**Glen Morris Governance Document Preamble**

At the May 28, 2018 meeting of the Official Board of Glen Morris United Church, a new working committee was struck to review the local governance model, policies and committee mandates of Glen Morris United Church. The governance committee completed a preliminary document which was presented to the Official Board on November 29, 2018. The final Governance Document was subsequently ratified at the Congregational Annual General Meeting on February 10, 2019.

The Governance Committee wishes to express our sincere thanks to the Reverend Roy Holton whose guidance and assistance in preparing the document was invaluable.

Upon ratification, the new Governance Document comes into effect at once, and it replaces any and all previous policies and committee mandates of Glen Morris United Church.

It should be noted that the Ordered Minister is an ex-officio member of all committees and is welcome to attend any church committee meeting.

Appendix #3 of the United Church Manual (2019) is a guide to “rules of order” for church committees. Chairs of all committees should familiarize themselves with this resource and have it available at meetings. Although the United Church Manual (Bylaw A-4-D and Appendix 3-4-2) allows for off-site email voting, the present Governance Document does not allow for this mode of voting. It is assumed the Official Board will address this issue in due course.

The United Church Manual (Bylaw B.5.1) mandates that the congregation must hold an annual general meeting once a year, held as early as possible in the calendar year. Special congregational meetings may also be held in accordance with the United Church Manual bylaws. All matters relating to congregational meetings are documented in the United Church Manual (Bylaws B5 and B6).

The Official Board with the assistance of the Committee of Stewards is responsible for Stewardship and Visitation. It is anticipated that a directed Stewardship program including visitation of every member and adherent shall be arranged as soon as possible and then on a five-yearly basis.

Respectfully submitted

Liz DeGroote, Bill Labron, Robert Williams

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**GLEN MORRIS UNITED CHURCH HIERARCHY**

 **GMUC OFFICIAL BOARD**

The purpose of the Official Board is to manage the affairs of the Glen Morris United Church Congregation which are of joint interest to the Trustees, Session, and Stewards.

The Official Board also conducts business not assigned to any other church group.

**Election and Membership**

The Chair of the Official Board is elected at the Annual General Meeting for a three-year term. The Chair may be re-elected for one additional three-year term (six years total) after which the Chair must take a one-year hiatus from that position.

All other members of the Official Board are appointed by virtue of their office on another ministry or committee. Each of these members retires when their underlying ministry or committee positions finish.

The following positions comprise the Official Board:

* Chair of the Official Board;
* Secretary of the Official Board;
* The Minister;
* A Representative of the Board of Trustees;
* Chair of the Ministry and Personnel (M&P) Committee;
* All members of the Committee of Stewards (formerly called Managers);
* All members of the Committee of Session;
* A Representative of the United Church Women (UCW);
* A Lay Representative to Regional Council.

**Meetings of the Official Board**

Meetings shall be held a minimum of four times per year.

The first meeting should be in February or March, following the Congregational Annual General Meeting.

**Special Meetings of the Official Board**

A special meeting may be called by at least two members to consider a specific matter of such importance that it cannot wait until a regular meeting.

A minimum of seven days’ notice must be given for a special meeting.

A “Notice of Special Meeting” announcement providing the place, date, time and specific reason for the special meeting must be sent to all members by email and announced at the preceding Sunday worship service.

**Quorum and Rules of Order**

A meeting of the Official Board may only take place if an ordered Minister and 50% of the committee members are present.

Decisions of the Official Board are made by the majority vote of members present at a meeting. The Chair votes only if there is a tie in the voting.

Proxy votes, mail-in ballots, and e-votes are not permitted at meetings.

All other Rules of Order are outlined in the United Church Manual, Appendix 3.

**Responsibilities of the Official Board**

* Manage the affairs of the Glen Morris United Church Congregation;
* This should include annually reviewing the financial situation of the Congregation and considering a directed Stewardship Program.

