



WESLEY-KNOX UNITED CHURCH CONSTITUTION 2019



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

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WESLEY-KNOX UNITED CHURCH 2019 CONSTITUTION

INTRODUCTION

This document outlines the Constitution for Wesley-Knox United Church, a Community of Faith within the United Church of Canada. As such the congregation adheres to the bylaws and policies set out in the United Church Manual [UCM 2019].

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.

Subsequent to the amalgamation of these two churches in 2006, the review called for in the Amalgamation Agreement resulted in the adoption of Wesley- Knox's 2012 Constitution.

In 2018, the congregation moved to restructure its governance from a Unified Board to a Streamlined Board model hereinafter called The Leadership Council. A trial period of one year was initiated to transition to the new governance model. At the same time, the Standing Committees were restructured with revisions determined for their respective committee duties.

GOVERNANCE

The Wesley-Knox Congregation is governed by the Leadership Council supported by the Board of Trustees and a structure of Standing Committees.

The Leadership Council is based on the Streamlined Board model [UCM 2019: Bylaws B.7.2.1]

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 previous Wesley-Knox governance structure, the Official Board included a number of Life Members. The Life Members of the Official Board are Honorary Members of the Leadership Council. While they do not have voting status, they are welcome at meetings of the Leadership Council, and the Council is encouraged to turn to them for advice and insight as needed.

Standing Committees

- Carry out the mission of the congregation as it is determined from time to time
- Oversee the day-to-day operational life of the congregation
- Obligatory committees include Ministry and Personnel [UCM 2019: Bylaws B.7.2.1], and Board of Trustees [UCM 2019: Bylaws G.3.1].
- The status of other committees is determined by the Leadership Council. [UCM 2019: Bylaws B.7.8.1]
- Committees will have responsibilities for all Spiritual and Temporal matters.

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 **[UCM 2019: Bylaws B.2.1]**. Normally a congregation expresses its wishes on church governance during its Annual Meeting which is a mandated congregational meeting.

Congregational Membership

The congregation consists of **[UCM 2019: Bylaws B.3.1]**

- Members **[UCM 2019: Bylaws B.3.2]**
 - Children of full members, and
 - Children who have been baptized but have not yet become full members
- Full members **[UCM 2019: Bylaws B.3.3]**
 - A person who has fulfilled the requirements of the United Church of Canada for full membership in the denomination and the Wesley-Knox congregation
- Adherents **[UCM 2019: Bylaws B.3.4]**
 - A person who contributes regularly to the life and work of the congregation but is not a member or full member
- Members of the order of ministry whose names have been added to the congregation’s membership roll **[UCM 2019: Bylaws B.3.5.2]**

Congregational Meetings

Congregational meetings may be held from time to time. The United Church Manual shall be followed for the calling of all such meetings and conducting any business which arises.

- The congregation members present shall elect the chairperson for this meeting, usually the current Chair of the Leadership Council.
- All full members whose names are on the roll of Wesley-Knox are entitled to vote at all meetings of the congregation
- Adherents may vote at any congregational meeting unless a majority of the full members in attendance at such meeting decide to hold a full-members-only meeting.
- A quorum constitutes 20 full members of the Wesley-Knox membership. **[UCM 2019: Bylaws B.5.5]**

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.

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, United Church Regional Council representatives, and Chairs and members of all Standing Committees.
- 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 scheduled 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, Secretary, Treasurer, Trustee representative and UCW representative).
 - the Board of Trustees, United Church Regional Council 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.
- Should any member of the Nominating Committee be unable to complete their term on the committee, the Leadership Council shall have the authority to appoint a replacement member.
- Should a vacancy with respect to any Church Officer or Leadership Council position occur, then the Leadership Council shall have the authority to nominate and appoint a replacement. Such appointment shall be ratified at the next congregational Annual Meeting.
- Should a vacancy with respect to any Standing Committee Chair position occur, then the Leadership Council shall have the authority to nominate and appoint a replacement, if chair is appointed by the committee.

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 [UCM 2019: Bylaws B.7.2 & B.7.3.1].

In addition, the Minister will be an ex officio voting member of the Leadership Council.

