



WORKING CONSTITUTION

2018

WESLEY-KNOX UNITED CHURCH
91 Askin St, London, ON N6C 1E7
519-673-4803
www.wesleyknox.com

OUR MISSION

Wesley-Knox is a vibrant Christian community striving to live gratefully, deepen faith and reach out to God's world.

OUR VISION

Transforming lives through relationship with God and one another.

OUR CORE VALUES

Spirit-led ** Respectful ** Inclusive

THE PURPOSE OF OUR CHURCH

“Love the Lord your God with all your heart and with all your soul and with all your mind.
You shall love your neighbour as yourself” Matthew 22:37-39 NRSV

OUR MOTTO

Moving with the Spirit



WESLEY-KNOX UNITED CHURCH WORKING CONSTITUTION

INTRODUCTION

This document outlines a Working Constitution for Wesley-Knox United Church as it pilots a restructuring of its governance from a Unified Board to a Streamlined Board model hereinafter called The Leadership Council.

- A “Trial Period” of at least one year is designated for the new governance structure. After one year, the functioning of the new system will be subject to a detailed evaluation and review. The Working Constitution will be revised as necessary, and converted into a new Constitution within six (6) months of the finalization of the governance structure.
- The Leadership Council will be responsible for creating the evaluation plan and overseeing its execution during the Trial Period.
- Also during the Trial Period, the Re-structured Standing Committees will be responsible for reviewing and revising their respective committee/team duties.

The Wesley-Knox United Church congregation adopted a Unified Board of governance model in 1970. A constitution was developed in 1975. Since then, reviews and amendments have kept this document current.

The congregation of Centennial United Church adopted a Council model of governance in 2003. The constitution outlined all of the organizational structures necessary to fulfill their congregation’s mandate.

The review called for in the Amalgamation Agreement between these two churches resulted in the adoption of Wesley- Knox’s existing Constitution in 2012.

GOVERNANCE

The Leadership Council is based on the Streamlined Board model **[UC Manual 2016, Bylaws B.7.2]**

The basic principles breathing life into the Leadership Council model are:

- Separation of executive from operational (ground-level) functions
- Introduction of a small executive
- Empowerment of ground-level Committees, Teams and Groups. Staff and committees have freedom and authority to act, guided by the congregation’s purpose and core values.

The Leadership Council

- Sets vision, direction and priorities by identifying action areas and recommending financial and other resources to support them
- Empowers mission teams by providing overall directions and boundaries for action while freeing teams to manage their mission as they see fit.
- Discerns mission, forms policy, develops strategies, deploys leaders, and monitors progress.

In the current Wesley-Knox governance structure, the Official Board includes a number of Life Members. The Life Members of the Official Board will become Honorary Members of the Leadership Council. While they will not have voting status, they will be welcomed at meetings of the Leadership Council, and the Council will be encouraged to turn to them for advice and insight as needed.

Obligatory committees include Ministry and Personnel, and Board of Trustees.

The status of other committees is determined by the Leadership Council.

- Committees will have responsibilities for all Spiritual and Temporal matters. **[UC Manual 2016, Bylaws B.7.4]**

THE CONGREGATION (The Church)

The Congregation—in this document, “the Church”—has ultimate responsibility for all facets of church life at Wesley-Knox. The United Church of Canada Manual defines the role and responsibilities of a congregation including procedures for calling congregational meetings **[UC Manual 2016, Bylaws B.4 & B.5]**. Normally a congregation expresses its wishes on church governance during its Annual Meeting – a mandated congregational meeting.

Annual Meeting

Members of the congregation shall meet at least once annually. The date for the Annual Meeting shall be as early as possible after December of the previous year.

