

CONSTITUTION
OF THE OFFICIAL BOARD OF
FIRST UNITED CHURCH

ADOPTED AT A CONGREGATIONAL MEETING HELD ON (DATE)

WHEREAS it is necessary to adopt a Constitution for the Official Board of First United Church to replace the existing Constitutions of First United Church (adopted at the 1995 Annual Meeting and Amended at a Congregational Meeting held on November 23, 1997), and Trinity United Church (as amended on February 28, 2010) for the purpose of officially amalgamating both Congregations;

NOW THEREFORE be it **RESOLVED THAT**:

The Board shall be known as the Official Board of First United Church (hereinafter referred to as the "Board") and shall be comprised as follows.

MEMBERSHIP

- A. The Board shall consist of:
- i. a minimum of fourteen (14) members and a maximum of twenty-five (25) members, duly elected by the Congregation.
 - ii. individuals whose membership on the Board is required by virtue of the provisions of the Manual of the United Church of Canada (Amended November 23, 1997);
 - iii. the Chairperson of the Board of Trustees; and
 - iv. the President of the United Church Women and the President of the Men's Fellowship Club
- B. For an interim period of four (4) years, whenever possible, the Board should have a minimum of four (4) representatives from each of the former First and Trinity Congregations.
- C. A majority of the members of the Board must be members in full communion with the United Church of Canada.
- D. Where practical, at least two (2) members of the Board should be youth or young adult members of the Congregation;
- E. Members referred to in paragraph A (i) shall be elected for a two (2) year period and can be re-elected on an annual basis for a maximum of five (5) consecutive years in any one term and shall not be eligible for re-election before the expiration of one (1) year from the end of that term;
- F. A member of the Board may resign, either on personal motion or when requested to do so by the Board or may be removed by a motion of the Board, when the interest of the Board or Congregation is deemed to require it. If any member of the Board has been absent from three (3) consecutive meetings without adequate cause, the Board, after giving due notice, may find that such person has ceased to be a member of the Board. (Amended November 23, 1997)

- G. Notwithstanding Clause E hereof, the person holding the position of Treasurer may serve in that position only, for any period in excess of five (5) years, provided an extension has been approved on motion at the Annual Meeting of the Board
- H. At the first meeting of the Board, which meeting shall be duly convened and conducted by the outgoing Chairperson, after the Annual Congregational Meeting, the members shall elect from amongst their number a Chairperson, Vice-Chairperson, Secretary, Treasurer (provided the position has not been filled under Clause G hereof), and six (6) Chairpersons of the Standing Committees hereinafter referred to. (Amended November 23, 1997)

MEETINGS

Timing. The Board shall meet monthly (except for July, August and December) at a time to be decided by the Board, or at any other time (including July, August and December) to hear reports and recommendations from each of the Committees and to establish and implement policies and programs within the Congregation.

Calling. Meetings may be called:

- (a) by the Chairperson;
- (b) by a member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge; (2007)
- (c) by a Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge;
- (d) by the Pastoral Charge Supervisor;
- (e) upon the written request of five (5) members of the Official Board. Such meetings shall be held within fourteen (14) days of the presentation of the written request, and only the business named in the notice to members of the Official Board shall be transacted; or
- (f) on the authority of East District

Quorum. A quorum for the Board shall be fifty percent plus one of members entitled to vote.

A Quorum for the Official Board shall require the attendance of:

- (a) A member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge; (2007)
- (b) A Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge;
- (c) The Pastoral Charge Supervisor; or
- (d) An appointee of East District.

DUTIES AND POWERS

It shall be the duty of the Official Board:

