



Volunteer Positions Descriptions Comox United Church

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Comox United Church Governance Structure

Updated March 2022

Human Resources Group
Ministry and Personnel
Team
Nominations and Volunteer
Appreciation (NoVA)

Congregational Education
Group
Faith Exploration Team
 Study and Fellowship Groups
 Film Nights
 Children's Religious Activities
 Library Representative

Property Group
 Buildings and Grounds
 Space Use Team (Facilities)
 Tech Team

Social Justice
Social Justice Team
 Mission and Service promotion
 Social Justice programming
 Climate Justice programming
 Local outreach initiatives
 Sustainability Action Group for
 the Environment (SAGE)

Other Committees
 Joint Liaison with CVUF
 Becoming/Visioning Team
 Communicable Disease
 Prevention Plan (CDPP) Team

Church Council

Council Executive

Chair
Vice-Chair
Past Chair
Secretary
Treasurer
Chair of M&P
Finance
Trustees
Minister(s)

Finance Management Group
 Coordinator
 Congregational Life Group Coordinator
 Pastoral Care Group Coordinator
 Social Justice Coordinator
 Congregational Education Group
 Coordinator,
 Worship and Sacraments Group
 Coordinator,
 Property Group Coordinator
 Becoming Team representative
 Ad Hoc Committee representatives
 Members at Large

Note:

Council members must be members of
 Comox United Church.

Chair of M&P Team must also be the
 Coordinator of the Human Resources
 Group

The Minister must be in attendance, as
 required in the UC Manual (nonvoting)
 Quorum: ½ members not including
 Minister plus 1

Finance Management Group

Finance Team
 Treasurer, Counters, Envelope Secretary
Archives and Memorial Team
Stewardship Team
Trustees
 Insurance
 Property Title

Worship & Sacraments Group

Membership Team

Worship Planning Team

Head Usher
 Greeters
 Power Point Team
 Music Committee
 Choir
 Centering Prayer
 Alternative worship services
 Sanctuary Care
 Streaming Committee

Congregational Life Group Fellowship

Affirm Team
 Annual Church Picnic
 Annual Church Camp
 Sunday fellowship (coffee)
 Soup and Sandwich Lunch
 Small group gatherings
 Men's Group & Men's Shed
 United Church Women group

Communication

Congregational Life table
 Photographer
 Social Media Team (website),
 Facebook

Pastoral Care Group

Pastoral Care Team

Small Group Ministries
 Prayer Chain

Position Description for Group Coordinators

Term: Two years (can be renewed) (half of the Coordinators to be elected each year)

Note: Group Coordinators do not necessarily serve as Chair of any team or task force within the area for which they are Coordinator; the exception is Chair of the Ministry and Personnel Team, who is required by The Manual to be a member of Council; since there are only two constituent teams in the Ministry and Personnel Group, one person may serve as both Team Chair and Group Coordinator; when this is not possible, Council would need to increase by one member for that period

Primary role:

- sit as a member of Council and contribute actively to the direction-setting, goal identification, and long-range planning duties of the Council
- hold the wider interests and broader mission of the whole congregation uppermost in all decision making

Responsibilities for the Group:

- **Communication:** of the Group's needs, goals, programmes, projects, and activities to Council, and of Council's priorities, mission, strategic plans, and assignments of relevant task to each component of the Group
- **Monitoring:** of the work of each of the components of the Group to ensure that it is aligned with the overall strategic plans and goals of Comox United Church
- **Mentoring:** each of the components of the Group; enabling understanding of the overall goals, assisting in securing the financial and other resources needed through the annual budgeting process, ensuring each component completes its reporting requirements to the Council; Group Coordinators will also serve as a "first response" if conflict arises, providing support, assisting with conflict resolution, and working with the parties to address conflict in a positive manner

Specific tasks:

- monthly contact with Team Chairs and individuals responsible for each area of the Group's work to discuss issues, concerns and needs related to their work
- communicate the overall Council mission and goals with each component of the Group, identifying how the component's work fits into the strategy and the importance of that work in the overall achievement of the Council's goals
- gather information reports of each component to report to the Council as needed
- obtain specific requests to the Council, assist in framing as a motion, and identify to the Chair of Council the need for a motion on the Council's agenda
- advocate for requests to Council regarding resources and assistance and communicate Council's decision to the requests
- identify to any specific goals or tasks assigned by the Council to the Group, monitor task completion, report to the Council on progress and issues arising that may require further defining, refining, or affect timing of Council's strategic plans
- facilitate each component's annual budget submission in a timely manner and advocate in the Council for the provision of those resources to meet the needs of the strategic plan adopted by Council
- be familiar with the "Abuse Prevention Policy" guidelines for Comox United Church and reporting procedures; in coordination with the Office Administrator, ensure that police record checks are completed for all volunteers within the Group who are working with vulnerable people .

Position Description for Team Chair

Note: This is intended to be a guide to assist new chairs, not a burden to weigh them down. Not all issues apply to every team, and delegation of tasks or duties is possible.