As required by the Manual, the Leadership Council will include among its nine members the following Officers: Chair, Vice-Chair, Treasurer, Secretary. [UCM 2019: Bylaws B.7.6].

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.
- Appoint the Vice-Chair from among the Leadership Council members.
- 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. **[UCM 2019: Bylaws B.7.3.5]**

The day-to-day work of the church is delegated to the Standing Committee level; Leadership Council will not be obliged to approve proposed Standing 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.

Duties of Officers

Chairperson of the Leadership Council (Chair)

- Preside over, preserve order in, call for the vote(s) in, 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 (Vice-Chair)

- 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 United Church Regional Council Representative(s).
- 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).

Chairs of Standing Committees will not be expected to attend every meeting of the Leadership Council to deliver a report.

- Rather, 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 scheduled in addition to the Annual Meeting in February.

Quorum

Meeting quorum will be at least six voting members, including the Chair or Designate. The quorum must also include the Minister, or a member of the Ordered Ministry, or pastoral charge supervisor as appointed by the Regional Council, or a person appointed by the Regional Council to attend the meeting. **[UCM 2019: Bylaws B.7.7.4.b]**

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.

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 copies of the approved minutes will be made available to congregation members within four days after approval.

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.

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. The Board of Trustees shall obey all lawful orders and directions respectively of the Leadership Council, the United Church Regional Council, and the United Church of Canada. **[UCM 2019: Bylaws G.3]**

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. **[UCM 2019: Bylaws G.3.3.2]**

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. **[UCM 2019: Bylaws G.3.3.6]**

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.
 - Should the insurance be less than the current market value of the property the Trustees shall request that the congregation indemnify them and their actions.
- 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 at the direction of the Leadership Council and congregation.
- 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) **[UCM 2019: 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.

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. **[UCM 2019: 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.
- The Minister is an ex officio voting member of all committees except the Ministry and Personnel, the Nominations committee and any Search committee. **[UC 2019: B.7.8.2]**

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.

Responsibilities

- All committee actions must be guided by the congregation's purpose and core values: Deepening faith; Reaching out; Transforming lives through relationship with God and others.
 - Guiding considerations include respect, inclusion, spirituality, open dialogue and reciprocity.
- Minutes shall be kept by each committee and submitted to the Secretary of the Leadership Council who will retain a signed paper copy stored in a fireproof vault.
 - Such records are key to facilitate communication, to assist in budget preparation, to provide information for circulation to the congregation and to inform successor chairpersons/committee members.
 - All committee minutes shall be made available to the congregation.
- 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 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.
- All committees are free to meet with Leadership Council to seek guidance, advice or input and are required to meet if a proposal outside of their mandate or budget is being considered.
- 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 COMMITTEES

The list of Standing Committees at Wesley Knox includes: Community Life, Faith Formation, Ministry and Personnel [obligatory committee], Reaching Out, Resources and Renewal, and Spiritual Life.

- Each Chair should try to schedule committee meetings on a regular basis, developing a schedule for an entire year whenever practical.
- Each 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.
- The number of members on each committee shall be determined from time to time based on current needs
- 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.
 - In the case of a mid-term resignation, a committee chair may request the assistance of the Nominating Committee to find a replacement.

AD HOC COMMITTEES

Ad Hoc committees are created by the Leadership Council as a resource tool to study specific topics, or to accomplish functions or tasks not already included in the responsibilities of a Standing Committee

- The mandate for each Ad Hoc committee will be prepared by the Leadership Council to empower the committee for a specific purpose.
 - The Terms of Reference will be established by the Leadership Council to reflect the purpose of the Ad Hoc committee, and the functions and responsibilities. The purpose of the Ad Hoc committee must be fully transparent.
- All Ad Hoc committees will be reviewed on a bi-annual basis. A bi-annual written report is to be submitted to the Leadership Council. All minutes from any scheduled meetings are to be submitted.
- Ad Hoc committees are in a direct relationship with Leadership Council. A reassessment date will be determined for re evaluation of the committee's mandate and results.
- All ongoing Ad Hoc committees will be reviewed after a fixed date one year from initiation to evaluate the committee's effectiveness in achieving its mandate. A written report which summarizes achievements and provides any further recommendations is required.
- An Ad Hoc committee that brings their mandate to completion will be evaluated for dissolution by the Leadership Council.
- Leadership Council may disband any Ad Hoc committee for any other reason.

