



First-St Andrew's
UNITED CHURCH



Statement of Policies and Procedures

2015



STATEMENT OF POLICIES & PROCEDURES

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Statement of Policy and Procedures – Second Edition

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First-St. Andrew's United Church
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1.0 Introduction & Interpretation

1.1 Introduction

First-St. Andrew's United Church has adopted as its vision and goal the achievement of its mission statement:

"First-St. Andrew's United Church of Canada: An inclusive Christian Family encouraging spiritual growth through worship, friendship, learning and action."

The short version of the statement and the slogan utilized to promote this vision is:

"Rejoice! Renew! Reach Out!"

The mission statement expresses the major guiding objective of First-St. Andrew's United Church. This document, the *Statement of Policies and Procedures*, intends to manifest the mission in the nurturing of its spiritual growth.

The *Statement of Policies and Procedures* has a two-fold purpose. In the mandates that have been set out for the structure and organization of the Church Council and Committees is the statement of the commitment of the congregation to achieve the vision of the Church. In the Committees, the responsibility, authority and accountability of their members and in the leadership, it establishes a strategy for the accomplishment of this commitment.

It is intended that the strategy be accomplished through a Christian Ministry that focuses on worship, fellowship (or community), learning opportunities in Christian Education and by taking action to manifest and direct our outreach and development ideas in practice. Implicit in the adoption of the *Statement of Policies and Procedures* is the acceptance of the Doctrine and Polity promulgated by the United Church of Canada

1.2 Interpretation

1.2.1 The United Church of Canada

The *Statement of Policies and Procedures* is to be read in conjunction with the Manual of the United Church of Canada. Wherever this statement is clear on a point it will be effective as written; but wherever it is silent on a point or its application in any particular case is uncertain or ambiguous, reference must be made to the *Manual* for clarification. This includes an expansion of the responsibilities of individuals and Committees where applicable.

The provisions of the *Statement of Policies and Procedures* are always subject to the greater authority of the United Church of Canada and in the event of a conflict between it and the *Manual* or any lawful ruling of the United Church of Canada, the latter shall prevail. In compliance with article 252 of the *Manual of the United Church of Canada* ("the Manual"), this *Statement of Policy and Procedures* was not implemented until approved by the congregation on February 13, 1994 at a meeting called for the purpose and subsequently ratified by Middlesex Presbytery.

1.2.2 **Definitions**

In this *Statement of Policy and Procedures*:

"Adherent" shall mean a person who is attached to the congregation while not being a member hereof.

"Church" is the pastoral charge and community of faith known as First-St. Andrew's United Church, London, Ontario, Canada encompassing the Congregation, its leaders, property, temporal resources, and all its works.

"Church Administrator" shall mean the staff person responsible for accounting and financial recording of money collected and dispersed in the name of the Church, and in accordance with the *Manual* published by the United Church of Canada and the current revision of First-St. Andrew's United Church *Statement of Policies and Procedures*, policies of the Board of Trustees, and who ensures that the financial and physical assets of the Church are safeguarded to the best extent possible. The Church Administrator also acts as supervisor of certain other Church staff members. Attendance at Finance Committee and Church Council meetings is a Church support responsibility.

"Committee" means a Congregational Committee unless otherwise stated or demanded by context. In context, reference to a Sub-committee may read "Committee". Committees are listed in appendix "B".

"Committee" may be known by other titles or modified by the adjective "ad hoc". This definition shall not be deemed to limit the powers, duties and responsibilities defined in the *Manual*.

"Correspondents" may serve as non-voting members of Committees without being a "member" of the Church.

"Director of Music" is a person employed by the Church to undertake leadership and responsibility for the Ministry of Music.

"Ex-Officio" shall mean full membership for all purposes unless otherwise specifically restricted (e.g. voting/non-voting).

"Manual" means the current edition of the *Manual of the United Church of Canada*.

"Members" or **"Members of the Church"** or **"Members of the Congregation"** are persons on whom membership has been conferred and who are recorded on the Historic Roll of Members of the Church. Persons are admitted to full membership either by baptism and confirmation, or by certificate of membership in good standing from other United Church congregations or other communions, or by re-affirmation of Christian faith.

"Ministers" include ordained clergy called into ministry with the members of First-St. Andrew's United Church, retired Ministers and Congregationally Designated Ministers so designated or engaged to provide spiritual direction to the life and work of the Church.

"Notice" Unless otherwise prescribed, notice shall consist of pre-paid regular mail postmarked at least fourteen (14) days prior to the meeting or publication in the weekly church announcements (bulletin) two (2) consecutive Sundays prior to the meeting.

"Outreach Ministry" is a Ministry approved by the congregation as a valid expression of an undertaking eligible for financial and/or supervisory support, e.g. hospital, homes, social services centres, community projects, chaplaincies, mission fields, Presbytery or area Ministries.

"Pastoral Charge" is the congregation of First-St. Andrew's United Church and any expanded charge as may be recognized by Middlesex Presbytery.

"Resolution" shall mean a motion from a member, Committee or Council asking its Committee, Council or the congregation to take action.

"Shared Ministry" shall mean two or more persons of complementary talents, training and interest, settled in the Ministry of First-St. Andrew's United Church in a pattern of relationships ordered to achieve goals mutually agreed by the Council and may include ordained and non-ordained members of the Ministry.

"Congregational Designated Minister" shall mean a lay person working with the congregation or outreach ministry in a paid position that is judged by the Presbytery to be one that would normally be served by a member of the Order of Ministry.

"Statement of Policies and Procedures" shall form the structure for the operation of the spiritual and temporal affairs of the church (herein called the "Statement"), as ratified by Middlesex Presbytery.

"Supplementary Roll" shall mean the list of former members or members so inactive as to be designated as former members.

"Temporal Matters" shall mean those transitory and secular affairs which pertain to the life, work and finances of the congregation. Without limiting the generality of the foregoing, it shall not include the choosing of Minister, or Trustee; the Order of Worship; the discipline of the United Church; or, the union of local congregations and property matters requiring Presbytery consent.

"Treasurer" shall mean the Chair of Finance.

1.2.3 Number and Gender

In this *Statement of Policies and Procedures*, a reference to any person or thing by number or gender shall be construed as demanded by the context.

2.0 The Congregation

2.1 Congregation

The Congregation of First-St. Andrew's United Church is constituted of the body of members and adherents of the Church, and all others who publicly profess their faith in Jesus Christ and obedience to Him and participate in the life, work, worship and ministry of First-St. Andrew's United Church.

2.2 Membership

- 2.2.1 Membership in the Church is open to all who publicly profess their faith in Jesus Christ and obedience to Him, and participate in the life, worship and ministry of First-St. Andrew's United Church.
- 2.2.2 Membership shall be conferred by the Ministers with the consent of Council or as otherwise provided in the *Manual*, and the names of members shall be placed on the Historic Roll of Members.
- 2.2.3 Adherents are those who are not, or are not yet, members but who participate in the life of the congregation.
- 2.2.4 Baptized children of members and adherents and all other youth under the age of discretion and/or confirmation who actively participate in the Church are youth members, and it is their privilege when they reach the age of discretion to seek full membership in the Church.
- 2.2.5 Council may remove any Member from Membership in accordance with the procedure set out in the *Manual*

2.3 Responsibility and Authority

The Congregation as individuals and as a body shall:

- 2.3.1 Gather regularly for public worship, study and fellowship.
- 2.3.2 Elect members to a Nominating Committee so as to seek out and nominate individuals who possess the spiritual and human values necessary for positions of leadership in the Church.
- 2.3.3 Support their leadership with a love and loyalty that is consistent with biblical principles and the example of our Lord and Saviour, Jesus Christ.

- 2.3.4 Actively participate in the activities of the Church that the Church may be built up and the name of God be glorified.
- 2.3.5 Seek wherever possible the re-activation of those on the Supplementary Roll of the Church.
- 2.3.6 Attend Congregational meetings and vote in accordance with the principles of the Gospel of Jesus Christ on issues presented for decision.
- 2.3.7 Meet the financial commitment approved annually, and as individuals give generously in accordance with their personal financial resources.
- 2.3.8 Elect members to the Congregational Committees.
- 2.3.9 Elect the Chair and the Chair-Elect and the Secretary of Council, the Church Treasurer (Chair of Finance), and the Chair of the Board of Trustees.
- 2.3.10 The Congregation may revoke the election or appointment of any person appointed or elected by it at any meeting of the Congregation, called specifically for that purpose when notice of such a motion has been given in the notice calling the meeting.

2.4 Meetings

- 2.4.1 The Congregation shall make decisions and give directions through meetings of the Congregation. The Chair of Council or in his/her absence his/her replacement as provided for shall preside at meetings of the Congregation.
- 2.4.2 Except as herein provided for, decisions at a meeting of the Congregation will be determined by a majority of votes cast on a question at the meeting called for the purpose specified. Only members on the roll of the Church are entitled to vote, move or second resolutions at meetings of the Congregation. At a meeting of the Congregation persons in full membership may, by resolution, extend the right to vote on temporal matters to both adherents and youth who contribute regularly to the support of the church.
- 2.4.3 The Congregation shall in each year have an Annual Meeting on such date as may be fixed by the Church Council, (but in any case not later than the last Sunday of February of the year following) for the following purposes:
 - 2.4.3.1 To receive the Annual Report which shall be printed and available for the members prior to the meeting.

- 2.4.3.2 To approve the year-end annual financial statements and budget and financial commitment for the coming year;
 - 2.4.3.3 To receive and vote upon the report of the Nominating Committee after seeking from the meeting any addition, alterations to or deletions, from the slate;
 - 2.4.3.4 To elect Members to Committees and Presbytery Representatives; to make any other appointment within the authority of the Congregation; to ratify the previous Chair-Elect as Chair of Council or elect another Member Chair-Elect of Council; to elect the Chair of the Board of Trustees and the Treasurer.
 - 2.4.3.5 To give any lawful orders to the Board of Trustees.
 - 2.4.3.6 To conduct any other business that may be properly be brought before it if due notice of such business has been given.
- 2.4.4 Special meetings may be called as provided in the *Manual*, and all meetings shall be conducted as provided in this *Statement of Policies and Procedures*.

3.0 Committees of First-St. Andrew's

3.1 Committees Generally

The provisions of this section shall apply to all Congregational Committees and all Ad Hoc Committees of Council unless otherwise provided at the time when the Committee was constituted.

3.2 Congregational Committees

3.2.1 Congregational Committees are constituted to oversee and advance the work of the church in the area of Ministry delegated to them, in accordance with the policies and under the guidance of the Congregation as expressed herein, in ways not inconsistent with the spirit and intent of the *Manual*. There shall be the following Congregational Committees (the numbers refer to the section of this document where the committee is described):

- 5.1 Board of Trustees
- 5.2 Christian Development
- 5.3 Communications and Marketing
- 5.4 Council Executive

- 5.5 Finance
- 5.6 Membership and Nurture
- 5.7 Ministry and Personnel
- 5.8 Mission Outreach and Environment
- 5.9 Music
- 5.10 Nominating
- 5.11 Presbytery Representatives
- 5.12 Property
- 5.13 Stewardship Committee
- 5.14 United Church Women
- 5.15 Worship

3.2.2 Though the formation of sub-committees is to be avoided where possible, each Congregational Committee may have whatever sub-committees are required to fulfill its mandate. Sub-committees when referred to herein shall be governed generally by the rules and policies to which the Committees are subject.

3.2.3 Except for its officers, every member of the Church Council must be a serving member on a Congregational Committee to which he or she has been elected by the congregation. Members of all Committees shall be chosen from among the members of the congregation for maximum participation, according to the number, qualifications and method determined by congregational policy and pursuant to the procedure established by the Nominating Committee. Adherents and prospective members may be assigned to Committees in contemplation of the members subsequently being nominated and elected to a Committee in the normal course.

3.2.4 The Committees shall have as members those persons qualified, specified and elected. The election of Committee members shall be on the recommendation of the Nominating Committee, Membership and Nurture Committee, Minister or other church members.

3.2.5 The Chair of Council and the Ministers are ex-officio members of every Committee unless specifically provided otherwise for any particular Committee but shall have no vote in respect of Committee matters.

3.2.6 Any Member of the congregation may serve as a non-voting member on any Committee with the consent of the Committee, provided notification of such status is properly forwarded to the Chair of Council and to the Chair of the Nominating Committee.

3.2.7 Regular committee members may extend their three year terms indefinitely if they so desire and if this is sanctioned by the Chair of their Committee. This does not apply to members of the Board of Trustees, Presbytery Representatives, or Church Officers, all of whom have their own Terms of Office. The summary of all the various Terms of Office is listed in Appendix A of this *Statement of Policies and Procedures* of First-St. Andrew's United Church.

3.3 Responsibility and Authority

Each Committee shall:

3.3.1 Diligently and responsibly perform its mandate in its area of Ministry in accordance with the Gospel of Jesus Christ and the policies, doctrines and goals of the Church, and in a manner which exploits and implements the Mission of the Church under the direction and guidance of the Council.

3.3.2 Make expenditures and financial commitment within the annual budget of the Committee. Exceptions may only be made with the approval of the Council.

3.3.3 Report regularly to the Council or the Congregation as circumstances require through its Chair, and prepare a written report for the annual report.

3.3.4 Every Committee shall, except where otherwise provided, at its first meeting (which shall be not later than 30 days following the annual election of committed members by the congregation) appoint/elect a Chair, Vice-Chair, and a Secretary from among its members. The appointment of the Chair is subject to the ratification of the Council. Where the Council takes no step in respect to the ratification process, the appointment shall be deemed to be effective.

3.3.5 Each Council Committee shall elect, except where otherwise provided, a Chair to serve a term of two years. The duties of the Chair are to constitute its meetings and preside, to prepare meeting agendas, preserve order, to take the vote and announce decisions, generally to direct its business and to perform such other duties as may be assigned by the Council. The Chair shall not vote unless required to break a tie vote of the Committee, in which case he or she shall vote.

