

GLEN MORRIS UNITED CHURCH

GOVERNANCE DOCUMENT

FEBRUARY 2021



Glen Morris United Church Governance Document

February 2021

GLEN MORRIS UNITED CHURCH GOVERNANCE DOCUMENT PREAMBLE

At the May 28, 2018 meeting of the Official Board of Glen Morris United Church, a new working committee was struck to review the local governance model, policies and committee mandates of Glen Morris United Church. The Governance Committee completed a preliminary document which was presented to the Official Board on November 29, 2018. The final Governance Document was subsequently ratified at the Congregational Annual General Meeting on February 10, 2019, and came into effect immediately, replacing all previous policies and committee mandates of the church.

This updated revision is the result of extensive work by the Governance Committee in 2020. It will be presented to the Official Board on November 19, 2020.

The Governance Committee wishes to express our sincere thanks to the Reverend Roy Holton whose guidance and assistance in preparing the original document was invaluable. The committee also wishes to thank the Reverend Michiko Bown-Kai for her assistance in preparing this 2020 revision.

In future, this Governance Document shall be reviewed for revisions by the Executive Committee of the Official Board every three years, then presented to the Official Board for approval and forwarded to the congregation at the next Annual General Meeting for adoption.

It should be noted that the Ordered Minister is a voting ex-officio member of all church committees, except for the Ministry & Personnel Committee; the Nominating Committee; and the Search Committee. Since the Ordered Minister is not a member of the congregation, they cannot vote at congregational meetings.

Appendix #3 of the United Church Manual (2019) is a guide to “rules of order” for church committees. Chairs of all committees should familiarize themselves with this resource and have it available at meetings.

Respectfully submitted

Liz DeGroote, Bill Labron, Robert Williams



Glen Morris United Church Governance Document

February 2021

Table of Contents

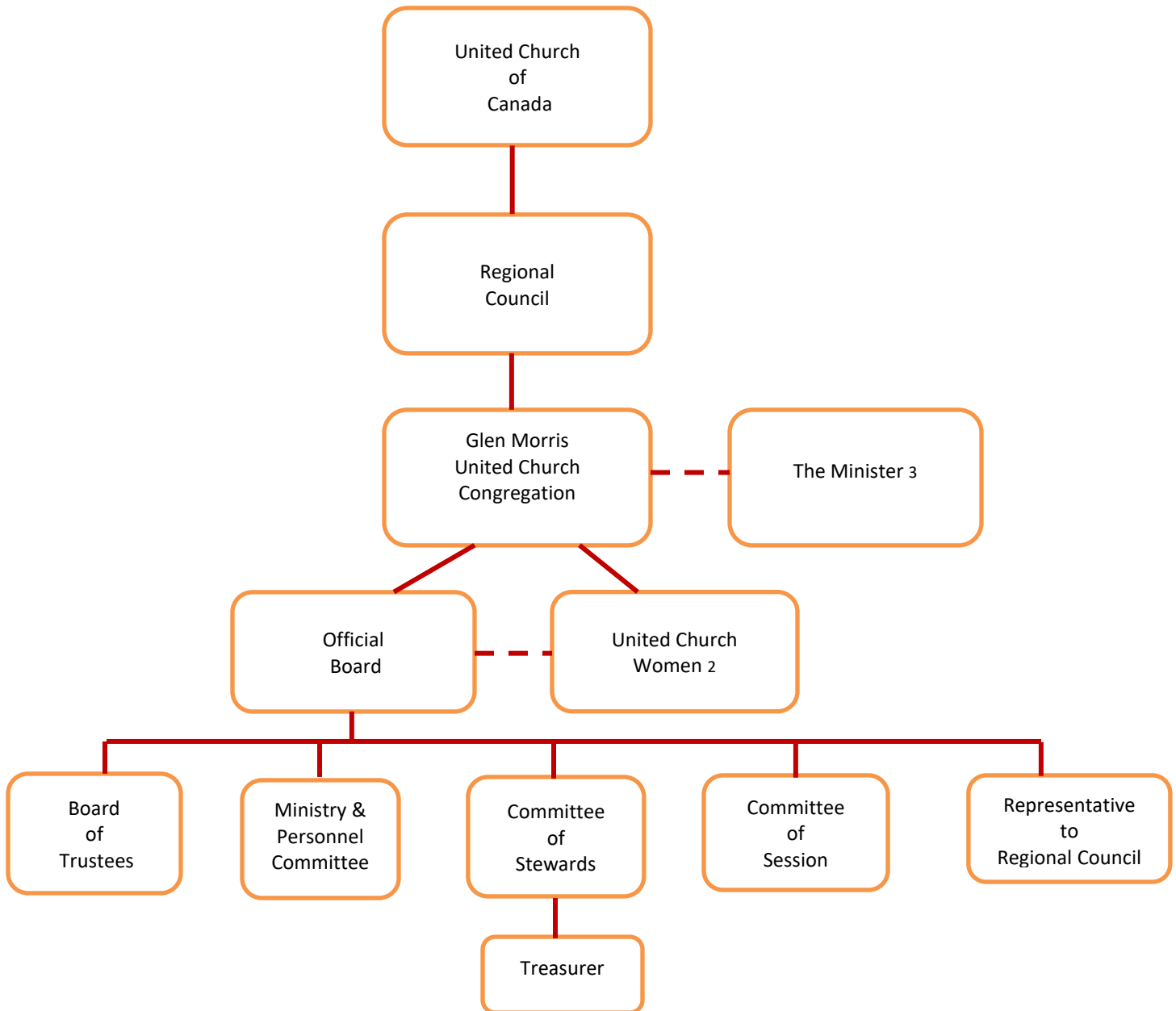
GLEN MORRIS UNITED CHURCH GOVERNANCE DOCUMENT PREAMBLE.....	1
GLEN MORRIS UNITED CHURCH HIERARCHY	3
CONGREGATIONAL MEETINGS	4
GMUC OFFICIAL BOARD	5
EXECUTIVE COMMITTEE OF THE OFFICIAL BOARD	7
GMUC BOARD OF TRUSTEES	8
MINISTRY AND PERSONNEL (M&P) COMMITTEE	9
GMUC COMMITTEE OF STEWARDS	11
PROPERTY COMMITTEE	14
MANSE COMMITTEE	15
FINANCE COMMITTEE	16
THE ANNUAL BUDGET.....	17
INDEPENDENT FINANCIAL REVIEWS	18
GMUC COMMITTEE OF SESSION.....	19
FAITH FORMATION COMMITTEE	21
PASTORAL CARE TEAM.....	22
OUTREACH AND SOCIAL JUSTICE COMMITTEE	23
SPECIAL FUNDS COMMITTEE	24
MEDIA COMMUNICATIONS COMMITTEE	25
GLEN MORRIS UNITED CHURCH WOMEN (UCW)	26
GMUC NOMINATION PROCEDURE	27
GLEN MORRIS UNITED CHURCH NOMINATION FORM	28