**Responsibilities of the Chair of the Official Board**

* The Chair presides over all meetings of the Official Board;
* The Chair presides over Congregational Meetings, including the Annual General Meeting, with the exception of Congregational Meetings concerning the Pastoral relationship. A Regional Council Representative must preside over Congregational Meetings that pertain to the relationship between the Minister and the Pastoral Charge;
* The Chair is an ex-officio member of all church committees and may attend meetings at his/her discretion;
* Church committees may request the attendance of the Chair, however this is at his/her discretion;
* The Chair is a member of the Nominating Committee.

**Responsibilities of the Secretary of the Official Board**

* Notify members of upcoming meetings including the location, date and time of the meetings;
* Prepare an agenda for each meeting;
* Distribute draft minutes of the previous meeting to all members;
* Read correspondence at each meeting;
* Keep minutes and motions of all meetings;
* Sign minutes adopted at all meetings;
* Conduct official correspondence for the Official Board;
* Keep official records in safe keeping.

**Committees of the Official Board**

* The Board of Trustees;
* The Ministry and Personnel (M&P) Committee;
* The Committee of Stewards;
* The Committee of Session;
* The United Church Women (UCW);
* Stewardship (Visitation) Committee.

**Committees Reporting to the Official Board**;

* The Visioning Committee;
* The Expansion and Accessibility Committee;
* Other church groups and Ad hoc Committees as appointed by the Official Board.

**Expenditure Limit of the Official Board**

The Official Board is authorized to spend funds for a non-budgeted item up to $15,000 annually for any single church project. For projects requiring funds above $15,000, the Official Board shall seek approval from the congregation at a Congregational Meeting.

**GMUC BOARD OF TRUSTEES**

The Board of Trustees holds all of the property of the congregation. Their duties are restricted and governed by the lawful directions of the Official Board.

**Election and Membership**

The following positions comprise the Board of Trustees:

* Five United Church members each serve a five-year rotating term after which a one-year hiatus must be taken. Members are elected to office at the Annual General Meeting;
* The Minister
* The Chair of Trustees is chosen at the first meeting of the Trustees and may serve a maximum of five years.

**Meetings of the Board of Trustees**

At least one meeting shall be held annually.

**Responsibilities of the Board of Trustees**

The mandate and responsibilities of the Trustees are fully documented in the United Church Manual and in the “Handbook for Trustees of the United Church, 2004.”

Trustees must make themselves familiar with the resources for Trustees contained in the current United Church Manual and the “Handbook for Trustees of the United Church, 2004,” and ensure these guidelines are followed appropriately.

**MINISTRY AND PERSONNEL (M&P) COMMITTEE**

The purpose of the Ministry and Personnel Committee is to support, oversee and supervise Ministry personnel and lay staff. The M&P Committee does not have decision-making authority on significant issues relating to the status, conditions of employment, or compensation of employees. The Committee can, however, make recommendations to the Official Board.

**Election and Membership**

* Three to five members are elected at the Annual General Meeting to serve on the M&P Committee. One person must be a member of the Committee of Session. This person may be elected at the first meeting of Session, if necessary.

To avoid conflicts of interest, to maintain clear boundaries, and to enhance role clarity, the following people are not eligible to serve on the M&P Committee:

* Ministry personnel of the pastoral charge or members of their immediate family;
* Lay employees of the pastoral charge or members of their immediate family;
* Anyone in a conflict of interest or a perceived conflict of interest with any paid staff;
* Those serving on a Joint Needs Assessment Committee, a Joint Search Committee, or a Transition Team;
* Chair of the Official Board;
* Chairs of the Committee of Session, the Committee of Stewards, or the Faith Formation Committee;
* Members who are in conflict with the pastoral charge, especially with staff.

All members must familiarize themselves with most current version of The United Church of Canada “M&P Committee Policy, Procedure & Practices” document.

**Meetings of the Ministry and Personnel Committee**

This Committee should meet with staff at least twice per year plus whatever committee meetings are required to fulfill their responsibilities.

**Responsibilities of the Ministry and Personnel Committee**

* 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 Official Board;
* Revising position descriptions of pastoral charge staff as needed;
* Conducting annual performance reviews of the pastoral charge staff;
* Ensuring the pastoral charge staff make use of opportunities for continuing education that they have been given;
* Maintaining close contact with the Regional Council Pastoral Relations Committee.