- The Chair of the Leadership Council will finalize the agenda for this meeting.
- The congregation members present shall elect the chairperson for this meeting, usually the current Chair of the Leadership Council.
- At this meeting, full members of the United Church of Canada whose names are on the roll of Wesley-Knox are entitled to speak and vote on both faith and temporal matters. **[UC Manual 2016, Bylaws B.3.3 & B.3.7.1]**
- Contributing adherents in the Wesley-Knox congregation are welcome to be present and to vote on temporal matters at this meeting. **[UC Manual 2016, Bylaws B3.4 & B.3.7.2]**
- For the Annual Meeting, a quorum constitutes the lesser of 20 church members or one-third of the church membership. **[UC Manual 2016, Bylaws B.5.5]**

Church members at the Annual Meeting shall:

- Receive and vote upon the annual reports including the minutes of the last Annual Meeting.
- Receive and vote upon nominations for the Leadership Council, the Board of Trustees, other church officers and Presbytery representatives.
- Appoint individuals to review the financial statements for the current year.
- Receive and vote upon the annual budget for the current year.
- Transact other business for the good of the congregation.
- Set the dates for the next Fall Congregational Gathering and the Annual Meeting.

Fall Congregational Gathering

To ensure effective communication with the congregation, an annual Fall Congregational Gathering (late September/early October) will be instituted in addition to the Annual Meeting.

The purpose of this meeting will be to

- Structure the Nomination Committee in preparation for the Annual Meeting.
- Update the congregation on the current and future plans of the Leadership Council and all Committees of the church.

Nominations

The Nominating Committee will be constituted separately from the Leadership Council. It will be composed of five members: Chair and Secretary of the Leadership Council, plus three congregation members who are *not* current Leadership Council members. These three members will be nominated from the floor at the Fall Congregational Gathering.

- The Nominating Committee will meet at least once a year during the Fall Nomination Process, to nominate candidates for
 - the Leadership Council (including specific nominations for the positions of Chair, Vice-chair, Secretary, Treasurer, Trustee representative and UCW representative).
 - the Board of Trustees, Presbytery Representative(s), Committee Chairs, and Committee Members.
- The full slate of nominees will be presented first to the Leadership Council in January and then to the Congregation at the Annual Meeting.
- The Nominating Committee will select a chair from amongst its members.

THE LEADERSHIP COUNCIL

The Leadership Council will be the main governing and decision-making body of Wesley-Knox, carrying out the business of the Congregation.

Composition

The Leadership Council will have nine voting members in accordance with the United Church of Canada's polity [UC Manual 2016, By-laws B.7.3.1].

In addition, the Minister will be a non-voting *ex officio* member.

As required by the Manual [Bylaws B.7.6], the Leadership Council will include among its nine members the following Officers: Chair, Vice-Chair, Treasurer, Secretary.

The Leadership Council will also include among its nine members a UCW Representative and a Trustee Representative. The UCW President, Trustee Chair, and Standing Committee/Team Chairs cannot serve on the Leadership Council.

Duties

The primary purpose of the Leadership Council is *strategic leadership* – to set the vision, direction and key priorities for the life and work of the Wesley-Knox community.

The Leadership Council will

- Set vision, direction and priorities by identifying action areas and recommending financial and other resources to support them. The Leadership Council will do so in dialogue with all members of the Wesley-Knox community, and subject to annual Congregational approval at the Annual Meeting.
- Receive and amend as necessary the annual budget and recommend it for acceptance at the Annual Meeting.
- Coordinate, monitor and represent the activity and actions of Committees and other working groups, to ensure that the strategic direction and priorities are pursued to meet the congregational mission.
 - Six of the nine voting Leadership Council members will serve as liaisons to Committees.
 - The Chair, Treasurer, and Secretary will not serve as liaisons.
 - Liaison assignments will be decided by consensus within the Leadership Council.
 - Liaisons will not be required to stay with the same Committee for their entire three-year term; on the contrary, periodic shifts in assignment may be beneficial and the Leadership Council will be encouraged to consider assignment changes.
 - Each of the six liaisons will
 - Facilitate timely communication and coordination without requiring Committee Chairs to attend Leadership Council meetings.
 - Be responsible for attending the meetings of one Committee as a non-voting participant.
- All actions of the Leadership Council will be in compliance with the laws and practices of the United Church of Canada as outlined in The Manual.

Members of the Leadership Council will be expected to maintain a consistently high level of commitment to their work throughout their term. They will be expected to attend all Leadership Council meetings, as well as all meetings of any Committee for which they serve as liaison. Their term on the Leadership Council will be marked by consistent, thoughtful and constructive engagement with strategic issues and priorities. Leadership Council members that do not live up to these standards of commitment may be asked to step down by the Leadership Council Chair.