STANDING COMMITTEE RESPONSIBILITIES

The significant duties for each Standing Committee 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.

COMMUNITY LIFE COMMITTEE

Mandate

To grow, nurture and inspire the Wesley-Knox community in ways that transform lives through relationships with God and one another.

Functions & Responsibilities

Connections with members, adherents and those new to Wesley-Knox

- Support the office staff with the maintenance of church membership rolls and records as required by the United Church of Canada, in coordination with the church office staff. **[UCM 2019: Bylaws B.3.6]**
- Connection Development and Maintenance
 - Create strength and excitement to nurture and grow the Wesley-Knox community
 - Create activities that provide opportunities for the promotion of connections within the Wesley-Knox community
 - Be responsible for welcoming new people to Wesley-Knox and apprising the Ministerial staff of such people
- Work with the Spiritual Life committee to make our church friendly and welcoming from the moment people step into our church.
 - Develop and coordinate programs for potential new congregants
 - Partner with the ministry staff to encourage those who attend to become full members of Wesley-Knox, and work to identify those individuals.
 - Utilize the various communication resources of Wesley-Knox which intentionally reach out to connect everyone in the Wesley-Knox community

Pastoral care & Visitation

- Work in cooperation with and support the Pastoral Care and Visiting Teams
- Oversee visitation of members and adherents on a regular basis
- Apprise the Ministerial staff of known needs of congregants
- Work in cooperation with and support the Pastoral Care Membership Coordinator.

Wesley-Knox community-wide events

- Oversee the organization of events involving all members of the Wesley-Knox community

Building relationships with the wider community

- 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.

Pastoral Care Team

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

- 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.

Necessary Committee Roles

Pastoral Care Membership Coordinator

FAITH FORMATION COMMITTEE

Mandate

To provide Wesley-Knox and the extended community the opportunity for spiritual growth and development as all ages seek to deepen their faith.

Functions & Responsibilities

All Ministries

- Liaise with the congregation to determine educational/spiritual growth needs and learning opportunities.

Adult Ministry

- Coordinate in-house education and work with other churches on collaborative educational programs
 - Develop educational programs
 - Create and coordinate study groups
- Maintain the Wesley-Knox Library and other educational resources

Youth Ministry

- Work in cooperation with and support the Youth Quest leaders for the provision of Sunday morning programs
- Work in cooperation with and support the Youth Group leaders for the provision of Youth Group (junior and senior) programming
- Work in cooperation with and support the Ministerial staff for the provision of the Confirmation Class program
- Coordinate the SWELL program

Children's Ministry

- Work in cooperation with and support the Director of Children and Youth Ministry for the provision of
 - Sunday morning Children's Worship programs
 - Nursery programs
 - Summer Camp programs
 - Christmas Pageant

Family Ministry

- Develop and coordinate Family educational events
- Coordinate Family Camp with the assistance of the Family Camp Team

Seniors Ministry

- Work in cooperation with and support the Seniors Ministry Coordinator for the provision of
 - Community programming
 - Learning opportunities
 - Socialization
 - Health and wellness

Leadership Development

- Assist with training leaders, and empowering people to lead and grow their skills
- Encourage and support congregation members who are willing to take on a leadership role in an educational/spiritual growth endeavor.
 - Support Director of Children and Youth Ministries
 - Support Youth Leaders
 - Support Sunday School Teachers and Nursery Teachers
 - Support Seniors Ministry Coordinator

Administration

- Oversee the congregation's Duty of Care for children, youth, and challenged adults
- Update records for all programs
- Collaborate with United Churches within the region to exchange resources and ideas

Necessary Committee Roles

- Staff Support - Director of Children and Youth Ministry
- Staff Support - Senior / Lead Minister
- Seniors Ministry Coordinator

- Adult Ministry Coordinator
- Resources Coordinator

MINISTRY AND PERSONNEL COMMITTEE

Mandate

To build positive, trusting relationships with ministry personnel and other paid leaders in the church. The committee is a confidential, consultative body of people that supports the pastoral relationship through its supervisory functions. Paid staff members, those in the order of ministry, and immediate family members of any paid staff member, **shall not** be members of this committee.