**GMUC COMMITTEE OF STEWARDS**

The Committee of Stewards is responsible for the temporal matters of the congregation, including administration of church finances, and assisting the Official Board in stewardship matters.

**Election and Membership**

The following positions comprise the Committee of Stewards:

* Ten members or adherents of the congregation are elected to the Committee of Stewards for a three-year term. As some members complete their term of office, new members are elected to office at the Annual General Meeting. At the end of the three years, members must take a one-year hiatus before becoming eligible for re-election;
* A United Church Women’s (UCW) Representative;

At the first meeting following the Annual General Meeting, the Committee of Stewards shall elect its members to the following positions:

* Chair of the Committee of Stewards for a maximum term of three years after which a one-year hiatus must be taken;
* Church Treasurer for a three-year term with no restrictions of taking a one-year hiatus between terms of office;
* Secretary of the Committee of Stewards;
* Chair of the Property Committee;
* Chair of the Manse Committee;
* Chair of the Finance Committee.

The Committee of Stewards appoints the Envelope Secretary who may or may not be a member of the Committee of Stewards.

The Committee of Stewards appoints the Robson Community Room Booking Coordinator who may or may not be a member of the Committee of Stewards.

**Meetings of the Committee of Stewards**

Meetings shall be held a minimum of four times per year.

The first meeting should be in February or March, following the Congregational Annual General Meeting.

A budget meeting must be held before the Annual General Meeting.

Additional meetings may be called at the direction of the Chair.

**Special Meetings of the Committee of Stewards**

A special meeting may be called by at least two members to consider a specific matter of such importance that it cannot wait until a regular meeting.

A minimum of seven days’ notice must be given for a special meeting.

A “Notice of Special Meeting” announcement providing the place, date, time and specific reason for the special meeting must be sent to all members by email and announced at the preceding Sunday worship service.

**Quorum and Rules of Order**

A meeting of the Committee of Stewards may only take place if 50% of the members are present. (i.e.: For committees of 12 members at least 6 must be present to make a quorum.)

Decisions of the Committee of Stewards are made by the majority vote of members present at a meeting. The Chair votes only if there is a tie in the voting.

Proxy votes, mail-in ballots, and e-votes are not permitted at meetings.

All other Rules of Order are outlined in the United Church Manual, Appendix 3.

**Responsibilities of the Committee of Stewards**

* Administration of all Church finances;
* Preparation of the annual budget;
* Repair and Improvement of all buildings that belong to the Congregation;
* Maintain all property that belongs to the Congregation;
* Participate in a Stewardship program when needed.

**Responsibilities of the Secretary of Committee of Stewards**

* Notify members of upcoming meetings including the location, date, and time of the meetings;
* Prepare an agenda for each meeting;
* Distribute draft minutes of the previous meeting to all members;
* Read correspondence at each meeting;
* Keep minutes and motions of all meetings;
* Sign minutes adopted at all meetings;
* Conduct official correspondence for the Committee of Stewards;
* Keep official records in safe keeping.

**Responsibilities of the Treasurer**

* Receive all funds for the ministry of the congregation from offerings and all other sources;
* Receive all funds given for the Mission and Service Fund and other funds for the mission of the wider United Church;
* Disburse funds on a day-to-day basis under the direction of the Committee of Stewards (see Policy for the Disbursement of Funds page 10);
* Keep records of all funds received and funds disbursed;
* Send the Mission and Service funds to the appropriate General Council Working Unit as stipulated in the United Church Manual;
* Present a financial report to every Committee of Stewards meeting and an abbreviated report to the congregation quarterly;
* Ensure records are kept of all receipts given by each donor;
* Cooperate with an annual Independent Financial Review as outlined in the United Church Manual (see Finance Committee of the GMUC Committee of Stewards page 15);
* Prepare a Draft Annual Budget with the assistance of the Finance Committee (see Finance Committee of the GMUC Committee of Stewards page 14).

**Policy for the Disbursement of Funds**

The Treasurer is responsible for ensuring all funds received for the ministry of the congregation are disbursed in the following order of priority:

* The remuneration of the ministry personnel serving the Church;
* The assessments payable to the United Church Pension Fund and the Group Insurance Plan;
* The salaries of other staff of the congregation;
* The annual assessment to the United Church of Canada;
* Other capital and current expenses of the congregation.