1. Leadership:

- obtain a copy of the Position Description booklet and be familiar with the position description for the team
- review The Manual (available through the Church office) for information about the team
- monitor the team's business and activities to ensure the work is getting done in a timely and accurate fashion and that working relationships inside and outside the team are harmonious and effective
- provide a sense of direction and purpose for the members, a knowledgeable and interested "hand at the helm"; guide, but don't command; try to use the talents of your members to accomplish team's goals and tasks; oversee what they are doing, but let them do it in their own way, only intervening to offer support or correction when it seems necessary; consider it a delicate balancing act

2. Chairing meetings:

- responsible for the agenda, both for ensuring one exists and for working through it
- ensure a quorum exists for each meeting
- responsible to see the meeting stays focussed and on topic, doesn't bounce from one issue to another without resolving the initial one; call for a return to the agreed agenda/issue if necessary
- responsible to watch the time so business gets done in the time allotted, if possible; can call for a limit on discussion (e.g., allow 4 more speakers or set a time to end the debate); also should ensure all who wish to speak get at least one opportunity, within time limits
- Chair can make the decision that the team operate by consensus or by voting, or a combination depending on the issues at hand
- knowledge of rules of order is useful, but not necessary; some teams are quite successful operating informally while others need structure, perhaps due to the nature of the business or the personalities involved
- ensure that minutes are taken and distributed as needed, and that a copy is given to Office Administrator for filing
- report to Council through the Group Coordinator and be responsible for communication between the team and the Group Coordinator
- **Motions:** Chair does not usually make or second motions, though they can ask for a motion to be put on the table; should do so if a discussion starts and the topic is important but wasn't on the agenda
- **Voting:** Chair votes only in case of a tie

3. Calling meetings:

- teams can meet "at the call of the chair" but it is easier to have set meeting times (monthly, quarterly, etc.) which will work for the group
- arrange for emails or phone calls to remind members prior to meetings

4. Membership of team:

- ensure the team has a Vice chair who can cover for the Chair, a Secretary, (and a Treasurer, if needed; most teams don't need one)

5. Ask for help: if you're stuck or not sure what is the best course of action, consult with the Coordinator of your Group, the Minister, or the Chair of the NoVA Team.

CHURCH COUNCIL EXECUTIVE

Chair of Council: Term: 2 years (can be renewed)

Responsibilities:

- prepare agenda for monthly meeting
- email agenda and pertinent information to Council members before monthly meeting
- schedule reports to Council from Group Coordinators, Trustees, Treasurer, and Minister (as needed)
- chair monthly Council meeting and ad-hoc Council Executive meetings
- ensure that Council members are aware of their role as Elders (see document: *Eldership—An Important Role of Council Members*)
- prepare agenda and chair congregational meetings.
- ensure that Annual General Meeting is scheduled
- prepare agenda and chair Annual General Meetings
- write an annual report for Annual General Meeting document
- familiarise self with the United Church of Canada “Manual” with respect to Church Council
- familiarise self with the “Abuse Prevention Policy” guidelines for Comox United Church and reporting procedures

Vice-Chair and Past Chair of Council

Term: 1 year in each position

Responsibilities:

- Vice-chair to succeed the Chair when their term has expired, or upon resignation of the Chair
- Chair of Council to become Past Chair when their term has expired
- participate in sub-team work of the Council
- ensure that policies endorsed by Council are dated and placed in Policy Binder
- work with the NoVA Team to replace Council members throughout the year as needed and at year-end as needed
- chair Council meeting if Council Chair is unavailable

Secretary

Term: 2 years (can be renewed)

Responsibilities:

- record minutes for Council meetings and distribute to members in a timely fashion
- email a copy of each month's minutes to office administrator for placement in the Council binder in the church office.
- record attendance at each council meeting.
- receive and reply to correspondence in consultation with Chair, for distribution to the congregation.
- create a “Notes from Council” summary of important points of discussion and decisions following each Council meeting, in consultation with ‘Chair , for distribution to the congregation.
- record minutes for Annual General Meeting and provide a copy for the Annual General Meeting report for the following year. Office administrator will have this on file.
- be familiar with guidelines for record-keeping and archiving in consultation with office administrator.
- to ensure that pertinent documentation is submitted (in a timely fashion) to the appropriate people. For example: when Council votes to approve officiants to perform marriages at Comox United Church (CxU) the appropriate documentation should be sent to The United Church of Canada (UCC). Note: UCC sends CxU documentation to complete.

Treasurer <see Finance Management Group>

HUMAN RESOURCES GROUP

Ministry and Personnel Team (updated February 2022)

Purpose: To provide a consultative and supportive agency for the staff of Comox United.

Membership: Chair (who also serves as a member of the Council Executive); one member per staff person

Term: 3 years (can be renewed)

Skills required: communication and mediation skills

Responsibilities:

- Initiate discussions with staff personnel to facilitate the setting of SMART objectives. (usually February-March)
- Monitor, track and communicate status of vacation, study, continuing education, medical and other absences to ensure proper compensation and healthy practices of staff
- review and evaluate annually the effectiveness of the staff through performance reviews (usually October-November)
- review regularly the responsibilities of staff and revise position descriptions as required or requested
- review working conditions and remunerations for staff
- oversee the relationship between members of staff with respect to responsibilities and authority
- facilitate communication channel between staff and congregation
- consult with staff members regarding opportunities and plans for continuing education
- ensure that police record checks are current for staff and all volunteers working with vulnerable persons
- be familiar with the "Abuse Prevention Policy" guidelines for Comox United Church and reporting procedures

Personnel Records Clerk (new February 2022)

Duties:

Under United Church of Canada policy, each pastoral charge is required to keep records of employees' leaves of various types.

- records all vacation times, sick days, and, where appropriate, sabbatical leaves and study leaves for Ministerial personnel, the Office Administrator, and such other employees of Comox United Church as the Ministry and Personnel (M & P) Committee from time to time may deem appropriate
- keeps a record of initial work hour arrangements stipulated in staff contracts and any changes in those contract terms (e.g., change from 0.4 Full-Time Equivalent to 0.6 FTE). This is done noting that Ministerial personnel work on the July 1 to June 30 ministerial year whereas the Office Administrator's employment year is from January 1 to December 31

Obligations for Confidentiality and Records Retention:

- bound by M & P Committee confidentiality obligations and the standard M & P Confidentiality Agreement must be signed.
- bound by the obligation to retain records, notes, and communications related to the role for a period of six (6) years.

