

St. Paul's United Church Constitution

Governance Structure

GUIDING PRINCIPLES

1. In order to enable St. Paul's to be a missionary church and to facilitate the involvement of new leaders, its governance structure should be clear, simple, and enable decision making.
2. Given the pace at which the world moves today, the governance structure should allow for decisions to be made in a timely fashion and for the governing body to be responsive to the changing needs of the church and the world.
3. The structure should be in accordance with section B.2. of the most current edition of the Manual (Governance Requirements for All Communities of Faith)
4. The structure should allow the congregation to fully live out its mission statement.

GENERAL GUIDELINES

1. The governance structure for St. Paul's United Church Ajax shall be a Coordinating Council supported by permanent committees, named work groups, time limited project teams and members of the congregation – see Appendix A
2. The term of office for members of the Coordinating Council shall be three years.
3. There will be no limit to the numbers of terms a person can serve.
4. A quorum for any meetings of the Coordinating Council shall be a simple majority of the total membership of the group.
5. All Coordinating Council and/or permanent committee meetings, except for the Ministry and Personnel Committee, will be open to attendance by any interested persons from the congregation. Interested persons will be able to speak at the Council/committee meetings at the invitation of the Chair, but may not make motions or vote on the same.
6. The Coordinating Council, all permanent committees, named work groups, time limited project teams and members of the congregation will be accountable for supporting the development and implementation of an annual Strategic Plan and shall organize their activities in such a way that the strategic plan can be achieved.
7. At a minimum the strategic plan shall be reviewed at the Annual Congregational Meeting each year and updated if necessary.
8. All members of the Coordinating Council and all permanent committee chairs are to be full members in good standing of St. Paul's United Church - Ajax.
9. There shall be a minimum of three Congregational Meetings per year.

10. Any changes to this document must be approved at a Congregational meeting. The changes shall be communicated and made widely known at least one week prior to the meeting.

Appendix A

COORDINATING COUNCIL

1. The Coordinating Council shall be comprised of the following members:

- The Chair;
- a representative from the Finance Committee;
- a representative from the Board of Trustees;
- a representative from the Ministry and Personnel Committee;
- the Minister; and,
- two members at large.

The Coordinating Council will elect a Treasurer and a secretary from amongst its members.

2. The Coordinating Council is responsible for ongoing administrative and strategic functions of leadership. These duties include:
 - a) Spiritual leadership of the congregation and all Spiritual matters.
 - b) Financial Matters
 - c) Pastoral Relations Matters
 - d) Proposals
 - e) Property Matters
 - f) Reporting; Records; Sharing Reports from the Wider Church; Completing Statistical Forms
 - g) Ensuring representation to the Regional Council
 - h) Facilitating the creation and updating of the Congregational Strategic Plan and the Living Faith Story.
3. The Coordinating Council shall meet at least monthly.
4. The Past Chair of the Coordinating Council shall continue to serve on the Council for a term of one year.
5. The Coordinating Council has the authority to create committees, work groups and/or project teams as needed

COMMITTEES

The following are the permanent committees of St. Paul's United Church - Ajax

BOARD OF TRUSTEES

FUNCTION:

To hold in trust the property and other assets of the pastoral charge.

DUTIES/RESPONSIBILITIES

1. To fulfill the duties as defined in the most current edition of the Manual and in the relevant handbook from the United Church of Canada.
2. Ensure adequate and sufficient insurance coverage is maintained (property and Liability) and maintain an accurate current inventory of Church possessions.
3. Execute responsibilities as defined in St. Paul's United Church - Ajax Investment Policy document, working collaboratively with the Finance Committee to attain the congregation's investment goals.

FINANCE COMMITTEE

FUNCTION

To exercise management of the financial resources of the congregation exclusive of the Mission & Service Fund and the U.C.W. funds.