Glen Morris United Church Governance Document

February 2021

GLEN MORRIS UNITED CHURCH HIERARCHY¹



¹ This hierarchy chart has been prepared with great care: however, in the event of any discrepancy between this chart and the corresponding text of the Governance Document, the written text shall be considered authoritative.

² The UCW is not a committee of the Official Board but it does appoint a representative to be a member of the Official Board

³ The United Church of Canada Manual 2019 “A member of the order of ministry who has been called or appointed to a pastoral charge is not a member of the congregation, and is not eligible to have their name added to the membership roll”



Glen Morris United Church Governance Document

February 2021

CONGREGATIONAL MEETINGS

The United Church Manual (Bylaw B.5.1) mandates that the congregation must hold a Congregational Annual General Meeting once a year, held as early as possible in the calendar year. Special congregational meetings may also be held in accordance with the United Church Manual bylaws. All matters relating to congregational meetings are documented in the United Church Manual (Bylaws B5 and B6).

QUORUM AND VOTING

For congregational meetings, the United Church of Canada Manual (2019) directs that for congregations with 100 or more members, at least 20 full members must be present to constitute a quorum.

Decisions at Congregational Meetings are made by the majority vote of members present at a meeting. The Chair votes only if there is a tie in the voting.

Since the Ordered Minister is not a member of the congregation, they cannot be counted towards the quorum, nor can they vote at congregational meetings.

ELECTIONS AT AGM

- All candidates who have accepted nomination for positions will be announced at the Annual General Meeting.
- The positions still vacant will be presented at the Annual General Meeting.
- The Chair will call for other nominations from the floor, these candidates must be present to accept the nomination.
- After nominations are closed, elections will be held to fill all positions available.

TERMS OF OFFICE

The Chair of the Official Board: Is elected at the Congregational Annual General Meeting for a three-year term and may be re-elected for another three years for a total of six years after which a one-year hiatus must be taken.

The Secretary of the Congregation: Is elected at the Congregational Annual General Meeting for a three-year term and may be re-elected for further terms of office, without a hiatus.

Members of the Board of Trustees: Are elected at the Congregational Annual General Meeting for a five-year term after which a one-year hiatus must be taken.

Members of the M&P Committee: Up to three congregational members are elected at the Congregational Annual General Meeting for a five-year term, after which a one-year hiatus must be taken.

Members of the Committee of Stewards: Are elected at the Congregational Annual General Meeting for a three-year term after which a one-year hiatus must be taken. Members of the Committee of Stewards cannot also serve as members of the Committee of Session at the same time.

Members of the Committee of Session: Are elected at the Congregational Annual General Meeting for a three-year term after which a one-year hiatus must be taken. Members of the Committee of Session cannot also serve as members of the Committee of Stewards at the same time.

The Clerk of Session: Is elected at the Congregational Annual General Meeting for a three-year term and may be re-elected for further terms of office, without a hiatus.

The Church Treasurer: Is elected at the Congregational Annual General Meeting for a three-year term and may be re-elected for further terms of office, without a hiatus.

Independent Financial Reviewers are elected at the Congregational Annual General Meeting for a one-year term and may be re-elected for further terms of office without a hiatus.



Glen Morris United Church Governance Document

February 2021

GMUC OFFICIAL BOARD

The purpose of the Official Board is to manage the affairs of the Glen Morris United Church (GMUC) Congregation which are of joint interest to the Trustees, Session, and Stewards.

The Official Board also conducts business not assigned to any other church group.

Election and Membership

The following positions comprise the Official Board:

- The Chair of the Official Board;
- The Secretary of the Congregation (who also acts as Secretary of the Official Board);
- The Minister;
- A Representative of the Board of Trustees;
- The Chair of the Ministry and Personnel (M&P) Committee;
- All members of the Committee of Stewards;
- The Church Treasurer;
- All members of the Committee of Session;
- The Clerk of Session;
- A Representative of the United Church Women (UCW);
- A Lay Representative to Regional Council.
-

The Chair of the Official Board, The Secretary of the Congregation (who is also the Secretary of the Official Board), the Clerk of Session and The Church Treasurer are elected at the Congregational Annual General Meeting.

All other members of the Official Board are appointed by virtue of their office on another ministry or committee. Each of these members retires when their underlying ministry or committee positions finish.

Meetings of the Official Board

Meetings shall be held a minimum of four times per year.

The first meeting should be in February or March, following the Congregational Annual General Meeting.

E-meetings of the Official Board and all church committees, using e-voting are authorized in accordance with a motion adopted by the Official Board on March 17, 2020.

Special Meetings of the Official Board

A special meeting may be called by the Chair or at least two members to consider a specific matter of such importance that it cannot wait until a regular meeting.

A minimum of seven days' notice must be given for a special meeting.

A "Notice of Special Meeting" announcement providing the place, date, time and specific reason for the special meeting must be sent to all members by email and announced at the preceding Sunday worship service.

Quorum and Rules of Order

A meeting of the Official Board may only take place if 50% of the committee members including the Ordered Minister are present.

Decisions of the Official Board are made by the majority vote of members present at a meeting.

The Chair votes only if there is a tie in the voting.