Functions and Responsibilities

- Report to the Leadership Council, quarterly, or more often, as circumstances warrant.
- Maintain proper and complete Employee files which include but are not limited to:
 - a copy of the employee's employment letter that gives start date, rate of pay, hours of work, vacation pay rate
 - annual reviews
 - all changes in hours of work and pay rates with effective dates
 - documented record of conflicts or poor job performance in case termination becomes an issue
 - all other documents related to their employment
- 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 Resources & Renewal Committee.
- 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 United Church Regional Council's Pastoral Relations Committee **[UCM 2019: Bylaws B.7.8.5.h]**
- 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. * **Ministry and Personnel Committee budget expense.**
- When a vacancy occurs, or a new position is created, with the exception of Called or Appointed Order of Ministry, the job description will be prepared and/or reviewed by the Ministry & Personnel Committee and other relevant committees. It will then be submitted to the Leadership Council for approval.
- Ensure that the appropriate procedures are followed in all recruitment processes: postings both internal and external, advertisement and/or the use of an agency as deemed suitable.
- Conduct and/or support the interviewing and hiring process.

REACHING OUT COMMITTEE

Mandate

The focus of our committee is to “reach out to God’s world” by communicating the work of our Church to the congregation and the broader community and by showing leadership in relation to outreach activities.

Functions and Responsibilities

Communication

To ensure the work of the Church is communicated within the congregation and beyond through the use of technology and print, inform the congregation and community regarding Church activities.

- Develop and maintain the Wesley-Knox website
- Post information on social media
- Produce and distribute the Church newsletter (KSC - Kindred Spirit Connection)
- Update the Church sign
- Create the Annual Report, including a pictorial slide show
- Provide a photographer for events (if requested)
- Maintain a photo database of Church events
- Support other Committees if requested (eg with graphic design and communications support)
- Liaise with the Office Administrator to support the work of the committee.

Faith in Action

To put our faith into action by creating an awareness of and participating in environmental issues, social action activities.

- Promote environmental awareness through the Green Team
 - Provides opportunities for the congregation to participate in environmental projects decided annually
 - Organizes an annual Environment Sunday Church service, with a guest speaker
- Support local outreach and social justice initiatives through the Hospitality Team and the Economic Sustainability Team
 - Hospitality Team
 - Organizes and provides community meals, including the Community Breakfast, Out-of-the-Cold dinners
 - Economic Sustainability Team
 - Conducts food drives for the Food Bank
 - Supports the Bread not Stones project
 - Collects Loonies for Lent and donates to a local charity chosen by the Committee
- Support global social justice initiatives through the Global Outreach Team
 - Supports the work of Canadian Aid for Southern Sudan
- Promote and support Mission and Service of the United Church of Canada through the Mission and Service Team
 - Deliver "Minute for Mission" readings at Church services
 - Organize an annual Mission and Service Church service, with a guest speaker
 - Update the Mission and Service bulletin board
- Develop and promote additional projects that support the Committee’s mandate

Necessary Committee Roles

- Representation from the Hospitality, Green, Economic Sustainability, Communication, Global Outreach, and Mission and Service teams.
- Communication positions
 - Website Editor
 - Kindred Spirit Connection Editor
 - Social media Coordinator
 - Individuals with writing, graphic design and photography skills

RESOURCES & RENEWAL COMMITTEE

Mandate

To provide strategic and operational oversight of the physical and monetary assets and resources of Wesley-Knox.

To support the church Treasurer.

To facilitate the work being done by Standing and Ad Hoc committees by determining the “how” and “is it possible” for the recommendations coming forth from these committees.

To keep communications on financial matters up-to-date and timely.

Functions and Responsibilities

Financial Resources

The committee oversees the financial resources of the church to ensure that sufficient funds are available to meet the needs of all other Standing Committees and the Leadership Council.