3.3.6 The Chair has an automatic capacity as the designate of a Committee to Council. He or she is required to report the majority or consensual views of the Committee to Council when relevant to any matter under discussion in

that court or when directed to do so by motion of the Committee. He or she is always free to vote at Council according to the dictates of his/her conscience.

3.3.7 Each Congregational Committee shall elect a Secretary for a one year term, whose duty shall be to:

3.3.7.1 keep full and accurate minutes of the proceedings of all meetings including the date, those present and absent, correspondence received and its disposition, motions made and their disposition, matters under discussion and matters referred. Copies of these minutes shall be made available to each member of the Committee and to the church office through the Secretary of Council

3.3.7.2 receive and table correspondence to the Committee, write and send correspondence at the instruction of the Committee.

3.3.8 The Secretary of a Council Committee is a voting member of the Committee.

3.3.9 In the case of the death, removal, or permanent disability of the Chair or Secretary, the Committee shall elect a Chair or Secretary to complete the unexpired term.

3.3.10 When the Chair or Secretary is absent, or is a party in any matter before the Committee, the Committee shall choose a temporary Chair or Secretary who for the time being, shall have the rights and functions of the Chair or Secretary, but in signing documents the words, "Acting Chair" or "Acting Secretary" shall be attached to the signature.

3.3.11 Each Committee shall respond to the requests of the Nominating Committee in preparation for the succession of leadership in subsequent years.

3.4 Meetings

3.4.1 Every Committee will have scheduled bi-monthly meetings or meetings scheduled as determined by it in the context of apparent need. The schedule of meetings shall be coordinated with the meetings of Council. Special meetings may be held as called for by the Committee Chair on seven days' notice sent by mail, email or published once in the church announcements on the immediately preceding Sunday. No notice is required if all Committee members are present or waive notice, and no meeting shall be invalid for want of proper notice due to administrative oversight or error.

3.4.2 Any Member of Council may attend any meeting of any Committee except as provided otherwise in this *Statement of Policies and Procedures* or determined by the Council for any particular Committee, and may be made a corresponding Member of the Committee for any meeting attended.

- 3.4.3 Meetings of Committees will be conducted in accordance with the rules governing meetings of the Council with any change made necessary by the change in context.
- 3.4.4 The term of office for all Committee members shall be three (3) years unless otherwise specified. Incumbents may be re-elected in accordance with policy herein.
- 3.4.5 Minutes of all Committee meetings and proceedings shall be promptly filed with the Secretary of Council (for public display and archival purposes).
- 3.4.6 At the direction of the Council, unless the Congregation has the specific and exclusive jurisdiction to deal with the issue, all Committees shall be convened, by proper notice, to constitute a "Committee of the Whole" to discuss, debate and provide a mandate to the Council to act in respect of the following matter(s):
 - 3.4.6.1 Remits from the United Church of Canada
 - 3.4.6.2 Required action from the United Church of Canada on issues related to changes to the *Manual*.

4.0 The Church Council of the Congregation

4.1 Mandate.

- 4.1.1 The Church Council ("Council") is constituted as the governing body of First-St. Andrew's United Church to oversee on behalf of the congregation all aspects of the spiritual and temporal life of the church. The Council is empowered by the congregation through the Committees of the church to undertake the ministry of the People of God. The Council shall co-ordinate this Ministry by providing leadership and oversight of the spiritual life of the congregation.
- 4.1.2 The Council shall take instructions from the congregation on determining and defining the organization and duties of the Congregational Committees and be accountable to the congregation for its organization, membership and responsibility.
- 4.1.3 The Council shall be the court of the congregation. As such it shall exercise leadership in the care and oversight of the spiritual and temporal life and interests of the congregation.
- 4.1.4 The Council shall carry out its mandate through the Committees established pursuant to this *Statement of Policies and Procedures*.

4.1.5 The Council may appoint such other temporary or permanent Committees as it considers appropriate from time to time, with the responsibility and authority to deal with any matter that may be properly dealt with by the Council. Such Committees shall be known as "*Ad-Hoc* Committees" until such time as the congregation empowers them to be Congregational Committees.

4.2 Membership

4.2.1 The Council shall consist of:

- The Ministers of Worship and Congregational Life, Pastoral Care, Christian Development and the Director of Music.
- The Chair
- The Immediate-Past Chair
- The Chair-Elect
- The President of the United Church Women
- One of the Presbytery Representatives
- The Chairs of Congregational Committees
- The Secretary

4.2.2 Except for ex-officio members, all members of the Council must be members of the church.

4.2.3 Any member of the Council may hold one or more of the above positions, in which case the number of members of the Council shall be the actual number of persons in such positions. Each member of Council is entitled to one vote on any resolution properly presented.

4.2.4 At the discretion of Council, positions on Council may be represented by 2 persons (Co-Chairs, Co-Directors, etc.) who will jointly have responsibility and who will share one vote.

4.2.5 The "Council Executive" shall consist of the Minister of Worship and Congregational Life, the Chair of Council, the Church Treasurer, the Chair of the Nominating Committee, the Chair of the Board of Trustees and the Secretary of Council.

4.3 Quorum

All those present at the meeting for which proper notice has been given.

4.4 Responsibility and Authority

The Council shall:

- 4.4.1 Provide for the spiritual and temporal guidance and direction of the church and the congregation according to the Gospel of Jesus Christ, the doctrines and policies of The United Church of Canada and the policies of First-St. Andrew's United Church. (As required by the *Manual*)
- 4.4.2 Determine and approve a course of action and plan of Ministry in keeping with the current needs of the congregation and the church in the community which exemplifies the mission statement and any associated statements of policy. (In a manner consistent with Section B of the 2012 *Manual* where responsibility and authority are not otherwise assigned herein)
- 4.4.3 Seek the direction and approval of the congregation on any matter as required by the Doctrine and Polity of The United Church of Canada.
- 4.4.4 Report to the congregation on actions taken in regard to:
 - 4.4.4.1 the establishment of Congregational Committees
 - 4.4.4.2 the plan of Ministry
 - 4.4.4.3 the policies adopted by the Council
 - 4.4.4.4 discipline of members (B.7.4.1 of the *Manual*)
 - 4.4.4.5 receipt and transmission of petitions and appeal (Section J of the *Manual*)
 - 4.4.4.6 the ordering of informal or formal hearings (Section J of the *Manual*)
 - 4.4.4.7 the liaison with Presbytery (Section C of the *Manual*)
 - 4.4.4.8 giving of lawful orders and directives to the Board of Trustees (Section G of the *Manual*)
 - 4.4.4.9 the pastoral relations when directed by the congregation (Section I of the *Manual*)
 - 4.4.4.10 the approval of candidates for study of the Ministry
 - 4.4.4.11 the direction to any congregational Committee at times when it is either impractical or inconvenient to receive congregational direction, which authority prevails only until such time as the next congregational meeting
 - 4.4.4.12 any other matters the Council may consider to be of interest to the congregation.
- 4.4.5 The Church Council shall generally attend to and have authority over all matters concerning the congregation, the congregational Committees and the church except as are specifically delegated to the congregation or the Board of Trustees. (In a manner consistent with the *Manual*).
- 4.4.6 Give guidance and direction to, monitor and review the activities of the Committees, Council Executive and the Ministers in the carrying out of their

respective mandates, responsibilities and duties; with authority to add to, remove, amend or transfer the responsibilities and duties of the Committees subject to admonishment by the congregation. Any substantial change will be effective only until the next regularly scheduled meeting of the congregation unless the *Statement of Policies and Procedures* is amended to approve or incorporate such change.

- 4.4.7 Approve the appointment by a Committee of their respective representatives to Council with the power to revoke any such appointment for cause.
- 4.4.8 Ratify policies regarding the financial and administrative affairs of the church as advocated by Council Committees and ensure these policies are duly observed.
- 4.4.9 Fill any vacancy on the Council or Congregational Committees between meetings of the congregation on the advice of the Nominating Committee.

4.5 Meetings

- 4.5.1 The Chair or in his/her absence the Immediate-Past Chair or in his/her absence the Chair-Elect or in his/her absence the Minister of Worship and Administration, in that order, shall preside at meetings of Council.
- 4.5.2 The Council will meet six times per year or more frequently on such dates as may from time to time be determined. Special meetings may be called at any time by the Chair, and shall be called by the Chair upon the written request of seven members of the Council. Notice of any special meeting must be published on two consecutive Sundays in the church announcements or mailed or emailed to all members of the Council at least 14 days prior to the meeting, and the notice shall specify the purpose of the meeting. No meeting shall be invalid for want of proper notice due to administrative oversight or error.
- 4.5.3 All matters in question shall be determined by a resolution passed by a simple majority of the votes cast except on resolutions relating to the expenditure of money in which case a two-thirds majority is required. The Chair shall not move a motion or vote except in the case of tie, in which case he or she shall vote so as to break the tie. Any member may request a poll on any particular question and may request his/her vote be recorded. The Secretary of Council is not a voting member of the Council.
- 4.5.4 The rules of order in the *Manual* or such other rules of order as the Council may adopt shall govern all meetings and proceedings of Council.

4.6 Congregational Committees

- 4.6.1 The Council shall carry out its mandate through the Committees established pursuant to the *Statement of Policies and Procedures*.
- 4.6.2 The Council may appoint such other temporary or permanent Committees as it considers appropriate from time to time, with responsibility and authority to deal with any matter that may be properly dealt with by the Council. Such Committees shall be known as *Ad Hoc* Committees until such time as the congregation empowers them to be Congregational Committees.

5.0 Congregational Committees

5.1 Board of Trustees

5.1.1 Purpose

The Board of Trustees hold and administer all property owned by the Church for the benefit and uses of First-St. Andrew's United Church Congregation as part of The United Church of Canada under the provisions of the *Trusts of Model Deed* of the *Manual*.

5.1.2 Organization

The Board of Trustees shall have four (4) committees accountable to it. The Chair (and Co-Chair) shall be ex-officio members of each. At least one member of the Board shall serve on each committee. The committees are as follows:

- a) Investment
- b) Insurance
- c) Long-term giving
- d) Memorials

5.1.3 Membership

5.1.3.1 The Board of Trustees shall consist of not fewer than seven (7) and not more than thirteen (13) members of the church, elected by the Congregation.

5.1.3.2 The Trustees should be experienced, long-term members of the Church with special interest and talents associated with the obligations of fiduciaries and knowledgeable of the trusts to be assumed pursuant to the requirements of the *Manual* and the United Church of Canada.

5.1.3.3 Trustees are elected at the annual or a specially called meeting of the Congregation. Because of the nature of the responsibilities, there shall be staggered election for different terms so as to ensure continuity. By assenting to election, each Trustee shall be deemed to have entered into, and on request shall sign a deed of trust in accordance with the form of deed of trust provided by the United Church of Canada.

5.1.3.4 The Chair (or Co-Chairs and Vice-Chair) of the Board of Trustees shall be elected from within its membership by his or her fellow Trustees to serve at the pleasure of the Board of Trustees. The members shall be elected for staggered terms of two, four and six years as specified, with their consent, on the slate. Each is eligible for re-election.

5.1.3.5 Trustees may be removed or replaced by the Congregation at any time, or in accordance with the *Trusts of Model Deed* and the *Manual*.

5.1.3.6 There shall be two signatories for the Board. On the authority and direction of the Board, all official documents shall be signed by a Chair of the Board together with either the Secretary of the Board or the Church Administrator.

5.1.4 **Responsibilities and Authority**

The Trustees shall report to the Council upon request and shall report to the Congregation annually and receive there from and act from time to time upon any direction lawfully given by council and/or the Congregation. The administration of the property shall at all times conform to the provisions of *The Manual* and the *Trustees Handbook* as promulgated from time to time by the United Church of Canada. Without limiting in any way the responsibilities as set out therein the Trustees shall:

5.1.4.1 Promulgate an investment policy consistent with their fiduciary obligations.

5.1.4.2 Monitor and audit all accounts and investments in accordance with their fiduciary obligations.

5.1.4.3 Maintain segregated accounting for the administration of trust funds, the benefits from which are required to be held for designated purposes, Committees or organizations within the church.

5.1.4.4 Monitor, consult with and support the work of the Investment, Memorials, Insurance and Long-Term Giving sub-committees and co-operate

in the implementation of their mandates and make decisions on the recommendations of these Sub-Committees.

5.1.4.5 Authorize the allocation of trust funds for major capital purposes. Capital purposes shall include the acquisition or replacement of significant chattels (i.e. the organ) and fixtures of the Church, reasonable preservation of property expenses (i.e. the fire alarm system, insurance premiums, major repairs, maintenance or improvements);

5.1.4.6 Income from the invested capital funds shall be used for capital purposes as noted above and where required by Presbytery, the capital of the funds is not to be used without the express permission of Presbytery. Income and capital shall otherwise be expended subject to the terms upon which restricted endowments or other gifts are held by the Board of Trustees.

5.1.4.7 Approve and implement a procedure for the handling of all legacies, bequests and donations in kind, and communicate same to Council.

(Insurance)

5.1.4.8 The Insurance Committee shall consist of a minimum of one trustee and such other members with experience and expertise in insurance, appraisal and evaluation matters as can effectively manage the responsibilities of the committee. The committee will:

- a. Report to the board as required
- b. Conduct meetings when necessary
- c. Recommend to the board the type and extent of replacement cost insurance coverage for the all risks as called for by the policies of the United Church of Canada
- d. Provide direction to the Church Administrator in respect of the renewal and application process for appropriate church insurance
- e. Maintain an up-to-date inventory of facilities, fixtures and chattels with appropriate valuations as necessary in consultation with administration, the Property Committee and the Memorials subcommittee of the Board of Trustees.
- f. Review, undertake an update of appraisals from time to time as required

- g. Identify and report on any “risks” that impact on insurance coverage to the Church Council so as to ensure that the church is in compliance with the policies of the United Church of Canada and insurance coverages
- h. Establish, as required, an internal policy regarding insurable risk management and roles and responsibilities of Administration regarding the application and maintenance of all insurance policies.

