recommend to Council remuneration for staff
- Consult with and support staff and members in a confidential setting and act as a connecting body between congregation, Council and staff
- Annual review of job descriptions and assessment of performance in consultation with the Vice Chair and appropriate Committees
- Consult with the Pastoral Relationship Committee of Presbytery when necessary
- Make recommendations to Council re: employment matters
- Attend relevant training for Committee members
- Meet quarterly at a minimum
- Review and retain police record checks for all staff
- Provide an electronic report for Church Council meetings

Music Committee

Consists of:

One Ministry Personnel
Representative from each choir/music group
Christian Life and Growth Committee representative
Minimum of two (2) representatives elected by the congregation

Duties:

- Co-ordinate the music program for all worship services
 - Purchase all required music and music supplies used in the church
 - Make arrangements for copyright use
 - Responsible for the care and supervision of the use of all musical instruments in the church
 - Responsible for Music Under the Steeple program
 - Encourage and facilitate the participation of laypersons of all ages, in areas of ministry of music
- Co-ordinate all music events at First United Church
 - In consultation with the Minister of Music provide a stand-in when the Minister of Music is unable to complete his/her duties or as required
 - Provide an electronic report for Church Council meetings

Nominating Committee

Consists of:

Five (5) members elected by the Congregation at the Annual Meeting for the ensuing year

Duties:

- Provide a slate to fill the vacancies as mandated by the Church Council, seeking to achieve both gender and age balance
- Consult the ministry personnel
- In October of each year invite the Congregation to submit names for consideration to fill upcoming vacancies on Council and Committees
- Ideally, each nominated Committee member, with the exception of Liaison Members, should be limited to serve on only one Committee
- Provide an electronic report for Church Council meetings

Outreach and Social Action Committee

Consists of:

One Ministry Personnel

Mission and Service Enthusiast

Minimum of four (4) additional members elected by the Congregation

One (1) Lay Representative to Presbytery

Duties:

- This Committee has general responsibility to foster understanding and actions concerning the Church's mission in the local community, the nation and the world

Specific Responsibilities:

- Appoint Mission and Service Enthusiast
- Promote the Mission and Service (M&S) Fund and keep the congregation informed on work the United Church is doing in Canada and internationally
- Arrange Mission Sundays and provide regular Minute for Mission during regular Church services, in consultation with the Christian Life and Growth Committee
- Organize the study of local, national and international problems to enlighten the congregation
- Recommend community projects to the congregation and co-ordinate projects undertaken such as inter-church events: Christmas help projects, Out of the Cold, Transition House, inter-church events, KD Dinner, other community support, etc.
- Examine moral and social problems and alert the congregation to these concerns
- Organize responses to situations of special need
- Advise on the criteria for the use of the Benevolent Fund, Ida Webster Fund, and grocery vouchers
- Liaise with Scouting Group
- Provide an electronic report for Church Council meetings

Pastoral Care Committee

Takes on the visiting and pastoral care responsibilities of the former Session

Consists of:

- One Ministry Personnel
- Women's Ministries representative
- Minimum of four (4) members elected by the Congregation
- Volunteers who have received appropriate training

Duties:

- Meet for mutual support, prayer and discussion of emergent issues
- Develop and conduct a program of lay visitation to members of the congregation, particularly those who may be in need of moral, emotional, and social support
- Remember members on special life occasions ~ through cards, letters, flowers
- Organize pew cards and name tags
- Help coordinate transportation assistance for those who may need it for Church attendance, etc
- In conjunction with the Administration Office, maintain the Record of Households Under Pastoral Care
- Provide training for prospective visitors
- In the absence of regular Ministerial Personnel arrange for pastoral care in consultation with the Ministry and Personnel Committee
- Coordinating with the Council Clerk, ensure screening and current police records of leaders
- Provide accreditation for two (2) persons (non-clergy) for after hour hospital visitations and ICU visits
- Provide coordination for the church services at the local nursing homes
- In consultation with the Communications Committee deliver the First United News newsletter
- Provide an electronic report for Church Council meetings

Property Committee

Consists of:

- One Ministry Personnel
- Stewardship Committee representative
- Trustees representative
- Women's Ministries representative
- Must have at least one (1) 'Green Enthusiast'
- Caretaker/sexton
- Minimum of five (5) additional members elected by the Congregation

Duties:

- Assume responsibility for the supervision, maintenance, and recommend and oversee improvement of all associated First United Church property. First United Church property consists of the buildings, furniture, office equipment, the grounds, and the parking lot.