- At the direction of the Leadership Council (LC), work to develop any financial plan(s) necessary to support LC goals and our Church’s Mission Statement and ensure that they are up-to-date and viable. This would include the annual budget and a 5-year financial strategic plan.
- Review all policies and procedures as it pertains to the finances of the church. Ensure that these policies meet generally acceptable accounting practices and that there is an appropriate segregation of duties.
 - Processes for which the Committee will have direct responsibility include:
 - The recording of all financial transactions
 - Counting and deposit to the bank of all funds received
 - Security and backup of all church financial data
 - Office procedures related to finances
 - Liaising with the Wesley-Knox Board of Trustees to ensure:
 - The Wesley-Knox Investment Policy is reviewed on an ongoing basis and that investment income goals as directed by Leadership Council are being met,
 - Trustees are aware of all upcoming financial assistance in which they may be involved in order to meet current financial plans,
 - A cooperative plan is in place to provide for appropriate resources for identified capital projects to be funded outside of normal operations.
- Oversee the Church Envelope and PAR programs including:
 - 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
 - Recommending to the Leadership Council, the name of an appropriate individual to be the **Envelope Secretary**
 - Providing the necessary training for the Envelope Secretary to be effective in his/her role.
 - Ensuring that the Leadership Council Liaison to the Resources and Renewal Committee specifically represents the interests of the **Envelope Secretary** at Leadership Council.
- 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 on 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 and other furniture and fixtures

Congregational Stewardship

Promoting Stewardship within the congregation in all of its forms.

- 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.
 - Regular reporting to the Congregation on financial Stewardship matters.

Physical Resources

Property

- Ensure that there is proper maintenance of the church building and grounds.
 - Maintain inspection/maintenance routines for all major systems in the church including HVAC, plumbing, electrical and lighting, and fire and security.
 - Ensure regular inspections of the church property for structural deficiencies and areas requiring more “cosmetic” attention, and work to inform the Leadership Council of such.
 - Negotiate the annual contract for snow removal.
 - Develop and oversee the spring/summer/fall outside grounds maintenance plan
 - Maintain a list of reputable tradespeople who may provide necessary services.
- Maintain and update annually, a five-year plan of maintenance projects, and budgets accordingly.
- Identify and forecast the need to address major capital projects.
- Assist Trustees with the maintenance of a list of the Church’s capital assets.
- Ensure that the expectations of the current custodial contract are being met and remain adequate for the needs of the church throughout the life of the contract.
- Maintain the custodial contract including keeping current the description of custodial duties. This to be done with assistance of Ministry and Personnel Committee

Property Use

- 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 mission of our congregation i.e. Cultivating Community while falling within acceptable guidelines of a faith-based organization
- 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

- Oversee the maintenance of the Wesley-Knox Archives
 - 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.

Necessary Committee Roles

- Treasurer
- Envelope Secretary
- Trustee Representative
- Archivist
- Property Use Representative
- Lend-a-Hand Coordinator
- Representative from the UCW
- Staff Support – Senior/Lead Minister

SPIRITUAL LIFE COMMITTEE

Mandate

To plan, co-ordinate, evaluate all worship events in order that the worship experience is welcoming, loving, spiritual, and Godly.

Functions and Responsibilities

Worship Planning

- Oversee the Sunday-by-Sunday listing of services and worship events
- 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.
- Arrange for pulpit supply when required
- Oversee details for special services requiring more robust organizational activities (eg. Christmas and Easter)
- Coordinate with communications team to supply description of special events and services for community promotion

Lay assistance for worship

- Work and consult with the Minister to arrange for all layperson involvement during public worship including
 - ushers
 - sound system attendants and projectionists (when required i.e. communion or guest speakers or video presentations)
 - communion preparation and communion servers
 - sanctuary seasonal decoration
 - readers and worship leaders
- Organize appropriate training sessions for layperson involvement.
- Organize emergency training sessions for ushers.

Music in worship

- 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.

Worship resources

- 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.
- Coordinate with church office to ensure adequate supplies (eg. pew cards, Christ candle, and communion table candles)

Necessary Committee Roles

- Choir Representative
- Sacrament Secretary
- Sound Technician
- Usher Coordinator
- Lay reader Coordinator

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