(Long-Term Giving)

The Long-Term Giving Committee shall:

5.1.4.9 Support the Church Council in its role to provide for special gifts and long-term planned giving to the church by appropriate contact with members other than by the usual special requests, annual campaign or special fund raising. It shall support the Church Council as it examines, develops and implements long-term giving initiatives such as annuities, insurance beneficiary bequests, trusts, endowments and will seminars to promote the provision of legacies for the Church.

5.1.4.9.1 The Long-Term Giving Sub-Committee shall have within its membership of three to five persons, a Trustee and the Minister of Worship and Congregational Life

5.1.4.10 Support the Church Council in its role to inform and educate the congregation as to the benefits of long-term giving and host opportunities for individual members to meet confidentially with the Committee to discuss unique opportunities to provide long-term financial security to the Church.

(Memorials)

The Memorials Committee shall:

5.1.4.11 Recognize, receive, record and oversee the establishment and implementation of memorial gifts and establish, where necessary, segregated trust accounts to administer memorial gift funds

5.1.4.11.1 Have at least one Trustee, and one member of the Property Committee included within its membership of three to five members.

5.1.4.11.2 Report annually to both the Trustees and the Council, which report shall be published in the Annual Report to the congregation.

5.1.4.12 Record requests for specific memorial gifts from the Council and promote the provision of memorial funds to the identified Council requests. The Committee shall appropriately record and display the appreciation of the congregation by suitably recognizing donors or families associated with Memorial gifts and monitor and audit all accounts and investments in accordance with their fiduciary obligations.

(Investment Committee)

The Investment Committee shall:

5.1.4.13 Monitor and audit all accounts and investments in accordance with their fiduciary obligations.

5.1.4.14 Maintain segregated accounting for the administration of trust funds, the benefits from which are required to be held for designated purposes, Committees or organizations within the church.

5.1.4.15 Meet the requirements of the Manual and thereby assist the Board in fulfilling its obligations

5.1.4.16 Make recommendations to the Board on matters including the following:

- a. investment policies (as defined in the 2007 Investment policy as amended by the Board from time to time
- b. procedures to monitor the application of and compliance with the Investment policies by Officers, Employees and the Board's agents
- c. approval of the engagement of Investment Advisor
- d. selection of the investment firms
- e. the effectiveness of the investment policies and
- f. such other matters as may be determined by the Board.

5.1.4.17 Investment Committee Chair or designate shall undertake and instruct the Investment Advisor on investment transactions (as defined in the Board's Policy) pursuant to the Board's Policy.

5.1.4.18 Review and recommend to the Board at each meeting of the Board of Trustees:

- a. the investment statements
- b. details of investment transactions
- c. report on the adherence to the “CAP Formula” as produced by Council (if available).

5.1.4.19 Present to the Board of Trustees at its January meeting:

- a. a review of the Risk Policy
- b. procedures that the committee has implemented to monitor compliance with the Investment Statements and the Risk Policy.

5.2 Christian Development Committee

5.2.1 Purpose

The Christian Development Committee shall oversee the total Christian development program of the congregation so that all persons, at each stage of their lives, may be nurtured to a deeper communion with God, with all God's people and with God's creation, and may be empowered through the Spirit to participate in Christ's ministry of love, peace, hope and justice. The Christian Development program shall be consistent with the Manual and the Mission of First-St. Andrew's United Church.

5.2.2 Organization

The Christian Development Committee may authorize the formation of sub-Committees relating to various phases of its work: for example Children's Ministry; Youth and Young Adult Ministry; Adult Development; Family Life; Library; Audio-Visual; etc. These sub-committees shall be represented on the Christian Development Committee and be responsible to it.

5.2.3 Membership

Membership of the Committee may include: the minister(s) and/or the Minister of Christian Development (should that position currently exist) and/or the Director of Music, Coordinator of the Church School, Leaders or representatives of each Christian Development group or program; members at large to represent all ages as well as parents, educators, or others with special interest or expertise.

5.2.4 **Responsibilities**

The Christian Development Committee shall:

- 5.2.4.1 identify the educational needs of the congregation in relation to the Christian Development purpose and the mission of First-St. Andrew's United Church, in order to reach all ages and to encourage lifelong learning
- 5.2.4.2 keep informed of developments in curriculum, religious education policy and new resources recommended by the United Church of Canada and other sources, and supervise the acquisition of library and program resources
- 5.2.4.3 establish, promote and oversee groups and programs for all ages
- 5.2.4.4 encourage mission education and stewardship education, in cooperation with the MOE and Stewardship committees or other joint programs of mutual interest; for example, Worship
- 5.2.4.5 recruit, train, support and recognize leaders, encouraging attendance at conferences, training and recognition events
- 5.2.4.6 develop a coordinated financial policy for the support and development of the total Christian Development program, making provision for curriculum and other program resources, teacher training and leadership resources, equipment and supplies, audio-visuals, assisting leadership and others to attend conferences, camps, etc. To implement this policy, the Christian Development Committee shall prepare an annual budget, estimating the total financial needs for the Christian Development program and submit it to Council for approval;
- 5.2.4.7 evaluate on a regular basis and update long-range plans
- 5.2.4.8 report regularly to the Council and annually to the Annual Meeting of the congregation.

5.3 **The Council Executive**

5.3.1 **Purpose**

The Council Executive ("Executive") is accountable to the Congregation. It shall act with the authority of the Congregation, the Council or Committees in urgent response to the issue at hand. It shall be the duty of the Executive to prepare and advise the Nominations Committee and report as required to the Council and/or Congregation.

5.3.2 **Organization**

The Council Executive shall meet as required.

5.3.3 **Membership**

The membership shall consist of those incumbents from time to time in the positions of:

- Minister of Worship and Congregational Life
- Chair of Council
- Chair-Elect of Council
- Church Treasurer
- Chair of Nominating Committee
- Chair of the Board of Trustees
- Secretary of Council

5.3.4 **Responsibilities**

The Council Executive shall:

- 5.3.4.1 have no inherent responsibilities or recurring functions
- 5.3.4.1 have the residual authority of all Council Committees to act in compelling situations on their behalf.
- 5.3.4.1 consult with others where practical, and include in its deliberations any person who might appropriately contribute to the discussion leading to the action at hand. Such actions shall not be capricious or arbitrary and shall be effective only until ratification or modification by the responsible Committee, which Committee shall be called to meet as soon as practicable after the action is taken
- 5.3.4.2 Notwithstanding the above, in special circumstances, the executive shall undertake those functions temporarily assigned to it by the Council.

5.4 **Finance Committee**

5.4.1 **Purpose**

The Finance Committee shall with the support of the “Church Administrator” oversee and manage the financial affairs of the congregation in a manner which provides for the full financial stewardship of the congregation and the responsible handling, review and reporting of finances by all groups and individuals. Finance Committee programs shall be consistent with the *Manual* published by the United Church of Canada and the Mission of First-St. Andrew's United Church. The procedures will be based on the guidelines provided in the United Church Treasurer's Handbook, as modified by First-St. Andrew's United Church approved practices.

5.4.2 **Organization**

The Chair of the Finance Committee is the Treasurer of the Church and works in conjunction with the Church Administrator, whose duties shall be defined by the Finance Committee, to effect the responsibilities of a Church Treasurer.

5.4.3 Membership

5.4.3.1 The membership of the Committee shall draw from the experience and expertise within the congregation, especially those with talent and interest in business management and finance. The Church Administrator and the Minister of Worship and Administration are ex-officio members of the Finance Committee.

5.4.3.2 A minimum membership of five Committee members will be maintained.

5.4.3.3 Membership will be for renewable three-year terms in order to allow for a managed change in membership. Ideally, membership is staggered to maintain continuity.

5.4.3.4 The Chairperson, who is elected for a three year term by the Congregation, is the Treasurer.

5.4.4 Responsibilities

The Finance Committee under the leadership of the Church Treasurer shall:

5.4.4.1 Oversee the management of all operational financial assets, liabilities, receipts, disbursements and bank accounts in accordance with the current budget, procedures and guidelines, and report to Council and to the congregation as required on the financial position and projections for First-St. Andrew's United Church

5.4.4.2 Prepare an annual budget that reflects the financial requirements of Congregational Committees for presentation, discussion and approval of Council:

5.4.4.2.1 The preliminary budget from each committee will be requested by June each year and will provide a breakdown of the budgeted amount identifying the objective supported and whether this is a new initiative or to continue an existing program

5.4.4.2.2 The Finance Committee shall consolidate the committee budgets to provide an overall preliminary expense budget by November of each year

5.4.4.2.3 The Church Council will conduct a budget review and formally approve the consolidated budget at a Church Council

meeting prior to the Annual Meeting authorizing the Treasurer to present the consolidated budget for the congregation's approval at the Annual Meeting.

- 5.4.4.3 Ensure a year-end review of the financial statements and financial position of the First-St. Andrew's United Church
- 5.4.4.4 In conjunction with the Church Administrator, monitor expenses in relation to budget and report to the Congregational Committees on their financial position
- 5.4.4.5 Provide financial expertise, advice as required and support to the appropriate committee to help with the annual Stewardship Campaign
- 5.4.4.6 Act as a resource group for fund raising programs
- 5.4.4.7 Act as a resource group for providing special events committees access to financial advice and planning
- 5.4.4.8 Ensure the production of financial and statistical reports for the United Church of Canada, government and tax reporting and timely submission of statutory government payments
- 5.4.4.9 Ensure that the appropriate funds are forwarded to United Church of Canada Mission and Service Fund on a monthly basis, subject to available cash
- 5.4.4.10 Ensure that policies and procedures for the accounting and safekeeping of money and financial records are established, monitored and updated as necessary
- 5.5.4.11 oversee the Treasurer functions as defined in the Church Administrator's job description and the United Church Treasurer's Handbook
- 5.4.4.12 receive, record, acknowledge and work with donors, where appropriate, to settle on a satisfactory expenditure of donated funds, and with Council and donors as necessary on recommendations for non-designated expenditures.

5.5 Membership and Nurture Committee (updated and approved by Council on March 24, 2019)

5.5.1 Purpose

The Membership and Nurture Committee shall promote membership in the Church, reach out to, welcome and integrate new members into the Church, encourage active participation through a volunteer program that maintains pastoral care and ensures the volunteer needs of the church are met, and facilitates recognition for volunteers and arranges for the maintenance of the Church Rolls.

5.5.2 **Organization**

The Membership and Nurture Committee may authorize the formation of sub-committees relating to various phases of its work.

5.5.3 **Membership**

Membership may include ordained and congregationally designated ministers, representatives from Membership and Nurture programs such as Coffee & Conversation, the Clerk of the Roll and any members of the congregation with interest and knowledge relevant to the responsibilities of the Committee.

5.5.4 **Responsibilities**

The Membership and Nurture Committee shall:

- 5.5.4.1 Encourage membership in the congregation and active involvement in the life and work of the congregation.
- 5.5.4.2 Formally welcome and integrate new persons into the congregation by arranging for orientation of new members, celebration of their membership and follow up with them.
- 5.5.4.3 In conjunction with the church office and through the leadership of the Clerk of the Roll, be accountable for and oversee the maintenance of the historic roll, record of transfers and deaths, new members and adherents.
- 5.5.4.4 Maintain contact information, such as addresses, phone numbers and emails possibly in the form of a photo directory.
- 5.5.4.5 Oversee a Time and Talent Survey of the interests and skills of the congregation.
- 5.5.4.6 Support the Nominating Committee by suggesting to them names of persons to be approached for volunteer and committee positions.
- 5.5.4.7 Develop and carry out a means of recognizing the efforts of all volunteers.
- 5.5.4.8 Arrange for activities to nurture individuals and provide fellowship with the congregation, for example, Coffee and Conversation, Lemonade on the Lawn, Knitwits, Lunch Bunch and coordinating a list of people prepared to drive members to church services.
- 5.5.4.9 Provide leadership to the Archives Committee and the Affirm Committee.
- 5.5.4.10 Care for the pastoral needs of the congregation by providing telephone contact or visits to those who are shut in, in retirement or long term care facilities, experiencing illness, bereavement or other losses and any other special needs, through collaborating with the Visitation Minister, the Designated Pastoral Care Volunteer, the Visitation Team, the Caring Callers Team, the Prayer Chain Team and the Healing Prayer Team.

- 5.5.4.11 Develop a financial policy for the support and development of the total Membership and Nurture program. To implement this policy, the Membership and Nurture Committee shall prepare an annual budget and submit it to the Council for approval.
- 5.5.3.12 Evaluate on a regular basis and change emphasis where necessary.
- 5.5.4.13 Report regularly to Council and annually to the Annual Meeting of the congregation.

5.6 Ministry & Personnel Committee

5.6.1 Purpose

The mandate of the Committee is to deal with the cares and concerns relative to the church staff.

5.6.1 Membership

5.6.1.1 The Committee consists of persons elected by the congregation to provide a confidential setting for consultation with, support and assessment of all staff persons of the Pastoral Charge. Members shall be diplomatic, be able to maintain confidentiality, have strong interpersonal communication skills and have expertise or talented interest in personnel administration.

5.6.1.2 Ideally, the Committee shall consist of from three to seven members.

5.6.4 Responsibilities

The Ministry and Personnel Committee shall:

5.6.4.1 Attempt to solve, through listening and facilitation, any personnel problems that may arise

5.6.4.2 Make recommendations for personnel supply, for both paid and volunteer positions and the hiring of staff including the Director of Music

5.6.4.3 Develop, monitor and modify Position Guides for staff members for approval by the Council

5.6.4.4 Consult with staff members regarding their plans and the terms, acceptable to the Church for continuing education

5.6.4.5 Prepare compensation recommendations for approval by Council

5.6.4.6 Conduct annual reviews and evaluation sessions with staff members to determine their effectiveness, assistance required by them and improvements required in their skills to enhance their job performance; make adjustments to staff salary and benefits in accordance with the periodic changes and updates in the United Church Pension and Group Insurance Plan and other fringe benefits

- 5.6.4.7 Develop a "statement" for review from time to time by Council as to the functions and policies of operation of the Committee. Included in such a statement will be an articulation of the functions of the Committee and a policy as to when and how a staff member or member of the congregation might approach the Committee, an elaboration of the concept of confidentiality and the process of creating communication among other Committees and with the Minister of Worship and Administration in matters of Ministry and Personnel.