- (a) To submit to the Pastoral Charge or Congregation(s) for its consideration reports on life and work. (Basis 5.12.2). These reports shall not preclude direct presentation to the Pastoral Charge or Congregation(s) at its annual meeting of reports of their work from the Session, the Committee of Stewards, and other departments of the Pastoral Charge or Congregation(s). Copies of such reports shall be placed in the hands of the Official Board prior to such annual meeting. The Official Board should prepare therefrom for submission to the annual meeting a general report covering all the work of the Pastoral Charge, with such recommendations as it deems wise. It is recommended that the annual report be printed and circulated among the members of the Congregations(s);
- (b) to submit to the Pastoral Charge or Congregation(s), for its consideration and decision, a full statement of receipts and expenditures, of assets and liabilities, and of estimated current receipts and current expenses, and capital expenses, for the ensuing year; (Basis 5.12.2)
- (c) Where it has been authorized by the Pastoral Charge or Congregation to do so, to consider and make a decision upon the draft annual current receipt and current expense budget, and the draft annual capital expense budget. The approved annual current receipt and current expense budget, and the approved annual capital expense budget, may be revised by the Official Board, where in its opinion such revisions do not significantly or substantially change the budget. Where significant or substantial changes are contemplated, the approved annual current receipt and current expense budget, and the approved annual capital expense budget, shall be resubmitted to the Pastoral Charge or Congregation(s) at a meeting called for that purpose, for its reconsideration and decision;
- (d) To be responsible for the completion of the annual Pastoral Charge statistical and information forms, and the submission of these forms to the appropriate General Council working unit, no later than February of each year;
- (e) To receive and make available to the members of the Congregation(s) reports on the actions of the Presbytery, the Conference, and the General Council;
- (f) To secure contributions for the support of the total work of the United Church, including the necessary budget for the work of the Pastoral Charge and givings for the Mission and Service Fund. The contributions for the Mission and Service Fund shall, if possible, be at least the amount suggested by the Presbytery;
- (g) To authorize borrowing funds for the day-to-day operations of the Pastoral Charge, or for any indebtedness which shall normally be discharged during the current calendar year;
- (h) To transmit from the Pastoral Charge to the Presbytery representations concerning the pastoral relationship; (Basis 5.12.3)
- (i) To give lawful orders and directions to the Trustees concerning matters of property;
- (j) When authorized by the Pastoral Charge or Congregation(s), to represent it or them in meetings with the Presbytery or its representatives to deal with matters of amalgamation, realignment, reconstitution or the disbanding, of the Pastoral Charge or Congregation(s);
- (k) To attend to matters that involve the joint interest of the Session, the committee of Stewards, the Board of Trustees, or any two (2) of them; and
- (l) To attend to matters affecting the Pastoral Charge not assigned to any of the other bodies. (Basis 5.12.4)

MOTIONS

All motions submitted to the Board shall be passed by a 50% plus 1 vote of members in attendance, with the exception of changes to this Constitution, which shall require the approval of the Congregation

BORROWING POWERS

Pertaining to capital projects, no money shall be borrowed in the name of the Congregation without the sanction of a resolution of the Board

INDEMNITY

The Congregation shall indemnify all members of the Board and their heirs and legal representatives against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment reasonably incurred by them in respect of any civil, criminal or administrative action or proceeding to which they have been made a party by reason of being or having been a member of the Board if:

- (i) They acted honestly and in good faith with a view to the best interest of the Congregation; and
- (ii) In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable grounds for believing that the conduct was lawful.

ORGANIZATION

CHAIRPERSON

It shall be the duty of the Official Board to elect a Chairperson from among its members (as outlined in Membership – Section H on page 2).

Duties. The duty of the Chairperson shall be to preside at meetings, to preserve order, to take the vote, and to announce the decisions of the Official Board. In the absence of the Chairperson, the Vice Chairperson or, in his/her absence, any member of the Executive Committee shall temporarily act as Chairperson.

Voting. The Chairperson has a vote only in the event of a tie.

SECRETARY

It shall be the duty of the Official Board to elect a Secretary from among its members.

Duties. It shall be the duty of the Secretary to keep the record of proceedings, to conduct the correspondence, to preserve all documents, and to transmit the records annually to the Presbytery for review. The Secretary will provide copies of the minutes of meetings to all Board members prior to each meeting.

TREASURER

The Treasurer shall be responsible for keeping proper books of accounts and accounting records with respect to all financial transactions of the Congregation. Through the Stewardship Committee, the Treasurer will report monthly to the Board and annually to the Board and Congregation an account of the financial condition of the Congregation and of all the transactions of the Treasurer. The annual report shall include a complete financial report for which an audit has been performed.