Reporting:

- reports to the Chairperson of the M&P Committee
- responsible for reporting the recorded data in a timely, organized fashion upon request from the M & P chairperson.
- This record keeping and reporting will be the sole and only responsibility of this M & P member.

Meetings and Communications:

- welcome to attend any regular or special M & P Committee meetings, but is not obligated to attend. Accordingly, this person is not responsible for recording minutes of meetings, and normally does not receive most M & P communications.

Remuneration and Time Commitment:

- nominal

Appointment and Term: (2 years)

- appointed, normally for a term of two calendar years, by motion of Council upon recommendation by the Nominations and Volunteer Appreciation Committee (NoVA).

Nominations and Volunteer Appreciation Team (NoVA)

(Sept. 2018 approved by Council)

Purpose: To link congregation members to volunteer opportunities,
To show appreciation to volunteers, and
To support volunteer teams in the execution of their duties

Membership: Chair and at least three additional members

Term: 3 years (can be renewed)

Skills required: communication skills; familiarity with volunteer needs of Teams and with members of the congregation

Responsibilities:

- connect volunteers with opportunities on an ongoing basis throughout the year, and especially in the Spring leading to the AGM, in order to meet the volunteer needs of church teams.
- present the "Who's Who" list of volunteers nominated for positions for election at each year's Annual General Meeting, and nominate any new members, and present Council Committee volunteers to Council for approval through the year.
- demonstrate appreciation to volunteers for their contribution to the life and work of the church.
- provide support and training to Teams, in general procedures for meeting organization and reporting, in accordance with the United Church manual.

Reports to: Council

CONGREGATIONAL EDUCATION GROUP (updated February 2022)

Faith Exploration Team

Purpose: To ensure that Christian Education and Development programmes take place that are engaging and meet varying needs for faith formation for all ages in the congregation.

Term: 3 years (can be renewed)

Skills required: communication skills; interest in educational programmes; ability to critically reflect on resource materials

Responsibilities:

- meet regularly to review past programmes and plan future ones
- review curriculum and programme materials for Christian Education and Development and recommend (in consultation with ministry staff as needed)
- review and recommend proposed studies and other educational activities
- keep informed about developments in curriculum, policy, and programme resources for Christian Education and Development (for example, those recommended in mailings from UCRD, and the national offices of the United Church)
monitor the attendance of children and youth at Sunday services and other church events and provide relevant educational ministry that is responsive at the level and frequency needed
- develop a budget for the support and implementation of Christian Education and Development programmes for the congregation (consideration to be given to funds for curriculum and other resources; leadership training programmes, workshops, and resources; resources for mid-week study groups)
- coordinate with the Worship Committee any educational ministries during Sunday service
- coordinate with the NoVA Team for annual recognition of volunteers
- communicate with the Church Council and contribute to the Annual Report
-

Library Team

Purpose: To care for and maintain the Church Library with literature that reflects the mission statement of Comox United Church.

Term: 3 years (can be renewed)

Responsibilities:

- review acquisitions in consultation with Comox United Church ministry staff and others as needed
- arrange for the purchase of new materials within the prescribed annual budget
- catalogue new acquisitions and maintain catalogue of inventory
- maintain lending process
- keep the bookshelves tidy and help maintain an inviting Library area

CONGREGATIONAL LIFE GROUP

Congregational Life Team

Purpose: To coordinate and support the various teams involved in community building within Comox United Church.

Term: 3 years (can be renewed)

Responsibilities:

- To coordinate and support as needed, the activities of the following community-building sub-groups, and other ad hoc groups which may evolve:
 - Affirm team
 - Annual Congregational Retreat coordinators
 - Feast convenors
 - Soup and Sandwich lunch coordinators
 - Friendship and Fellowship
 - Kitchen liaison
 - Compost garbage
 - Knitters group liaison
 - Men's Group liaison
 - Men's Shed
 - United Church Women (UCW)
 - Sunday Coffee and Tea team
- **COMMUNICATION**
 - **Social Media Team (Website, Facebook)**
 - **Photographer** (2017 dormant)
 - **Congregational Life Table convenor**

Skills required: responsible; knowledge of church calendar; understanding of the various groups and their functions

Reports to: Council

FOOD and GATHERING

Social Events Convenor

Purpose: To coordinate church feasts and other events; provide continuity in the management of the regularly scheduled events; to facilitate procedures to follow for feasts and other events.

Term: 3 years (can be renewed)

Responsibilities:

- to recruit help for set up of tables, chairs, sound, etc.
- to recruit help for food preparation and serving
- to recruit help for clean up
- liaise with "Friendship and Fellowship" coordinator to maintain supplies of dishes, napkins, paper towels, salt, pepper, coffee, tea as needed
- to coordinate funds for supplies from U.C.W., Friendship & Fellowship fund, or general revenue

Skills required: responsible; knowledge of church calendar; understanding of the goal of each feast; equipment management; facilitation

Soup and Sandwich Lunches Convenor

Purpose: To coordinate volunteers for monthly congregational lunch gatherings after the worship service.