**Expenditure Limit**

The Committee of Stewards is authorized to spend funds for a non-budgeted item up to $1,500 for any single church project. For projects requiring funds above $1,500, the Committee of Stewards shall seek approval from the Official Board.

**Sub-Committees**

The following are Sub-Committees and report to the Committee of Stewards:

* Property Committee – see Page 11
* Manse Committee – see Page 12
* Finance Committee – see Page 13

**PROPERTY COMMITTEE**

The Property Committee is responsible for overseeing the maintenance, enhancement, repairs and safety of the Church building and grounds.

**Election and Membership**

* All elected members of the Committee of Stewards, including the Treasurer;
* The Chair of the Property Committee shall be elected by the Committee of Stewards at the first meeting following the Annual General Meeting.

**Meetings of the Property Committee**

Meetings shall be held a minimum of four times per year.

**Responsibilities of the Property Committee**

* Ensure the church building, grounds, and all ancillary equipment are properly maintained;
* Review recommendations of the Manse Committee regarding maintenance and repairs to the Manse;
* Obtain and review estimates for work to be considered by contractors;
* Approve and arrange for repairs, alterations, and improvements;
* Maintain and update a maintenance manual for all Church facilities which require regular maintenance;
* Receive reports of needed maintenance and deficiencies from the Church Custodian and respond as warranted;
* Implement a list of Church members who are authorized by their positions in the Church to hold Church keys;
* The Chair of the Property Committee shall maintain and post a list of authorized Church key holders, and update the list on an annual basis, after the first meetings of committees following the Annual General Meeting.

**MANSE COMMITTEE**

The Manse Committee ensures the care and maintenance of the manse, any equipment situated therein, and the grounds.

**Election and Membership**

* A Representative of the Committee of Stewards who shall be Chair of the Committee;
* A Representative of the United Church Women (UCW) for a maximum of three years;
* One member of the congregation for a maximum of three years;
* The Spouse of the residing Minister.

One member must have a key to the Manse.

**Meetings of the Manse Committee**

Meetings shall be held a minimum of twice per year.

**Responsibilities of the Manse Committee**

* Ensure that the Minister and his or her family are provided with accommodations that are in every way suitable;
* Inspect the manse, equipment, and grounds at least annually;
* Consult with the Minister and his or her Spouse or any other lessee at the time of the annual inspection.

**FINANCE COMMITTEE**

The Finance Committee is responsible for overseeing the finances of the congregation in accordance with the United Church Manual.

**Election and Membership**

* All elected members of the Committee of Stewards, including the Treasurer;
* The Chair of the Finance Committee will be elected by the Committee of Stewards at the first meeting following the Annual General Meeting. The Chair of the Finance Committee may not be the Treasurer.

**Meetings of the Finance Committee**

Meetings shall be held a minimum of four times per year.

**Responsibilities of the Finance Committee**

* Arrange the counting and depositing of all funds for the Church (see Policy for Counting Funds Given to the Church below);
* Review the Treasurer’s records of all receipts and disbursements;
* Support the Treasurer in meeting his/her duties;
* Monitor the givings to all funds of the Church and analyze financial trends;
* Assist the Treasurer in preparing a draft Annual Budget (see The Annual Budget, page14);
* Assist the Official Board in the coordination of stewardship matters and stewardship campaigns by providing financial reports and estimates;
* Encourage members of the congregation to use Pre-Authorized Remittance (the PAR system);
* The Chair of the Finance Committee is responsible for receiving the report of the Independent Financial Review and for responding accordingly to any recommendations.

**Signing Authority**

The signing authority for all disbursements, bank accounts, cheques, and related documents administered by the Committee of Stewards shall be the Treasurer, the Chair of the Finance Committee and two other members of the Congregation appointed by the Committee of Stewards. The four persons with signing authority must have a Criminal Records check, may not have previously declared bankruptcy and must be duly registered with the financial institution used by the Committee of Stewards. The four persons may not be related to each other. Double signatures are mandatory on all cheques issued and related bank documents. Under normal circumstances, the Church Treasurer shall be one of the signatories, however, should this not be possible any other two signatories are acceptable.

