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# **CITY VIEW UNITED CHURCH CONSTITUTION**

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Revised February 15, 2010

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## **PART I**

### **ARTICLE I**

#### **ORGANIZATION**

- Section 1. The name of this Pastoral Charge shall be "City View United Church", hereinafter referred to as "the Church".
- Section 2. The confirmed members and adherents who contribute regularly to the life and work of the Church shall be known as the "Congregation" of the Pastoral Charge.

### **ARTICLE II**

#### **PURPOSES**

- Section 1. The aims of the Church shall be:
- a) to provide in our community a program of Christian worship, fellowship, ministry and education that will foster the development and maintenance of faith in God through Christ and His teachings;
  - b) to encourage our Congregation to examine conditions within our community in order either to develop outreach programs designed to alleviate social problems or to communicate recommendations to the appropriate persons or bodies;
  - c) to encourage Christian concern for the well-being of people outside of our community and to involve our Congregation in supporting and serving in missions programs;
  - d) to conduct the business and manage the financial affairs of the Congregation in a manner that will ensure the provision of appropriate physical facilities and resources; and,
  - e) to involve members of the Congregation in the ministry and administration of the Church.
- Section 2. The Church shall take steps and engage in such activities as are necessary to achieve its purposes within the provisions of *The Manual* of the United Church of Canada.

### **ARTICLE III**

#### **AFFILIATION**

- Section 1. The Church shall be affiliated with the Ottawa Presbytery of the Montreal-Ottawa Conference of the United Church of Canada.
- Section 2. The Church shall be governed by any rules and regulations applying to a pastoral charge in *The Manual* of the United Church of Canada.

### **ARTICLE IV**

#### **FISCAL YEAR**

- Section 1. The fiscal year shall be from January 1 to December 31.

### **ARTICLE V**

#### **THE CONGREGATION**

- Section 1. The Congregation shall be the major policy making body of the Church, responsible for abiding by the Basis of Union of the United Church of Canada.
- Section 2. The Congregation shall meet annually within 60 days after the last day of December and more frequently if either duly called or required according to the provisions of *The Manual*.
- Section 3. All confirmed members may vote on all items of business at a meeting of the Congregation. Adherents may vote on all matters except those related to Pastoral Relations.
- Section 4. The Congregation, at the Annual General Meeting, shall appoint a Chairperson who shall preside over and a Secretary who shall record that meeting and any subsequent congregational meetings during the year. A Minister or any confirmed member of the Congregation is eligible for election to either position.
- Section 5. A meeting called for the purpose of discussing pastoral relationships shall be chaired by the person appointed by the Presbytery in accordance with *The Manual* of the United Church of Canada.
- Section 6. The quorum for a meeting of the Congregation shall be twenty (20) members of the Congregation.

- Section 7. The Congregation at the Annual General Meeting shall receive the annual reports, approve the estimates of revenue and expenditure, approve the appointment of auditors for the forthcoming year, and deal with any policy or other business brought before it, except the question of a change in pastoral relationship unless it has been specified in the notice calling the meeting as provided for in *The Manual*.
- Section 8. The Annual Nominating Meeting should be scheduled during the month of May for holding elections for members of Council and Standing Committees. Appointments are effective on the date of this meeting.

## **ARTICLE VI**

### **THE COUNCIL OF THE CONGREGATION**

- Section 1. The Council of the Congregation is elected by the Congregation to be representative of it and to carry out the business of the Congregation between Annual Nomination Meetings.
- Section 2. The Council is responsible to the Congregation. Its main functions are to recommend major policy and future directions to the Congregation, to implement all policy determined by the Congregation, and to report to the Congregation on all major policy matters.
- Section 3. The Council shall be composed of:
- f) Minister (s)
  - g) Chairperson
  - h) Immediate Past Chairperson or Vice Chairperson \*
  - i) Secretary
  - j) Treasurer
  - k) The Chair of each Standing Committee
  - l) Chair of the Board of Trustees
  - m) Representative, UCW
  - n) Representative, Men's Club
  - o) Presbytery representatives

\*The Vice-Chairperson and Immediate Past Chairperson shall serve only one year in each of these offices. Only one of these positions shall be filled in any one year and the person holding that position shall also serve as Chairperson of the Nominating Committee.