Proxy votes and mail-in ballots are not permitted at meetings.

All other Rules of Order are outlined in the United Church Manual, Appendix 3.



Glen Morris United Church Governance Document

February 2021

Responsibilities of the Official Board

- Manage the affairs of the Glen Morris United Church Congregation;
- This should include annually reviewing the financial situation of the Congregation and considering a directed Stewardship Program;
- Complete a RAM form for the Official Board annually in accordance with the GMUC Harassment and Sexual Misconduct Policy.

Responsibilities of the Chair of the Official Board

- The Chair presides over all meetings of the Official Board;
- The Chair is a member of the Nominating Committee and the Chair of the Executive Committee of the Official Board;
- The Chair presides over Congregational Meetings, except for Congregational Meetings concerning the Pastoral relationship. A Regional Council Representative must preside over Congregational Meetings that pertain to the relationship between the Minister and the Pastoral Charge;
- The Chair is an ex-officio member of all church committees and may attend meetings at his/her discretion;
- Church committees may request the attendance of the Chair; however, this is at his/her discretion;
- The Chair is delegated Privacy Officer of GMUC under the terms of the GMUC Privacy Policy.

Responsibilities of the Secretary of the Official Board

- Notify members of upcoming meetings including the location, date and time of the meetings;
- Prepare an agenda for each meeting;
- Distribute draft minutes of the previous meeting to all members;
- Read correspondence at each meeting;
- Keep minutes and motions of all meetings;
- Sign minutes adopted at all meetings;
- Conduct official correspondence for the Official Board;
- Keep official records securely stored (in accordance with GMUC Privacy Policy).

Committees of the Official Board

- The Board of Trustees;
- The Ministry and Personnel (M&P) Committee;
- The Committee of Stewards;
- The Committee of Session.

Committees and Groups Reporting to the Official Board:

- The United Church Women (UCW);
- Koinonia;
- The Visioning Committee;
- The Expansion and Accessibility Committee;
- Other church groups and Ad hoc Committees as appointed by the Official Board.

Expenditure Limit of the Official Board

- The Official Board is authorized to spend funds for a non-budgeted item up to \$15,000 annually for any single church project. For projects requiring funds above \$15,000, the Official Board shall seek approval from the congregation at a Congregational Meeting.



Glen Morris United Church Governance Document

February 2021

EXECUTIVE COMMITTEE OF THE OFFICIAL BOARD

Membership

- Chair of the Official Board, who shall act as Chair of the Executive Committee;
- Secretary of the Official Board, who shall act as the Secretary of the Executive Committee;
- Chair of Committee of Stewards;
- Chair of the Committee of Session;
- Clerk of Session.

In the event one of the above members is unable to attend a meeting, a replacement member shall be appointed by the committee that member represents. A Quorum is 100% of the members (or their replacements) of the committee. Decisions of the Executive Committee of the Official Board are made by the majority vote of members. The Chair votes only if there is a tie in the voting.

Duties of the Executive Committee of the Official Board

1. To carry out the duties of the Official Board in extenuating circumstances for a 14-day period only.
 - An example of extenuating circumstances would be in the event no quorum of the Official Board could be achieved for an emergent matter.
2. To receive reports of complaints of harassment or sexual misconduct made about anyone other than ministry personnel, a lay paid employee, or elected member of the Official Board. The complaint would be managed in strict accordance with the GMUC Harassment and Sexual Misconduct Procedure.
3. Act as an Appeals Committee in the event of a complaint, concern, or question that cannot be resolved by the Privacy Officer of the church, in accordance with the GMUC Privacy Policy.
4. In the event a member of the Executive Committee is in a position of conflict of interest under paragraphs 2 or 3 (above), they shall be excused from participation, and a substitute member of the committee they represent shall be appointed in their stead.
5. Act as Governance Committee to review church policies and propose revisions to the Official Board. The reviews should be performed every three years and should be staggered. These policies include, but are not limited to:
 - GMUC Harassment and Sexual Misconduct Policy in 2023 then every three years.
 - GMUC Privacy Policy in 2022 then every three years.
 - GMUC Governance Document in 2021 then every three years.



Glen Morris United Church Governance Document

February 2021

GMUC BOARD OF TRUSTEES

The congregation is responsible for having a Board of Trustees for the congregation.

The Board of Trustees holds all the property of the congregation. Their duties are restricted and governed by the lawful directions of the Official Board.

Election and Membership

The following positions comprise the Board of Trustees:

- Five members of Glen Morris United Church, elected to office at the Congregational Annual General Meeting;
 - o each serves a five-year rotating term after which a one-year hiatus must be taken;
- The Minister;
- Under secular law, all trustees must be of the legal age of majority designated in the Province of Ontario.

Election of Chair of the Board of Trustees

The Chair of the Board of Trustees is elected annually, at the Board's first meeting.

Meetings of the Board of Trustees

At least one meeting shall be held annually, shortly after the Congregational Annual General Meeting.

Responsibilities of the Board of Trustees

- The mandate and responsibilities of the Trustees are fully documented in the United Church Manual and in the "Handbook for Trustees of the United Church, 2004".
- Trustees must make themselves familiar with the resources for Trustees contained in the current United Church Manual and the "Handbook for Trustees of the United Church, 2004," and ensure these guidelines are followed appropriately.
- Complete a RAM form for the Trustees annually in accordance with the GMUC Harassment and Sexual Misconduct Policy.



Glen Morris United Church Governance Document

February 2021

MINISTRY AND PERSONNEL (M&P) COMMITTEE

The purpose of the Ministry and Personnel Committee is to support, oversee and supervise Ministry personnel and lay staff. The M&P Committee does not have decision-making authority on significant issues relating to the status, conditions of employment, or compensation of employees. The Committee can, however, make recommendations to the Official Board.

Election and Membership

- The M&P Committee is comprised of five members or adherents of Glen Morris United Church;
- Up to three members of the committee are elected at the Congregational Annual General Meeting for a five-year term, after which a one-year hiatus must be taken;
- One member is appointed from the Committee of Session;
- One member is appointed from the Committee of Stewards.

