

WESTMINSTER UNITED CHURCH, WHITBY  
Oshawa Presbytery

CONSTITUTION

Approved January 1969  
Revised January 1986  
Revised May 1993  
Revised January 30, 1997  
Revised February 16, 2003  
Revised February, 2004  
Revised February 20, 2005

This Constitution is in accordance with Section 180 of the Manual of the United Church of Canada which states that: "The congregation may establish a form of organization different from the Session, Official Board, and Committee of Stewards. Such organization shall ensure that the functions of the foregoing are clearly identifiable. Any new form of organization shall be approved by the congregation at a meeting duly called for this specific purpose. The new structure shall then be forwarded to the Presbytery to be approved. There must be a Board within each congregation named as Trustees".

This Constitution gives an outline of how the duties of Session, Official Board and Committee of Stewards are dealt with in the Board of Management, but in all matters the Manual of the United Church of Canada shall be the final authority.

MEMBERSHIP

1. The Board of Management shall consist of:
  - a) the members of the Order of Ministry settled in the pastoral charge.
  - b) one representative from the United Church Women, the Board of Trustees, and from other organizations recognized for membership by an Annual Congregational Meeting.
  - c) a Chairperson, Board Secretary, Treasurer, Envelope Secretary, Vice-Chairperson who will normally progress to Chairperson, and a number of members to be determined by the Annual Congregational Meeting.
  - d) the representative of the congregation to Presbytery.
  - e) Chairperson of the Health Cabinet (who shall be affiliated with the Outreach Committee.
  - e) Chairperson (or delegate) of the M & P Committee.
  - f) Past Chairperson for 1 year
  - g) Parish Nurse
  - h) Minister of Music.
  
2. Under normal circumstances the Chairperson of the Board of Management shall hold office for a maximum of three years, and the Chairperson of the Worship Committee, Outreach

Committee, Christian Education Committee, Stewardship Committee, Property Committee and Youth Committee shall hold office for a maximum of two years. Members of these committees shall be members of the Board of Management and under normal circumstances hold office for a maximum of three consecutive years. The above Committees shall be elected by the congregation.

3. Prior to the end of each calendar year, the Board of Management shall appoint a Nominating Committee to prepare a slate of members of (c) and (d) for the following term of office.

## ORGANIZATION

1. The congregation at properly called congregational meetings, and in accordance with the regulations of the Manual of the United Church of Canada, shall set the primary policies for the congregation. The Board of Management shall be responsible for the implementation of all policies either directly or through committees.
2. The congregation shall annually, at a properly called congregational meeting, elect one of its members as the Chairperson of the Board of Management as well as a Vice Chairperson. The Chairperson shall normally preside over the meetings of the Board of Management and perform any other duties as can be carried on by a lay member, normally for a term of 2 years, with the Minister acting in an advisory capacity, as per the Constitution of Westminster United Church, under the regulations of the Manual of the United Church of Canada.
3. The membership of the Board of Management shall be assigned to standing committees: Worship, Outreach, Christian Education, Stewardship, Property, Youth, and others which the congregation may feel necessary.
4. The standing committees shall have the authority to act within the responsibilities assigned to them by the Constitution and the Board of Management shall assign further responsibilities as need arises. The standing committees shall report their actions of the Board of Management.
5. Each standing committee shall have a Chairperson and Secretary, shall hold regular meetings and shall record minutes of their meetings in a minute book. Each standing committee may co-opt extra members as seems necessary; such members so appointed shall not be elected by the congregational meeting and shall not sit on the Board of Management. Committee chairs shall be responsible for preparing an annual report for the congregation as well as the Committee's budget.
6. The Board of Management may set up ad hoc committees to deal with special items of business. These ad hoc committees shall report to the Board of Management for action.
7. The Board of Management shall appoint a Ministry and Personnel Committee in accordance with Section 244 of the Manual of the United Church of Canada.

8. The Constitution should be given to all new Board members prior to the first Board meeting.
9. The quorum for a meeting of the Board shall be 20 members or one-third of the membership of the Board, whichever is the lesser.

### THE EXECUTIVE

The Executive shall consist of the Minister, the Chairperson, the Vice-Chairperson, Parish Nurse, the Board Secretary, the Treasurer and the Chairpersons of the Worship, Outreach, Christian Education, Stewardship, Property and Youth Committees. The Executive shall have the responsibility to:

1. Plan items for presentation to the Board of Management or to a meeting of the congregation.
2. Act with the authority of the Board of Management where emergency decisions are required.
3. Enter the minutes of their meetings in a Minute Book of the Board of Management when functioning as in (2) above. Such minutes shall be discussed and adopted by the Board of Management at their next meeting.
4. Perform such other duties as the Board of Management may delegate.
5. Be responsible for initiating long range planning for the congregation.
6. Membership - maintain membership roll and lists of adherents. Keep records of those received by confirmation and transfer and records of those removed.
7. Staff shall not have voting privileges at the Board or Executive levels.

### WORSHIP COMMITTEE

This Committee shall be responsible for:

1. Sacraments.
2. Order of Service.
3. Ministry of Music and performing arts.
4. Ushering.
5. Special Services.
6. Church Bulletin.
7. The Chancel Committee (a standing committee) shall report to the Worship Committee and its budget shall be a line item in the budget of the Worship Committee.
8. Maintaining church archives and records including record of Baptisms.
9. Planning service for confirmations and adult transfers.