- Section 4. Any confirmed member or adherent of the Congregation is eligible for election to the Council and Committees.

- Section 5. All confirmed members elected to serve on Council shall be inducted as Elders and shall retain this title during their term on Council. Committee Co-Chairs may attend Council meetings as Elders but only one may vote. Chairpersons unable to attend may appoint a delegated representative to attend a meeting of Council. Delegated representatives of Chairs of Committees are not included as Elders but may cast votes at Council meetings on behalf of their Committee.
- Section 6. Nominations shall be made by:
- a) the Nominating Committee;
  - b) members of the Council at the meeting of Council preceding the meeting of the Congregation at which the members are to be elected; or
  - c) members of the Congregation at the said meeting.
- All persons must have previously consented to their nomination.
- Section 7. The term of office for Council and Committee members shall be two (2) years - from the date of the Annual Nominating Meeting of the Congregation to the Annual Nominating Meeting two years later. No lay person shall serve on Council for more than three (3) consecutive terms in the same position except when an extension is deemed necessary by the Nominating Committee, or in the case of the Board of Trustees as noted in Article VIII Section 5, or in the case of Presbytery representatives who will normally serve not more than five (5) consecutive years.
- Section 8. A Council or Committee member who consistently fails to attend to the assigned Council or Committee responsibilities may be requested to resign by the Council.
- Section 9. When a member of the Council or Committee finds it necessary to resign during his/her term of office, or when additional members are required for Council or Committees, exclusive of the Minister(s), the Nominating Committee shall recommend new members, subject to approval at the next Congregational Meeting.
- Section 10. A quorum for a meeting of the Council shall be twelve (12) of its members, including Minister(s).
- Section 11. The Council shall normally meet monthly. All members of committees are welcome to attend meetings of Council in a non-voting capacity. In cases where both co-chairpersons of a standing committee are in attendance, one of the co-chairpersons will be designated to represent the committee in the quorum and in any voting conducted.

- Section 12. A Special Meeting of the Council may be held at the call of the Chairperson or when five (5) members place a request in writing with the Chairperson, in which instance a meeting shall be held within fourteen (14) calendar days of the receipt of such request, which will deal specifically with the issue raised in the request to meet. (*Manual Section 182*)
- Section 13. The Standing Committees of the Council shall be:
- a) Worship
  - b) Christian Development
  - c) Finance and Administration
  - d) Property
  - e) Mission and Outreach
  - f) Congregational Relations
  - g) Ministry and Personnel
  - h) Nominating
  - i) Membership
  - j) Pastoral Care
  - k) Stewardship
- Section 14. Each Minister shall be an *ex-officio* member of all Standing Committees of the Council except Ministry and Personnel and the Nominating Committee.
- Section 15. If a Trustee position becomes vacant mid-term, the Council shall appoint a member of the Congregation to fill the position until the next duly called meeting of the Congregation when the position will be filled by election.

## **ARTICLE VII**

### **THE BOARD OF TRUSTEES**

- Section 1. There shall be a Board of Trustees consisting of a minimum of three (3) and a maximum of fifteen (15) members of the Congregation.
- Section 2. The Board of Trustees shall hold in trust on behalf of the Congregation all lands, premises, and chattels acquired for the use of the Congregation and shall administer these for the use and benefit of the Congregation in accordance with the instructions, rules, by-laws, orders, or directives of the Congregation and any relevant statutes, including the trust of Model Deed (Appendix II, *The Manual* of the United Church of Canada). Duties include ensuring that adequate insurance, including public liability, is carried.