To avoid conflicts of interest, to maintain clear boundaries, and to enhance role clarity, the following people are not eligible to serve on the M&P Committee:

- Ministry personnel of the pastoral charge or members of their immediate family;
- Lay employees of the pastoral charge or members of their immediate family;
- Anyone in a conflict of interest or a perceived conflict of interest with any paid staff;
- Those serving on a Joint Needs Assessment Committee, a Joint Search Committee, or a Transition Team;
- Chair of the Official Board;
- Chairs of the Committee of Session, the Committee of Stewards, or the Faith Formation Committee;
- Members who conflict with the pastoral charge, especially with staff.

All members must familiarize themselves with most current version of The United Church of Canada “M&P Committee Policy, Procedure & Practices” document.

Election of Chair of Ministry and Personnel Committee

The Chair of the M&P Committee is elected annually, at the committee’s first meeting.

The Chair may be re-elected annually without a hiatus between terms, up to a maximum of five years.

Duties of the Chair of the Ministry and Personnel Committee

- Preside over all meetings of the committee;
- Review RAM Forms completed by all committees;
- Arrange any required Police Record Checks or Child Welfare Checks.

Meetings of the Ministry and Personnel Committee

This Committee should meet with staff at least twice per year plus whatever committee meetings are required to fulfill their responsibilities.



Glen Morris United Church Governance Document

February 2021

Responsibilities of the Ministry and Personnel Committee

- Being available for consultation and support for matters involving the pastoral charge staff;
- Overseeing the relationship of the pastoral charge staff to each other and to people in the congregation;
- Regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff;
- Making any recommendations needed as a result of these reviews to the Official Board;
- Reviewing the Position Description for all pastoral charge staff every three years, in consultation with the incumbent;
- Forwarding any concerns from these reviews to the Committee that is responsible for the Position Description;
- Conducting annual performance reviews of the pastoral charge staff;
- Keeping Position Descriptions, Performance Reviews and Completed RAM Forms in a secure location;
- Ensuring the pastoral charge staff make use of opportunities for continuing education that they have been given;
- Completing a RAM form for the committee annually in accordance with the GMUC Harassment and Sexual Misconduct Policy;
- Maintaining close contact with the Regional Council Pastoral Relations Committee.



Glen Morris United Church Governance Document

February 2021

GMUC COMMITTEE OF STEWARDS

The Committee of Stewards is responsible for the temporal matters of the congregation, including administration of church finances, and assisting the Official Board in stewardship matters.

Election and Membership

The following positions comprise the Committee of Stewards:

- Up to ten members or adherents of the congregation are elected to the Committee of Stewards for a three-year term at the Congregational Annual General Meeting. At the end of the three years, members must take a one-year hiatus before becoming eligible for re-election;
- The Church Treasurer is elected at the Congregational Annual General Meeting to a three-year term and may serve indefinitely without a hiatus;
- A United Church Women's (UCW) representative;
- Members of the Committee of Session cannot also serve as members of the Committee of Stewards at the same time.

At the first meeting following the Annual General Meeting, the Committee of Stewards shall elect its members to the following positions:

- Chair of the Committee of Stewards;
- Secretary of the Committee of Stewards;
- Chair of the Property Committee;
- Chair of the Manse Committee;
- Chair of the Finance Committee.

The Committee of Stewards appoints the Envelope Secretary who may or may not be a member of the Committee of Stewards. The Committee of Stewards appoints the Robson Community Room Booking Coordinator who may or may not be a member of the Committee of Stewards.

Meetings of the Committee of Stewards

Meetings shall be held a minimum of four times per year.

The first meeting should be in February or March, following the Congregational Annual General Meeting.

A budget meeting must be held before the Annual General Meeting.

Special Meetings of the Committee of Stewards

A special meeting may be called by the Chair or by at least two members to consider a specific matter of such importance that it cannot wait until a regular meeting.

A minimum of seven days' notice must be given for a special meeting.

A "Notice of Special Meeting" announcement providing the place, date, time and specific reason for the special meeting must be sent to all members by email and announced at the preceding Sunday worship service.

Quorum and Rules of Order

The quorum for the Committee of Stewards is 50% of the members.

Decisions of the Committee of Stewards are made by the majority vote of members present at a meeting. The Chair votes only if there is a tie in the voting.

Proxy votes and mail-in ballots are not permitted at meetings.

All other Rules of Order are outlined in the United Church Manual, Appendix 3.



Glen Morris United Church Governance Document

February 2021

Responsibilities of the Committee of Stewards

- Administration of all Church finances;
- Preparation of the annual budget;
- Repair and Improvement of all buildings that belong to the Congregation;
- Maintain all property that belongs to the Congregation;
- Participate in a Stewardship program when needed.
- Complete and update RAM Forms for the Committee of Stewards, Church Treasurer and any Special Events & Fundraising Groups as warranted annually in accordance with the GMUC Harassment and Sexual Misconduct Policy.

Responsibilities of the Chair of Committee of Stewards

- Preside over all meetings of Stewards;
- The Chair of the Committee of Stewards is a member of the Nominating Committee, and the Executive Committee of the Official Board.

Responsibilities of the Secretary of Committee of Stewards

- Notify members of upcoming meetings including the location, date, and time of the meetings;
- Prepare an agenda for each meeting;
- Distribute draft minutes of the previous meeting to all members;
- Read correspondence at each meeting;
- Keep minutes and motions of all meetings;
- Sign minutes adopted at all meetings;
- Conduct official correspondence for the Committee of Stewards;
- Keep official records securely stored (in accordance with GMUC Privacy Policy).

Responsibilities of the Treasurer

- Receive all funds for the ministry of the congregation from offerings and all other sources;
- Receive all funds given for the Mission and Service Fund and other funds for the mission of the wider United Church;
- Disburse funds on a day-to-day basis under the direction of the Committee of Stewards (see Policy for the Disbursement of Funds);
- Keep records of all funds received and funds disbursed;
- Send the Mission and Service funds to the appropriate General Council Working Unit as stipulated in the United Church Manual;
- Present a financial report at every Committee of Stewards meeting and every Official Board meeting;
- Present an abbreviated report to the congregation quarterly;
- Ensure records are kept of all receipts given by each donor;
- Cooperate with an annual Independent Financial Review as outlined in the United Church Manual (see Finance Committee of the GMUC Committee of Stewards);
- Prepare a Draft Annual Budget with the assistance of the Finance Committee (see Finance Committee of the GMUC Committee of Stewards).