COMMITTEES

COMMITTEE STRUCTURE

- (a) There shall be six (6) Standing Committees responsible to and working for the Board. The six (6) Standing Committees shall advise and make reports and recommendations to the Board for its consideration.
- (b) Special Committees may be formed by the Board when and as deemed necessary
- (c) Chairpersons of all Standing Committees must be elected from the membership of the Board. Chairpersons of Special Committees may be appointed by the Board from the general membership of the Congregation
- (d) The Chairperson and Ministers shall be ex-officio members of all Committees;
- (e) The Treasurer shall be a member of the Stewardship Committee
- (f) All other Board Members, except those designated in Clause 1A(iii) (the President of the UCW and the President of the Men's Fellowship Club) shall serve on at least one (1) Standing Committee but shall chair one (1) Committee only at any given time
- (g) Committees may co-opt additional members from the congregation at large but Committees members so co-opted shall not be members of the Board (Amended November 23, 1997)
- (h) The six (6) Standing Committees of the Board shall be as follows:
 1. Ministry and Personnel Committee
 2. Stewardship Committee
 3. Christian Development Committee
 4. Property Committee
 5. Membership and Social Outreach Committee
 6. Worship and Evangelism Committee

MINISTRY AND PERSONNEL COMMITTEE

The Official Board shall establish, and elect the members of, a Ministry and Personnel Committee as detailed in section 244. (2007)

- (a) **Meetings.** The Committee shall meet and report to the Official Board or Church Board or Church Council quarterly or more often as circumstances warrant.
- (b) **Membership.** The Committee shall consist of not less than three (3) and not more than seven (7) members representative of the Pastoral Charge. Members of the staff of the Pastoral Charge, including the settled or appointed Ministry Personnel, shall not be members of this Committee. The Committee

shall not replace the Joint Search Committee in the event of a change in the pastoral relationship or a Vacancy. (2007).

(c) **Duties.** The Committee shall:

- i. Provide a consultative and supportive agency for the staff of the Pastoral Charge and for members and adherents of the Congregation(s);
- ii. Review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the Official Board or Church Board or Church Council;
- iii. Oversee the relationship of the staff of the Pastoral Charge to members of the Congregation(s) and others;
- iv. Oversee the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority;
- v. Consult with all members of the staff of the Pastoral Charge about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available;
- vi. Review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate to the mission of the Pastoral Charge as defined by the Official Board or Church Board or Church Council;
- vii. Maintain close liaison with the Presbytery Pastoral Relations Committee
- viii. Review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions when required or requested; and
- ix. Receive from each Ministry Personnel settled in or appointed to the Pastoral Charge, a current vulnerable sector (level 2) police records check, at the expense of the Ministry Personnel, no later than the completion of each six (6) year period of the pastoral relationship. (2007)

STEWARDSHIP COMMITTEE

The Official Board shall establish, and elect the members of, a Stewardship Committee as detailed in section 245. (2007)

Duties. The duties of the Stewardship Committee shall be as follows:

- (a) To carry out duties and obligations of the Committee of Stewards as set out in the Manual of the United Church of Canada
- (b) To be responsible for the overall stewardship level of the Congregation so that its full financial potential can be realized
- (c) To review periodically the total financial objectives of the Congregation and to communicate these objectives to the Congregation and explain the financial status and needs of the Congregation as and when required
- (d) To set and monitor budgets for the Congregation and all Committees of the Board;
- (e) To keep in perspective the relative needs of the National Church, the Pastoral Charge, and the wider work of the Church through the givings to the Mission and Service Fund;
- (f) To make available to the Congregation materials issued through the National Church relating to Stewardship and Finance;
- (g) To endeavor to secure commitments and participation in the mission of the National Church by the Congregation
- (h) To report regularly to the Board and to prepare a report for the Annual Meeting of the Congregation setting out the activities and accomplishments of the Committee for the past year;
- (i) Any other duties as assigned to it by the Board.

CHRISTIAN DEVELOPMENT COMMITTEE

The Official Board shall establish, and elect the members of, a Christian Development Committee.

Duties. The duties of the Christian Development Committee shall be as follows:

- (a) To carry out the duties and obligations of the Session relative to Christian development and education, as set out in the Manual of the United Church of Canada
- (b) To be responsible for planning the Christian Education program and to provide leadership for all programs and groups within the Congregation
- (c) To be responsible for recruiting and training supervisors, teachers, leaders and officers for the Sunday School program and through the week groups and to encourage participants to take advantage of all training opportunities offered to them
- (d) To assist the various Christian Education groups to observe special events and to work in co-operation with the Worship Committee in arranging for special services commemorating these events
- (e) An invitation for persons of all ages and stages to explore and grow in their relationship with God as revealed through Jesus Christ, with the community of faith, and with the world.”
- (f) To present annually to the Stewardship Committee budget sufficient to carry out its mandate;
- (g) To report regularly to the Board and to prepare a report for the annual meeting of the Congregation setting out the activities and accomplishments of the Committee for the past year
- (h) Any other duties as assigned to it by the Board

PROPERTY COMMITTEE

The Official Board shall establish, and elect the members of, a Property Committee.