The Board of Trustees shall receive on behalf of the Church any legacies or endowments and administer such funds on behalf of the Congregation. Responsibilities shall include, but not be limited to, administration of

memorials given to the Church, all other existing and bequest funds, and the Building Repairs and Improvement Fund.

- Section 3. The Board of Trustees shall obtain income from the use of Church facilities for activities organized by acceptable groups outside the Church, according to a policy established by Council. In so doing, the Board shall negotiate the rental rates, terms and conditions of occupancy, etc., of short-term rental contracts and formal agreements of tenancy.
- Section 4. The Board of Trustees shall be responsible for preservation, sorting, cataloguing and display of archival material held at the Church.
- Section 5. Trustees shall be elected for a three-year term and shall be eligible for re-election for two further consecutive terms. Anyone completing three consecutive terms shall not be eligible for re-election to the Board of Trustees for three years.
- Section 6. The Board of Trustees shall meet whenever the Trustees deem it necessary or when requested or instructed by the Congregation to meet but is required to meet at least quarterly.
- Section 7. The Board of Trustees shall designate a Trustee to serve on each of the Finance and Property Committees for liaison purposes.
- Section 8. The Memorial Fund Sub-Committee reports to the Board of Trustees. The membership of this sub-committee includes two Trustees, the minister(s), and the chairperson of Worship . It is the responsibility of this sub-committee to acknowledge the receipt of all memorial donations, to notify the next of kin of all memorial donations, to make recommendations to the Trustees on the use of non-designated memorial funds, and to record or publicly recognize the acquisition of all memorial items. The Trustees are empowered to spend amounts up to \$500 for any one memorial item. Expenditures over \$500 are to be forwarded to Council for approval.

## **ARTICLE VIII**

### **SUB-COMMITTEES AND AD HOC COMMITTEES**

- Section 1. Council or Standing Committees can establish such sub-committees or ad hoc committees, as they deem necessary to carry out their duties. All such committees shall be set down at the completion of the assigned tasks, or at end of each term of office, whichever is appropriate.
- Section 2. Members of sub-committees and ad hoc committees may be drawn from the entire congregation.

## **ARTICLE IX**

### **AMENDMENTS TO THE CONSITUTION**

- Section 1. This constitution may be amended at any duly called meeting of the Congregation where thirty (30) days prior notice has been given in the Church Bulletin, and two-thirds of the eligible voters in attendance at the meeting approve.

## **ARTICLE X**

### **CONDUCT OF MEETINGS**

- Section 1. All meetings of the Congregation, the Council, and all Committees and the Board of Trustees shall be conducted in accordance with "The Rules of Debate and Order" contained in *The Manual*.
- Section 2. On any matters where "The Rules of Debate and Order" contained in *The Manual* are silent, the rules of parliamentary procedure contained in Bourinots' *Rules of Order*, latest revision, shall govern the deliberations.

## **CITY VIEW UNITED CHURCH CONSTITUTION**

### **PART II**

## **RESPONSIBILITIES**

Part II designates the key responsibilities assigned to the following groups within the Church.

- A. Council of the Congregation
- B. Executive of the Council
- C. Standing Committees
  - a. Worship
  - b. Christian Development
  - c. Finance and Administration
  - d. Property
  - e. Mission and Outreach
  - f. Congregational Relations
  - g. Ministry and Personnel
  - h. Nominating
  - i. Membership
  - j. Pastoral Care
  - k. Stewardship