Glen Morris United Church Governance Document

February 2021

Policy for the Disbursement of Funds

The Treasurer is responsible for ensuring all funds received for the ministry of the congregation are disbursed in the following order of priority:

- The remuneration of the ministry personnel serving the Church;
- The assessments payable to the United Church Pension Fund and the Group Insurance Plan;
- The salaries of other staff of the congregation;
- The annual assessment to the United Church of Canada;
- Other capital and current expenses of the congregation.

Expenditure Limit

The Committee of Stewards is authorized to spend funds for a non-budgeted item up to \$1,500 for any single church project. For projects requiring funds above \$1,500, the Committee of Stewards shall seek approval from the Official Board.

Committees of Stewards

The following are Committees of Stewards and carry out some of the above responsibilities. Committee mandates are described in the next pages:

- Property Committee;
- Manse Committee;
- Finance Committee;
- Special Events and Fund-Raising Groups. These groups may arrange special events, groups include Applefest, Pancake Breakfast, Anniversary Planning Group. The list of groups may change from year to year as some groups are added and some are cancelled.



Glen Morris United Church Governance Document

February 2021

PROPERTY COMMITTEE

The Property Committee is responsible for overseeing the maintenance, enhancement, repairs and safety of the Church building and grounds.

Election and Membership

- All elected members of the Committee of Stewards, including the Treasurer;
- The Chair of the Property Committee shall be elected by the Committee of Stewards at the first meeting following the Annual General Meeting.

Meetings of the Property Committee

Meetings shall be held a minimum of four times per year.

Responsibilities of the Property Committee

- Ensure the church building, grounds, and all ancillary equipment are properly maintained;
- Review recommendations of the Manse Committee regarding maintenance and repairs to the Manse;
- Obtain and review estimates for work to be considered by contractors;
- Approve and arrange for repairs, alterations, and improvements;
- Maintain and update a maintenance manual for all Church facilities which require regular maintenance;
- Receive reports of needed maintenance and deficiencies from the Church Custodian and respond as warranted;
- Prepare the Position Description for the Custodian and review it every three years in accordance with the GMUC Harassment and Sexual Misconduct Policy;
- Implement a list of Church members who are authorized by their positions in the Church to hold Church keys;
- The Chair of the Property Committee shall maintain and post a list of authorized Church key holders, and update the list on an annual basis, after the first meetings of committees following the Annual General Meeting;
- Complete a RAM form for the Custodian annually in accordance with the GMUC Harassment and Sexual Misconduct Policy.



Glen Morris United Church Governance Document

February 2021

MANSE COMMITTEE

The Manse Committee ensures the care and maintenance of the manse, any equipment situated therein, and the grounds.

Election and Membership

- A Representative of the Committee of Stewards who shall be Chair of the Committee;
- A Representative of the United Church Women (UCW) for a maximum of three years;
- One member of the congregation for a maximum of three years;
- The Spouse of the residing Minister.

One member other than the spouse of the residing Minister must have a key to the Manse.

Meetings of the Manse Committee

Meetings shall be held a minimum of twice per year.

Responsibilities of the Manse Committee

- Ensure that the Minister and his or her family are provided with accommodations that are in every way suitable;
- Inspect the manse, equipment, and grounds at least annually;
- Consult with the minister and their spouse or any other lessee at the time of the annual inspection.



Glen Morris United Church Governance Document

February 2021

FINANCE COMMITTEE

The Finance Committee is responsible for overseeing the finances of the congregation in accordance with the United Church Manual.

Election and Membership

- All elected members of the Committee of Stewards, including the Treasurer;
- The Chair of the Finance Committee will be elected by the Committee of Stewards at the first meeting following the Annual General Meeting. The Chair of the Finance Committee may not be the Treasurer.

Meetings of the Finance Committee

Meetings shall be held a minimum of four times per year.

Responsibilities of the Finance Committee

- Arrange the counting and depositing of all funds for the Church (see Policy for Counting Funds);
- Review the Treasurer's records of all receipts and disbursements;
- Support the Treasurer in meeting his/her duties;
- Monitor the givings to all funds of the Church and analyze financial trends;
- Assist the Treasurer in preparing a draft Annual Budget;
- Assist the Official Board in the coordination of stewardship matters and stewardship campaigns by providing financial reports and estimates;
- Encourage members of the congregation to use Pre-Authorized Remittance (the PAR system);
- The Chair of the Finance Committee is responsible for receiving the report of the Independent Financial Review and for responding accordingly to any recommendations.

Signing Authority

The signing authority for all disbursements, bank accounts, cheques, and related documents administered by the Committee of Stewards shall be the Treasurer, the Chair of the Finance Committee and two other members of the Congregation appointed by the Committee of Stewards. The four persons with signing authority must have a Criminal Records check, may not have previously declared bankruptcy and must be duly registered with the financial institution used by the Committee of Stewards. The four persons may not be related to each other. Double signatures are mandatory on all cheques issued and related bank documents. Under normal circumstances, the Church Treasurer shall be one of the signatories, however, should this not be possible any other two signatories are acceptable.

Policy for the Counting of Funds Given to the Church

- A minimum of two members of the Committee of Stewards, who are not related to each other, shall be responsible for counting and recording all funds given to the Church at regular and special services held on the premises;
- Funds shall not be taken from the Church until the counting and recording are complete;
- Under extenuating circumstances, the Treasurer or designate may waive the foregoing policy;
- When Church services are held off site, the Treasurer or designate shall take the funds collected to the Treasurer's home for processing;
- In all circumstances, the funds shall be deposited in the bank at the earliest convenience.