**Policy for the Counting of Funds Given to the Church**

* A minimum of two members of the Committee of Stewards, who are not related to each other, shall be responsible for counting and recording all funds given to the Church at regular and special services held on the premises;
* Funds shall not be taken from the Church until the counting and recording are complete;
* Under extenuating circumstances, the Treasurer or designate may waive the foregoing policy;
* When Church services are held off site, the Treasurer or designate shall take the funds collected to the Treasurer’s home for processing;
* In all circumstances, the funds shall be deposited in the bank at the earliest convenience.

**THE ANNUAL BUDGET**

The congregation is responsible for having an Annual Budget.

**Preparation of the Draft Annual Budget**

The Treasurer with assistance of the Financial Committee is responsible for preparing a Draft Annual Budget for the coming year. The Draft Annual Budget must include a full statement of estimates for the coming year including the following:

* Estimated receipts and expenses;
* Assets and liabilities (not including land and buildings);
* Current year receipts and expenses;
* Bank balances for all Church accounts;
* Bank account reconciliation for year-end.

Prior to the Annual General Meeting, the Treasurer presents the Draft Annual Budget to the Committee of Stewards for approval.

**Action by the Congregation**

The Committee of Stewards presents the Draft Annual Budget to the congregation at the Annual General Meeting. The congregation must consider the Draft Annual Budget and then:

* Approve the Budget without changes;
* Make changes to the Budget and approve the amended Budget;
* Refer the Budget back to the Committee of Stewards to make changes for the congregation to consider at a subsequent Special Congregational Meeting;
* Take other action that would help the congregation approve the Budget at a subsequent Special Congregational Meeting.

**Changes to the Approved Budget**

The Committee of Stewards may make minor changes to the approved Budget without approval of the congregation. The change must be within 10% of the total Operating Budget to be considered minor.

If the Committee of Stewards wishes to make a major change to the Budget it must present the proposed major change to the congregation for consideration at a Special Congregational Meeting. The notice of the Congregational meeting must indicate the purpose of the special meeting.

**INDEPENDENT FINANCIAL REVIEWS**

An Independent Financial Review is an examination of the financial records of the Church in keeping with the provision of the United Church Manual. The review is held in January each year.

**Purpose of an Independent Financial Review**

* To determine the accuracy of the financial statements;
* To determine that financial transactions are recorded properly;
* To identify any potential weaknesses in the Church accounting system.

**Those Who May Perform the Independent Financial Review**

* A public accountant or
* A person familiar with bookkeeping and who understands the purpose of an independent examination of financial records.

It is not necessary for the accountant or the person performing the review to be a member or adherent of the congregation.

**Election of the Person Who Will Perform the Independent Financial Review**

* The accountant or person who will perform the review shall be elected at the Annual General Meeting;
* In the case of a non-accountant, more than one person must be elected;
* The accountant or persons performing the review shall not be the Treasurer, related to the Treasurer, a member of the Committee of Stewards, or a person with signing authority.

**Responsibilities of the Person Who Will Perform the Independent Financial Review**

The accountant or the person performing the review is responsible for the following:

* Ensuring that two designated persons sign all cheques in accordance with the Signing Authority, explained above;
* Examining the records of meetings of the Committee of Stewards and the Finance Committee;
* Examining the books that record receipts, disbursements, payroll, and general ledger for accuracy;
* Ensuring that all disbursements are authorized;
* Reviewing year-end bank reconciliation;
* Ensuring that all funds given for the Mission and Service Fund are sent to the appropriate General Council Working Fund as stipulated in the United Church Manual;
* Reviewing procedures used for keeping records to ensure that the chance of error or fraud is minimized;
* Ensuring that receipts from donors match the charitable donation receipts issued;
* Ensuring that the annual information return was completed and submitted to government authorities within six months after the end of the previous financial year;
* Preparing a written report outlining the findings of the review to be delivered to the Chair of the Finance Committee. The Chair of the Finance Committee will act according to any recommendations in the report and ensure the written report is included in the Annual Report for the Annual General Meeting.