The day-to-day work of the church is delegated to the Committee level; Leadership Council will not be obliged to approve proposed Committee actions unless those actions fall outside the current mandate of the Committee, or involve financial resources beyond those already allocated in the current annual budget. It should be noted that all staffing matters are the responsibility of the Ministry and Personnel Committee only.

Leadership Council individuals must have a minimum of three years of active participation in the life and work of Wesley-Knox to qualify as nominees for the Leadership Council. Leadership Council nominees

will be expected to have a strong sense of vision and excellent communication skills. Committee Chairs will **not** be eligible to concurrently serve on the Leadership Council. [UC Manual 2016, Bylaws B.7.3.5]

Duties of Officers

Chairperson of the Leadership Council (Chair)

- Preside over, preserve order in, call the vote(s) for, and announce the decision(s) of Leadership Council meetings. The Chair shall vote only in case of a tie.
- Prepare agendas for Leadership Council meetings in consultation with the Minister and such other laypersons as necessary.
- Assist the Minister, as requested, with some administrative duties including being available for consultation.
- Be available for consultation with any other church officer, committee chairperson, or congregation member as requested.
- Ensure that the lay interests of the Congregation are appropriately represented in the community.

Vice-Chairperson of the Leadership Council

- Assume the duties of the Chairperson in the absence of or on the request of the Chairperson.
- Assist the Minister and Chairperson, as requested.
- Be available for consultation with any church officer, committee chairperson or congregation member as requested.
- Act as a Liaison to one of the Standing Committees and to the Presbytery Representative.
- The Vice-Chair will not be expected to automatically move into the Chair position when the latter position becomes vacant.

Secretary of the Leadership Council

- Act as recording secretary at all Congregational and Leadership Council meetings. The Secretary shall keep a record of all proceedings, conduct appropriate correspondence and preserve all necessary documents for/from each meeting.
- Produce, generally within the following week, minutes from meetings of the Leadership Council and the Congregation.
- Become fully aware of the requirements for the preservation and retention of necessary documents including minutes, correspondence and other written material.
- Ensure that all committee minutes are received; retain a signed paper copy stored in a fireproof vault; and upload an electronic version of the minutes to a "Members/Adherents only" section on the Wesley-Knox website.
- Act as corresponding secretary for the Leadership Council.

Church Treasurer

- Maintain the accounting records for all financial transactions of the church.
- Disburse the monies of the church in keeping with the Annual Budget and as otherwise approved by the Leadership Council.
- Present to the Congregation at its Annual Meeting a statement, reviewed by the appointed individuals, of receipts, expenditures, assets and liabilities.
- Present an interim statement of accounts during the year as directed by the Leadership Council.
- Be a member of the Finance Team.
- Account for those Trust and Memorial funds under the administration of the Board of Trustees.

Meetings

The Leadership Council will meet once a month. Meetings will be publicly accessible and open to observers, except for when in camera sessions are required (e.g., for discussion of personnel issues).

The liaison system will allow for a reduction of Committee reporting requirements in comparison with current practice. Chairs of Committees will not be expected to attend every meeting of the Leadership Council to deliver a report.

- Instead, they will deliver a report on their plans and activities only twice a year, during a mid-year Leadership Council meeting (in May or June) and a year-end Leadership Council meeting (in November or December, to precede the Annual Meeting).
- At all other times, representatives of Committees and other groups may attend a Leadership Council meeting to exchange information, ask for guidance, discuss a specific matter at the Leadership Council's request, or present a proposal for a project that is not feasible within the Committee's current budget.

To ensure effective communication with the congregation, an annual Fall Congregational Gathering (late September/early October) will be instituted in addition to the Annual Meeting in February.

Quorum

Meeting quorum will be at least six voting members, including the Chair or Designate.

Agenda

The Chair will ensure that an agenda is produced and circulated for each meeting. Normally the agenda will be made available to members at least one week prior to each Leadership Council meeting.

Voting

Each member of the Leadership Council will have one vote, with the exception of the Minister who is a non-voting member.