### **A. THE COUNCIL OF THE CONGREGATION** The Council of the Congregation shall be responsible for:

- a) recommending major policies to the Congregation to guide the operation of the Pastoral Charge;
- b) reviewing and making proposals to the Congregation at Annual or Special Meetings concerning major expenditures or decisions affecting the Pastoral Charge;
- c) implementing the policies and conducting the affairs of the Congregation on its behalf to meet the aims and objectives of the Church by:
  - i. approving non-budgeted expenditures up to \$10,000 and, in emergencies, approving the commitment of monies up to an amount of 10% of the annual operating budget of the Church for needs that have not been previously approved by the Congregation or the Council;
  - ii. approving the award of all contracts other than those that can be awarded by the Property or the Finance and Administration Committees directly;
  - iii. dealing with all matters referred to it by its Standing Committees;
  - iv. coordinating the efforts of all Committees to ensure that the needs of the Church are being met;
  - v. ensuring that all matters brought to its attention are dealt with appropriately by one or more Standing Committees or the Board of Trustees;
  - vi. advising Standing Committees or the Board of Trustees as necessary;
  - vii. providing for liaison between the Congregation and Presbytery; and
  - viii. recording and preparing minutes of all its meetings.

### **B. THE EXECUTIVE OF THE COUNCIL**



1. The Chairperson shall preside at all meetings of the Council.
2. The Immediate Past Chairperson or Vice-Chairperson shall, in the absence of the Chairperson, preside at all meetings of Council.
3. The Secretary shall:
  - a. Keep an accurate record of all meetings of the Council and shall provide copies of the minutes to Council members;
  - b. Attend to all correspondence on behalf of the Council and shall maintain a record of all incoming correspondence and copies of all outgoing correspondence; and
  - c. Manage the police check program.
4. The Treasurer shall:
  - a. Keep all Church funds in a safe place;
  - b. Pay accounts when authorized; and
  - c. Provide monthly statements of revenue and expenses for the Finance and Administration Committee and Council.

### **C. STANDING COMMITTEES**

Each Standing Committee shall be responsible for:

- a) carrying out in an orderly and effective manner all duties and tasks assigned to it by Council;
- b) preparing an annual budget, with the assistance of the Finance and Administration Committee, for submission at the Annual Congregational Meeting;
- c) managing its approved budget, including authorizing expenditures for payment;
- d) maintaining records of all meetings, decisions, and major activities for the information of other members; and
- e) reporting all major decisions, plans or recommendations at Council meetings.

The specific responsibilities of each Standing Committee are:

#### **1. WORSHIP**

The purpose of the Worship Committee is to promote congregational participation in meaningful worship. The Worship Committee shall:

- a) work diligently to maintain worship as the focal point of the Church;
- b) cultivate supportive relations with the Minister(s), the Organist, and Choir Director(s);
- c) decide the format of public worship;
- d) oversee all that occurs within worship;

- e) provide for the administration of the Sacraments;
- f) provide ushers and greeters from all age groups;
- g) co-ordinate aesthetic aspects of the sanctuary;
- h) co-ordinate education regarding worship in order to provide new opportunities for worship within the Church;
- i) have jurisdiction over the use of the sanctuary;
- j) ensure the proper maintenance of the furniture in the sanctuary, including the organ and pianos, in consultation with the Property Committee;
- k) be responsible for pulpit supply;
- l) provide guidelines to the organist and the choirs; and
- m) recruit and engage temporary organists as required and monitor the performance of same.

#### **14. CHRISTIAN DEVELOPMENT**

The purpose of the Christian Development Committee is to lead all persons to know God as revealed in Jesus Christ so that they may serve Him in love through worship and work, fellowship and witness of the Church. The Christian Development Committee shall be guided by the appropriate sections of *The Manual* and in addition shall:

- a) identify the educational needs of the Congregation;
- b) establish policy, develop programs, and select curriculum to assist everyone in the Congregation to grow in knowledge of the Christian religion and in Christian faith and love;
- c) implement the programs by recruiting and training leaders, and providing resources including library, audio-visual aids, finances, and accommodation; and
- d) evaluate the programs and provide recognition to the participants.