5.7 Mission, Outreach and Environment

5.7.1 Purpose

- 5.7.1.1 Oversee the Local Outreach Programs of the congregation, by creating awareness of social and justice issues current in the community, or identified by the United Church as worthy of congregational action
- 5.7.1.2 Foster congregational awareness of global justice issues and the mission activities of the United Church
- 5.7.1.3 Promote support for the Mission and Service Fund of the United Church of Canada
- 5.7.1.4 Encourage a fuller commitment of self and substance to God's purposes for the well-being of humanity and creation.

5.7.2 Organization

The Committee may authorize the formation of sub-committees appropriate for designated tasks, such as liaison with ELUCO, Refugees, World Development and Relief, and support for LIFT Housing. Such sub-committees will be responsible to the parent committee.

5.7.3 Membership

Membership of the Committee may include members of the Ministerial staff and elected members of the congregation at large, such as those with special interests or expertise. In addition to those, there may also be leaders of, or FSA representatives on, designated outreach activities such as: the FSA representatives on the ELUCO Board, the coordinator of FSA Hospitality Meals, Representative or Liaison person for the Daily Bread Food Bank, the Canadian Food Grains Bank, LIFT, Habitat for Humanity, and the Mission Services of London.

5.7.4 Responsibility

The Mission Outreach and Environment Committee shall:

- 5.7.4.1 Sponsor at least one Worship Service each year in order to focus on special activities of the committee, and take responsibility for monthly Minute for Mission
- 5.7.4.2 Prepare a budget necessary for the implementation of the committee's various activities and commitments
- 5.7.4.3 Promote understanding and awareness of the United Church Mission and Service Fund
- 5.7.4.4 Ensure contributions to the Mission and Service Fund are remitted.
- 5.7.4.5 Identify and publicize international projects meriting the support of the World Development and Relief offering, and oversee the forwarding of the funds so raised
- 5.7.4.6 Plan and implement social outreach projects on behalf of the congregation and/or in cooperation with other recognized agencies, such as those involved in the care and support of refugees
- 5.7.4.7 Promote the understanding of, and support for, social and justice issues, both national and global
- 5.7.4.8 Support Earth Stewardship concepts and programs
- 5.7.4.9 Encourage readership of the Observer
- 5.7.4.10 encourage ecumenism through the cultivation of inter-church and inter-faith dialogues and activities in concert with the Worship and Christian Development committees
- 5.7.4.11 Encourage and assist the church School and other groups in the congregation with Mission Study programs
- 5.7.4.12 Review its goals and prepare objectives annually, and assess them regularly
- 5.7.4.13 report regularly to Council and annually to the congregation

5.8 Music Committee

5.8.1 Purpose

Provide leadership in all aspects of the musical life of the church.

5.8.2 Organization

The Committee shall fulfill its mandate through a committee of the whole and may be assisted by various ad hoc sub-committees.

5.8.3 Membership

Members should have expertise or interest in church music. Membership will include the Director of Music, ex officio, and a minimum of six other members, with ad hoc members being added to this number as desired.

5.8.4 Responsibilities

The Music Committee shall serve as a liaison among musical groups, professional staff members, and church members and act as advisor to the Director of Music. In co-operation with the Director of Music, the Music Committee shall:

- 5.8.4.1 Establish policies regarding the music programmes of the church
- 5.8.4.2 Prepare annually, as required by council, a budget for the following year, for presentation to the Council
- 5.8.4.3 Supervise the use, maintenance, acquisition and disposition of the musical instruments in the church
- 5.8.4.4 Appoint and supervise the soloists of the Senior Choir
- 5.8.4.5. Appoint a member of the Music Committee to be a representative to the Worship Committee and a member for the Jean Brown Committee, an ad hoc committee of Council to disperse trust fund money for youth work. These members will work with each committee on items of mutual concern and interest
- 5.8.4.6 Work with other committees and church groups on items of mutual interest
- 5.8.4.7 Supervise and manage the "Friends Of Music" fund which supports "Music At First-St. Andrew's" Concert Series and recognize those who contribute financially to it
- 5.8.4.8 Supervise and manage the church music apprenticeship and vocal scholarship funds and other dedicated funds
- 5.8.4.9 Provide advice to the Ministry and Personnel Committee on the appointment of a Director of Music, as required.

5.8.6 Special Events

Subject to the policies of the Property Committee regarding use of the church property, as ratified by Council, the Committee may, and it is encouraged so to do, host and conduct special events.

5.9 Nominating Committee

5.9.1 Purpose

The Nominating Committee shall prepare a slate of members for all Congregational Committees, and other parties required to be nominated for election at the Annual Meeting, and to fill vacancies, as required.

5.9.2 Organization

The Nominating Committee shall begin to meet on a regular basis at least six months prior to the annual meeting and as required to fill a vacancy.

5.9.3 Membership

Membership on the Committee includes: Past Chair of the Council, Chair of the Membership and Nurture Committee, Minister of Worship and Administration, and at least three members of the congregation, elected annually at the annual meeting of the congregation.

5.9.4 Responsibilities

The Nominating Committee shall:

- 5.9.4.1 Encourage and monitor succession planning for Committee and Council leadership
- 5.9.4.2 Consult with the incoming Chair of Council (current Chair or Chair-Elect) about special needs and about the nomination of the Secretary of Council
- 5.9.4.3 Consult with Committee chairs about needs of the Committees, i.e. particular expertise or recommendation for nominees; encourage recruitment by Committees to meet their needs
- 5.9.4.4 Review the needs for other appointments such as Council positions and Presbytery Representatives
- 5.9.4.5 Prepare a slate of nominees for officers of the Council and members of the Congregational Committees
- 5.9.4.6 Help ensure that nominees are contacted to agree that their names can stand
- 5.9.4.7 Help ensure that nominees are informed of the requirements of their positions and understand the commitment they make
- 5.9.4.8 Present the slate of nominees to the Council and subsequently to the congregation at the Annual Meeting
- 5.9.4.9 Help ensure that vacancies are filled as needed to complete a term; upon completion, the person can be nominated for a full term
- 5.9.4.10 Help ensure that serving members are recognized appropriately:
 - 5.9.4.10.1 Prepare a list of outgoing and incoming serving committee members for the Chair of Council for letters of welcome and appreciation.
 - 5.9.4.10.2 Remind committee chairs to thank serving members who leave a committee and to welcome new serving members.

5.10 Presbytery Representatives

5.10.1 Purpose

The Presbytery Representatives shall represent both First-St. Andrew's United Church at Middlesex Presbytery and Middlesex Presbytery on the Council of First-St. Andrew's.

5.10.2 Organization

The Presbytery representatives shall be elected by the Congregation to represent the interests of the Church at Middlesex Presbytery. There shall be as many representatives as are permitted by the rules of the Presbytery and the *Manual*. The maximum number shall be elected.

Representatives shall be elected for a four (4) year term: two every two years so as to provide for continuity. Each is eligible for re-election.

5.10.3 Membership

The Representatives shall be in full church membership, have an interest in the issues of Presbytery and be prepared to be advocates on behalf of the Church at Presbytery functions.

5.10.5 Responsibilities

The Presbytery Representatives shall:

- 5.10.5.1 Maintain liaison between the Church and the Presbytery
- 5.10.5.2 Report to Presbytery on matters affecting the ministry of the Church both in and beyond the Congregation and represent the views, interests and concerns of the Church as advocate for the Church at Presbytery;
- 5.10.5.3 Meet within one month of the annual meeting each year to choose from among themselves a representative who will sit on Council.
- 5.10.5.4 The Council appointee shall report on behalf of Presbytery to:
 - a. The Board of Trustees when required
 - b. The Council at its regular meetings
 - c. Committees of Council on any and all relevant news and action
 - d. The Congregation

5.11 Property Committee

5.11.1 Purpose

The mandate of the Committee is to oversee the proper and efficient day to day and future maintenance and improvement of church property, parking and

management of Farquhar House, and to liaise with any committee or staff person requesting the use of or changes to the property.

5.11.2 Organization

The Committee fulfils its mandate through the sub-Committees of:

- a) Property Use and Parking
- b) Repairs and Maintenance
- c) Farquhar House

5.11.3 Membership

Members should have expertise in business management, property management and maintenance, or a general interest in construction and renovation. The Treasurer is an ex-officio member and the Church Administrator is a corresponding, non-voting member.

The committee is encouraged to invite members from groups who may add value to the committee and provide communication or representation with segments of the congregation. Examples are youth, Trustees, U.C.W.

5.11.4 Responsibilities

The Property Committee shall:

(Property Use and Parking)

- 5.11.4.1 Ensure the parking needs of church members are met, within the constraints of the facilities, oversee the contracted use of First-St. Andrew's facilities by others and be responsible for parking surveillance and towing policy
- 5.11.4.2 Create, maintain, supervise and update a Property Use Policy
- 5.11.4.3 Coordinate and approve the use by non-FSA groups and persons of church facilities in cooperation with the Business Manager and respond to Council requests for property use by church groups

(Repairs and Maintenance)

- 5.11.4.4 Maintain church property in good condition by: identifying property repair and improvement needs, establishing the cost of work and recommending methods of addressing the needs. It will recruit volunteers or select contractors to execute work and administer the execution of the work. It will assess conditions of facilities for the purpose of identifying future requirements, and inform the budget Committee of these for planning purposes
- 5.11.4.5 Assist church staff with property emergencies.

(Farquhar House)

5.11.4.6 Be the "property manager" of Farquhar House with all the attendant responsibilities and shall report as required.

5.12 Stewardship Committee

5.12.1 Purpose

To educate the Congregation of First-St. Andrew's United Church regarding the ongoing need to financially support the ministry, life and work of FSA through regular (weekly, monthly) givings, the PAR initiative, fund raising, special projects, etc.

5.12.2 Organization

To ensure a constant and adequate flow of funds to support the Trust Funds under the aegis of the Board of Trustees of First-St. Andrew's United Church to provide funding for major building upkeep and maintenance projects and all aspects of the ministry of First-St. Andrew's United Church.

5.12.3 Membership

The members of the Stewardship Committee shall be no fewer than seven (7) in number:

- a Chair nominated by the Nominating Committee and approved by the Congregational Annual Meeting
- six other members as follows:
- one member from the Trustees
- one member from the Finance Committee
- four members at large
- one ex officio member from the ministerial staff

Lay members shall be elected initially for a two or three year term in order that membership renewal will be staggered. Thereafter, lay members shall be elected for three year terms. A lay member shall serve a maximum of two consecutive terms.

5.12.4 Responsibilities

The Stewardship Committee shall:

- a. Sponsor a Stewardship Campaign to be held each year in the fall and to recruit a Chair (or Chairs) to organize and administer such a Campaign
- b. recruit volunteer support for this Campaign

- c. Develop a congregational awareness through promotional materials of the need to support financially throughout the year both the spiritual and temporal needs of FSA
- d. Develop an effective Planned Giving Campaign to alert the congregation regarding the benefits both to the individual's estate and to the Church of this type of giving
- e. Mount and support a variety of annual fund-raising events to significantly increase the income side of the Church budget.

5.13 Worship Committee

5.13.1 Purpose

The Worship Committee shall oversee the conduct of and physical arrangements for all services of public worship at First-St. Andrew's, including regular Sunday morning services, the celebration of the sacraments of baptism and holy communion, funeral and any other special services as may, from time to time, be held.

5.13.2 Organization

The Worship Committee may authorize the formation of sub-committees relating to various phases of its work. Each of these sub-committees shall be represented on the Worship Committee and shall be responsible to it.

5.13.3 Membership

The membership of the Worship Committee shall be no fewer than eight and no more than fifteen members of the congregation. In addition, the Minister of Worship and Congregational Life and the Director of Music shall be ex-officio member of the Committee.

5.13.4 Responsibilities

The Worship Committee shall:

5.13.4.1 Maintain liaison with ministerial staff and the congregation in such matters as pertain to worship

5.13.4.2 Plan, in consultation with the Minister of Worship and Congregational Life, for services of worship that are as worshipful, meaningful, and relevant to the life experiences of the congregation as possible

5.13.4.3 Undertake regular and frequent evaluation of our worship services, always paying careful attention to comments and suggestions made by members of the congregation

5.13.4.4 Arrange for guest preachers for special services.

- 5.13.4.5 Study church worship in its various aspects with a view to providing the best in traditional worship activities as well as experimenting with new and innovative worship practices
- 5.13.4.6 Be responsible for the regular celebration of the sacraments of baptism and holy communion, ensuring that all necessary details for such services, such as water and oil for baptism, the elements of bread and juice for communion, servers to serve the elements to the congregation, etc. are properly attended to and reverently prepared, and to appoint, as deemed necessary, a Baptismal Clerk and a Communion Clerk to oversee these functions
- 5.13.4.7 Recruit persons from the congregation to give leadership in reading scripture at Sunday services, lighting the Christ candle, leading in liturgy, assisting with baptism and at other services as required
- 5.13.4.8 Ensure that greeters are recruited, trained and present to welcome people as they arrive for worship
- 5.13.4.9 Ensure that policies and procedures for ushering are kept current, including access for those with special needs and fire evacuation procedures
- 5.13.4.10 Collaborate with Finance in ensuring that collections are safely counted and deposited following services.
- 5.13.4.11 Co-operate in providing appropriate decoration of the sanctuary and chapel for worship by such means as the use of flowers (in consultation with the United Church Women), flags and banners. The Committee shall ensure that banners are properly stored and maintained in good condition, and used in the sanctuary, in ways that are appropriate to the seasons of the church year and/or a special focus of worship, and shall invite appropriate individuals and groups within the congregation to make new banners as required
- 5.13.4.13 Ensure that a CD is made of the main Sunday morning service of public worship, and that copies of this recording are available to worshippers to buy or to borrow immediately after the service
- 5.13.4.14 Report concerning its activities on a regular basis to Council, and annually to the congregation
- 5.13.4.15 Work with the Music Committee on items of mutual concern and interest.