The Chair of the Leadership Council will only vote in the event of a tie.

Minutes

Minutes will be kept for each meeting, including attendance.

To support strong communications and ensure accountability, a signed paper copy will be stored in a fireproof vault, and an electronic version of the minutes will be uploaded to a proprietary website location at least one week prior to the next scheduled meeting. **[UC Manual 2016, Bylaws A.6.3]**

Term of Office

Leadership Council members will be elected for a three-year term by the congregation at the Annual Meeting, based on nominations made by the Nominating Committee.

Election of Leadership Council members will take place on a staggered basis – three per year over a three-year cycle.

- Nominees for the inaugural Leadership Council will be divided into three groups, with terms of two, three and four years respectively. This will allow for a stable inaugural Leadership Council for two years, followed by the staggered election of Leadership Council members (three per year) in subsequent years. These rules will only apply for the inaugural members; all subsequent terms of office will proceed as outlined earlier.

Leadership Council members will serve no more than two consecutive three-year terms.

- This limitation will *not* apply to the position of Treasurer. The Treasurer will give at least six months' notice of intent to step down from the position.

BOARD OF TRUSTEES (TRUSTEES)

The Board of Trustees shall discharge such duties and exercise such powers as are set out in the Model Trust Deed [**Appendix II**]. The Board of Trustees shall obey all lawful orders and directions respectively of the Leadership Council, the Presbytery, or the Conference. [**UC Manual 2016: Bylaws G.3.4.2**]

Composition

There must be at least three (3) and no more than fifteen (15) Trustees. Adherents may serve on this board but the majority of Trustees shall be full members of the United Church of Canada.

The Minister has the right to preside over meetings of the Trustees. If the Minister chooses not to exercise his/her right then the Trustees shall elect their own chair. He/she shall not be a member of the Leadership Council.

Term of Office

Currently, at Wesley-Knox, appointment to the Board of Trustees is for life. However, the Lifetime stipulation for any member may be terminated for a number of reasons as outlined in The Manual. [**UC Manual 2016, Bylaws B.4.1 (f) & G.3.3.1 & G.3.3.5**]

Duties

The Board of Trustees is responsible for the appropriate administration of property held in trust on behalf of the United Church of Canada as well as that held/required for specific use by the Congregation of Wesley-Knox United Church.

As well, the Trustees shall

- Maintain a complete inventory of the Congregation's real property and other assets.
- Provide adequate insurance for such property/assets.
- Liaise with the Chair of the Leadership Council and any other affected church body regarding the financing of significant renovation, repair and maintenance projects.
- Administer Trustee Funds.
- Appoint representatives to the Leadership Council and to the Finance Team.
- Submit names to the Nominating Committee, of individuals considered to be potentially effective candidates to serve as Trustees.
- Appoint an Investment Committee from amongst the Trustees which will invest/manage the funds under the administration of the Board of Trustees in accordance with the Investment Policy of Wesley-Knox United Church.

Meetings

The Trustees will normally meet at least two (2) times each year and more frequently as circumstances may dictate.

Quorum

At any scheduled meeting, a majority of Trustees constitutes a quorum. However, should the total number of Trustees on the Trustee Board be ten (10) or greater then a quorum shall be five (5) [**UC Manual 2016: Bylaws G.3.6.4**]

Agenda

The Chair of the Board of Trustees shall prepare and circulate at least one week in advance, an agenda for any scheduled meeting.

Minutes

Minutes will be kept for any scheduled meeting, including attendance, and submitted to the Secretary of the Leadership Council for retention and distribution.

CHURCH COMMITTEES

Notwithstanding the above governance structure, much of the work accomplished within or on behalf of the Congregation is done through its committees.

The day-to-day work of the church is delegated to the Committee level; Leadership Council will not be obliged to provide approval for proposed Committee actions unless those actions fall outside the current mandate of the Committee, or involve financial resources beyond those already allocated in the current annual budget. It should be noted that all staffing matters are the responsibility of the Ministry and Personnel Committee only.

The committees take two forms: Standing and Ad Hoc.

The Leadership Council and in cases of particular significance, the Congregation, has the responsibility to determine and approve the final mandate and membership of any committee.