Time commitment: 3 to 4 hours, once per month

Term: 3 years (can be renewed)

Responsibilities:

- recruit volunteers to bring soup and sandwiches and help serve
- recruit volunteers for setting up tables, chairs, and dishes, and for clean up
- provide written and verbal announcements prior to each lunch
- liaise with youth group as appropriate
- liaise with Friendship and Fellowship Facilitator regarding supplies
- liaise with Finance and Management Group and Social Justice and Outreach Group regarding disbursement of donations collected

Skills required:

- good communication skills; encourage and promote participation
- ability to cooperate and liaise with volunteers and other church members
- responsible for kitchen equipment and supplies

Friendship and Fellowship Facilitator

Purpose: To coordinate supplies for fellowship time after worship services and other feast times.

Time commitment: 1 to 2 hours per week

Skills required:

- food handling knowledge and kitchen safety awareness
- team player—ability to liaise with other volunteers and groups
- responsible: check supplies and purchase items on sale or in bulk when able

Responsibilities:

- purchase food supplies (juice, milk, cream, sugar, fair trade tea and coffee) and kitchen supplies (napkins, paper towels, soap, bleach and other cleaning supplies) and submit receipts for reimbursement
- collect donations money and submit for deposit
- ensure safety of equipment and maintenance thereof
- communicate with the U.C.W. and Stewards relating to problems with kitchen appliances and equipment
- liaise with Social Events Convenor and UCW to maintain supplies

Limits of responsibilities:

- not responsible for stocking extras for special events such as Memorial teas or Bazaars
- not responsible for large purchases of food for feasts
- not responsible for purchase of communion supplies

Congregational Retreat Facilitator

Purpose: To coordinate planning and registration for the annual congregational retreat.

Time commitment: XXX hours, and attendance for weekend in late September

Term: 1 year (can be renewed)

Skills required:

- good communication;
- ability to liaise with volunteers;
- ability to plan and think through outcomes;
- ability to work well with all ages and promote fellowship

Responsibilities:

- gather a planning team at the beginning of each calendar year
- ensure that the facility booked meets the needs of the congregation
- communicate with venue managers and make arrangements for signing of contracts, providing deposits, and submitting rental fees
- prepare registration form, worship bulletin announcements, and posters to communicate with congregation; coordinate car-pooling
- collect registration fees, record, and forward to Envelope Secretary
- participate in the planning of activities, help in gathering supplies for crafts and other activities
- make arrangements for a guest activity or event if desired
- forward information to Treasurer regarding needs for financial aid for those unable to pay the full cost of the retreat
- arrive early at venue, coordinate assignment of accommodation
- ensure that the venue is left clean and tidy at the end of the event
- report to Council through the Congregational Life Group Coordinator

Men's Breakfast Group

Purpose: To provide Christian fellowship for the men of the congregation

Skills required:

- kitchen safety awareness

Responsibilities of the Cook:

- purchase required breakfast food supplies including oatmeal, pancake mix, juice, bread, coffee, milk, sugar, brown sugar, creamer, milk, butter, jam, eggs and other ingredients
- set up table and chairs with three per table
- clean up after meeting by loading dishwasher, leaving kitchen clean and orderly
- put away tables and chairs

Time frame:

- meet on 3rd Saturday from September–April. from 8:00 till 9:30 am
- main cook arrives at 7:00 and three other men assist

United Church Women (Louisa Catchpole Unit of the UCW)

Responsibilities of UCW President:

- Run the monthly meetings
- Assist in organizing special events such as bake sales, memorial teas and luncheons
- Serve as contact person for ministry and clerical staff and church Council
- Ensure that an annual report is submitted for the church Annual General Meeting

Responsibilities of UCW Vice President:

- Run monthly meetings if President unavailable
- Leadership support as needed

Responsibilities of UCW Secretary:

- Record minutes of meetings and forward them to UCW members via email
- Take attendance at each meeting
- Receive all correspondence to the group and disseminate it at each meeting
- Save all correspondence for a period of 1 year

Responsibilities of UCW Treasurer:

- Keep a record of all monies disbursed and received
- Prepare cash floats for all sales
- Pay bills

- Keep a list of charities identified by the Louisa Catchpole Unit as recipients of monies raised by the UCW

COMMUNICATIONS

Website Manager (updated February 2022)

Purpose: To maintain the Comox United Church website.

Skills required:

- above average computer skills
- knowledge and experience with Publisher; able to convert files to PDF format
- willingness to learn Tithe.ly

Responsibilities:

- keep website up to date with the most current information, including articles and announcements from PMRC and the United Church of Canada websites
- post the link to the weekly livestreamed Worship Service on the *Home* page
- post the recorded weekly Worship Service on the *Virtual Services* page
- obtain and post weekly sermons on the *Sermons* page
- Post monthly Agendas, Reports, Minutes on *Council Members Only* page
- insert notices and special events when requested
- remove out-dated information and files
- correct any errors or omissions when notified
- know and respect copyright laws when downloading files, especially images
- forward monthly bill from Tithe.ly to church treasurer

Limits of responsibility:

- no financial responsibility
- not responsible for policies of church as to content

Photographer (dormant 2012)

Purpose: To take photos at church gatherings and events and maintain a photographic record of ongoing and special events of the church family.