Specific Responsibilities:

- Identify needed capital improvements and maintenance, preparation of plans, calling and recommending tenders for approval by the Trustees and the Congregation
- Ensure supervision and project management
- Recommend all property-related bills to the treasurer for payment
- One UCW member is to be appointed to be responsible for the supervision of the operation of the kitchen and parlour areas, excluding major appliances and repairs
- Maintain an up-to-date inventory of all church property and equipment in consultations with the trustees
- Purchase supplies and equipment needed to maintain church property
- Review policy, and amend if necessary, for the use of property, excluding the sanctuary, and oversee its application
- Retain a record of, and control of, the distribution of church keys as well as knowledge of alarm codes
- Oversee the 'Greening' of First United
- Ensures environmental awareness in worship services, Christian education, and programming
- Promotes and advises green initiatives for physical plant
- Provide an electronic report for Church Council meetings

Stewardship Committee

Consists of:

- One Ministry Personnel
- Treasurer
- Property Committee representative
- Women's Ministries representative
- Minimum of (6) additional members elected by the Congregation

Mission:

- To Promote the overall Stewardship of the congregation
- To support ongoing mission and ministry in accordance with the vision and goals as set by the congregation

Specific Responsibilities:

- To promote and cultivate a sense of Christian Stewardship among all members of the congregation'
- Promote PAR
- To discern the necessary time, talent and resources needed to fulfil the mission of the congregation and to explore ways to meet this need
- To organize an every household visitation at least every 4 years to promote and secure commitments to the overall stewardship of the congregation
- To make periodic presentations to the congregation during regular worship regarding the time, talent and resources needed to carry out the mission of the church.
- Provide an electronic report for Church Council meetings

Women's Ministries

Consists of:

Depending on the range of interests of the women, it may be desirable to form more than one (1) women's organization within the Congregation

All women's groups at First United Church, including United Church Women groups

All women's groups within the Congregation are free to name themselves according to their history and vision

All women's groups within the Congregation are free to determine their own size, structure, and manner of leadership

Duties:

- All women's groups within the Congregation are free to determine 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 Women's Committee shall have the right to a representative on the Church Council and Committees thereof. Where there is more than one (1) organization of women in the Congregation, the appointment shall be made by the organizations acting jointly
- All women's groups are free to develop their own organizational structures in relation to the Courts of the United Church as they deem appropriate
- United Church Women maintains its current organizational structure in relation to the Courts of the United Church, and develops its own organizational guidelines within that structure
- Will appoint a representative to the following Committees: Christian Life and Growth, Stewardship, Fellowship, Pastoral Care and Property Committees
- Provide an electronic report for Church Council meetings

Youth Ministries

Consists of:

One Ministry Personnel

The youth of the First United Church are free, for whatever reasons they may have, to come together into organized groups, provided only that the aims and activities of such groups are not in conflict with those of the United Church. Indeed, they are strongly encouraged to do so, in order that the needs of youth and the gifts of youth may be recognized and appreciated within the total life and work of the United Church

Depending on the range of interests of the youth, it may be desirable to form more than one (1) youth organization within the Congregation

All youth groups within the Congregation are free to name themselves according to their history and vision

All youth groups within the Congregation are free to determine their own size, structure, and manner of leadership

Duties:

- The purpose of a youth organization may be, in whole or in part:
 - (a) to deepen the spiritual life of youth through worship, Bible study, and study and discussion of their Christian witness in their community, at their work, and in their homes;
 - (b) to develop a greater knowledge of the church, its nature and mission; and
 - (c) to provide opportunities for service and fellowship. The youth organizations shall require the approval of the Church Council, and shall have the right to have a representative on the Church Council and Committees thereof. Where there is more than one (1) organization of youth in the Congregation, the appointment shall be made by the organizations acting jointly
- The youth organizations of the Congregation may link with similar organizations at the Presbytery level or the Conference level, to promote rallies, conferences, workshops, or such other activities as they see fit
- Provide an electronic report for Church Council meetings