The Leadership Council may vote to strike a new committee or disband a current one in accordance with The Manual.

All committees are accountable to the Leadership Council. **[UC Manual 2016: Bylaws B.7.9.1]**

Each committee will have

- A Chairperson
 - If not already determined by the Nominating Committee, the chairperson will be appointed from/nominated by, committee members.
- A Secretary
 - To support strong communications and ensure accountability in an empowered Committee system, the secretary will take detailed meeting minutes/notes for every meeting.
 - Committee minutes will be copied to the Leadership Council Secretary, who will retain a signed paper copy stored in a fireproof vault, and will upload an electronic version of the minutes to a “members/adherents-only” section on the church website.

Terms of Office

Chairs of Standing Committees

The Nominating Committee will determine the method of appointment.

A congregational member may be nominated to serve an initial three-year term as chair of a standing committee. That member may, if re-nominated, serve as chair on the same committee for a second three-year term without interruption. After his/her second term the individual will vacate the chair for at least one year. All committee chairs are urged to cultivate leadership potential amongst members with an eye for future needs.

Chairs of Ad Hoc Committees

The Nominating Committee or the Leadership Council will determine the method of ad hoc committee chairperson appointments.

Normally the chairperson of an ad hoc committee will remain in that position until the committee is dissolved.

RESTRUCTURING OF STANDING COMMITTEES

The empowerment of Committees can be further supported by some changes to Committee structure. The restructuring proposed below involves a system of six committees (names may be revised), each of which will have their own Leadership Council liaison.

The current Standing Committees will be consolidated as follows.

RESTRUCTURED COMMITTEE	FORMER COMMITTEE / Team under new structure
Spiritual Life	Worship Choir programs
Reaching Out	Faith in Action Communications
Faith Formation	Christian Education (all ages) Seniors Ministry
Community Care	Pastoral Care Team District Visitors Membership Development
Resources and Renewal	Finance Stewardship Property Archives
Ministry and Personnel	Ministry and Personnel

The reorganization of Committees proposed above will result in several Committees with broad mandates. These Committees will be encouraged to strongly consider the merits of adopting the “team” model of organization adopted by Faith in Action (FIA, formerly Mission & Service). This model of organization transfers responsibility for action to two or more “work teams” within the Committee, each with a specific focus as it provides a flexible framework for pursuing diverse initiatives and bringing in new individuals. Each work team includes at least one Committee member, who acts as Team Leader, but it can freely draw on the talent and time of others who are not Committee members. Each team pursues its work at a schedule that suits it and the nature of the work; the Committee itself functions primarily to coordinate, facilitate and oversee the work of the teams.

During the trial period:

1. All duties of the former committees will be retained in the new structure and undertaken by teams within each committee.
2. Committees will be required to review
 - Functionality of the new committee
 - Compatibility of teams within the committee
 - Duties/responsibilities of the committee/teams
3. Any changes to duties to be performed by committees and/or teams must be approved by the Congregation to be included in a new Constitution.
4. The Leadership Council, the Committees and the Congregation will review and revise the new committee structure as deemed necessary prior to finalizing a new Constitution.

STANDING COMMITTEES

The current list of Standing Committees at Wesley Knox includes: Christian Education, Communication, District Visitors, Finance, Ministry and Personnel [obligatory committee], Faith in Action (formerly Mission and Service), Property, Stewardship, and Worship.

- The Minister is a member, ex officio, of all standing committees except Ministry and Personnel.
- Minutes shall be kept by each committee and submitted to the Secretary of the Leadership Council for retention.
 - Such records are key to facilitate communication, to assist in budget preparation, to provide information for circulation through the Church's newsletter or in a "Members/Adherents Only" section on the Church's website and to inform successor chairpersons/committee members.
- Each Chair should try to schedule committee meetings on a regular basis, developing a schedule for an entire year whenever practical.
- A primary role of any Chair is to **motivate** members to actively participate in the work of the committee.
- Each Chair should endeavor to keep all members informed of that committee's work in the church.
- Each Standing Committee will have a Leadership Council Liaison as a non-voting participant who will facilitate timely communication and coordination of committee activities to and from the Leadership Council.
- Each committee member is expected to attend and actively participate in scheduled meetings. Further, each member should be prepared to do his/her share of the committee's work.
- Each committee shall prepare an annual budget as directed by the church Treasurer. The budget submission should be accompanied by a list of proposed items/projects that the committee wishes to address in the coming year.
- Each committee shall operate within its assigned budget. Any project for which financial resources have not been budgeted must be approved by the Leadership Council.
- Each committee will identify its personnel needs to the Nominating Committee. A committee chair, in consultation with his/her committee members, may further assist the Nominating Committee by submitting names of persons as possible replacements for current members who are planning to step down.
- Each committee will be responsible for publicizing its activities to the congregation and/or the outside community through any of the communications channels being utilized by the church (e.g. newsletter, website, social media, print media).

