



Amended April 2024

First United Church
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Table of Contents

Board of Trustees	8
Communications Committee	9
Council Chairperson	4
Council Clerk	5
Council Composition Graphic	Cover
Council Executive	3 & 6
Council Vice Chairperson	4
Council Overview	2
Current Council and Committee Members	Insert
Fellowship Committee	9
Finance Committee	10
Lay Representatives to Regional Council	11
Men's Ministries	12
Ministry Personnel and Staff	7
Ministry and Personnel Committee	13
Nominating Committee	14
Outreach & Social Action Committee	14
Pastoral Care Committee	15
Property Committee	16
Representatives & Officers	3
Spiritual Formation Committee	17
Standing Committees	3
Stewardship Committee	18
Treasurer	5
Women's Ministries	19
Worship, Music and Concert Committee	20

Church Council: Overview

- ⇒ As mandated by the United Church of Canada: 2024 Manual.
- ⇒ 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 subsequent two-year term (maximum four 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 to fulfill the mission of the Congregation as outline in the Committee guidelines for a three-year term with an additional one renewable term (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
- ⇒ 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
- ⇒ Communications Committee
- ⇒ Fellowship Committee
- ⇒ Lay Representatives to Regional Council
- ⇒ Ministry and Personnel Committee
- ⇒ Worship, Music and Concert Committee
- ⇒ Nominating Committee
- ⇒ Outreach & Social Action Committee
- ⇒ Pastoral Care Committee
- ⇒ Property Committee
- ⇒ Spiritual Formation Committee
- ⇒ Stewardship Committee
- ⇒ Finance 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

Council Chairperson

Elected by the members of the Congregation for a two-year term
with a two -year renewal (maximum four years).

Must be a member of First United Church

Responsibilities:

- 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 by the members of the Congregation for a two-year term,
with a two-year renewal (maximum four years).

Must be a member of First United Church

Responsibilities:

- Act in the absence of the Chair
- Assist the Chair in the discharge of his/her responsibilities

Council Clerk

Elected by the members of the Congregation for a two-year term
with a two-year renewal (maximum four years).

Must be a member of First United Church

Responsibilities:

- 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, Executive meetings and Committee Reports for the congregation to read on the web page, and email a copy to all members with an email address on record. A hard copy is available in the office.
- Receive and distribute appropriate correspondence
- Prepare outgoing correspondence as required
- Provide an electronic report for Church Council meetings
- Maintain minutes of all meetings with a view their eventual transfer to the archives in Sackville, after approval of Council.

Treasurer

Elected by the members of the Congregation

Responsibilities:

- In collaboration with Atkinson's Accounting Limited (AAL), maintains financial records for local church expenses in accordance with United Church of Canada Policies and Procedures
- Oversees the receipting of all funds received by the Office Administrator. Official receipts are issued at year end by the Treasurer and/or Finance Committee.
- In collaboration with the Chairs of Committees, and the Office Administrator, makes disbursements on purchases made on behalf of the Church.
- In collaboration with AAL, prepares monthly financial statements for presentation to Council at their regular meetings
- Serves as member of the Finance and Stewardship Committees
- With input from Committees, prepares a yearly budget for approval at the Annual Meeting
- Provides a year end report for the Annual General Meeting
- Prepare Annual Statistics
-

Council Executive

Consists of:

All Ministry Personnel
Chairperson
Vice-Chairperson
Council Clerk
Treasurer

Responsibilities:

- 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.
- Deal with emergent issues between Council meetings
- 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 Spiritual Formation

- Ex-officio member of all Committees of the Council except Ministry & Personnel
- Board of Trustees
- Finance
- Nominating
- Outreach and Social Action
- Pastoral Care
- Property
- Spiritual Formation
- Stewardship
- Women's Ministries
- Worship, Music and Concert

Minister of Music

- Communications
- Fellowship
- Men's Ministries
- Nominating
- Worship, Music and Concert

Caretaker and Cleaners

- Property

Office Administrator

- Communications

Board of Trustees

This Committee is mandated by the United Church of Canada

Consists of:

Three to fifteen people of the provincial age of majority, the majority of whom are members of the United Church and one of whom is a member of the order of ministry called or appointed to the pastoral charge.

10 year term - may be renewed.