Skills required:

- organized, attention to detail
- enjoys photography
- willingness to participate in church gatherings

Responsibilities:

- take photos at special events (such as, new members events, feasts, annual meetings, bazaars, Christmas pageants, church retreats)
- take candid shots of church members throughout the year
- maintain digital records
- print photos and maintain photo albums with dates, places, names
- obtain photo release permissions if posting photos on the website or printing in reports
- find a replacement if unable to attend an event that requires photos
- liaise with web site manager and incorporate appropriate photos

FINANCE and Management GROUP

Treasurer Term: indeterminate (two to five years suggested) (can be renewed)

Time Commitment: Estimate 5 hours per week

Skills required:

- bookkeeping/payroll background is preferable
- ability to work comfortably with accounting software and spreadsheets is necessary
- familiar with expectations and procedures in the "Financial Handbook for Congregations" published by The United Church of Canada

Responsibilities:

- accountable to the Church Council and the Congregation
- is a member of the Church Council and its Executive
- attends Council meetings and Council Executive meetings as called, and reporting regularly on the Pastoral Charge financial situation
- is responsible for payroll and all related disbursements
- is responsible for recording all disbursements and incoming funds, using proper bookkeeping methods
- takes responsibility for preparing the monthly financial statements
- takes responsibility for preparing the annual budget in consultation with Group Coordinators
- to prepare an Annual Financial report for the Council and the congregation
- submits reports to the United Church of Canada, the Canada Revenue Agency (HST/ GST rebates, Registered Charity Information Return) and to the United Church Pensions and Benefits carrier as required
- To work with the rest of the Finance Team - Chair of Trustees, Envelope Secretary and up to three other members.

Envelope Secretary

Purpose: To keep an accurate record of donations for Income tax receipts and allocation of funds for the Weekly Summary Report to the Treasurer.

Term: 3 years (can be renewed)

Time commitment:

- 15-20 hours per month.
- 25 hours to assign new Envelope Sets and prepare Income Tax annually

Skills required:

- average computer skills, specifically the use of Excel, and an aptitude for learning a donations software program.

Weekly responsibilities:

- collect the offering envelopes, tally sheet, adding machine tapes and any other information the Sunday Counters have gathered;
- input this information into the donations software program on a computer and reconcile a proof sheet with the weekly offerings.
- liaise with the Counters' Team Leaders, when necessary, with regard to discrepancies or to obtain clarification;
- reconcile weekly offerings with bank deposit.
- photocopy the counters' tally sheet and complete a Weekly Summary Report for the Treasurer.
- return and file all the paperwork in a confidential file cabinet and place the Treasurer's copies in the Treasurer's mail slot at the church office as soon as reasonably possible.
- ensure that all database changes and computer work is backed up on a regular basis

Monthly responsibilities:

- review the monthly PAR report from the United Church of Canada, ensure that any requested changes were made, enter the PAR offerings into the database and provide a report and appropriate information to the Treasurer.
- check the bank account for direct deposits, enter them into the database and provide a report and appropriate information to the Treasurer.

Ongoing responsibilities:

- keep database up-to-date with current information relative to each donor, i.e. address, telephone, etc.
- keep necessary forms up-to-date, i.e. Par Authorization.
- follow through on all requests for envelopes, including providing new donors with Permission Form and Photo Release Form;
- follow through on all requests or changes relative to PAR, and provide the necessary documentation to the United Church of Canada Office;
- pass along information regarding memorial donations to the person designated for acknowledging those donations;
- liaise with the Office Administrator as necessary, with regard to changes in donors' personal information, updates to household lists, etc.
- liaise with the Treasurer, as necessary, and provide him/her with requested information relative to donations/offerings, etc.
- To work with the rest of the Finance Team - Treasurer, Chair of Trustees and the other members

Annual responsibilities:

- order the Offering Envelopes for the following year (usually in January to receive a discount)
- prepare bulletin/newsletter reminders as and when necessary with regard to updating personal information, picking up tax receipts, envelopes, etc.
- assign and make available the New Year's Offering Envelopes during the month of December;
- prepare an Annual Report;
- requisition a cheque for annual maintenance of the donations software program.
- prepare Income Tax Receipts for Sunday pickup in January/February; mail those that are not picked up.
- box up the previous fiscal year's weekly reports and weekly envelope bundles for filing in long-term storage;
- make available previous fiscal years' reports when requested for an audit.

Offering Counters Team Leaders

Note: There are 2 teams and 2 team leaders that rotate (3 Sundays on and 3 Sundays off)

Term: 3 years (can be renewed)

Time Commitment: One and half hours when on duty

Responsibilities:

- arrive early enough to get the counting room set up before the service
- to collect materials and filing cabinet key held in the Office safe
- ensure there are 3 or 4 people to help count (there must be a minimum of 2)
- at the end of the service gather the offering from the front of the church and take it to the counting room
- oversee counting procedures
- train new counters
- fill out the accounting sheet and deposit book after offering has been counted
- ensure the relevant materials are held in the lockable filing cabinet in the counting room
- take the deposit to the night deposit box at the bank

Trustees

Purpose: To hold title and to hold in trust all of the property of Comox United Church for the use and benefit of the congregation.

Term: Indeterminate

Composition of the Board of Trustees:

- a majority of the members of the Board of Trustees must be members of the United Church • number of Trustees cannot be less than 3 or more than 15

Responsibilities:

- follow the lawful directions of Church Council and of Presbytery
- ensure that the congregation carries adequate property and liability insurance at all times (named insured should be stated as “Trustees of Comox United Church”)
- ensure that municipal tax exemption documents are submitted
- invest and maintain gifts and legacies; investment must be held by the Trustees and the revenue used as Church Council may direct
- advise on investment policies to be considered and approved by Church Council
- ensure that there is in place within the congregation a definite procedure for maintenance and repairs
- participate in decisions regarding work or repairs considered necessary
- Trustee’s cooperation is needed in securing permission to buy property if more land is to be acquired, in securing permission to mortgage congregational property, and in signing the documents to carry out the undertaking.
- To work with the rest of the Finance Team - Treasurer, Envelope Secretary and up to three other members.
- prepare an annual report for the Annual General Meeting

Stewardship Team

Purpose: To keep the congregation informed about the church’s finances and review and monitor fundraising projects and new initiatives.

