

# Dundas Street Centre United Church Policy Manual

## Section: A. Board Organization

### Title: Role & Structure of Unified Board & Committees

Policy #: A-01

Approved/Amended: Apr. 11, 2007; Mar. 8, 2014; Apr. 12, 2014; May 10, 2014; June 14, 2014; Dec. 13, 2014; Feb. 14, 2015; May 9, 2015; Nov. 14, 2015; Feb. 13, 2016; Apr. 16, 2016; Sept. 10, 2016, June 10, 2017, Feb. 10, 2018

Referral Committee: all standing committees

#### GOVERNANCE MODEL

The congregation of Dundas Street Centre United Church (DSCUC) has chosen the governance model of a Unified Board as specified in the Manual of the United Church of Canada (subsequently referred to as the “Manual”).

#### RESPONSIBILITIES OF THE UNIFIED BOARD

The responsibilities of the Unified Board are congruent with the responsibilities outlined in the Manual (section B. 7) in the areas of spiritual matters, financial matters, pastoral relations matters, proposals, recommending members to Presbytery, property matters, representing DSCUC to Presbytery, reporting including one Annual General Meeting of the congregation (subsequently referred to as the “AGM”), records including membership, baptisms, marriages and burials, sharing reports from the wider church and completing statistical forms. The Unified Board is responsible for creating, amending or rescinding all policies governing the church operations. Generally the Board is responsible for leadership in the care and oversight of the spiritual life and interests of the congregation.

#### OFFICERS

All officers are elected annually at the AGM and may be reelected as specified. Terms of office are from the end of one AGM to the end of the subsequent AGM. All members and adherents are eligible for office and may hold other appointments on the Unified Board as well (e.g. Committee chair).

##### 1. Chair

Normally holds office for 2 years and is eligible for a third.

- calls meetings, provides notice to members and establishes an agenda;

- presides at the AGM and all meetings of the Unified Board;
- is the official spokesperson of the Unified Board.

## 2. Secretary

May be reelected without limit.

- serves to record all meetings of the Unified Board and Congregation;
- distributes minutes to all members.

## 3. Treasurer

May be reelected without limit.

- oversight of financial matters including receipts, accounting, disbursements and record keeping
- report on the finances at Unified Board meetings;
- ensures an accounting of Mission and Service donations and remittance to the United Church;
- ensures the Annual Information Return is completed and forwarded to the Charities Division, CRA, not later than 6 months after the previous fiscal year-end;
- submits the GST/PST annual refund application;
- prepares the annual tax receipts for all donors.

## 4. Past- Chair

The previous chair of the Unified Board.

- serves as the chair of Unified Board and congregational meetings in the absence of the chair.

## 5. Vice-Chair

May be reelected without limit. Normally will succeed to the role of chair by election.

- advises the chair on any matter.

## MEMBERSHIP

The Unified Board is composed of minister(s) of DSCUC or pastoral charge supervisor, officers, standing Committee members, and representatives of Presbytery, and UCW. In addition the Unified Board may have one member at large.

All members are elected annually at the AGM and may be reelected without limit. Terms of office are from the end of one AGM to the end of the subsequent AGM. All members and adherents of DSCUC are eligible for membership.

Members may resign at any time and the Unified Board may either call a congregational meeting to elect replacements or appoint a temporary replacement to complete the term of office.

A member may be removed from the Unified Board through a discipline process or because of absence from meetings without adequate reason for a period of five consecutive Unified Board meetings.

### EXECUTIVE

The Executive Committee of the Unified Board shall be composed of the Minister, Officers, Presbytery Representatives and one Chair of each Standing Committee. The Executive may meet at the direction of the Unified Board with whatever responsibility the Unified Board assigns to it. Records of all meetings will be provided to the Unified Board. Normally the Executive will be empowered to act for the Unified Board from the end of the last meeting prior to the summer break until the beginning of the first meeting following that break. In addition the Executive may act for the Board between meetings on any time sensitive matter (where a decision is required prior to the next Unified Board meeting). The Unified Board will be apprised of any such action at its next meeting.

### MEETINGS

The Unified Board meets monthly, if necessary, from Sept. to June at a time set by the Unified Board. Additional meetings may be called by the chair, minister or pastoral charge supervisor giving appropriate notice. A meeting will also be called within 2 weeks by the chair if a written request is received by at least five members of the Unified Board or a requirement is issued by Presbytery. A notice of such a meeting must be given stating its purpose. At all meetings the minister, a designated minister appointed by the appropriate court, the pastoral supervisor or someone appointed by Presbytery must be present. The quorum for a meeting is 1/3 of the membership of the Unified Board.