Mission: *(As set out in the relevant section and Appendix of the United Church Manual)*

- The Board of Trustees shall discharge such duties and exercise such powers as set out in the relevant section and Appendix of the United Church Manual.
- The Board of Trustees shall obey all lawful orders and directions respectively of the Church Council, the Congregation, or the Region.
- Provide an electronic report at Church Council meetings

Communications Committee

Consists of:

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

Responsibilities:

- Create and maintain appropriate communications tools (e.g., website, bulletin board, newsletter, email lists, photographic record, etc.) and promote awareness and generate interest within the congregation and the community.
- Provide a photographic record of congregational life.
- Cultivate knowledge concerning the mission of the church in all its aspects, among all age groups using traditional and digital tools (Facebook, website, Instagram). Invite a representative from Committees of Council to offer periodic updates on its activities during a church service, or in the Bulletin and/or in our newsletter 'News at First'.
- Oversee on-line streaming of Sunday Services.
- Be responsible for publicity and advertising. Look into use of front lawn bulletin board to post humorous/ catchy captions.
- Maintain and update the First United Church Archives
- Create ad hoc Committees, when necessary, for special events/projects.
- Be responsible for the "News at First" (congregational newsletter).
- 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

Responsibilities:

- 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

Finance Committee

Consists of:

One Ministry Personnel
Treasurer
Property Committee representative
Trustees representative
Women's Ministries representative
Minimum of two (2) additional members elected by the congregation

Mission:

- Sets and monitors the financial goals as set out in the operating budget.
- Encourages regular financial contributions in order to maintain a positive cash flow.
- Provides regular financial information to the congregation.
- Responsible for the overall financial stewardship level of the church so that its full financial potential may be realized. To this end the Committee shall review annually the total financial objective of the church, that is, the needs of local, regional, and national levels.
- Interprets to the church why the funds are needed and how they will be expended.
- Keeps in perspective and under review the proportions of money spent locally and regionally in relation to the amount provided for the wider work of the United Church through the Mission and Service Fund.
- Responsible for coordinating all fundraising, therefore other Committee and Groups who wish to raise funds for specific purposes must co-ordinate with this Committee.

Responsibilities:

- In collaboration with the Treasurer on an annual basis, prepare a Financial Operating Plan (budget). This shall be accomplished by collecting anticipated spending requirements of each approved Committee.
- Appoint a Head Teller and ensure that Tellers are scheduled to collect, record and deposit the weekly contributions of the congregation.
- Ensure that proper measures are in place to safeguard the funds of the church. This includes ensuring proper signing authority exists on all bank accounts.
- Provide the necessary support to the Church Treasurer as required. Ensure that all financial information is received from the Church Treasurer in a timely fashion. Oversee any church funds not managed by the Board of Trustees, the UCW, and the Worship, Music and Concert Committee.
- Provide occasional update on finances to the congregation at a Sunday Worship service

Lay Representatives to Regional Council

These representatives are mandated by the United Church of Canada

Lay Members

Communities of faith that are congregations or pastoral charges continue to elect representatives to the regional council in the same way they elected representatives to the presbytery prior to January 1, 2019. They may also change the way in which they elect representatives within denominational policies, with the agreement of the regional council, and by including it in the covenant between the community of faith and regional council.

The lay members of the regional council are members of the United Church who are not ministry personnel and who are

- elected by communities of faith on the following basis:
 - i) one representative from each community of faith with 100 or fewer members;
 - ii) two representatives from each community of faith with 101 to 200 members;
 - iii) three representatives from each community of faith with 201 to 300 members;
 - iv) four representatives from each community of faith with more than 300 members; and
- additional lay members as determined by the Regional Council if necessary to respect a balance of ministry personnel and lay members who are not ministry personnel in the membership of the Regional Council.

The Regional Council determines for itself the best way to respect this balance which may include adding lay members to ensure diversity or particular experience and competencies within the regional council.

Men's Ministries

The men of First United Church are free, for whatever reasons they have, to come together in 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 and 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.

Responsibilities:

- To deepen the spiritual life of men;
- To provide opportunities for service and Fellowship;
- Have a right to have a representative on the Church Council;
- Provide an electronic report for the Church Council meetings.

Ministry and Personnel Committee

This Committee is mandated by the United Church of Canada

Consists of:

Three to seven members elected by the Congregation

Mission:

- 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.

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 appropriate Committees
- 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

Nominating Committee

Consists of:

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

Mission: To fill Council membership as required and provide new members as positions are vacated due to retirement or changes.