Glen Morris United Church Governance Document

February 2021

THE ANNUAL BUDGET

The congregation is responsible for having an Annual Budget.

Preparation of the Draft Annual Budget

The Treasurer with assistance of the Financial Committee is responsible for preparing a Draft Annual Budget for the coming year. The Draft Annual Budget must include a full statement of estimates for the coming year including the following:

- Estimated receipts and expenses;
- Assets and liabilities (not including land and buildings);
- Current year receipts and expenses;
- Bank balances for all Church accounts;
- Bank account reconciliation for year-end.

Prior to the Annual General Meeting, the Treasurer presents the Draft Annual Budget to the Committee of Stewards for approval.

Action by the Congregation

The Committee of Stewards presents the Draft Annual Budget to the congregation at the Annual General Meeting. The congregation must consider the Draft Annual Budget and then:

- Approve the Budget without changes OR;
- Make changes to the Budget and approve the amended Budget OR;
- Refer the Budget back to the Committee of Stewards to make changes for the congregation to consider at a subsequent Special Congregational Meeting OR;
- Take other action that would help the congregation approve the Budget at a subsequent Special Congregational Meeting.

Changes to the Approved Budget

The Committee of Stewards may make minor changes to the approved Budget without approval of the congregation. The change must be within 10% of the total Operating Budget to be considered minor.

If the Committee of Stewards wishes to make a major change to the Budget it must present the proposed major change to the congregation for consideration at a Special Congregational Meeting. The notice of the Congregational meeting must indicate the purpose of the special meeting.



Glen Morris United Church Governance Document

February 2021

INDEPENDENT FINANCIAL REVIEWS

An Independent Financial Review is an examination of the financial records of the Church in keeping with the provision of the United Church Manual. The review is held in January each year.

Purpose of an Independent Financial Review

- To determine the accuracy of the financial statements;
- To determine that financial transactions are recorded properly;
- To identify any potential weaknesses in the Church accounting system.

Those Who May Perform the Independent Financial Review

- A public accountant or
- A person familiar with bookkeeping and who understands the purpose of an independent examination of financial records.

It is not necessary for the accountant or the person performing the review to be a member or adherent of the congregation.

Election of the Person Who Will Perform the Independent Financial Review

- The accountant or persons who will perform the review shall be elected at the Annual General Meeting;
- In the case of a non-accountant, more than one person must be elected;
- The accountant or persons performing the review shall not be the Treasurer, related to the Treasurer, a member of the Committee of Stewards, or a person with signing authority;
- The term of office is one year, and individuals may be re-elected without a hiatus for an indefinite period.

Responsibilities of the Person Who Will Perform the Independent Financial Review

The accountant or the person performing the review is responsible for the following:

- Ensuring that two designated persons sign all cheques in accordance with the Signing Authority explained above;
- Examining the records of meetings of the Committee of Stewards and the Finance Committee;
- Examining the books that record receipts, disbursements, payroll, and general ledger for accuracy;
- Ensuring that all disbursements are authorized;
- Reviewing year-end bank reconciliation;
- Ensuring that all funds given for the Mission and Service Fund are sent to the appropriate General Council Working Fund as stipulated in the United Church Manual;
- Reviewing procedures used for keeping records to ensure that the chance of error or fraud is minimized;
- Ensuring that receipts from donors match the charitable donation receipts issued;
- Ensuring that the annual information return was completed and submitted to government authorities within six months after the end of the previous financial year;
- Preparing a written report outlining the findings of the review to be delivered to the Chair of the Finance Committee;
- The Chair of the Finance Committee will act according to any recommendations in the report and ensure the written report is included in the Annual Report for the Annual General Meeting.



Glen Morris United Church Governance Document

February 2021

GMUC COMMITTEE OF SESSION

The purpose of the Committee of Session is to oversee the spiritual interests of the congregation including the order of public worship, religious training, and both the physical and financial care of the needy. The Committee of Session must keep the Register of Baptisms, Marriages and Burials, and must maintain the Roll of the Congregation.

Election and Membership

The following positions comprise the Committee of Session:

- Up to ten members of Glen Morris United Church elected at the Congregational Annual General Meeting,
 - o each serves a three-year term and then must take a one-year hiatus before becoming eligible for re-election;
- The Clerk of Session is elected at the Congregational Annual General Meeting to a three-year term and may serve indefinitely, without a hiatus;
- The Ordered Minister;
- Members of the Committee of Stewards cannot also serve as members of the Committee of Session at the same time.

Meetings of the Committee of Session

- Meetings shall be held a minimum of four times per year;
- The first meeting should be in February or March, following the Congregational Annual General Meeting;
- The Chair of Session is chosen at the first meeting of Session and may serve a maximum of three years.

Quorum and Rules of Order

- A meeting of the Committee of Session may only take place if 50% of the committee members including the Ordered Minister are present;
- Decisions of the Committee of Session are made by the majority vote of members present at a meeting. The Chair votes only if there is a tie in the voting;
- Proxy votes and mail-in ballots are not permitted at meetings;
- All other Rules of Order are outlined in the United Church Manual, Appendix 3.



Glen Morris United Church Governance Document

February 2021

Responsibilities of the Committee of Session

- Admit persons into full membership and grant certificates of transfer;
- Show concern for the spiritual health and well-being of every person for whom the congregation has responsibility;
- Oversee the conduct of congregational members with power to exercise discipline;
- Oversee the administration of the sacraments;
- Oversee the religious training of the young and the organization of meetings for Christian fellowship, instruction and work;
- Oversee the order of public worship;
- Oversee the care of the poor and the visiting of the sick;
- Oversee the outreach of the congregation in evangelism and social action;
- Receive and judge petitions, etc., from members and transmit petitions, appeals, etc., to Regional Council;
- Maintain the Roll of the Church;
- Maintain the Record of Children and Adherents;
- Maintain the Register of Baptisms, Marriages and Burials;
- Oversee the use of the Sanctuary and ensure that it is consistent with local and denominational policies;
- Recommend suitable candidates for the Order of Ministry and recommend suitable lay persons to the United Church for a license to preach or for training;
- Complete and update a RAM Form for the Committee of Session annually in accordance with the GMUC Harassment and Sexual Misconduct Policy.