Term: 3 years (can be renewed)

Responsibilities:

- help the congregation understand “stewardship” both in terms of financial commitments as well as investment of time and talents
- keep the congregation updated regarding church revenue and expenses with clear, easily understandable information
- review annually the church’s total financial objectives: local, regional, and national in order that the church’s financial potential may be realized
- review fundraising projects and other new initiatives, using the guidelines provided by the Council’s Fundraising Policy and the Policy for New Initiatives
- cultivate knowledge and conviction among all church groups regarding its mission
- interpret to the congregation why funds are needed and how they will be spent
- maintain ongoing contact with the other parts of the Finance Group
- report to Council through the Coordinator of the Finance Group

Archives and Memorial Fund Team

Purpose: To be stewards of the monies and articles given to Comox United Church for memorial and archival purposes.

Responsibilities:

- ensure that the designated use or purpose of each Memorial Fund conforms with the philosophy and or the objectives of the United Church of Canada and Comox United Church
- administer the Memorial fund by giving approval of the distribution of the Memorial money
- ensure that the Memorial funds are used to finance items or commitments of an endorsing nature in accord with the Memorial implications of each fund

- be responsible for the upkeep, refurbishing, or repair of Memorial Fund items as needed
- be aware that routine repairs and maintenance should not be underwritten by this fund
- communicate with the "offering counters" regarding donors and memorial donations received
- thank the donor and notify the family of the person in whose name the donation was made
- ensure that the archives of Comox United Church are housed in the BC Conference Archives (sending the material for archiving is the responsibility of the Minister and the office Administrator).

PROPERTY GROUP

Property Coordinator

Purpose: To ensure that the church property is maintained in a good and safe condition.

Responsibilities:

- advocates for the building
- inspects the property periodically for signs of damage or decay
- ensures required maintenance schedules are maintained
- coordinates with authorities as needed (such as VIHA) to ensure policy compliance
- arranges work parties for general maintenance such as gardening and line painting
- arranges with trades people for any more major repairs
- communicates with Trustees and Finance Management Group Coordinator regarding situations that require immediate or long-term attention
- maintain records of repairs and upgrades in collaboration with office administrator
- facilitates increased rental and overall usage of the property to cover costs of maintenance,
- respond to requests or complaints or concerns regarding building use
- responds to emergencies occurring within the building or on the grounds, engaging others when needed.

Term: 3 years (can be renewed)

Skills required:

- knowledge of church building
- some general knowledge of building structure and construction practices
- ability to negotiate with trades people, officials, and other outside groups
- ability to enlist and work with other volunteers

Reports to: Council

Building monitor (new February 2022)

Assists the Coordinator, or in the absence of the Coordinator,

- advocates for the building
- inspects the property periodically for signs of damage or decay and reports any needed repairs or maintenance to the Chair of Council and/or the Office Administrator.
- Performs other listed duties of the Coordinator as able

Term: 3 years (can be renewed)

Skills required:

- knowledge of church building

Reports to: Property Coordinator and/or Council

Note: More than one of the roles below could be held by one person

Grounds Maintenance Administrator

Purpose: To ensure that the church property is maintained in a good and safe condition.

Responsibilities:

- inspect the property periodically for signs of damage or decay
- arrange work parties for gardening and line painting
- arrange with trades people for any more major repairs
- communicate with Trustees and Finance Management Group Coordinator regarding situations that require immediate or long-term attention

Time frame: time varies per week and season; 3 year term

Skills required:

- basic knowledge of gardens and parking lot requirements
- ability to do minor repairs
- ability to negotiate with trades people
- ability to enlist and work with other volunteers

Building Maintenance Administrator

Purpose: To ensure that the church building is maintained in a good and safe condition.

Responsibilities:

- to inspect the building periodically for signs of damage or decay
- to carry out and arrange for repairs
- to coordinate with the caretakers on contract
- arrange with trades people for any more major repairs
- communicate with Trustees and Finance Management Group Coordinator regarding situations that require immediate or long-term attention

Time frame: time varies per week and season; 3 year term

Skills required:

- basic knowledge of buildings (structural, plumbing, electrical)
- ability to do minor repairs
- ability to negotiate with trades people
- ability to enlist and work with other volunteers

Facilities/Space Use Manager

Purpose: To ensure the proper use of the church building and coordinate rental groups to ensure that both renters and church groups are accommodated where feasible.

Responsibilities:

- works in liaison with the Office administrator regarding rentals and general facility use.
- communicate with renters regarding issues referred by the Office administrator
- initiate and coordinate advertising of rental space,
- evaluate appropriateness of current space and its furniture,
- periodically review current rental form and fees,

Term: 3 years (can be renewed)

Skills required:

- knowledge of the church building and policies of Comox United Church
- sense of fairness and ability to balance competing needs
- ability to work with other volunteers

Reports to: Property Coordinator

Facilities Team

Purpose: To ensure the proper use of the church building and coordinate rental groups to ensure that both renters and church groups are accommodated where feasible.

Responsibilities:

- respond to queries from the Office Administrator regarding use of space
- communicate with Worship and Sacraments Group Coordinator regarding use of the sanctuary and with Finance Management Group Coordinator regarding the use of the rest of the building
- communicate with renters in problem cases referred to the team by the church secretary

Time frame: 1 hour per month; 3 year term

Skills required:

- knowledge of the church building and policies of Comox United Church
- sense of fairness and ability to balance competing needs
- ability to work with other volunteers

Safety and Security Manager

Purpose: To ensure that the building is safe, and that all property within it is secure.