#### **15. FINANCE AND ADMINISTRATION**

The purpose of the Finance and Administration Committee is to co-ordinate all matters related to the administration of the Church, in conjunction with other Standing Committees as required. The Finance and Administration Committee shall:

- a) use various means to encourage monetary contributions to the Church;
- b) administer the finances of the Church;
- c) prepare and administer an annual budget and report on same to the Council;
- d) maintain an accurate accounting of all expenditures and revenues and prepare monthly and year-end financial statements;
- e) oversee all processes related to the collection and recording of contributions to the Church and issue official receipts;
- f) oversee all Church office functions, including the filing and computer systems, and provide supervision of the Church Secretary;
- g) carry out the directives of the Trustees to oversee the use of Church facilities, including lease and short-term rental contracts; and
- h) approve the awarding of contracts up to \$5,000 for the repair, maintenance and operation of Church office equipment where this is within budget and the bid is selected in a competitive process.

## **9. PROPERTY**

The purpose of the Property Committee is to oversee the maintenance and upkeep of all Church properties. The Committee shall:

- a) maintain the Church's fixed and moveable assets in good condition through:
  - i. arranging appropriate service contracts;
  - ii. assessing and addressing repair and upkeep needs;
  - iii. providing direction to the caretaker staff; and
  - iv. preparing plans and budgets and utilizing financial and volunteer resources;
- b) ensure that the Church building is provided with the necessary utility services;
- c) oversee security of the building and facilities;
- d) develop plans and prepare estimates for alterations to Church building and grounds and make recommendations to Council as appropriate;
- e) obtain, where reasonable and practical, competitive quotations for the supply of goods and non-utility services; and
- f) approve the awarding of contracts up to \$10,000 for the repair, upkeep, and operation of the Church property where this is within budget and the bid is selected in a competitive process.

## **7. MISSION AND OUTREACH**

The purpose of the Mission and Outreach Committee is to raise the level of consciousness of the members of the Congregation concerning Christian social issues, to encourage active participation in dealing with these issues, and to fulfill the Mission and Service responsibilities of this Church.

The Committee shall:

- a) provide leadership in establishing services and programs of social outreach and support, and co-operate with community agencies having similar goals;
- b) encourage the Congregation to attain or surpass the suggested Pastoral Charge Objective for the Mission and Service Fund as determined by Presbytery, or a revised objective as determined by a motion passed at the Annual Congregational Meeting;
- c) study issues and inform the Congregation about various Mission and Service projects in order to allow members of the Congregation to become personally involved; and
- d) support those who serve in a Christian mission field.

## **5. CONGREGATIONAL RELATIONS**

The purpose of the Congregational Relations Committee is to promote opportunities for individual and family interaction within the Congregation, and to co-ordinate public relations for the Church. The Committee shall:

- a) welcome new Church families;
- b) promote fellowship in the Church by organizing regular and special events;
- c) be responsible for the *City Views* Newsletter;

- d) prepare news releases and advertisements and distribute them to the media; and
- e) coordinate intra-church communications, including the bulletin boards and web site.

## 6. **MINISTRY AND PERSONNEL**

The purpose of the Ministry and Personnel Committee is to provide all staff members with ongoing support and opportunities for consultation by means of regular individual and group meetings, and to enhance communication between the staff and the Congregation. This Committee shall work in conjunction with the appropriate Standing Committees of Council to resolve any matters involving personnel. This Committee shall be guided by the appropriate section(s) of *The Manual*, and shall:

- a) consist of not less than three (3) nor more than seven (7) members representative of the Church and shall exclude from membership any employee of the Church;
- b) meet and report to the Council regularly;
- c) report matters of a confidential nature to the Chairperson of Council;
- d) acting in an advisory capacity:
  - i. be supportive of all paid employees;
  - ii. review the job descriptions of all staff and make recommendations to the Council concerning changes;
  - iii. coordinate an annual review of the effectiveness of the Church staff in carrying out the Church's goals and objectives as defined by Council;
  - iv. enhance communication among staff members and between staff and the Congregation, and mediate conflicts, in conjunction with any appropriate Committee Chairpersons;
  - v. review salaries and other working conditions, in consultation with appropriate Committees, and make recommendations to the Council;
  - vi. make recommendations to the Council concerning initiating or terminating contracts of permanent employees; and
  - vii. liaise with the Pastoral Relations Committee of the Presbytery.