Responsibilities of the Chair of Session

- Preside over all meetings of Session;
- The Chair is a member of the Nominating Committee, the Special Funds Committee, and the Executive of the Official Board;
- The Chair assumes the position of Privacy Officer of GMUC in the event the Chair of the Official Board cannot act in that capacity due to a conflict of interest.

Responsibilities of the Clerk of Session

- Notify members of upcoming meetings including the location, date, and time of the meetings;
- Prepare an agenda for each meeting;
- Distribute draft minutes of the previous meeting to all members;
- Read correspondence at each meeting;
- Keep minutes and motions of all meetings;
- Sign minutes adopted at all meetings;
- Conduct official correspondence for the Committee of Session;
- Keep official records securely stored (in accordance with GMUC Privacy Policy).

Committees of Session

The following are Committees of Session and carry out some of the above duties. Committee mandates are described in the next pages:

- Faith Formation Committee;
- Outreach and Social Justice Committee;
- Pastoral Care Committee;
- Special Funds Committee;
- Media Communications Committee.



Glen Morris United Church Governance Document

February 2021

FAITH FORMATION COMMITTEE

The purpose of the Faith Formation Committee of Session is to plan and implement all aspects of congregational worship, including the needs of Sunday school teachers and leaders. This was a newly formed committee in 2018 that combined the Worship and Christian Education Committees.

Election and Membership

- Three or four representatives from the congregation, at least one of which is a member of the Committee of Session;
- Members are elected at the Annual General Meeting or at the first meeting of Session, if necessary;
- The Music Director;
- A Sunday School Representative;
- The Minister.

Members can serve consecutive yearly terms and it is recommended that the congregational representatives are never all new in the same year.

Meetings of the Faith Formation Committee

The Faith Formation Committee should meet every six to eight weeks as needed and make a report to Session.

Responsibilities of the Faith Formation Committee

- Planning and implementing all aspects of congregational worship;
- Routinely evaluating the order and content of congregational worship;
- Studying the curriculum and program materials for Christian Education;
- Preparing the Position Description for the Music Director and reviewing it every three years, in accordance with the GMUC Harassment and Sexual Misconduct Policy;
- Preparing Position Descriptions for volunteer Sunday School Teachers and reviewing them every three years, in accordance with the GMUC Harassment and Sexual Misconduct Policy;
- Planning for the recruitment of Sunday School teachers and leaders of groups for the Christian education of the congregation;
- Complete and update RAM Forms for the Faith Formation Committee, the Director of Music and the Sunday School Teacher annually in accordance with the GMUC Harassment and Sexual Misconduct Policy;
- Studying the educational needs of the congregation and providing leadership for all persons at all stages of their lives.



Glen Morris United Church Governance Document

February 2021

PASTORAL CARE TEAM

The Pastoral Care Team assists the minister in providing comfort and care to those experiencing life transitions, illness, grief, and family or personal crisis. Spiritual care has many aspects, including prayer, visitation, meaningful correspondence and virtual contact.

The minister is responsible for Pastoral Care.

Membership

- The minister;
- Adult members of the congregation that are interested in pastoral care;
- A lay chairperson acts as a coordinator between the minister and the team.

Meetings of the Pastoral Care Team

- The team meets as necessary, determined by the minister or the lay chairperson.

Reporting

- The minister may report pertinent pastoral care information to the Committee of Session as part of the Minister's Report.

Responsibilities of the Pastoral Care Team:

- Identify the persons or families for whom support is needed;
- Visit persons in hospital, in Long Term Care (LTC), or in retirement homes;
- In cases where the person being visited has mild to moderate dementia or a psychiatric condition, two visitors should always visit together;
- In the case of a person with severe dementia (no rational communication being possible), one person may visit after giving the LTC nurse or a family member notice of the meeting;
- Children may only be visited by the minister and in the presence of a parent or legal guardian;
- Telephone, email or visit those who are experiencing life transitions, illness, grief, loneliness, or family or personal crisis;
- Send cards and notes to acknowledge deaths, illness and significant family events;
- Offer prayer for those whom prayer has been requested;
- Share visiting information with the minister and lay chairperson;
- No records are kept;
- Provide opportunities for education and awareness sessions for the congregation and the wider community.



Glen Morris United Church Governance Document

February 2021

OUTREACH AND SOCIAL JUSTICE COMMITTEE

The Outreach and Social Justice Committee of Session is responsible for educating the congregation about emerging local and global needs and developing appropriate strategies and outreach programs that will address those needs.

Election and Membership

- Three to five members of the congregation, at least one of which is a member of the Committee of Session. Members are elected at the Annual General Meeting.

Meetings of the Outreach and Social Justice Committee

This Committee should meet four times per year;
The Outreach and Social Justice Committee reports to Session.

Duties of the Outreach and Social Justice Committee

- Complete and update a RAM Form for the Committee of Outreach and Social Justice annually in accordance with the GMUC Harassment and Sexual Misconduct Policy;



Glen Morris United Church Governance Document

February 2021

SPECIAL FUNDS COMMITTEE

The Special Funds Committee is responsible for choosing candidates to receive money from the Dr. Mathers fund and the Ottawa fund in accordance with the provisions noted below.

Election and Membership

The following members are selected at the first meeting of the Committee of Session:

- The Chair of the Committee of Session;
- One other member of the Committee of Session.

Responsibilities of Special Funds Committee Members

- The Special Funds Committee is responsible for educating the congregation that these funds are available;
- Members of the committee must be familiar with the dollar value of each special fund,
 - o The Treasurer of the Church holds these funds as part of the Church Current Account;
- Members of the committee adjudicate which candidates receive money from the special funds.

Description of Special Funds

The Dr. Mathers fund is intended to provide financial support for young children to attend a Christian camp. It was established in honour of the Reverend Dr. Mathers.

The Ottawa fund is intended to support youth or young adults who wish to participate in mission related work. It was established in honour of the Reverend Brenda Ottawa and her husband Fern Ottawa, for their work in the Church and community from 2003 to 2016.