5.14 Communication and Marketing Committee

5.14.1 Purpose

The Communications and Marketing Committee shall assist the committees and community of FSA to communicate internally with the members of the

congregation, and/or externally through media partners with the wider community. This may include: promotion, identity, marketing, public relations, advertising, etc.

5.14.2 Membership

Members of the committee should have a keen interest in both communication and marketing.

Membership of the committee will include one staff representative and elected members from the congregation. The committee may draw on the talents of non-committee members on a project by project basis.

5:14.3 Responsibilities

The Communications and Marketing committee shall:

5:14.3.1 Provide oversight, guidance, and direction to internal communication tools (i.e. *Tidings*, website, bulletin, announcements, outdoor signage, bulletin boards, etc.)

5:14.3.2 Support committees, staff, and council as asked with both internal and external marketing or communication strategies

5:14.3.3 Provide consistency and quality to external communication by being the main point of contact between FSA and the various advertising and communication media in the community (e.g., Londoner, LFP, CBC; etc.)

5.14.3.4 Annually prepare and submit an operating budget for Council's Approval

5.14.3.5 Chair, co-chair, and or delegate to attend regularly scheduled Council meetings, and report annually to the congregation.

6.0 Officers and Officials

6.1 Officers and Officials Generally

6.1.1 Officers

The Officers of First-St. Andrew's United Church are:

- Chair of Council
- Church Treasurer
- The Chair of the Board of Trustees
- The Chair of the Nominating Committee

6.1.2 Officials

The following positions are designated as Officials of First-St. Andrew's United Church:

- The Officers
- Members of Council

- The members of the Board of Trustees
- The members of the Nominating Committee

- 6.1.3 The Council may designate such other Officials as it considers advisable from time to time between annual meetings of the Congregation. Such position shall terminate at the end of the term of the person being replaced.
- 6.1.4 Unless specifically provided for otherwise, the term of office for Officers and Officials shall be two (2) years. Officers and Officials may be re-appointed or re-elected for subsequent terms.
- 6.1.5 Each Officer and Official is charged and commissioned to diligently and responsibly perform their duties in their particular area of responsibility and authority in accordance with the principles of the Gospel of Jesus Christ, the provisions of *the Statement of Policies and Procedures*, and the Mission of the Church.
- 6.1.6 Officers shall report to and act under the guidance and direction of the Congregation.
- 6.1.7 Unless provided for otherwise, officials shall report to and act under the guidance and direction of the Council and where there is doubt, conflict or ambiguity, to the Congregation.
- 6.1.8 Subject to any provision set forth in the *Statement of Policies and Procedures* to the contrary, all commitments and obligations properly entered into by or on behalf of the Church shall be approved by an officer and if in writing shall be signed by such officer. Provided that such commitment or obligation was approved in good faith and in the normal course of business of the Church and within the area of responsibility and authority of the officer, the Church shall indemnify and hold harmless the officer from any costs, damages or awards arising therefrom.
- 6.1.9 No person engaged by contract or otherwise to a Ministry of the Church shall be elected as an Officer or Official of the Church.
- 6.1.10 In the event of the death, resignation or transfer from membership in the Congregation of an Officer or Official, the Council, on the recommendation of the Nominating Committee, may appoint a member to fill the vacancy for the unexpired term. A person so appointed may subsequently be elected to a further full term of office in the position to which he or she was appointed.

6.2 Elected Committee Members

6.2.1 **Mission**

Members of the Church elected and commissioned by the congregation to offices and committees to oversee the spiritual and temporal interests of First-St. Andrew's United Church.

6.2.2 **Qualifications**

All Committee Members shall be members in good standing who actively participate in the life, worship and lay ministry of the Church. All are members who are nominated and elected to serve on a Committee of the Church primarily on the basis of their qualifications for service, their interest, the time available, their relevant talent and collective ability to adequately represent the diversity of the Congregation in age, congregational concern and responsibility; and, their individual commitment to the welfare of the Church and dedication to the implementation of its Mission.

6.2.3 **Election**

All are elected by the congregation (or appointed in circumstances defined herein) to serve on one or more Congregational Committees. The election shall be at the annual meeting of the Congregation.

6.2.4 **Term**

The term of service shall be for a period of three (3) years subject to renewal on request.

6.2.5 **Responsibilities**

In discharging his or her responsibilities, each elected member shall conscientiously adhere to the terms of reference of the Committee to which he or she has been elected. Without limiting the generality of the forgoing, the member shall:

- 6.2.5.1 Devote sufficient time and energy to effectively exercise service and leadership as required
- 6.2.5.2 Become knowledgeable of his or her Committee's area of ministry through personal study and taking opportunities for leadership training and experience
- 6.2.5.3 Assume responsibility, when asked by a Committee Chair, for a part of the Committee's work and be accountable for the diligent execution of those duties
- 6.2.5.4 Support the Committee Chair and other members of the Committee in the execution of their duties
- 6.2.5.5 Have regular attendance at Committee meetings
- 6.2.5.6 Make known to the Committee Chair any matter to be included or to be addressed on the agenda of the Committee and be prepared to speak to the matter

- 6.2.5.7 Accept the encouragement of the Committee to take on greater responsibilities involving sub-committees with a view to accepting leadership roles
- 6.2.5.8 Be prepared to accept the appointment by the Committee to serve on the Council as representative of the Committee and to dedicate the necessary additional time, talent and energy to undertake Council work.

6.3 Congregational Committee Chairs

6.3.1 Chairs

Committee Chairpersons are known as Chairs. Each Congregational Committee elects its own Chair, who shall be the representative of the Committee to Council. Should a Committee fail to elect a Chair, Council shall appoint one.

6.3.2 Qualifications

It is expected that the Committee Chair would be a person who:

- 6.3.2.1 has served as a member of the Committee for a period of time necessary to be fully acquainted with its mandate, work, responsibilities and authority
- 6.3.2.2 is an experienced member of the Church who has actively participated in its life, work, worship and ministry
- 6.3.2.3 has the requisite leadership skills
- 6.3.2.4 has working knowledge of the mandate, work, responsibilities and ministry of each sub-Committee of the Committee.

6.3.3 Election

The Chair is elected or appointed by the Committee from within its membership according to the traditions of the Committee or failing same, according to the general procedure set out herein.

6.3.4 Term

The term of office for Committee Chairs is two (2) years. It is expected that the Committees will appoint their Chair within thirty (30) days of the annual meeting at which the election took place. Accordingly, the term of office for the Chair will expire at the committee meeting following the second next Annual Meeting of the Congregation. A Chair may be re-elected.

The term of office of the Chair is one year less than that of the committee members - 2 years vs. 3. This anticipates the situation where a person accepts

an invitation to join a Committee to become its Chair. The person can serve on the Committee for a year as Vice-Chair or Chair-Elect before beginning a 2 year term as Chair. Alternatively, a person who becomes Chair at the beginning of a 3 year term as a Committee member may choose to assist as Past Chair for the year following the term as Chair.

6.3.5 **Responsibilities**

The Chair of the Committee shall:

- 6.3.5.1 Direct the affairs of the Committee; to advance the work and Mission of the Church
- 6.3.5.2 Oversee the implementation of the mandate of the Committee
- 6.3.5.3 Provide leadership in the area of the Committee's ministry and keep abreast of current conditions and issues through periodic group and personal study and discussion
- 6.3.5.4 Prepare and circulate an agenda for all meetings prior to the meetings and preside at all meetings
- 6.3.5.5 Be present at all meetings of the Committee and Council. Should illness or family emergency unavoidably prevent attendance, arrange for the Committee Secretary or other duly appointed alternate to have delegated authority to act
- 6.3.5.6 Delegate the tasks of the Committee to its members and sub-Committees where appropriate and follow up to ensure all tasks and the mandate of the Committee are being effectively carried out
- 6.3.5.7 Call meetings of all sub-Committees to plenary session when circumstances warrant, attend meetings of sub-Committees, make and receive inter-sub-Committee reports when necessary
- 6.3.5.8 Set an example of witness to Jesus Christ by enthusiastically undertaking the pastoral care of the members of their Committees.

In unusual and unforeseen circumstances where the Council representative is not the Committee Chair, he or she shall:

- 6.3.5.9 Attend all meetings of Council as representative of the Committee and report back as required
- 6.3.5.10 Attend all meetings of the Committee.

6.4 **Church Treasurer**

6.4.1 **Mission**

The Treasurer will oversee the management of all operational assets, liabilities, receipts, disbursements and bank accounts through the Church Administrator in accordance with current budget, the *Manual* published by the

United Church of Canada, the current version of First-St. Andrew's *Statement of Policy and Procedures* and the Congregation.

6.4.2 Qualifications

An experienced and long-term member with special talents in business affairs.

6.4.3 Election

Chair of the Finance Committee, upon presentation by the Nominating Committee and election by the Congregation at its Annual Meeting

6.4.4 Term

Three (3) years and renewable as permitted in the current version of First-St. Andrew's *Statement of Policies and Procedures*

6.4.5 Responsibilities

The Treasurer shall:

6.4.5.1 Monitor the financial operation and administration of the Church

6.4.5.2 Oversee the review, or audit, when appropriate, of receipts and disbursements of all operational funds of the congregation

6.4.5.3 Prepare and present annual financial statements and budget forecast, with recommendation, at the Annual Meeting

6.4.5.4 Monitor the disbursement of Mission and Service Fund givings from the Church, as committed, to the appropriate body of the United Church of Canada.

6.5 Chair of Council

6.5.1 Mission

The Chair of Council is the acknowledged Chief Executive Officer, elected by the Congregation to oversee the temporal and participate in the spiritual leadership of the Church.

6.5.2 Qualification

The Chair of Council is a long-term member of the Congregation with extensive experience and knowledge gained from diverse leadership participation within the congregation.

6.5.3 Election

The Chair is elected by the Congregation at the Annual Congregational Meeting

6.5.4 Term

He or she is elected as Chair-Elect for a one year term following which, a two (2) year term as Chair, with the expectation of serving as the Chair of the Nominating Committee for a further period of two (2) years following the term.

6.5.5 Responsibilities

The Chair shall:

- 6.5.5.1 Have general oversight responsibilities of the temporal affairs of the Pastoral Charge and shall preside at meetings of the Congregation and Council and be ex-officio member of all Committees of the Church
- 6.5.5.2 Have responsibility and authority as Clerk of Session or Chair of the Official Board as circumstances dictate
- 6.5.5.3 Be entitled to vote only in the event of a tie, in which case the Chair shall cast a deciding vote
- 6.5.5.4 Respond to invitations to represent Council at such occasions as the New Member Reception and Confirmands Dinner
- 6.5.5.5 Participate in Worship by laying on of hands for confirmands; by introducing the new Council to the congregation when it is commissioned, and at other times as needed.

6.6 Past Chair of Council

6.6.1 Mission

The immediate past Chair shall continue to sit on the Council for a period of two years following his/her term as Chair, making him/herself available for general consultation and support of the Council and its members.

6.6.2 Qualifications

He or she shall have served as Chair for a two (2) year term.

6.6.3 Election

This is the only lay position in the church for which there is no need for an election.

6.6.4 Term

Two years

6.6.5 Responsibilities

The Past Chair shall chair the Nominating Committee.

6.7 Chair-Elect of Council

6.7.1 Mission

The Chair-Elect of Council is elected for a one (1) year term to be served in anticipation of being elected to the position of Chair of Council at the following annual meeting. As such, the Chair-Elect will learn from and provide support to the Chair as required.

The Chair-Elect will use the term of office to develop such skills and understanding as will be helpful for being an effective Chair of Council.

6.7.2 Qualifications

The Chair-Elect is a long standing member of the congregation with experience in diverse areas of leadership within the Church. The Chair-Elect must be willing to accept a five year undertaking, including 2 years as Chair and 2 years as Past Chair of Council and Chair of Nominating.

6.7.3 Election

The Chair-Elect shall, upon nomination from the Nominations Committee, be elected at the annual meeting at the commencement of his term.

6.7.4 Term

One (1) year

6.7.5 Responsibilities

The Chair-Elect shall diligently attend all meetings of Council and consult frequently with the Chair on matters of importance to the congregation, learning from the Chair and providing such support as is possible.

The Chair-Elect shall act to gain understanding of the following:

6.7.1.1 the structure and operation of Council

- 6.7.1.2 the *Statement of Policies and Procedures*
- 6.7.1.3 the function of each Congregational Committee, extending every effort to attend a meeting of each Committee within the year
- 6.7.1.4 the function of each staff member and the opportunities and challenges which they deal with, and each staff member's goals, concerns and interests
- 6.7.1.5 the structure and operation of the United Church of Canada and the way in which First-St. Andrew's relates to the larger church
- 6.7.1.6 ways in which First-St. Andrew's can achieve its stated mission and vision as a Christian community in the world.

6.8 Secretary of Council

6.8.1 Mission

The Secretary of Council supports Council and the Chair of Council at and between meetings, ensuring appropriate information to all members of Council and notice to the congregation as needed and ensures appropriate record keeping relating to all matters of the Council and Congregation.

6.8.1 Qualifications

The Secretary shall be capable of carrying out the responsibilities as listed below and should be able to provide positive and helpful support for the Chair of Council. For this latter reason, the Chair of Nominating and the incoming Chair of Council shall consult about the candidates for this position and make a joint recommendation to the Nominating Committee.

6.8.2 Term

The Secretary serves a one (1) year term, renewable at the pleasure of Council and the Nominating Committee.

6.8.3 Election

The Secretary is elected by the Congregation at the Annual Meeting.

6.8.4 Responsibilities

The Secretary of Council shall have responsibility for:

- 6.8.4.1 the recording of minutes of all Council and Congregational meetings
- 6.8.4.2 timely publication and distribution of Council minutes; reporting of congregational minutes at subsequent meetings of the congregation; correction and recording of minutes as directed
- 6.8.4.3 timely distribution of committee reports and other reports prior to Council meetings
- 6.8.4.4 bringing correspondence to the attention of the Chair of Council and ensuring that it is dealt with, responded to, and recorded

- 6.8.4.5 timely notification to the congregation of meetings and other matters such as notices required under Section 10 to amend the *Statement of Policy and Procedures*
- 6.8.4.6 ensuring that appropriate policies and procedures exist for the management of church records such as committee reports and minutes including, but not limited to, the requirements of the Manual of the United Church of Canada.