**GMUC COMMITTEE OF SESSION**

The purpose of the Committee of Session is to oversee the spiritual interests of the congregation including the order of public worship, religious training, and both the physical and financial care of the needy. The Committee of Session must keep the Register of Baptisms, Marriages and Burials, and must maintain the Roll of the Congregation.

**Election and Membership**

The following positions comprise the Committee of Session:

* Eight to ten United Church members each serve a three-year term. As some members complete their term of office, new members are elected to office at the Annual General Meeting to bring the total number of Committee Members to a maximum of ten. At the end of the three years, members must take a one-year hiatus before becoming eligible for re-election;
* The Chair of Session is chosen at the first meeting of Session and may serve a maximum of three years;
* The Clerk of Session is elected at the Annual General Meeting and may serve indefinitely;
* The Minister.

**Meetings of the Committee of Session**

Meetings shall be held a minimum of four times per year.

The first meeting should be in February or March, following the Congregational Annual General Meeting.

**Quorum and Rules of Order**

A meeting of the Committee of Session may only take place if an ordered Minister and 50% of the committee members are present.

Decisions of the Committee of Session are made by the majority vote of members present at a meeting. The Chair votes only if there is a tie in the voting.

Proxy votes, mail-in ballots, and e-votes are not permitted at meetings.

All other Rules of Order are outlined in the United Church Manual, Appendix 3.

**Responsibilities of the Committee of Session**

* Admit persons into full membership and grant certificates of transfer;
* Show concern for the spiritual health and well-being of every person for whom the congregation has responsibility;
* Oversee the conduct of congregational members with power to exercise discipline;
* Oversee the administration of the sacraments;
* Oversee the religious training of the young and the organization of meetings for Christian fellowship, instruction and work;
* Oversee the order of public worship;
* Oversee the care of the poor and the visiting of the sick;
* Oversee the outreach of the congregation in evangelism and social action;
* Receive and judge petitions, etc., from members and transmit petitions, appeals, etc., to Regional Council;
* Maintain the Roll of the Church;
* Maintain the Record of Children and Adherents;
* Maintain the Register of Baptisms, Marriages and Burials;
* Oversee the use of the Sanctuary and ensure that it is consistent with local and denominational policies;
* Recommend suitable candidates for the Order of Ministry and recommend suitable lay persons to the United Church for a license to preach or for training.

**Responsibilities of the Clerk of Session**

* Notify members of upcoming meetings including the location, date, and time of the meetings;
* Prepare an agenda for each meeting;
* Distribute draft minutes of the previous meeting to all members;
* Read correspondence at each meeting;
* Keep minutes and motions of all meetings;
* Sign minutes adopted at all meetings;
* Conduct official correspondence for the Committee of Session;
* Ensure official records are in safe keeping.

**Sub-Committees**

The following are Sub-Committees of Session and carry out some of the above duties. Committee mandates are described in the next pages:

* Faith Formation Committee – see Page 18
* Outreach and Social Justice Committee – see Page 19
* Pastoral Care Committee – see Page 20
* Special Funds Committee – see Page 21
* Communications Committee – see Page 22

**FAITH FORMATION COMMITTEE**

The purpose of the Faith Formation Committee is to plan and implement all aspects of congregational worship, including the needs of Sunday school teachers and leaders. This was a newly formed committee in 2018 that combined the Worship and Christian Education Committees.

**Election and Membership**

* Three or four representatives from the congregation, at least one of which is a member of the Committee of Session. Members are elected at the Annual General Meeting or at the first meeting of Session, if necessary;
* The Music Director;
* A Sunday School Representative;
* The Minister.

Members can serve consecutive yearly terms and it is recommended that the congregational representatives are never all new in the same year.

**Meetings of the Faith Formation Committee**

The Faith Formation Committee should meet every six to eight weeks as needed

**Responsibilities of the Faith Formation Committee**

* Planning and implementing all aspects of congregational worship;
* Routinely evaluating the order and content of congregational worship;
* Studying the educational needs of the congregation and providing leadership for all persons at all stages of their lives;
* Studying the curriculum and program materials for Christian Education;
* Planning for the recruitment of Sunday School teachers and leaders of groups for the Christian education of the congregation.