## 5. **NOMINATING**

The purpose of the Nominating Committee is to ensure that sufficient human resources are available to carry out the aims and purposes of the Church. It shall be an ongoing Committee of Council made up of the Minister(s), five members of the Congregation, and the Immediate Past Chairperson of Council or the Vice-Chairperson who shall act as Chair. This Committee shall:

- a) nominate at the Annual Congregational Meeting a full slate of names to fill all vacancies, including the Trustees, Auditors and Representatives to Presbytery;
- b) nominate candidates to fill vacancies as they occur; and
- c) produce an annual Master List indicating the term of office of each member of Council.

#### **4. MEMBERSHIP**

The purpose of the Membership Committee is to establish and maintain records providing current information on all members, adherents and prospective members and adherents. The Committee shall have the responsibility to:

- a) maintain the roll of members, and conduct an annual review of the roll in accordance with *The Manual*, removing names of inactive members;
- b) maintain an up-to-date list of adherents;
- c) devise plans to maintain contact with those who move, including students away at school;
- d) oversee a program of visitation;
- e) offer visitation information and training sessions;
- f) liaise with the Pastoral Care Committee on visitation issues;
- g) welcome prospective members and adherents to become members of the Church through baptism, transfer, profession of faith, and reaffirmation of faith;
- h) prepare candidates and/or sponsors for baptism and/or profession of faith;
- i) gather information concerning the talents of members and adherents.

#### **10. PASTORAL CARE**

The purpose of the Pastoral Care Committee is to work closely with the Ministers to provide Christian concern and care for and with the people of the congregation. Since the Pastoral Care Committee is an extension of the ministry of City View United Church, membership on the Pastoral Care Committee will normally be attained by successfully completing a recognized Pastoral Care course and then being invited by the Nominating Committee, on the recommendation of the Minister(s) and the Pastoral Care Committee Chair, to join the Committee.

Believing that the Church is called to love all those entrusted to its care, the Pastoral Care Committee seeks to honour those in the Congregation with special needs by:

- a) respecting the confidentiality of their respective stories;
- b) listening to their concerns;
- c) valuing their contributions, past and present; praying with and for them;
- d) nurturing quality friendships with them;
- e) supporting them in word and deed;
- f) visiting with them wherever they are;
- g) recognizing their unique place in the life of the Church, keeping them informed about church life; and
- h) encouraging their continuing relationship with the Congregation.

The Pastoral Care Committee shall:

- a) visit with those unable to attend worship services, including those in hospital or care facilities;
- b) offer spiritual support to individuals and families during crises or bereavement;
- c) offer spiritual support to care givers;

- d) distribute audio or other tapes of worship services as requested;
- e) arrange special worship services and fellowship with those who cannot attend regular services and congregational events;
- f) consult with the Minister (s) to ensure appropriate referral for assessment and services;
- g) liaise with the Membership Committee concerning those who are being visited by Committee members.

#### 8. **STEWARDSHIP**

The purpose of Stewardship is to grow the Stewardship program of the church. Stewardship is a way of life – not a one-time event. Effective stewardship requires a constant stewardship message. Stewardship is not solely about money – it is also about vision, about people's needs, and about the time and talents people are prepared to share. Thus, the role of Stewardship is to continually promote the stewardship message to the congregation and to coordinate the stewardship responsibilities of the individual committees of Council.

The Stewardship Committee will lead and help maintain this continuing focus on stewardship. It will work to:

- a) Promote stewardship as a way of life;
- b) Organize stewardship programs, visitations, etc.;
- c) Identify congregational needs for volunteers and programs;
- d) Identify the skills and talents people are willing to share; and
- e) Encourage financial stewardship.