7.0 The Ministry

- 7.1 The members of the Pastoral Ministry ("Ministry") of the congregation shall be called, settled, and/or duly appointed to their offices in accordance with the provisions of the *Manual of the United Church*. On those occasions on which either the congregation or a member of the Pastoral Ministry desires a change in pastoral relationships, the provisions of the *Manual* pertaining to such matters shall be carefully observed and strictly followed.
- 7.2 The Pastoral Ministry may be comprised of members of the Order of Ministry (Ordained or Congregationally Designated), Lay Supply Ministers, Student Supply Ministers, and Retired Ministers.
- 7.4 The work of the Pastoral Ministry at First-St. Andrew's shall generally be divided into the ministries of:
 - (a) Worship and Congregational Life
 - (b) Pastoral Care and Outreach
 - (c) Christian Development
 - (d) Music
- 7.5 The members of the Pastoral Ministry shall work together as a team, notwithstanding the fact that each member of the Ministry has specific tasks and responsibilities for which he or she is accountable. It shall be among the responsibilities of the Minister of Worship and Congregational Life to support and encourage each member of the team in the performance of his or her duties and to foster effective and harmonious working relationships among team members.
- 7.6 The Minister of Worship and Congregationanl Life, and the Minister of Pastoral Care and Outreach shall be entitled to meet with all Congregational Committees in an ex-officio capacity, with the exception of the Ministry and Personnel Committee.
- 7.7 Each member of the Ministry shall be available to offer support and guidance to any and all Congregational Committees should he or she be asked to do so. However, the members of the Ministry shall give particular support and resource to Committees and sub-committees according to the following pattern:

a) Minister of Worship and Congregational Life

- Finance
- Marketing
- Nominating Committee
- Property
- Stewardship
- Trustees
- Worship

b) Minister of Pastoral Care and Outreach

- Community Outreach
- Membership and Nurture
- Mission & Service

c) Director of Christian Development

- Christian Development
- Volunteer Management

d) Director of Music

- Music

7.8 Notwithstanding the foregoing, the Minister of Worship and Congregational Life, in consultation with the other members of the Ministry and with the Ministry and Personnel Committee, may re-align these particular working relationships.

7.9 The members of the Ministry shall meet with the Ministry and Personnel Committee:

7.9.1 at their own request or at the request of the Committee to share personal concerns and/or to resolve problems affecting the work of the minister which may arise; and

7.9.2 at least annually for the purposes of a review of job performance, working conditions and remuneration.

7.10 Each member of the Ministry shall be provided with a position description or guideline which clearly states the expectations of the congregation for the work that minister is to perform. These position descriptions or guidelines shall be regularly updated by the Ministry and Personnel Committee in consultation with the members of the Ministry, and subject to the approval of the Church Council.

7.11 Notwithstanding the foregoing clause, it is expected that each member of the ministry will contribute to the fullest extent that is possible and/or reasonable to meet the various needs of the congregation in a manner that is consistent

with the general spirit and understanding of the call to ministry as expressed in the *Manual*.

8.0 Church Groups and Activities

8.1 Function in the Church

A variety of fellowship groups and activities not directly associated with Council or Committees play important roles in the life, work and worship of the Church. These vital associations provide meaningful inter-personal contact, enriching the Congregation and providing useful opportunities to foster companionship and community among members. Worthy service is provided to the Church, the broader Community and the world at large.

8.2 Call to Expand the Fellowship

Members of the Congregation are encouraged to organize groups or institute activities to further fellowship and to instill in our Congregation a greater force for good in the world.

8.3 Recognized Groups

A list of groups and activities shall be recognized by the Council as is appropriate. It is intended by this article to provide a means for the recognition of and the process for the decommissioning of groups which fail to meet the criteria established from time to time by the Council. Council shall communicate on a regular basis with the congregation regarding the current list of recognized groups and will communicate about the recognition of new groups and the decommissioning of old ones. The following is an illustrative list of groups which are currently active or have been active in the past:

- Sunday Morning Lectionary Group
- Thursday Morning Bible Study
- Book Club
- Seasonal Studies
- Men's Brown Bag
- "Friends of Music" Concert Series
- Friday Advent Noon Recitals
- Friday Lenten Noon Recitals
- Bridges Out of Poverty
- Movie Night
- Knit Wits
- Sewing Group
- Quilting Group
- Folk Music Group

8.4 Recognition of New Groups

To be officially recognized by the Council, a group or an advocate for an activity wishing to institute recognition of a group or activity must:

- 8.4.1 Give written notice to the Chair of Council of the intent to create the group or activity including a brief description of the intended goals, activities and actual or anticipated membership of the group. The notice should set out:
 - 8.4.1.1 the mandate
 - 8.4.1.2 the means of joining
 - 8.4.1.3 the qualifications of membership
 - 8.4.1.4 the meeting times and proposed locations and intended use of any Church property
 - 8.4.1.5 any financial implications for the Church.
- 8.4.2 Name the member of the group as the responsible contact person with Council.
- 8.4.3 Abide by the following requirements:
 - 8.4.3.1 No group or activity shall hold itself out as being recognized by; or, associate itself with the Church unless it has been officially recognized by the Council;
 - 8.4.3.2 Groups must comply with any and all requirements imposed as a condition of recognition by Council.

8.5 Privileges

The Council may confer but is not bound to confer official recognition to any group or activity. An officially recognized group or activity shall have:

- 8.5.1 The privilege to publicly associate itself with the Church. This however expressly does not include the right to, and no group or activity shall, hold itself out as acting on behalf of or officially representing the Congregation or Council without specific permission from Council
- 8.5.2 The privilege to present its goal, activities and works before the Congregation and seek the prayers and support of the Congregation in furtherance of them
- 8.5.3 The privilege to use Church facilities subject to availability and the property use guidelines and policies related thereto as established by the Property Committee

8.6 Responsibilities

An officially recognized group or activity shall:

- 8.6.1 Comply with all lawful orders and directives of Council
- 8.6.2 Comply with the policy for property use as established from time to time by the Property Committee
- 8.6.3 Indemnify and save harmless the Church and its assets from damage, costs, actions of any and all kinds.

8.7 United Church Organizations

The special position and historical contribution of the United Church Women to the life, work and worship of the Church is hereby recognized. Both the United Church Women and the Men's Club organizations shall be entitled to elect a Chair who shall serve as a member of Council during his/her term of Office. The Youth shall be entitled to a representative on Council, selected in a manner which is determined by the Christian Development Committee and acceptable to Council.

8.7.1 United Church Women (U.C.W.)

- 8.7.1.1 The purpose of the United Church Women is to unite women of the congregation for the total mission of the United Church and to provide a medium through which they may express their loyalty and devotion to Jesus Christ in Christian Witness, Study, Fellowship and Service.
- 8.7.1.2 Any woman who is in sympathy with the purpose and who is willing to contribute her prayers, gifts, and services for the work of the Church in the world may participate.
- 8.7.1.3 The Officers of the U.C.W. of the congregation include a President, Vice-President, Secretary, Treasurer.
- 8.7.1.4 The Executive of the U.C.W. is made up of the Officers, Past-President (ex-officio), the Committee Chair or Conveners, and a representative of each unit.

9.0 Outreach Groups and Activities

9.1 "Outreach Ministry" is a Ministry approved by the congregation as a valid expression of an enabling undertaking eligible for financial and/or supervisory support. Without limiting the opportunities for such expression, the following may be appropriate recipients of attention from this ministry:

- Hospitals
- Homes
- Social services centres
- Community projects
- Chaplaincies
- World-wide missions
- Presbytery or area Ministries.
- Congregations in foreign lands by way of a "twinning" of our congregation for
- mutual support, education and exchange opportunities

9.2 All projects and undertakings shall receive Council approval on the recommendation of the Ministry Outreach and Environment.

10.0 Amendments to the Statement of Policy and Procedures

- 10.1 This *Statement of Policies and Procedures* may be amended by the Congregation at its Annual Meeting either a) in accordance with a resolution of Council to amend the Statement, - see 10.2 below, or b) in accordance with a notice of motion properly given, - see 10.3 below. In either case, approval by the Congregation requires a two-thirds majority of votes cast on the motion.
- 10.2 A resolution of Council to amend the Statement must be passed no less than four Sundays in advance (*) of a congregational meeting and published thereafter in a weekly church bulletin (calendar) for at least three weeks (**) before the meeting.
- 10.3 A notice of motion to amend the Statement must:
- 10.3.1 be in writing and signed by at least fifteen (15) members of the Church
 - 10.3.2 contain the exact wording of the proposed amendment
 - 10.3.3 be delivered to the Chair of Council no less than five (5) Sundays in advance (*) of a congregational meeting and published in a weekly church bulletin (calendar) for at least three weeks (**) before the meeting.
- 10.4 The Secretary of Council shall be responsible for the publication of the proposed amendment in either case.
- 10.5 Amendments to Appendices may be made by vote of Council.
- (*) Refer to Appendix B for further discussion and examples.
- (**) Refer to Appendix B for further discussion and examples.

Appendix A - Terms of Office

The following are the terms of office for persons elected (or appointed) under the Council System as set out in the *Statement of Policies and Procedures*.

Serving Members	3 years	
Presbytery Reps	4 years	(staggered elections: 2 persons every 2 years)
Trustees	6 years	(staggered elections: 1/3 of Board every 2 years)
Nominating	2 years	for Council members; 1 year for members at large
Treasurer	3 years	
Past Chair	2 years	
Chair-elect	1 year	
Secretary	1 year	

Appendix B - Terms of Office

Amendments to Policy and Procedures – Discussion and Examples:

Refer to the section entitled “10.0 Amendments to the Statement of Policy and Procedures” for the context of these notes.

(*) Note re “before the annual meeting”:

If the annual meeting is held on a Sunday, the weekly bulletin (calendar) published on that day does **not** qualify as “before” the annual meeting. In all other cases the bulletin published on the Sunday prior to the day of the annual meeting does qualify.

(**) Note re “in advance”

As an example, if the annual meeting is held on Sunday, the previous Sunday is one (1) Sunday “in advance”. In contrast, if the annual meeting is held on a Monday, the day before the annual meeting is one (1) Sunday “in advance”.

Appendix C – Church Council Standard Operating Procedures/Forms

INDEX

1. Standard Operating Procedures (SOPs)

- Approval of Capital Projects (Finance-FSA -2010-100, version approved September 14, 2010)
- Approval for Accessing Funds Over-Budget (Finance-FSA-2011-100, version approved November 8, 2011)
- Standard Operating Procedure – Fundraising Project – Assessment & Approval
- Standard Operating Procedure – Collecting and Handling of Money

2. Forms

- Capital Requisition Form (version approved September 14, 2012)
- Form for Accessing Funds Over-Budget (version approved November 8, 2011)
- Form for Accessing Funds from the Programs/Services Opportunities Budget (version approved November 8, 2011)

Standard Operating Procedure: Approval of Capital Projects

Title: Approval of Capital Projects Number: Finance-FSA-2010-100	New Issue: New Supersedes version: N/A
Affected Areas: All Church Council Committees, <i>ad hoc</i> Committees of Church Council and the Board of Trustees	Effective Date: September, 2010 Prepared by: FSA Finance Committee

I. DEFINITION

This Standard Operating Procedure (SOP) describes the steps to be followed in requesting approval for Capital Expenditure. Capital Expenses include, but are not limited to, significant chattels and fixtures of First-St. Andrew's United Church hereinafter referred to as the "Church." These include major repairs, major maintenance, replacements and improvements, and will be considered Capital Expenses if outcomes provide a useful life of 5 years or more, including items that may be depreciated at a faster rate (e.g.) computers, or have an expense value in excess of \$5,000.

II. APPLIES TO

This SOP applies to all Committees or *ad hoc* Committees of Church Council who contemplate expenditures of the nature described in section I.

II. RESPONSIBILITIES

A. Board of Trustees

- 1) Resource for the evaluation and prioritization of all capital expenditures, both property and non-property
- 2) Authorize the allocation of trust funds for major capital purposes (*FSA Statement of Policy and Procedures* Sections 5.1.4.5. and 5.1.4.6.)
- 3) Advice and input to Capital Expenditure Master Project List, as appropriate
- 4) Participation in Church Council presentation and approval process

B. Finance Committee

- 1) Receipt, evaluation and prioritization of all non-property related capital expenditure/expense submissions
- 2) Budget gatekeeper for all capital expenditure/expense projects

- 3) Work in conjunction with Property to maintain the Master Project List (both property and non-property generated)
- 4) Presentation of submissions to Church Council

C. Property Committee

- 1) Receipt, evaluation and prioritization of all property related capital expenditure/expense submissions
- 2) Work with Finance to develop Master Project List

III. PROCEDURES

A. Submission

- 1) All requests for capital projects/expenses that are related to property are submitted to the Property Committee on the prescribed form, identifying source of funds, if applicable.
- 2) All requests for capital projects/expenses that are not related to property are submitted to the Finance Committee on the prescribed form, identifying source of funds, if applicable.
- 3) For all new capital acquisitions 3 quotes are encouraged with the preferred supplier noted. For all capital additions/improvements to existing assets quotes from the current known and accepted supplier are only necessary.
- 4) All requests for capital projects/expenses are submitted as part of the September-November Original budget process.
- 5) A cut-off date of November 1 of the prior year will be recognized to meet the annual budget approval cycle.
- 6) Emergency capital project/expense requests will be received out-of-cycle.

B. Evaluation

- 1) Requests will be assessed by Property and Finance with respect to implications, scope and cost. The requestor may be asked by Property and/or Finance, as appropriate, to investigate further, provide costs estimates, quotes, rationale or other information.
- 2) All requests will be combined into a single interim prioritized list by Finance/Property, with advice from Trustees as necessary. This will be done on an annual basis as part of the budget process.