10. Pulpit supply.
11. Use of Worship space in consultation with the Property Committee.

#### OUTREACH COMMITTEE

This committee shall be responsible to act in the following areas:

1. Visitation - pastoral visitation as required.
2. Social Service and Social Action.
3. A standing Communications Committee shall report to the Outreach Committee and its budget shall be a line item in the budget of the Outreach Committee.
4. Presbytery - promote Presbytery relationships by keeping a close liaison with the Presbytery representative as appointed by the Congregational Meeting.
5. Community Friendship - promote friendship in the community, particularly with newcomers. To work closely with visitation efforts.
6. Promote social activities for the congregation.
7. Observer - maintain records of Observer subscribers and promote the magazine and the Every Family Plan.

#### CHRISTIAN EDUCATION COMMITTEE

This committee shall be responsible for:

1. Planning and directing the C.E. program in the church, including the appointment of various leaders. A person from the Sunday School shall be a member of the Committee.
2. Maintenance of church library.
3. Assisting the Minister at confirmation classes and adult membership classes.

#### STEWARDSHIP COMMITTEE

This Committee shall be responsible for:

1. Generating a program of awareness of Westminster financial requirements.
2. Promotion of individual ministry within the Church.
3. Administration of the general resources of the Church.
4. Approval and payment of budgeted expenses of the church and also payment of other expenses when authorized by the Board. The Stewardship Committee is authorized to cover emergency expense without referral to the Board.
5. Collection and banking of Sunday offering, recording of envelopes, etc., and maintenance of church accounts.
6. Regularly informing the Board of Management of promotional activities and plans as it relates to volunteerism and finances.
7. Preparation of financial statements for the Board at regular Board meetings.
8. Recommendations to the Board on all matters relating to finance (e.g. annual budget, salaries).
9. Obtaining adequate insurance for the church building and contents and for public liability.

10. Administration of the M & S offering.
11. Signing authority shall consist of two of the following: Chair of the Board, Treasurer, Chair of the Stewardship Committee and one member of the Trustees.
12. Ensuring that long-range financial planning and community ministry is being promoted and addressed at Westminster.

#### PROPERTY COMMITTEE

This Committee shall be responsible for:

1. Supervising and maintaining the church and equipment and keeping the Board informed of condition of same.
2. Supervising cleaning and caretaking of the church buildings.
3. Overseeing all alterations, decorations and repairs of the church.
4. Supervising the use of the church premises in conjunction with the Administrative Secretary.
5. Recommending to the Board appropriate rates for the use and/or services of the Church building and grounds.
6. A standing Technical Committee shall report to the Board of Management through the Property Committee.

#### YOUTH COMMITTEE

The Youth Committee ("youth" are defined as grade 7 to university) shall consist of no more than five representatives reflecting the broad range of the ages of our youth within the congregation, and one adult member. They will have a chairperson and a secretary and the work of the Youth Committee will be to communicate and promote the role, activities and community outreach of youth within the church. The senior youth group of the church will report to the Youth Committee.

#### Ministry and Personnel Committee

The Ministry and Personnel Committee (M&P) is a mandatory Standing Committee required by the bylaws of the United Church of Canada in every pastoral charge. It is consultative rather than decision-making, and reports to the Board of Management. The nature of discussions is confidential, M&P reviews staff responsibilities and job descriptions, their working conditions and remuneration, evaluates staff effectiveness and considers plans for staff continuing education. The Committee also oversees the relationship between different staff members, as well as the relationship between the congregation and staff. The specific duties and responsibilities of the Committee are as described in the latest edition of the Manual of the United Church of Canada. Members of the M&P Committee are elected by the Board of Management for a term of five years and only the Chairperson is a member of the Board of Management.

Associated with the Board of Management

## Health Cabinet

The Health Cabinet is affiliated with the Outreach Committee. The Chairperson of the Health Cabinet shall be a member of the Board of Management. The Committee shall be responsible for:

1. Working in collaboration with the Parish Nurse and the Minister to advocate and promote the Parish Nursing Ministry within the congregation and the community we serve
2. Participating in the annual planning meeting
3. Planning group health promotion activities and publishing an annual calendar of events
4. Promoting, organizing and implementing health promotion events
5. Reporting activities in the Church Newsletter and the Annual Report
6. Presenting a health survey to the congregation periodically

Members agree to:

1. Respect confidentiality
2. Attend the fall ICHM/Emmanuel College training sessions
3. Be available for monthly meetings and miss no more than 3 per annum or 2 in a row
4. Serve a three year term of office, with an option of one more year.

Members of the Health Cabinet are elected by the Board of Management.

## Board of Trustees

The Board of Trustees holds in trust all of the property of the Congregation for the benefit of the Congregation as part of the United Church of Canada. The specific duties and responsibilities of the Board of Trustees are as described in the latest edition of the Manual of the United Church of Canada. Under normal circumstances Trustees are elected by the Congregation for an undetermined period of office.

## CONFLICT OF INTEREST POLICY

Any Board member or Staff member of Westminster United Church who may be in a position or whose family may be in a position to derive direct or indirect financial benefit from any financial transaction involving Westminster United Church must disclose this situation and withdraw from discussions and the decision making process.