**OUTREACH AND SOCIAL JUSTICE COMMITTEE**

The Outreach and Social Justice Committee is responsible for educating the congregation about emerging local and global needs and developing appropriate strategies and outreach programs that will address those needs.

**Election and Membership**

* Three to five members of the congregation, at least one of which is a member of the Committee of Session. Members are elected at the Annual General Meeting.

**Meetings of the Outreach and Social Justice Committee**

This Committee should meet at least six times per year.

**PASTORAL CARE COMMITTEE**

The Pastoral Care Committee nurtures and coordinates care for people in transition or grief and also visits the elderly and the sick.

**Election and Membership**

* The Minister;
* Members of the Congregation that are interested in Pastoral Care.

**Meetings of the Pastoral Care Committee**

This Committee should meet as necessary as determined by the Minister or the Chair of the Committee.

**Responsibilities of the Pastoral Care Committee**

* Working in partnership with the Minister;
* Cultivating sympathetic understanding, tact, and being able to listen;
* Maintaining confidentiality.

**SPECIAL FUNDS COMMITTEE**

The Special Funds Committee should be familiar with the dollar value of each special fund and ensure that these funds are known to our congregation. The Treasurer of the Church holds these funds as part of the Church Current Account.

**Election and Membership**

The following members are selected at the first meeting of the Committee of Session:

* The Chair of the Committee of Session;
* One other member of the Committee of Session.

The Dr. Mathers fund is intended to provide financial support for young children to attend a Christian camp. It was established in honour of the Reverend Dr. Mathers.

The Otawa fund is intended to support youth or young adults who wish to participate in mission related work. It was established in honour of the Reverend Brenda Otawa and her husband Fern Otawa, for their work in the Church and community from 2003 to 2016.

The Benevolent Fund is solely administered at the discretion of the Minister in total confidentiality.

**COMMUNICATIONS COMMITTEE**

The Communications Committee is expected to provide and update electronic tools to help keep our congregation informed. This committee is still evolving.

Currently, these members are creating a monthly Newsletter and keeping the Glen Morris Untied Church website updated with the information that is supplied to them by various committee members. Glen Morris United Church also has Facebook, Twitter and Instagram accounts.

Members of the Committee of Session are still the direct link to Church members and adherents. They need to determine if electronic or personal contact is the best way to keep their group of congregants informed.

Every other year, the Communications Committee, with assistance from members of the Committee of Session, should assess the effectiveness of the Church’s communication methods.

**Current Membership**

* The Website Coordinator;
* The Newsletter Editor.

**GLEN MORRIS UNITED CHURCH**

**NOMINATION PROCEDURE**

**Nominating Procedure**

Each November, every Resident Member and Adherent will have available in the Narthex, a list of Resident Members in good standing and a list of Adherents.

The required number of nominations for Chair of the Official Board, the Board of Trustees, the Committee of Session, and Clerk of the Committee of Session are chosen from the list of Resident Members.

The required number of nominations for the Committee of Stewards are chosen from the list of Resident Members and/or the list of Adherents.

During November and early December, nomination papers and a copy of the Members and Adherents list will be given out to Resident Members and Adherents of the congregation with spaces for the required number of nominees for the positions available. Resident Members and Adherents are asked to fill in the papers with their nominations and return the papers to members of the Nominating Committee or place in the collection plate by a date to be announced (in mid December).

**Members of the Nominating Committee**

* Chair of the Official Board;
* Chair of the Committee of Stewards;
* Chair of the Committee of Session.

**Responsibilities of the Nominating Committee**

* Obtain the updated list of Resident Members and Adherents of the congregation from the Committee of Session;
* By the first of November, have the list of Resident Members and Adherents in the Narthex for the congregation to access;
* Determine the number of positions required for the Chair of the Official Board, the Board of Trustees, the Committee of Stewards, the Committee of Session, and the Clerk of Session;
* During November and December, have nomination papers in the Narthex for Resident Members and Adherents to place their nominations;
* Collect the nomination papers by the date announced;
* Make lists of those nominated for the various positions, then contact each person nominated to encourage that person to allow his or her name to stand for the designated position;
* If enough people have not been nominated or those nominated do not consent to standing for election, then other people may be asked to fill the vacancies.