C. Prioritization

- 1) Safety, critical maintenance and functionality factors are key to the priority setting process.
- 2) All requests received are consolidated into a single list and given an interim priority as part of the annual budget process.
- 3) This list will be augmented with those projects unfulfilled from previous years that are still valid, forming a single list, prioritized in order.
- 4) Emergency capital project/expense requests will be received out-of-cycle and prioritized as appropriate.

D. Approval

- 1) Property/Finance (/Trustees where access to trust funds is required) will bring to Council its interim prioritized list along with rationale (including pros and cons) for discussion, re-prioritization and final approval.
- 2) Council will make the final determination of all capital projects/expenses within the budget process.
- 3) Council/Finance may have to adjust operational budgets to allow for more capital projects/expenses.

IV. APPENDICES

- 1) Capital requisition form

V. REFERENCES

- 1) FSA Statement of Policy and Procedures (current edition)
- 2) Property Committee Report to Church Council (December 8, 2009)
- 3) Procedure for Approval of Operational Expenses Beyond Budget (June 11, 2002)

VI. APPROVALS

_____	_____
Chair, Finance	Date

_____	_____
Chair, Property	Date

_____	_____
Chair, Trustees	Date

_____	_____
Chair, Church Council	Date

Standard Operating Procedure: Approval for Accessing Funds over Budget

<p>Title: Approval for Accessing Funds Over Budget</p> <p>Number: Finance-FSA-2011-100</p>	<p>Issue: New</p> <p>Supersedes version: N/A</p>
<p>Affected Areas: All Committees and <i>ad hoc</i> Committees of Church Council</p>	<p>Effective Date: November, 2011</p> <p>Prepared by: FSA Finance Committee</p>

I. DEFINITION

This Standard Operating Procedure (SOP) describes the steps to be followed in requesting approval of funds over-budget in any given budget year. Such requests consider financial support for items which could not have been reasonably included in current year budget forecasts for Committees and *ad hoc* Committees of Church Council.

II. APPLIES TO

This SOP applies to all Committees or *ad hoc* Committees of Church Council who contemplate approval for expenditures of the nature described in Section I.

III. RESPONSIBILITIES

A. Committees/*ad hoc* Sub-Committees of Church Council

- 1) Preparation of submission(s) requesting funds
- 2) Submission and presentation of the request(s) to the Finance Committee
- 3) Presentation of Finance Committee reviewed submission(s) to Church Council for disposition

B. Finance Committee

- 1) Review and financial counsel to Committees/*ad hoc* Committees submitting requests seeking such funds
- 2) Preparation of financial impact of the proposed expenditure on the Statement of Operations and recommendation to Church Council

C. Church Council

- 1) Formal review of the submission from the Committee/*ad hoc* Sub-Committee requesting funding subsequent to Finance Committee review
- 2) Decision on the allocation of funds as requested

IV. PROCEDURES

A. Submission

- 1) Requests for allocation of funding are to be submitted on the form prescribed
- 2) All requests are submitted in writing to the Finance Committee
- 3) Requests will be placed on the next Finance Committee meeting agenda for evaluation.
- 4) Written review by the Finance Committee, unless a formal request for an oral presentation is received, will be the norm.

B. Evaluation

- 1) Requests will be assessed by the Finance Committee with respect to impact in the budget year, scope and cost.
- 2) The submitting Committee/*ad hoc* Committee may be asked to investigate the proposal further, providing rationale or other information as judged appropriate to the project funding being requested.
- 3) Subsequent to a completed Finance Committee evaluation, the proposal, if the submitting Committee/*ad hoc* Committee chooses to proceed, will be submitted in writing to the next scheduled Church Council meeting

C. Key Criteria for Consideration

- 1) Normally, consideration is only given to items that could not have been included as part of the original budget forecast and require funding support in excess of amounts in the following table:

<u>Total Current Year Committee Budget</u>	<u>Excess as a % of Total Budget</u>
\$10,000 - \$20,000	10%
\$7,500 - \$9,999	15%
\$5,000 - \$7,499	20%
Under \$5,000	25%

- 2) Total current year committee budgets over \$20,000 will require review under this Standard Operating Procedure for over-budget spending in excess of \$2,000
- 3) Current budget year implementation and impact
- 4) Requests with broader implementation time frame may be recommended for budgeting in a subsequent year budget plans.
- 5) Finance Committee review is key to the process, but Church Council retains final approval for funding allocation

- 6) Allocation of funds for over-budget requests requires operating fund allocation or contribution to deficit budgeting unless fundraising activities/cost savings measures suffice

D. Approval

- 1) Church Council makes the final determination of approval

IV. APPENDICES

- 2) Submission requisition form

V. REFERENCES

- 3) 'Procedure for Approval of Operational Expense Beyond Budget' document approved June 11, 2002

VI. APPROVALS

_____	_____
Chair, Finance	Date

_____	_____
Chair, Church Council	Date

Standard Operating Procedure: Fundraising Project – Assessment & Approval

Title: Fundraising Project Assessment and Approval Number: Finance-FSA-2012-100	Issue: New Supersedes version: N/A
Affected Areas: All Committees, <i>ad hoc</i> Committees of Church Council and Congregation Member(s)	Effective Date: , 2012 Prepared by: FSA Finance & MOE Committees

VII. DEFINITION

This Standard Operating Procedure (SOP) describes the steps to be followed in requesting approval or notification of projects designed to earn extra funds in any given budget year. Such projects should consider financial viability in their own right and not be dependent upon support in any current year operations budget forecast for Church Council unless otherwise approved.

VIII. APPLIES TO

This SOP applies to all committees, *ad hoc* committees of Church Council and members of the congregation who contemplate fundraising projects of the nature described in Sections I. and IV.C. If a project proposal is being spear-headed by a congregation member(s) rather than a committee, she/he may make application in accordance with this SOP, or he/she may choose to affiliate with a Committee of First-St. Andrew’s United Church (FSA).

IX. RESPONSIBILITIES

A. Committees, *ad hoc* Committees of Church Council and Congregation Member(s)

- 1) Preparation of submission(s) requesting approval or providing notification of a fundraising project
- 2) Submission and/or presentation of the request(s) for approval to the Finance Committee where specified
- 3) Presentation of project submission(s) to Church Council for disposition/recording subsequent to any other specified review

B. Finance Committee

- 1) Review and financial counsel, as specified, to committees, *ad hoc* committees or congregation member(s) submitting project requests

C. Church Council

- 1) Formal review of the submission from the committee, *ad hoc* committee or congregation member(s) requesting fundraising project approval
- 2) Decision
- 3) Recording of notifications

X. PROCEDURES

A. Submission

- 1) Requests for project approval/notification are to be submitted on the form prescribed
- 2) All project requests are submitted in writing as specified in options outlined in IV.C.
- 3) Requests will be managed to meet criteria outlined in Section IV.C.
- 4) Written review by the Finance Committee, where specified, will be the norm unless a formal request for an oral presentation to Finance is received,

B. Evaluation

- 1) Project applications requiring Finance Committee review will be assessed with respect to viability and potential impact in the budget year submitted
- 2) The submitting committee, *ad hoc* committee or congregation member(s) may be asked to investigate the proposal further, providing rationale or other information as judged appropriate to the fundraising project under consideration
- 3) Subsequent to any pre-Church Council evaluation necessary, the submitting committee, *ad hoc* committee or congregation member(s), if they choose to proceed, submits the project proposal in writing for consideration at the next scheduled Church Council meeting
- 4) Project notifications are subject to receipt by Church Council

C. Key Criteria for Consideration

- 1) Background
 - FSA seeks to achieve a balance between sustaining operations and being engaged in outreach
 - FSA as a community of faith seeks such engagement through committees and *ad hoc* committees of Church Council, and the congregation
 - Church Council recognizes that such directed outreach activity keeps FSA engaged locally and globally
 - The variety of such committee/congregation activities draws attention to issues which are timely and important, giving the FSA community opportunities to be engaged or not as each may be inclined.
 - Church Council budget forecasts do not generally provide core funding for such activities
 - The sum total of committee/congregation extra fundraising sponsored events generates a financial outcome that is minimally balanced in any given budget year

- The outcomes of committee/congregation extra fundraising sponsored events are reported to Church Council

2) Consideration is given to fundraising projects that are characterized as follows:

<u>Anticipated Gross Revenue</u>	<u>Responsibility</u>	<u>Review Cycle</u>	<u>Other Review</u>
>\$5,000	Committee, Sub-Committee Chair or Congregation Member(s)	Minimum 2 months prior to anticipated initiation	Allows for Finance Committee review
\$1,000 - \$5,000	Committee, Sub-Committee Chair or Congregation Member(s)	Minimum 1 month prior to anticipated initiation	May be a need for Finance Committee input
<\$1,000	Committee, Sub-Committee Chair or Congregation Member(s)	Notification to Church Council prior to anticipated initiation	Reported to Church Council and total activity not to exceed category target in any given budget year

D. Approval

- 1) Church Council makes the final determination of approval

XI. APPENDICES

- 1) Submission requisition form

XII. REFERENCES

- 1) 'Suggested Guidelines for Extra Fundraising' document submitted to Church Council November 8, 2011.

XIII. APPROVALS

Standard Operating Procedure: Collecting and Handling of Money

Title: Collection and Handling of Money Number: Finance-FSA-2015-100	Issue: New Supersedes version: Policy dated October 1, 2005 and Implemented November 1, 2005
Affected Areas: All Committees, <i>ad hoc</i> Committees of Church Council, Church Organizations and Congregation Member(s)	Effective Date: September 15, 2015 Prepared by: FSA Finance

I. DEFINITION

This Standard Operating Procedure (SOP) describes the steps to be followed in the collection and counting of money for First-St. Andrew's United Church (FSA) activities including those off-hours and/or off-premises. This includes regular Sunday offering and all other events for which money is collected. Exceptions require Church Council approval on the recommendation of Finance.

II. APPLIES TO

This SOP applies to Sunday/other offering events, and all committees, *ad hoc* Committees of Church Council, Church Organizations and Members of the Congregation who as part of their activities collect money. Such a procedure protects the interest and security of funds, as well as the individuals collecting those funds on the Church's behalf. Adherence to this procedure for all activities where the funds are to be collected, accounted for and deposited by the Church Administrator will protect the individuals involved. It provides a mechanism to safeguard the collection of money against the possibility of theft or loss.

III. RESPONSIBILITIES

A. Church Council, Committees, *ad hoc* Committees of Church Council, Church Organizations and Congregation Member(s)

- 1) Assignment of responsible individual(s)
 - Sunday Collection
 - ,/ 2 counters (unrelated) are assigned from members of Church Council
 - ,/ on a rotational basis
 - .. / Church Council organized
 - Other Collections
 - ,/ 2 counters are assigned by the organizing group
- 2) Use of prescribed form(s) to record receipts of cash/cheque/other and security containment

B. Finance Committee

- 1) Periodic audit (from information provided by the Church Administrator) and financial counsel, as necessary to committees, *ad hoc* committees or congregation member(s) following this SOP
- 2) Report of any follow-up action deemed appropriate to Church Council

C. Church Council

- 1) Action based on audit recommendations

IV. PROCEDURES

A. Collection

- 1) Proviso
 - all money collected at FSA must not leave the church premises until properly accounted
- 2) Sunday Collection
 - money placed on the offering plate each week is taken from the sanctuary by either of the assigned counters
 - they are accompanied by the charge Custodian to the room containing the safe
 - money is deposited into a banking bag and placed in the safe
 - the safe is locked by key and the safe dial spun so that the safe can no longer be opened by key

3) Other Collections

- money received is to be secured in special deposit envelopes, sealed and dropped through the Reception Office mail slot during hours that the Church Administrator is not available
- on the next business day envelopes left will be secured for accounting and deposit at a later date
- if the money is collected during normal business hours this shall be given directly to the Church Administrator
- if money is collected off-site, then within 24 hours of the event the same procedure shall be followed .

B. Reconciliation

1) Sunday Collection

- on the arranged counting day following Sunday collection the Church Administrator unlocks the safe and takes banking bag to the designated room for counting. Flexibility exists for counting on Sunday in which case procedures as described below for counting and documentation are followed and at completion documentation and collection are placed in the banking bag and secured in the safe.
- in the presence of the counters the Church Administrator opens the banking bag, organizes the envelopes and cash into 2 piles for counting
- the counters are given their counting tasks, envelopes and/or cash
- the amount contained in each envelope is recorded on the front of the envelope, cash and/or cheque, along with the printed name and signature of the counters (only copies of cheques without an assigned envelope number are retained by the Church Administrator)
- entries of cheques and cash received are made on the appropriate forms showing reconciliation of totals along with the printed name and signature of the counters. The bank deposit slip is prepared and cheques and cash placed in the banking bag
- if not taken to the bank, the banking bag is secured for retrieval at such time as this is to be carried out
- all other accounting responsibilities of the collection received are managed by the Church Administrator (entries, deposits expenses as approved)

2) Other Collections

- assigned counters record cheques, and cash on the event cash reconciliation form

- the completed form contains the printed name and signature of the counters.
- collected money and event cash reconciliation form are placed in the deposit envelope provided (available from the Church Office and/or Church Administrator)
- information to be supplied on the deposit envelope includes: name of event, time and date of event, name of depositor and counters, and date and time of deposit

C. Deposit

- 1) Sunday Collection
 - generally Tuesday following, but after internal accounting processes have been completed
 - use of banking bag containing receipts and bank deposit slip(s)
- 2) Other Collections
 - after internal accounting processes have been completed
 - use of banking bag containing receipts and completed bank deposit slip(s)

V. APPENDICES

- 1) Cash Reconciliation Sheet (envelope givings)
- 2) Cash Reconciliation Sheet (loose givings)
- 3) Cheque Adding Sheet
- 4) Bank Deposit Slip
- 5) Deposit Reconciliation Sheet
- 6) Credit Card Machine End of Day Tape (as generated)
- 7) Event Cash Reconciliation Sheet