### STANDING COMMITTEES

All members of the Unified Board with the exception of the minister, officers, representatives and member at large will be a member of at least one of the following Standing Committees. These people may however, serve on these committees if elected to do so. The Standing Committees are:

1. Spirituality
2. Outreach and Social Justice
3. Stewardship
4. Property
5. Ministry and Personnel
6. Trustees

Each Standing Committee will have at least one chair elected at the AGM. Meetings will be held at the call of the chair but there must be a minimum of six meetings per year. Reports of all action items and recommendations from these meetings will be made at the subsequent Unified Board meeting. The committees will prepare annual budgets for the Stewardship Committee and the chairs will prepare annual reports for the AGM. The committees will monitor expenditures against their budgets and review at least once every five years, or more frequently as necessary, all policies for which they are responsible. Committees may appoint non-Unified Board

members as resource persons. Standing Committees have no independent decision making power and all action items must be brought forward to the Unified Board. Roles of the Committees are outlined below.

## 1. SPIRITUALITY COMMITTEE

The Spirituality Committee of the Unified Board, in consultation with the Minister, Director of Music and Sunday School Coordinator shall be responsible for worship and music, Christian education and fellowship, membership and visitation as outlined below:

### Worship and Music

- development of order of worship and music for regular and special worship services;
- administration of the sacraments (Baptism and Communion) including preparation, serving and clean-up after Communion Services;
- supplying of sheet music and/or books, as requested by the Choir, and hymn books for the congregation;
- recommendation to Property Committee any concerns about operation and maintenance of the sound system in the sanctuary and electronic recording of services;
- the advertising of Worship Services;
- recommending to the Unified Board any changes to the Wedding and Funeral Policies;
- oversight of maintenance of statistical records including attendance at Worship Services, weddings, baptisms, funerals and number of Communion partakers;
- arranging for Pulpit Supply, as required;
- recommendation to the Unified Board of an appointment of Director of Music;
- the recommendation to the Board with regard to appointment of a Chairperson and sub-committee for the administration of the Lottie Brown and Jean and Alan Coote Choral Scholarship programs and funds;
- recommendation to the Property Committee, any concerns regarding the care and maintenance of the organ and grand piano;

### Christian Education and Fellowship

- development of educational and fellowship opportunities for the congregation;
- recommending to the Unified Board with regard to appointment of Sunday School Coordinator, Nursery coverage and Librarian;
- providing adequate curriculum, equipment and supplies to support education program;
- supervising and maintaining the Church Library and appropriate book displays;
- communicating with parents of baptized children to encourage further participation in Church activities;

### Lay Visitation Team

- scheduling ushers, greeters and special needs helpers for Worship and special services;
- promoting membership and fellowship within the congregation by welcoming visitors, by maintaining a guest book, by coordinating the distribution of plants, letters or cards to sick and shut-in members and by providing non-emergency visits by the Lay Visitation Team coordinated through monthly written reports to the minister with copies to the office and the Chair of the Spirituality Committee (SC) and through bimonthly meetings with the minister and the Chair of the SC;

- recommending to the Unified Board with regard to membership lists and directories;
- recommending to the Unified Board an **Ad Hoc Committee on Nominations** (to include Chair and Vice-Chair of Unified Board) to recruit persons to be elected by the congregation for positions on the Unified Board and Committees/ Sub committees, and to recommend to the Board replacements during the year, if necessary.

## 2. OUTREACH AND SOCIAL JUSTICE COMMITTEE

The Outreach Committee of the Unified Board shall be responsible for:

- educating the congregation about local and global needs and goals, including the Mission and Service Fund (M&S);
- promoting programs that address social needs;
- emphasizing and support outreach programs, such as Paper Rolling, Alcoholics Anonymous, Recovery Inc., Out of the Cold hospitality meal, and the addiction counseling services under Quintin Warner;
- promoting communication within the congregation through publication of *The Centre Spoke Newsletter* and with the public through <[www.dundasunited.com](http://www.dundasunited.com)> publicizing the church and its activities, including outreach programs;
- supporting the LIFT (London Innercity Faith Team) program and affordable housing;
- preparing a rental policy for use of Church facilities, including rental rates in co-operation with the Rental Co-ordinators Sub-committee;

### Rental Co-ordinators Sub-committee:

- o This sub-committee must have at least one member from the Property Committee on it;
- o Receives from Church Secretary any enquires from outside persons about use of our facilities;
- o Negotiates with outside users the use/rental of our facilities including dates, times and facilities required in accordance with the Room Usage Policy (D-03);
- o Keeps secretary apprised of ongoing discussion (communications) during and after negotiations to ensure all potential conflicts and issues are addressed;
- o Arranges for the required setup, dismantling, and security for rentals either directly or through the Church Secretary.