**Annual General Meeting**

All nominees who have accepted positions will be announced at the Annual General Meeting. The positions still vacant will be presented at the Annual General Meeting. Other nominations from the floor will be called for. After nominations are closed, an election will be held to try to fill all positions available.

**TERMS OF OFFICE AND RESPONSIBILITIES**

**The Chair of the Official Board:**

* Is elected for a three-year term and may be re-elected for another three years for a total of six years after which a one-year hiatus must be taken;
* Calls at least four meetings each year and presides over these meetings;
* Ensures all committees are represented on the Official Board including the Minister, the Board of Trustees, the Committee of Stewards, the Committee of Session, a Regional Council Representative, and a Representative of other Church Committees;
* Presides over Congregational Meetings, including the Annual General Meeting, that do not concern the Pastoral Relationship;
* Attends meetings of the various Church Committees if concerns arise but this is at his/her discretion.

**Members of the Board of Trustees:**

* Are elected to a five-year term after which a one-year hiatus must be taken;
* Hold all of the property of the congregation for the use and benefit of the congregation as part of the United Church;
* Must follow the lawful directions of the Official Board.

**Members of the Committee of Stewards:**

* Are elected to a three-year term after which a one-year hiatus must be taken;
* Elect the Church Treasurer following the Annual General Meeting. The Church Treasurer is elected to a three-year term but may be re-elected for ongoing terms of office without a hiatus;
* Secure contributions for the remuneration of the ministry personnel and other staff of the congregation;
* Present to the congregation a detailed statement of receipts and expenditures;
* Count the weekly offering;
* Maintain, repair, and improve church property;
* Prepare an Annual Budget for the following year.

**Members (Elders) of the Committee of Session:**

* Are elected to a three-year term after which a one-year hiatus must be taken;
* Oversee the spiritual interests of the congregation including the order of public worship, religious training, and the physical and financial care of the needy;
* Ensure that the Register of Baptisms, Marriages and Burials are kept.

**The Clerk of Session:**

* Is elected to a three-year term and may serve indefinitely;
* Maintains the Roll of the Congregation, including transfers, removal, suspensions, and so on;
* Maintains all records of the Committee of Session.

**GLEN MORRIS UNITED CHURCH**

**NOMINATION FORM FOR 20xx**

\*\*\*From the RESIDENT MEMBERS LIST ONLY, NOMINATE one person to stand for election to the position of Chair of the Official Board:

From the RESIDENT MEMBERS LIST ONLY, NOMINATE x people to stand for election to the Board of Trustees:

From either the RESIDENT MEMBERS LIST OR THE ADHERENT LIST, NOMINATE x people to stand for election to the Committee of Stewards.

From the RESIDENT MEMBERS LIST ONLY, NOMINATE x people to stand for election to the Committee of Session:

\*\*\*From the RESIDENT MEMBERS LIST ONLY, NOMINATE one person to stand for election to the Committee of Session to act as Clerk of Session.

*\*\*\* Only include these sections if necessary.*

The following people are still serving on the Committee of Stewards or the Committee of Session and are therefore not eligible for nomination to the Committee of Stewards or the Committee of Session:

The following people have just completed their term on the Committee of Stewards and are therefore not eligible for nomination to the Committee of Stewards this year:

The following people have just completed their term on the Committee of Session and are therefore not eligible for nomination to the Committee of Session this year:

This NOMINATION FORM must be returned to a member of the Nominating Committee or placed in the collection plate by December xx, 20xx.

Any questions should be directed to any of these three members of the Nominating Committee:

* Chair of the Official Board: Name / Contact number / E-mail
* Chair of the Committee of Stewards: Name / Contact number / E-mail
* Chair of the Committee of Session: Name / Contact number / E-mail

THE ANNUAL GENERAL MEETING IS SUNDAY FEBRUARY XX, 20XX