Duties. The duties of the Property Committee shall be as follows:

- (a) To care for and ensure that an adequate maintenance program is carried out for all church property
- (b) To present annually to the Stewardship Committee a budget sufficient to carry out its mandate;
- (c) To report regularly to the Board and to prepare a report for the annual meeting of the Congregation, setting out the activities and accomplishments of the Committee for the past year
- (d) Any other duties as assigned to it by the Board.

MEMBERSHIP AND SOCIAL OUTREACH COMMITTEE

The Official Board shall establish, and elect the members of, a Membership and Social Outreach Committee.

Duties. The duties of the Membership and Social Outreach Committee shall be as follows:

- (a) To carry out the duties and obligations of the Session, relative to church membership, as set out in the Manual of the United Church of Canada
- (b) To be responsible for the rolls of the Congregation, including baptism, marriage and burials, and to make annual revisions to the membership roll
- (c) To organize the Congregation into areas and designate members of the Congregation to be the communication link between the church and members within that area

- (d) To make recommendations to the Board relative to the admission and removal of members and general policy considerations relative to baptism, marriage, burials and general membership
- (e) To initiate programs for inactive members, non-adherents and to encourage new membership
- (f) To initiate and implement social outreach programs both in the community and within the Congregation
- (g) To initiate and implement social outreach programs as they relate to issues affecting the Church
- (h) To act as a liaison for social ministry between the Congregation and the Church;
- (i) To submit to the Stewardship Committee an annual budget sufficient to carry out its mandate
- (j) To report regularly to the Board and to prepare a report for the annual meeting of the Congregation, setting out the activities and accomplishments of the Committee for the past year;
- (k) Any other duties as assigned to it by the Board

WORSHIP AND EVANGELISM COMMITTEE

The Official Board shall establish, and elect the members of, a Worship and Evangelism Committee.

Duties. The duties of the Worship and Evangelism Committee are as follows:

- (a) To carry out the duties and obligations of the Session, relative to worship and spiritual interests, as set out in the Manual of the United Church of Canada
- (b) To be responsible for the Order of Public Worship and all services conducted within the Church;
- (c) To study new forms of worship and to implement those that it considers appropriate;
- (d) To be responsible for pulpit supply during the Minister(s) vacation or in times when the Minister(s) is absent from the Congregation;
- (e) To be responsible for all Special Services in the life of the Congregation;
- (f) To be responsible for the Sacraments of Baptism and Holy Communion, including the preparation of the Communion Table, the appointment of Elders and the cleaning and safekeeping of the Communion ware
- (g) To be responsible for all matters relating to all Choirs and to act as a liaison between the Church Organist(s) and the Board
- (h) To be responsible for ushering and greeting the Congregation to Church Services and the overall responsibility for all aspects of the Worship Service
- (i) To be responsible for all aspects of evangelism within the Congregation and for planning and implementing special events surrounding this area of Church life;
- (j) To submit to the Stewardship Committee an annual budget sufficient to carry out its mandate
- (k) To report regularly to the Board and to prepare a report for the annual meeting of the Congregation, setting out the activities and accomplishments of the Committee for the past year;
- (l) Any other duties assigned to it by the Board

EXECUTIVE COMMITTEE

The Executive Committee of the Board shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Chairpersons of the six Standing Committees, Chairperson of the Board of Trustees and the Minister(s). Whenever a Committee Chairperson is unable to attend an Executive Committee meeting, an alternate member of that Committee will be invited to attend.

Duties. The duties of the Executive Committee shall be as follows:

- (a) To make decisions during the period between the monthly meetings of the Board when and as necessary
- (b) To encourage regular and punctual attendance of members at monthly meetings
- (c) To act as a nominating committee
- (d) To act as an advisory and consultative agency to the Minister(s);
- (e) To attend to matters affecting the Congregation not assigned to any other Committee;
- (f) Any other duties and responsibilities as assigned to it by the Board

The members of the Executive Committee shall sign such contracts, documents or instruments in writing as require their respective signatures and shall respectively have and perform all powers and duties incident to their offices and such other powers and duties respectively as may from time to time be assigned to them by the Board. All members in exercising their powers and discharging their duties must:

- (a) Act honestly and in good faith with a view to the best interest of the Congregation; and
- (b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances

ENACTED by Resolutions of the Congregation of First United Church, the ____ day of _____, 20__.

CHAIRPERSON

SECRETARY

March 4, 2012