Responsibilities:

- ensures that fire and safety reviews are done annually by the fire inspector and safety contractor, and follows up as necessary.
- Initiates and implements regular evacuation drills in case of emergency such as fire or earthquake.
- Inspects building regularly for potential safety issues, such as for slip and fall issues
- Works to ensure that sensitive physical and electronic records are secure
- Works to ensure the physical safety of all staff during working hours

Term: 3 years (can be renewed)

Skills required:

- knowledge of the church building and policies of Comox United Church
- attitude of attention to safety issues
- ability to work with other volunteers

Reports to: Property Coordinator

Building Hygiene Manager

Purpose: To ensure that the building is clean and proper hygiene is maintained.

Responsibilities:

- act as liaison with cleaning contractor
- coordinate periodic cleaning tasks such as window cleaning
- work with kitchen volunteers to ensure kitchen cleanliness is maintained
- Inspect building regularly for potential cleanliness issues, and arrange for volunteers or contractors to clean or tidy areas.

Term: 3 years (can be renewed)

Skills required:

- knowledge of the church building and policies of Comox United Church
- general attitude of attention to cleanliness issues
- basic cleaning knowledge and ability
- ability to work with other volunteers

Reports to: Property Coordinator

Building and Grounds Manager

Purpose: To ensure that the building and grounds are maintained.

Responsibilities:

- Ensures the monthly check list for regular maintenance of the property and grounds is done.
- Responds to simple items like light bulb replacement and toilet issues.
- works with volunteers to complete smaller maintenance items on grounds or in the building, such as minor painting and garden clean-up.
- Inspects building regularly for potential larger maintenance issues, and refers them to Property Coordinator

Term: 3 years (can be renewed)

Skills required:

- knowledge of the church building and policies of Comox United Church
- general attitude of attention to maintenance issues
- basic knowledge of building maintenance, painting, cleaning, etc.
- ability to work with other volunteers

Reports to: Property Coordinator

PASTORAL CARE GROUP

Pastoral Care Team

Purpose: *To ensure that congregation members experiencing hardship or distress are cared for in a comforting sense.*

Term: 3 years, or ongoing if desired

Responsibilities:

- consult with the ministers, prayer chain contact and card-sender regarding who is in need of a visit, prayer, card or flowers
- maintain a list of persons needing a visit (e.g. shut-ins and chronically ill) and recruit visitors for these as needed
- prepare worship materials and lead monthly gathering for Small group Ministries in local seniors' facilities
- arrange periodically to host events related to Pastoral Care
- prepare an annual report for the Annual General Meeting
- submit budget requests to the Pastoral Care Group coordinator
- update Pastoral Care page on church website

Time frame: approximately 1 hour a week

Skills required:

- good listening skills
- empathy and sensitivity to people's situations
- ability to maintain confidentiality (sharing information on a 'need to know' basis only)
- ability to enlist and work with other volunteers

Prayer Chain

Purpose: To fulfil prayer requests throughout the year

Term: 2 years, or ongoing if desired

Responsibilities:

- pray regularly for individuals as requested
- communicate with other prayer chain members about the status of active prayer assignments
- field phone calls and emails requesting prayer, as needed

Skills needed:

- sensitivity to peoples' situations • empathy and good listening skills
- ability to maintain confidentiality • dedicated prayer life

SOCIAL JUSTICE TEAM (updated January 2022)

Purpose: To raise awareness in the congregation regarding local and global issues of social justice and to promote awareness of and support for the Mission and Service Fund of the United Church of Canada.

Term: 3 years (can be renewed)

SOCIAL JUSTICE TEAM COORDINATOR

Responsibilities:

- Sits on Council to represent the Social Justice team
- Coordinates and facilitates the work of the Social Justice team
- Coordinates the delivery of the weekly “Minute for Mission/Ministry” presentations to highlight the work of the Mission and Service Fund of the United Church of Canada (weekly items posted to the newsletter, the website, and occasionally highlighted during worship services)
- Participates in meetings of the Justice Ministries of the Pacific Mountain Region as needed
- Reviews and monitors newsletters and campaigns for social justice at the local, regional, and national United Church of Canada levels (such as, Kairos initiatives, World Development and Relief programmes)
- Prepares an annual report for the Social Justice team to include in the Annual General Meeting booklets
- Creates an annual budget
- Coordinates with Worship Committee in offering leadership for occasional worship services on social justice themes
- Review requests from outside groups for official endorsement (which results in waiving the facility rental fees for such activities) in consultation with Council as needed

Time required: 2-3 three hours for team meetings every month or two, and as needed for projects and activities

Skills required:

- planning and organizing skills
- ability to analyse social justice issues

Social Justice Team Members

Responsibilities:

- Participate in organizing activities and events which raise awareness and funds for projects and initiatives supported by Comox United Church and the United Church of Canada
- Participate in reading “Minutes for Mission/Ministry” during occasional worship services
- Participate in leading several worship services per year
- Occasionally take part in/support activities of local community groups and organizations outside the church (such as, Coldest Night of the Year walks, L’Arche, St. George’s Sonshine Lunch Club and Food Pantry programmes, Healthy Babies Initiative, Transition Society)
- Help maintain bulletin board displays
- Help distribute items from lobby collection baskets
- report to Council through the Social Justice and Outreach Group Coordinator
- coordinate with Global Outreach team in offering leadership for worship services

Time required: 2-3 three hours for team meetings every month or two, and as needed for projects and activities

Skills required:

- planning and organizing skills
- speaking skills for presentations in worship services

WORSHIP AND SACRAMENTS GROUP

Worship Planning Team

Purpose: to ensure that Sunday worship occurs in a way that is dynamic, engaging, inclusive, well planned, and faithful to Biblical teachings.