Note: Sheets are available as MS Excel supported documents

VI. REFERENCES

- 1) FSA Proposed Policy re: the Collection of Money for Church Events, dated October 1, 2005 (effective November 1, 2005).
- 2) UCC "Financial Handbook for Congregations" 2010 (revised November 2010)(Sections 5.2 and 6.2)

VII. APPROVALS

Chair, Church Council

Date





Capital Requisition Form: 05-2010

Reference Standard Operating Procedure: Finance-FSA-2010-100

1. Project Area

- a. Church Committee:
- b. Sponsor Name:
- c. Date:
- d. Requested Amount:

2. Project Definition (please provide as much detail as possible)

- a. Statement of the Need (why?)
- b. Definition of the Project (what?)
- c. Priority and Urgency (why important & why now?)
- d. Funding Available (alternate sources like grants or fundraising)
- e. Alternate Approaches (other approaches considered)
- f. Estimates (as per SOP, **Finance-FSA-2010-100**)
 - i) Amount:
 - ii) Amount:
 - iii) Amount:



3. Project Review

- a. Finance Committee: Yes No
- b. Property Committee: Yes No
- c. Trustees: Yes No

4. Project Approval

Approved:	YES	
	CONDITIONAL YES*	
	NO*	

* Explanation of Conditions of Approval or 'No'

Finance Committee

Date

Property Committee

Date

Board of Trustees

Date



Form for Accessing Funds over Budget

Reference Standard Operating Procedure: Finance-FSA-2011-10

1 Project Area

- a. Church Committee:
- b. Chair:
- c. Date:
- d. Requested Amount:

2 Project Definition (please provide as much detail as possible)

- a. Name:
- b. Rationale:
- c. When Funding Required:
- d. Outcomes
 - i. Immediate
 - ii. Long-Term

3 Project Review

- | | | |
|-----------------------|-----|----|
| a. Finance Committee: | Yes | No |
| b. Church Council | Yes | No |



4 Project Approval

Approved:	YES	
	CONDITIONAL YES*	
	NO*	

* Explanation of Conditions of Approval or 'No'

Church Council

Date



Form for Accessing Funds from the Programs/Services Opportunities Budget

1 Form Usage Guidelines:

Use of this application form is for financial support of unique small projects not accommodated in or associated with current year plans, but for which significant opportunities exist if funded. The form provides a simple format for preparation and presentation to Church Council.

2 Project Area

- a Church Committee:
- b Chair :
- c Date:
- d Requested Amount:

3 Project Definition [name, rationale, when needed, outcome(s)]

4 Project Review (Church Council Meeting)

5. Project Approval

Church Council

Date



Extra Fundraising Application Form

Reference SOP: Finance-FSA-2012-100

1. Type

- | | | |
|--|-----|----|
| a. Notification
(If yes complete 2. and 3.a.b.) | Yes | No |
| b. Application
(If yes complete 2. and 3.) | Yes | No |

2. Project Area

- a. Church Committee:
- b. Date:
- c. Contact(s):

3. Project Definition (please provide as much detail as possible)

- a. Project Name
- b. Purpose (expected benefit: financial/outreach/community)
- c. Pro Forma Budget (estimates)
 - i. Revenue Sources

 - ii. Expenditures



4. Project Review

- a. Submitting Committee: Yes No
- b. Others Yes No

5. Project Approval

Approved:	YES	
	CONDITIONAL YES*	
	NO*	

* Explanation of Conditions of Approval or 'No'

6. Project Notification

Notified:	YES	
	CONDITIONAL YES*	
	NO*	

* Explanation of Conditions of Notification or 'No'

Submitting Committee

Date

Church Council

Date



Appendix D - Board of Trustees Policies

INDEX

1. Investment Objectives and Policies (version revised November 7, 2011/original November 12, 2007)
2. Proudfoot Legacy Tree Policy (version approved by the Annual Congregation Meeting February 12, 2012)



INVESTMENT OBJECTIVES AND POLICIES

1. ORIGIN OF FUNDS AND BACKGROUND TO THE INVESTMENT PORTFOLIO

The Trust is a not-for-profit, charitable organization established under an Agreement and Declaration of Trust and approved by Revenue Canada Taxation. As such, the Trust is not subject to taxation. It is subject to the provisions of the Trustee Act – Ontario. The bulk of the funds currently represented in the various segments of the Trust Fund originated primarily as capital donations from private sources. The current value of the Trust Fund is comprised of this capital and the accumulated, undistributed earnings thereof.

2. PURPOSE OF THE INVESTMENT PORTFOLIO

The basic purpose of the investment program is:

- a. Primary - the maintenance of existing capital in perpetuity for the benefit of First-St. Andrew's United Church and its various activities.
- b. Secondary -
 1. to provide net earnings which will be available for distribution in satisfaction of the defined objectives underlying each segment of the Trust Fund, and
 2. to ensure that a comprehensive, accurate and timely system of reporting and accounting of investment activity is instituted so that the Trustees may properly discharge their fiduciary responsibilities and accountability to the Council of First-St. Andrew's United Church.

3. INVESTMENT OBJECTIVES

The long term investment objectives are:

- Capital preservation
- Inflation protection
- Income
- Capital appreciation

4. ASSET ALLOCATION AND RISK TOLERANCE

Consistent with the above Investment Objectives, the following are the asset allocation targets for the Portfolio, reflecting a conservative investment nature:

<u>Asset Category</u>	<u>Range of Exposure</u>
Cash & Equivalent	0 % - 35 %



Fixed Income	55 % - 100 %
Equity & Equivalent	0 % - 40 %

5. QUALIFIED INVESTMENTS AND INVESTMENT RESTRICTIONS

The Trust Fund is subject to the provisions of the Trustee Act – Ontario and may thus legally invest funds in accordance therewith. In spite of this, the Trustees have elected to adopt a deliberately more conservative investment structure than might be entertained within the provisions of the Act, as more precisely outlined below:

- a. Cash Equivalents may be comprised of either Treasury Bills issued by the Government of Canada or any of the Provinces or Bankers' Acceptances (or Asset Backed Securities or similar instruments) and cashable GICs.
- b. Fixed Income investments include bonds, having an unexpired term to maturity of 1 year or more at the time of purchase. This is understood to include securities created from ordinary bonds (stripped coupons and residuals), Guaranteed Investment Certificates (provided that all such GICs meet the maximum per institution that ensure the guarantees available under Canada Deposit Insurance Corporation), as well as Preferred Shares.
- c. Bond investments must be of high quality. Direct obligations of the Government of Canada or Provincial Governments (or their respective guarantees) may be held. Municipal, corporate and convertible bond investments may be held within the Portfolio.
- d. Bond investments are not allowed to remain as part of the portfolio if quality, for any reason, drops below a 'BBB' rating. This condition will apply at all times, even if the bond was purchased when rated 'BBB' or higher. If the rating falls below this minimum quality standard, disposition is required within one calendar quarter of the rating change. The ratings utilized for assessing quality will be those assigned by an established and recognized independent Canadian rating agency. Similarly, Preferred Shares must be of 'P1 (P1 high, P1 or P1 low) or P2 (P2 high, P2 or P2 low)' quality at the time of purchase or disposition is required within one calendar quarter of a rating change below P2 low.
- e. The composition of investments in the Bond component of the portfolio, considered in the aggregate, will always be of such term that their value-weighted average maturity term will not exceed fifteen years.
- f. Equity investments may include Common Shares, Managed Equity Portfolios, Equity Mutual Funds and the equity component of Balanced or Asset Allocation Mutual Funds. The value of these equity investments is not to exceed the permitted range of exposure to Equities and the ongoing range of exposure should be monitored quarterly and adjusted as necessary.
- g. The use of leverage through the borrowing of funds to augment portfolio capital is not permitted



6. DONATIONS of SECURITIES and REAL PROPERTY POLICY

- a. Preferred and Common Shares may be received by the Trust by way of donations. The Trustees will upon receipt of equities liquidate the holdings and all proceeds will be deposited to the benefit of the Trust and subsequently be invested by the Trustees, unless these equities meet the range of exposure and desired quality of investment in which case they will be retained.
- b. The Trust may receive real property by way of donation or purchase. All real property may be held or liquidated by the Trustees as deemed in the best interest of the Trust and the Council of First-St. Andrew's United Church.

7. TERMS OF INVESTMENT AND DISTRIBUTION OF EARNINGS AND CAPITAL GAIN/LOSS

- a. The objective of the Board of Trustees is to maintain the Trust fund at a minimum cap of two times the operating budget of First-St. Andrew's United Church.
- b. Council has established an Operating Fund and a Capital Reserve Fund for money over the two times cap level. Council may request the Board of Trustees to invest the money in these two funds on behalf of Council.
- c. Actual income earned on Trustees' investments will be provided to Council in the current fiscal year
- d. Council can approve capital expenses that reduce the Trustees' Fund below the cap level, with Council being obliged to bring the Trustees' Fund back to the cap level in an expeditious and responsible manner.
- e. Designated gifts and legacies will be directed to the Board of Trustees for investment, with the income from these investments to be used as specified in the terms of the bequest or gift.
- f. Undesignated gifts and legacies will be directed to the Board of Trustees for investment, with the income from these investments to be used as Council directs.

8. EXCEPTIONS

Any exceptions to the provisions contained in this Investment Policy document, where such an exception would carry or imply a risk to capital greater than contemplated herein, will require the prior approval of the Board of Trustees in writing.

9. REPORTING

The financial reporting by the Investment Advisor to the Board, will be to the Chair of the Board of Trustees, or designate, who will then distribute the information to other members of the Board. There



will be a minimum of semi-annual meetings to review the performance and quality of these investments, with a formal review presented by the Investment Advisor to the full Board of Trustees meeting in April of each year.

10. SAFEKEEPING

All securities are to be held by BMO Nesbitt Burns or a firm of equal financial standing as designated by the Board of Trustees from time to time for the sole credit of First-St. Andrew's United Church.

11. REVIEW

The contents of this document and any modifications thereto, will be reviewed formally by the Board of Trustees at the January meeting each year to ensure that any amendments required or adjustments to this Policy due to changing circumstances are updated and documented. The appointment of the Investment Firm and the Investment Advisor will also be confirmed annually at this January meeting.

Original November 12, 2007

Revised November 7, 2011

Revised January 13, 2014

Revised November 10, 2014



Board of Trustees

Proudfoot Legacy Tree Policy

Purpose

The Proudfoot Legacy Tree recognizes ‘end-of-life’ gifts to First-St. Andrew’s United Church provided for in the last will and testament of the testator donor.

Recognition of Donors

Individuals who leave an ‘end-of-life’ gift to First-St. Andrew’s United Church will be recognized by the addition of a leaf to the Proudfoot Legacy Tree.

Legacies, Bequests and Other ‘End-of-Life’ Gifts

- Bequests (donations through your will) in cash or in kind or legacies
- Residual interest in estate value
- Publically listed securities
- Gifts of life insurance
- Charitable remainder trusts
- Gifts of property
- Annuity
- Residual value of retirement assets (RRSP or RRIF)
- Other

Process for Recognizing Benefactors

When a legacy, a bequest or other gift provided for in the last will and testament of the donor is received by First-St. Andrew’s United Church, the Memorials Committee of the Board of Trustees shall make a recommendation, through the Board of Trustees, to Church Council for suitable recognition. A leaf appropriately inscribed will be added to the Proudfoot Legacy Tree recognizing the legacy or bequest or other testamentary gift. A notation is concurrently made in the Memorials Book to recognize this gift.



Questions for Open Lines of Communication

1. Who on committee has the lead on this project or activity?

2. Do we need to consult with Staff/Congregation/Council?

3. Who will inform the Staff/Congregation/Council?

4. Will this take staff time?

5. Does this require a room to be booked or set up?

6. Does this require money from our budget? (cheque requisition?)

**First-St. Andrew's United Church
Statement of Policies and Procedures**

5.6 Ministry & Personnel Committee

5.6.1 Purpose

The mandate of the Committee is to oversee relationships within the pastoral charge ministry, particularly the roles and functions of paid leaders and employees. It has a dual role: it is consultative and supportive.

5.6.2 Membership

5.6.2.1 The Committee consists of persons elected by the congregation to provide a confidential setting for consultation with, support and assessment of all staff persons of the Pastoral Charge. Members shall be diplomatic, be able to maintain confidentiality, have strong interpersonal communication skills and have expertise or talented interest in personnel administration.

5.6.2.2 Ideally, the Committee shall consist of from three to seven members.

5.6.3 Responsibilities

The Ministry and Personnel Committee shall:

5.6.3.1 Attempt to solve, through listening and facilitation, any personnel problems that may arise.

5.6.3.2 Make recommendations for paid staff and volunteer positions, and the hiring of staff with the exception of the order of ministry.

5.6.3.3 Develop, monitor and modify position descriptions for paid positions. Position descriptions will be provided to Council for approval.

5.6.3.4 In collaboration with the Church Treasurer and Finance Committee prepare compensation recommendations as part of the annual budget process. It is expected that annual adjustments to staff salary and benefits will be in accordance with the periodic changes recommended by the United Church of Canada. Changes required to an individual's compensation due to modification of his/her role shall be recommended to, and approved by, Council Executive.

5.6.3.5 After consultation with appropriate Council committees, make a recommendation to Council on the need to fill a vacancy. The recommendation to Council will:

- a) Confirm that the position description is current*

- b) *Provide the rationale for filling the position*
- c) *Clarify whether the position is full-time or part-time and if part-time, specify number of hours per week*
- d) *Identify the salary range for the position, in accordance with the church budget*
- e) *Identify participants in the selection panel*

With the approval of (a) through (e) realized, M & P will proceed to advertise the position, undertake interviews, conduct reference checks, and make an offer to the preferred candidate. If the selection panel identifies a need to increase the salary beyond the approved ceiling, then M&P shall seek approval from Council Executive before making an offer. Church Council will be informed once an offer has been accepted.

5.6.3.6 Conduct annual reviews with staff members concerning the workplace, working conditions, employee satisfaction and opportunities for improvement.

5.6.3.7 Consult with staff members regarding their needs for continuing education and implement plans for continuing education consistent with the needs of the congregation.