STANDING COMMITTEE & TEAM RESPONSIBILITIES

The significant duties for each Standing Committee and/or Team at Wesley-Knox are outlined below. The list of a committee's duties is not intended to be exhaustive. Wherever possible, committees are encouraged to work in consort with each other. Such co-operation frequently increases the effectiveness of a single committee's efforts, to the benefit of the entire Congregation.

SPIRITUAL LIFE COMMITTEE

Worship Team

Total membership should include at least six individuals including one from the UCW. The Music Director shall be a member (ex officio) of this committee.

The Worship Committee shall work with the ministry staff to provide dynamic public worship which is an appropriate reflection of the Mission Statement of Wesley-Knox.

Duties

- Oversee the Sunday-by-Sunday listing of services and worship events.
- Work and consult with the Minister to arrange for all layperson involvement during public worship including ushers, greeters, readers and worship leaders, as well as pulpit supply.
- Oversee and liaise with the Minister on the development of policy and protocol regarding the order of worship, announcements, special services, the involvement of individuals or groups during worship and other activities which include a worship component.
- Work in co-operation with and support of the Director of Music for the provision of music including a choir during public worship.
- Work in co-operation with and support the Director of Music for the provision of all choir programs.
- Ensure that an appropriate level of care and maintenance is provided for the organ, pianos and sound system.
- Ensure that an appropriate level of care (including regular cleaning where appropriate) is provided for all sanctuary items. Provide sufficient supply of said items.

REACHING OUT COMMITTEE

Faith in Action Team [formerly Mission and Service Committee]

At least five enthusiastic, committed individuals from the Congregation will comprise this committee

Duties

- Oversee the Christian outreach of the Wesley-Knox congregation.
- Provide leadership in educating the congregation in areas of social justice.
- Help to encourage congregational giving to the Mission and Service Fund.

Communication Team

At least five members of the Congregation will comprise this committee including one from the UCW.

Duties

- Is responsible for the production of the **Kindred Spirit Connection** newsletter.
- Is responsible for the oversight of the production of the **Annual Report**.
- Is responsible for the production of the annual slide show of events and happenings at Wesley-Knox.
- Is responsible for publicity on behalf of Wesley-Knox.
- Monitors the content of church bulletin boards.
- Is responsible for church signage including the outside sign.
- Is responsible for the proper care of the church camera(s) and other communication equipment.
- Provides a supervising editor for the newsletter.
- Is responsible for developing and maintaining all facets of the **Wesley-Knox website**.

FAITH FORMATION COMMITTEE

Christian Education Team

Membership will include the Director of Children's and Youth Ministry, one member from UCW and five other members from the Congregation.

Duties

- Oversee the congregation's Duty of Care of children, youth, and challenged adults.
- Oversee the Church's Christian education program.
- Provide a forum for open discussion on all Christian Growth and Development needs.
- Provide leadership in the recruitment and training of Sunday school teachers in co-operation with the Director of Children's and Youth Ministry.
- Study and assist with the determination of the educational needs of the Congregation.
- Coordinates the presentation of special educational programs.
- Supervise the resource centre including the library.
- Work with the Ministry and Personnel Committee in the supervision of the Director of Children's and Youth Ministry.
- Support and assist the Youth Group Leaders to provide the activities of the Youth Groups.
- Work in co-operation with and support the Seniors Connection Co-ordinator to provide the Seniors Ministry.