DUTIES/RESPONSIBILITIES

1. Prepare the annual budget, to include all items exclusive of those outlined above. All committees, work groups, project teams and members of the congregation are to provide their requirements to the Finance Committee, including the Ministry and Personnel Committee which is responsible for providing recommendations for all salaries and benefits for paid church staff.
2. Execute responsibilities as defined in St. Paul's United Church - Ajax investment Policy document, working collaboratively with the Board of Trustees to attain the congregation's investment goals.
3. Submit an examined financial statement to the Coordinating Council
4. Ensure procedures are in place for the processing and recording of all church income and expenses.
5. Arrange for timely counting, recording and deposit of all worship service offerings.
6. Assist the Church Treasurer and assume those duties in the case of extended absence.
7. Make sure that the Community of Faith and the Coordinating Council are made aware of all relevant financial information.
8. Preparation and maintenance of the Financial Governance document. This document will contain the specific rules by which St. Paul's - Ajax will govern itself financially.
9. Ensure that an annual stewardship campaign is carried out

MINISTRY & PERSONNEL COMMITTEE

FUNCTION:

To support and supervise all paid staff members, and to foster an atmosphere of mutual, trust, common concern and constructive good will.

DUTIES/RESPONSIBILITIES

1. To fulfill the duties defined in the Ministry & Personnel Handbook.
2. To maintain confidentiality, as appropriate.
3. To support various members of paid church staff in their work and help maintain good relationships between them.
4. To maintain clear job descriptions regarding the responsibilities and the authority of various paid staff members.
5. To be the liaison between paid staff members and the congregation in general administrative matters and relationships and to handle written complaints regarding the performance of paid staff members in accordance with United Church Policy.
6. to be available to paid staff for consultation as required.
7. To coordinate and negotiate the salaries, travel allowance, working conditions, benefits, continuing education and all employment practices with respect to the paid staff subject to United Church Policy and Labour Law.
8. To review annually the effectiveness of each paid staff as it relates to the program defined by the Coordinating Council, through a formal performance appraisal process.
9. To report at regular meetings of the Coordinating Council

MISSION AND SERVICE COMMITTEE

FUNCTION:

To focus and educate the congregation regarding the issues and projects supported by the Mission and Service Fund locally, across Canada and around the world and to keep the congregation informed of outreach opportunities in our local community.

DUTIES/RESPONSIBILITIES

1. Recommend the annual M&S Budget objective to the Coordinating Council.

2. To arrange for the highlighting of the M&S fund during Sunday Worship. The timing of this will be worked out in consultation with the Worship and Music Committee and the Minister.
3. Make literature on the M&S Fund and its activities available to the Congregation.
4. Coordinate and maintain programs which support and educate the Community of Faith on the outreach needs of the United Church within Canada and around the world.
5. Keep the M&S Fund financial performance before the Community of Faith
6. Act and the link between the congregation and local outreach programs.

WORSHIP, MUSIC AND SPRITUAL EDUCATION COMMITTEE

FUNCTION:

To be responsible for all facts of the worship services and spiritual education in conjunction with the Minister and the Director of Music.

DUTIES/RESPONSIBILITIES

1. To work with the minister to design worship services and spiritual education opportunities throughout the year.
2. To facilitate worship services and spiritual education by recruiting and maintain rosters for the duties listed below:
 - Greeters
 - Ushers
 - Refreshment ('Coffee Time') hosts
 - Communion Servers- Elevator operator
 - Sunday School
 - Bible Study
3. To be responsible for the physical preparation of the sanctuary for worship. This includes but is not limited to lighting, fans, speaker system and hymnal list.
4. To be responsible for Sanctuary decorations both routinely and for special services.
4. To be responsible in conjunction with the M&P Committee to arrange for both pulpit and music supply.

NOMINATIONS COMMITTEE

FUNCTION:

To be responsible for the recruitment of volunteers to stand for election as chairs/members of permanent committees (as required), congregational chair, congregational secretary, chair and members at large for the Coordinating Council.

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