Candidates who wish to receive a bursary from either fund should contact the committee.

The Benevolent Fund is administered solely at the discretion of the Minister in total confidentiality.



Glen Morris United Church Governance Document

February 2021

MEDIA COMMUNICATIONS COMMITTEE

The Communications Committee is expected to provide and update electronic tools to help keep our congregation informed. This committee is still evolving.

Currently, these members are creating a monthly Newsletter and keeping the Glen Morris United Church website updated with the information that is supplied to them by various committee members. Glen Morris United Church also has Facebook, Twitter and Instagram accounts.

Members of the Committee of Session are still the direct link to Church members and adherents. They need to determine if electronic or personal contact is the best way to keep their group of congregants informed.

Every other year, the Communications Committee, with assistance from members of the Committee of Session, should assess the effectiveness of the Church's communication methods.

Current Membership

- The Website Coordinator;
- The Newsletter Editor.



Glen Morris United Church Governance Document

February 2021

GLEN MORRIS UNITED CHURCH WOMEN (UCW)

The women, or persons who identify as such, of the congregation and surrounding area who are in sympathy with the purpose and functions of the UCW of the United Church of Canada. Increasingly, a plan of organization for the UCW must be flexible with a creative approach to the needs and responsibilities of adults.

The purpose is to unite the women, or persons who identify as such, of the congregation and surrounding area for the total mission of the church and to provide a medium through which they may express their loyalty and devotion to the Creator in Christian witness, study, fellowship and service.

United Church Women Responsibilities

- Encourage growth in Christian understanding, faith and experience through worship, Bible study and involvement in other activities,
- Encourage informed participation in the mission of the church in the congregation, the community, the nation and the world;
- Cultivate Christian stewardship in all of life;
- Share financially in supporting the national church through the Mission and Service Fund, in meeting the needs of the congregation through the budget of the church, in sharing the expenses of the regional organizations of the UCW and in supporting community undertakings;
- Develop Christian leadership for church and community.
- Complete and update a RAM Form for the UCW annually in accordance with the GMUC Harassment and Sexual Misconduct Policy
 - This must include a risk assessment and mitigation processes for an annual bazaar, if one is being held.



Glen Morris United Church Governance Document

February 2021

GMUC NOMINATION PROCEDURE

Members of the Nominating Committee

- Chair of the Official Board;
- Chair of the Committee of Stewards;
- Chair of the Committee of Session.
-

Responsibilities of the Nominating Committee

- Obtain the updated list of Members and Adherents of the congregation from the Clerk of Session;
- By the first of November, place the list of Members and Adherents in the Narthex for the congregation to access;
- Determine the number of positions required for the Chair of the Official Board, Secretary of the Congregation, the Board of Trustees, the Committee of Stewards, the Committee of Session, the M&P Committee, Independent Financial Reviewers, the Church Treasurer and the Clerk of Session;
- During November and December, distribute nomination forms in the Narthex for Members and Adherents to make their nominations (these forms must include the name of the member completing the form);
- Nominations for Chair of the Official Board, the Board of Trustees, the Committee of Session, the Church Treasurer, and Clerk of the Committee of Session are chosen from the list of Members of the Congregation.
- Nominations for the Committee of Stewards, and M&P Committee, are chosen from the list of Members or Adherents;
- Nominations for the Independent Financial Reviewers are chosen from the list of Members, Adherents or in exceptional circumstances, from members of the community.
- Completed nomination forms must be received by the committee by December 31;
- The committee then makes lists of those nominated for the various positions; ensures those nominated are eligible for the positions designated, then contacts each person nominated to encourage that person to allow their name to stand for the designated position;
- If a candidate is not eligible for nomination to a position, the committee will notify the person making the nomination and the candidate accordingly;
- If enough people have not been nominated or those nominated do not consent to standing for election, then other people may be asked to accept nomination for the vacant positions;
- The Nominating Committee should liaise with the Chair of the Board of Trustees and the Chair of the M&P Committee when considering candidates for these two organizations to ensure candidates fully understand the duties and responsibilities involved;
- Nominees for positions are presented at the Congregational Annual General Meeting. The Chair will call for other nominations from the floor, these candidates must be present to accept the nomination. After nominations are closed, elections will be held to fill all positions available.



Glen Morris United Church Governance Document

February 2021

GLEN MORRIS UNITED CHURCH NOMINATION FORM

***From the MEMBERS OF THE CONGREGATION LIST ONLY, NOMINATE one person to stand for election to the position of Chair of the Official Board:

***From the MEMBERS OF THE CONGREGATION LIST ONLY, NOMINATE one person to stand for election to the position of Secretary of the Congregation (who also acts as Secretary of the Official Board):

From the MEMBERS LIST ONLY, NOMINATE x people to stand for election to the Committee of Session, and x people to serve on the Board of Trustees.

From either the MEMBERS LIST OR THE ADHERENT LIST, NOMINATE x people to stand for election to the Committee of Stewards; x people to stand for election to the M&P Committee, and one or two people to act as Independent Financial Reviewers.

***From the FULL MEMBERS LIST ONLY, NOMINATE one person to stand for election to the Committee of Session to act as Clerk of Session.

***From the FULL MEMBERS LIST ONLY, NOMINATE one person to stand for election as Church Treasurer.

*** *Only include these sections if necessary.*

If the candidate you nominate is ineligible to serve on the committee you designate (e.g.: members of the Committee of Stewards cannot serve on the Committee of Session at the same time), you and your candidate will be notified accordingly.

This NOMINATION FORM must be returned to a member of the Nominating Committee or placed in the collection plate by December 31, 20xx.

Any questions should be directed to any of these three members of the Nominating Committee:

- Chair of the Official Board: Name / Contact number / E-mail
- Chair of the Committee of Stewards: Name / Contact number / E-mail
- Chair of the Committee of Session: Name / Contact number / E-mail

Name of Member of Glen Morris United Church submitting this form:

THE ANNUAL GENERAL MEETING IS SUNDAY FEBRUARY XX, 20XX