COMMUNITY CARE COMMITTEE

Pastoral Care Team

The role of the pastoral care team is to support the Lead Minister and the Minister of Visitation, in meeting the pastoral needs of the congregation. This will take place through visitation and connection with those seeking pastoral care.

Duties

- The team will develop their skills, maintain confidentiality, support one another and deepen their spirituality.
- The team will report to the Lead Minister.
- Each team member will be required to sign a Confidentiality Agreement.
- Team members will speak positively of the church, church members, adherents and staff.
- The team will meet regularly to provide support to one another.
- Work in cooperation with and support the Pastoral Care Membership Coordinator.

District Visitors Team

Membership will include the **Sacrament Secretary** and the Church office secretary as well as five other individuals from the Congregation.

Duties

- Maintain church membership rolls and records as required by the United Church of Canada.
- Approve new memberships.
- Determine and keep current, the Visitor Districts.
- Ensure all families are visited prior to each regular communion service.
- Oversee the preparation of each communion service.
- Whenever possible inform the Ministerial staff and church secretary of sickness and bereavement in the congregation.
- Liaise with the UCW to ensure that respective membership lists are synchronized.
- In consultation with the Minister set communion dates.

- Instruct participating congregants on visitation procedures.
- Instruct participating congregants on communion service procedures.
- Represent the interests of the **Sacrament Secretary** at Leadership Council meetings through the appointed Leadership Council Liaison.
- Maintain a current description of the Sacrament Secretary's duties.
- Assist the Sacrament Secretary as necessary in the fulfillment of his/her duties.
- Budget for and maintain an inventory of all supplies necessary for the Sacrament Secretary to fulfill his/her duties.

Membership Development Team

Membership will include at least six members plus one from the District Visitors Team and one from the Communications Team.

Duties

- Develop both the In-reach and Out-reach of this congregation to realize it's potential in both attracting new members and enriching the congregational life of current members.
- Reach out and connect with the community that surrounds Wesley-Knox, and the many groups and families that are in contact with the church weekly in our Sunday School, Choirs and other groups using the church.
- Utilize various communication methods such as the website, social media, flyers and posters.
- Use branding that represents who we are as a faith-based community. This concept of branding will be used on all our letterhead, bulletins and welcome materials.
- Partner with the ministry staff to encourage those who attend to become full members of Wesley-Knox, and work to identify those individuals.
- Work with the Worship committee to make our church friendly and welcoming from the moment people step into our church.

RESOURCES & RENEWAL COMMITTEE

Finance Team

Membership will include: Past Chair of the Leadership Council, Treasurer, Envelope Secretary, a representative from each of the Board of Trustees and UCW; one representative each from Christian Education, Faith in Action, Ministry and Personnel, Stewardship, and Property committees/teams; up to four members at large.

Duties

- At the direction of the Leadership Council, lead in the development of any financial plan(s) necessary to support its (Leadership Council) goals and our Church's Mission Statement. To review and keep said plan(s) current.
- Oversee the Church envelope and PAR programs. This includes:
 - The purchase, recording and distribution of church envelopes.
 - The counting of the Sunday offering including depositing of same in the bank.
 - The audit of all envelopes to ensure accurate record-keeping of all givings.
 - The issuing of tax receipts at year-end.
 - Recommend to the Leadership Council, the name of an appropriate individual to be the **Envelope Secretary**.
 - Provide the necessary training for the Envelope Secretary to be effective in his/her role.
- The Leadership Council Liaison to the Finance Committee will represent the interests of the **Envelope Secretary** at Leadership Council meetings.
- Advise any Church committees, as necessary, as to the status of their expenditures in relation to their budgets.
- Oversee the finances of the Congregation including ensuring that financial statements are prepared and reviews are carried out in a timely fashion.

- At the direction of the Chair of the Leadership Council, deliberate on the merit of requests for significant unbudgeted expenditures and recommend a course of action.
- Maintain a list of appropriate signing officers.
- Be responsible for the budgeting for, securing and maintenance of office equipment.
- Be responsible for office procedures related to finances.

Stewardship Team

Total membership should be at least six individuals from the Congregation.

The principal role of the team is to provide leadership for the Congregation as it works towards fulfilling the Stewardship goals of the Church.