Responsibilities:

- 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
- Provide an electronic report for Church Council meetings

Outreach and Social Action Committee

Consists of:

One Ministry Personnel

One Mission and Service Enthusiast

Minimum of six (6) additional members elected by the Congregation

Mission:

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

Responsibilities:

- Appoint the Mission and Service Enthusiast
- Promote the Mission and Service (M&S) Fund and keep the congregation informed on the work the United Church is doing in Canada and internationally
- Arrange Mission Sundays and provide regular Minutes for Mission during regular Church Services in consultation with the Spiritual Formation Committee
- Organize the study of local, national and international issues and injustices in consultation with the Ministry Team and the Spiritual Formation Committee to enlighten the congregation as needed; for example, housing, Ukraine and Israel
- Recommend community projects that can be coordinated, undertaken and/or supported by the members of the congregation, such as, the Community Dinners and the Christmas Index Program; Haven House, Transition House, Lotus House, First United UCW Initiatives, such as, Ida's Cupboard and the Community Giveaway following the Yard Sales; and supporting Guatemalan Students' Education through the Change for Change Program
- Consult on the criteria for the use of the Benevolent Fund and the Ida Webster Fund
- Provide an electronic report for Church Council meetings

Pastoral Care Committee

Consists of:

One Ministry Personnel

Minimum of eight (8) additional members elected by the congregation

Responsibilities:

- Meet for mutual support, prayer and discussion.
- Develop and conduct a program of lay visitation to Senior members of the congregation.
- Remember members on special occasions – through cards, phone calls and visits.
- In conjunction with the Office Administrator, maintain the Record of Households under Pastoral Care.
- Provide training for new committee members and a refresher session for those on the committee.
- Coordinate with the Office Administrator, ensure screening and Police checks.
- 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

Mission:

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

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.
- UCW committee 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 the church property.
- Oversee the 'Greening' of First United Church.
- Promotes and advises green initiatives for physical plant.
- Provide an electronic report for Church Council meetings.

Spiritual Formation Committee

Consists of:

Minister of Word, Sacrament and Spiritual Formation
Minimum of six (6) additional members elected by congregation

Mission:

In collaboration with the Minister of Word, Sacrament and Spiritual Formation, the committee is responsible for the spiritual formation of the congregation.

Responsibilities:

- Promote and utilize resources, including those available from The United Church of Canada, pertaining to Christian Education and spiritual formation for all ages.
- Approve Sunday School curriculum.
- Assist in the recruitment and training of leaders for all programs.
- Arrange for co ordination of the library.
- Arrange for co ordination of the nursery.
- In accordance with United Church of Canada guidelines and legal responsibilities, ensure that criminal background checks and vulnerable person checks are current for all volunteers.
- Provide an electronic report for Council Meetings

Stewardship Committee

Consists of:

One Ministry Personnel
Treasurer
Property Committee representative
Minimum of six (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

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 make periodic presentations to the congregation during regular worship regarding the time, talent and resources needed to carry out the mission of the church
- Arrange for fellowship time following worship
- 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

Responsibilities:

- 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: Fellowship, Pastoral Care and Property Committees
- Provide an electronic report for Church Council meetings

Worship, Music and Concert Committee

Consists of:

- Minister of Music
- Minister of Word, Sacrament and Spiritual Formation
- Representatives from each choir / music group
- Minimum of two (2) representatives elected by the congregation

Mission: In collaboration with the Ministry Team, the committee is responsible for the worship, music and concert life of the congregation.

Responsibilities

Worship:

- Oversee the worship life of the congregation, ensuring that the experience is reflective of the overall mission of First United Church.
- Promote and utilize resources, including those available from the United Church of Canada, pertaining to worship.
- Regularly review and set policies around baptism, marriage and funerals.
- Approve of baptism, confirmation and marriage.
- Co ordinate and assist with preparation and clean up of communion and baptisms.
- Arrange for guest speakers/pulpit supply in consultation with the Ministry Team in times of vacation, study leave and special occasions.
- Address any concerns that may arise from within the congregation regarding worship.
- Co ordinate greeters and ushers.

Music:

Support the Minister of Music in the following:

- Co ordinating the music program for all worship services.
- Purchasing, care and supervision of use of all music, musical instruments and music supplies of the church.
- Arranging for copyright use.
- Encouraging and facilitating the participation of persons of all ages in the musical ministry of the church.
- Co ordinating all music events at First United Church including, but not limited to, the Candlelight Concert, the Summer Lunchtime Concerts, and Choirs for Comfort.
- Arrange supply musicians when the Minister of Music in times of vacation, study leave and special occasions.
- The committee will also provide an electronic report for Church Council meetings.