## 3. STEWARDSHIP COMMITTEE

The Stewardship Committee of the Unified Board shall be responsible for:

- receiving budget requirements from the Standing Committees and prepare the annual budget for local church operations for presentation to the Unified Board and the congregation.
- maintaining the financial records and record of givings to issue annual receipts for Income Tax purposes;
- preparing a monthly financial statement for the Unified Board and an audited statement for the congregation annually;

- arranging for the counting and bank deposit of the offerings taken at Worship service;
- initiating special appeals to eliminate deficit or fund special projects when necessary;
- ordering the weekly offering envelopes and arrange for distribution prior to the end of each year;
- overseeing the Church office;
- recommending to the Unified Board in consultation with the Ministry and Personnel Committee, the appointment of the church secretary, the development and updating of his/her job description and the supervision of associated job responsibilities;
- arranging for and maintain adequate fire and liability insurance for Church and property as directed by the Trustees;
- developing and maintain an information management strategy to ensure the integrity and security of electronic records;
- appointing an Independent Reviewer or external auditor as per the UCC Financial Handbook;
- reviewing and manage using professional advice the investments of the church;

#### INDEPENDENT REVIEWER

- ensures there is segregation of duties among two or more people who are at arm's length regarding financial record keeping;
- reviews for accuracy and proper authorizations, all cash receipts and disbursements, payroll and bank reconciliations;
- verifies cash receipts against charitable tax receipts issued;
- reviews the procedures used in record keeping to ensure that the chance of error or fraud is minimized.

#### 4. PROPERTY COMMITTEE

The Property Committee of the Unified Board shall be responsible for:

- ensuring proper care, maintenance, and repair of Church building and property;
- ensuring proper care, maintenance, and repair of contents therein;
- providing for the security and safety of the building;
- carrying out routine repairs of items not in excess of \$500.00;
- arranging for an annual fire and safety inspection and maintain a list of yearly required inspections;
- maintaining care and repair of organs and pianos at the recommendation of Worship Committee;
- maintaining an inventory of all contents of Church and supply one copy for Church office;
- recommending to the Unified Board in consultation with the Ministry and Personnel Committee, the appointment of a custodian(s), the development and updating of job descriptions and the supervision of associated job responsibilities;
- recommending to the Unified Board any matter arising from the Heritage designation of our facilities.

## 5. MINISTRY AND PERSONNEL COMMITTEE

The Ministry and Personnel Committee of the Unified Board shall be responsible for:

(Taken from section **7.8.5** of *The United Church of Canada- The Manual 2013- pages 69-70.*)

- being available for consultation and support for matters involving the pastoral charge staff;
- overseeing the relationship of the pastoral charge staff to each other and to people in the congregation;
- regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff;
- making any recommendations needed as a result of these reviews to the governing body;
- revising position descriptions of pastoral charge staff as needed;
- conducting annual performance reviews of the pastoral charge staff;
- ensuring pastoral charge staff make use of opportunities for continuing education that they have been given; and
- maintaining close contact with the presbytery Pastoral Relations Committee.

*There are resources to assist Ministry and Personnel Committees with their responsibilities. See the Ministry and Personnel Committees resource available from the General Council Office.*

## 6. TRUSTEES COMMITTEE

The Trustees Committee of the Unified Board shall be responsible for:

- obeying the lawful orders and directions of the official board/church board/church council and the presbytery
- ensuring the church, manse and any other property are used for “religious, charitable, educational, congregational or social purposes” consistent with the doctrine and policies of the United Church
- ensuring the church and manse are maintained properly and secured (oversight role)
- keeping proper books and records of all their meetings, decisions, transactions
- ensuring that adequate insurance is being maintained at all times to protect the church property and mitigate all potential liabilities
- providing ongoing support for the mission of the church and the policies governing it’s operation

Trustees may also at the request of the Board:

- oversee the construction of new buildings and repair of existing buildings
- permit the use of church buildings with approval of the Board

- sell, mortgage, exchange, or lease the trust property as directed by the congregation and only with the written consent of the presbytery and in accordance with the provisions set down in The UCC Manual
- develop and implement policies for the administration of trust funds in accordance with the mission statement of the congregation
- submit financial plans for the retirement of mortgages and other capital debts to the congregation, and receive and disburse funds for the payment of principal and interest
- notify presbytery and arrange for the disposition of property and assets should the congregation cease to exist as an organized body, and make recommendations to Conference regarding the use of funds received from the sale of church property in accordance with Conference policy
- monitor the maintenance strategy for properties of the church in co-operation with those in church management
- secure legal and financial advice for the congregation in matters related to the sale, lease, or acquisition of property

### SUB-COMMITTEES OF STANDING COMMITTEES

The Unified Board may create sub-committees under any standing committee. The sub-committee reports to its parent standing committee and any report to the Unified Board comes through the standing committee. Members to sub-committees are elected at the AGM and may be Unified Board members or non-members. Those elected to sub-committees are not automatically members of the Unified Board. Generally their function is to manage a very specific aspect of church work.

The sub-committees are:

PROPERTY – Archives

Accessibility (see policy E-04 section 3.4)

OUTREACH AND SOCIAL JUSTICE - Rental Coordinators

Webmasters

Newsletter

LIFT Housing

SPIRITUALITY- Choral Scholarship



Appendix I – Organization Chart