Duties

- Develop and keep current, a philosophy of Stewardship.
- Educate the Congregation about all aspects of Stewardship.
- Promote volunteerism as an expression of Stewardship, in the Congregation.
- Promote financial stewardship in the Congregation by:
 - Conducting an annual financial Stewardship campaign.
 - Regularly reporting to the Congregation on financial Stewardship matters.

Property Team (including Property Use sub-committee)

At least five individuals from the Congregation will comprise this committee.

Duties

- Is responsible for the proper maintenance of the church building and grounds.
- Maintains inspection/maintenance routines for all major systems in the church including heating, plumbing, electrical and lighting, security system.
- Regularly inspects the church property for structural deficiencies and areas requiring more “cosmetic” attention, and works to inform the Leadership Council of such.
- Negotiates the annual snow removal contract.
- Maintains a list of reputable trades-persons who may provide necessary services.
- Maintains and updates annually, a five-year plan of maintenance projects, and budgets accordingly.
- Through its familiarity with church property, identifies and forecasts the need to address major capital projects.
- Works cooperatively with Trustees, Finance Team, Leadership Council Chair and any other church group, to plan for approval and appropriate funding for identified projects.
- Assists Trustees with the maintenance of a list of the Church’s capital assets.
- Ensures that the expectations of the current custodial contract are being met and remain adequate for the needs of the church throughout the life of said contract.
- Maintains the custodial contract including keeping current the description of custodial duties.
- Is responsible for the **Property Use Sub-Team**.
- The Liaison to the Resources and Renewal Committee represents the interests of the Property Use Sub-Team at the Leadership Council.
- Maintains on file a current description of the duties performed by the Property Use Sub-Team.

Property Use Sub-Team

Membership will include: at least one individual from the Congregation, one UCW representative, the Chair of the Leadership Council (or designate). The Church secretary may also be a member (ex officio).

This sub-committee will have its own chair. The chair will work closely with the chair of the Property Team to ensure the continued appropriate maintenance, use and availability of church facilities.

Reports from this sub-team will usually be presented to the chair of the Property Team.

Duties

- Review all applications for the use of any Church facility by church and non-church individuals and groups.
- Decide whether each facility-use application is in keeping with the perceived wishes/policies of the Congregation.
- Determine the fee that will be charged for use of any church facility.
- Keep current a Leadership Council approved list of rental criteria and schedule of related fees.
- Ensure that an updated list of rental facilities is readily available for reference by those planning other activities in the church.

Archives

Team will consist of at least one person.

Duties

- Secure and document the historical records and artifacts of the church.
- Prepare displays of archival material as needed.
- Send materials to the United Church Archives as required.

MINISTRY AND PERSONNEL COMMITTEE

The Ministry and Personnel Committee (M and P) is a confidential, consultative body of people that supports the pastoral relationship through its supervisory functions. It helps to build positive, trusting relationships with ministry personnel and other paid leaders in the church. The committee will consist of at least one representative for each paid staff member plus the Chair. Paid staff members, including those in the order of ministry, **shall not** be members of this committee.

Duties

- Report to the Leadership Council, quarterly, or more often, as circumstances warrant.
- Ensure that each paid staff member has a clear understanding of his/her responsibilities and authority within our church community.
- Regularly review the working conditions and remuneration for all paid staff of the Pastoral Charge, and to make recommendations in this regard to the Leadership Council, confidentially, through the Finance Team.
- Consult with all paid staff members of the Pastoral Charge regarding their plans for continuing education and, where appropriate, to encourage them to pursue professional development opportunities.
- Make any eligible staff aware of any time and monetary support available to pursue continuing education opportunities.
- Carry out an annual evaluation and review of the effectiveness of paid staff as their duties relate to the mission of the Pastoral Charge defined by the Leadership Council.
- Regularly review/revise the position descriptions of all paid staff.
- Maintain close contact with Presbytery's Pastoral Relations Committee.
- Receive from each settled or appointed ministry personnel, a current **Vulnerable Persons** (level 2) police record check*, not later than the completion of each six (6) year period of the Pastoral Charge. * **M and P Committee budget expense.**

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