Term: 3 years (can be renewed)

Responsibilities:

- hold regular meetings to review past services, prepare agenda and ensure that the minutes are in good order, sent to members and church secretary, help with the planning of upcoming services, offer suggestions, and respond to suggestions and concerns voiced by congregation members with regard to worship
- coordinate the monthly communion services, arranging for servers, the minister provides instruction on procedures for serving, WC attends to the cleaning up, and purchasing of communion supplies
- arrange for pulpit supply when the minister is away
- coordinate with other groups within the church who lead worship periodically. (i.e., UCW, Outreach, Youth Group)
- maintain a roster of musicians and piano players
- communicate with Council through the Worship and Sacraments Group Coordinator
- submit an annual budget to cover the cost of worship supplies, request for sound booth supplies, piano repairs

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Time frame: meetings every other month, or as required

Skills required:

- knowledge of and interest in the worship services of Comox United Church, change banners and colours in the Sanctuary according to the Church calendar.
- interest in sharing ideas, responsibilities and concerns
- ability to work with other volunteers

Sanctuary Care Coordinator (Head Mouse) (updated February 2022)

Responsibilities:

- Help recruit volunteers (usually four, one per week) and create schedule
- Ensure adequate supply of pew pamphlets and pencils in consultation with Church Administrator
- Maintain supply of votive candles for candle stations
- Periodically clean candle bowls, stones, and glass at candle stations

Sanctuary Care Volunteers (Church Mice)

Purpose: To keep the sanctuary tidy, clean, and welcoming.

Responsibilities:

On Thursday or Friday:

- tidy up narthex (lobby)
- replenish votive candles at candle stations as needed
- replenish water in bowls at stations as needed

- dust wooden surfaces in sanctuary; occasionally dust cobwebs in light fixtures and window areas
- check pew pamphlet supplies and pencils in each pew and replenish as needed
- tidy and redistribute hymn books and Bibles where necessary

On Sundays after worship service:

- pick up garbage, used bulletins, paper from pews
- tidy the children's area
- return cushions to shelves in narthex
- place found items in "Lost and Found" box on shelf above coatrack in Fellowship Hall

Limits of responsibility:

- no vacuuming or major cleaning
- do not have to pick up communion glasses

Time frame: 1 to 2 hours per month

Sound Booth Facilitator

Purpose: To coordinate the volunteers who operate the sound system during worship services and other events and make arrangements for the maintenance of supplies and equipment.

Term: 2-3 years (can be renewed), at 3 hours/month plus 20 hours/year for maintenance

Responsibilities:

- ensure that the sound system is always operational
- develop a service roster of sound system operators
- provide training for the operators
- coordinating maintenance and equipment purchases
- engaging an electronic technician when required for more complex maintenance and repairs
- supply sound support and/or information for other functions
- liaise with the Unitarian Church with regard to the sound system
- direct funding requirements to the chair of the Worship Team

Skills required:

- basic knowledge of electronics
- good hearing
- ability to coordinate other volunteers

Head Usher

Purpose: To ensure the church is open and ready for church services Sunday morning.

Term: 3 years (can be renewed)

Responsibilities:

Before weekly worship service:

- arrive before 9.00a.m. and unlock both sides of each of the front doors and latch these doors open during hot weather
- open the side doors beside the pulpit during hot weather and open all doors leading into the sanctuary
- collect the worship bulletins from the office and place on table in the narthex
- turn up heat during colder weather (to about 68 in the winter)
- turn on the lights in the narthex (switch #19 in the breaker panel), the lights in the sanctuary (switches near entrance doors), both the left and right aisles and the two chandelier lights above the choir chairs (switches by the piano)
- turn on the hallway lights leading to the Fellowship Hall (switches to the left of the front door and just before the doors leading into the hallway)

- open the doors at both ends on the hallway
- turn on the sound system (top right Red switch, clearly marked on the instrument panel unit on the floor to the right of the pulpit)
- get hand held microphones from the sound booth (key is under one of the cross beams of the pulpit, test both microphones, place one on bench behind the pulpit (for use during birthdays and celebrations) and the second on Clark's chair (first on left at back as one enters the sanctuary) for use during the welcome time)
- get spare lapel microphone from the sound booth and place on bench behind the pulpit
- get tray of hearing assist from sound booth and place on table the narthex
- arrange benches for children at the front in front of the pulpit if needed
- light the candle on small table in front of choir (matches under the pulpit)
- remove the cover from the piano and place on bench in the hallway between the sanctuary and the Fellowship Hall
- place the coin collection jar beside the pulpit
- ensure there are four people to take up the offering and that there are four offering baskets are on the table in the narthex
- have a microphone ready for visitor introductions
- put the hymn numbers in place

After weekly worship service:

- turn down the heat and turn off all lights
- ensure all candles are extinguished
- collect the microphones and return to sound booth
- return the hearing assists to the sound booth and plug in to recharge
- lock the sound booth and return key to the hook under the pulpit
- turn off red switch on sound system panel
- gather up left over bulletins from the narthex and place in recycling box (the large print bulletins are left on the Office Manager's desk in the office)
- close sanctuary doors
- lock the right half of each of the front doors

Greeter Coordinator

Purpose: to have a ready supply of people willing to act as greeters for worship services

Term: 2 years (can be renewed)

Responsibilities:

- Maintain a contact and availability list of people willing to act as greeters and/or spares
- Set up and maintain a greeters schedule for 4 months at a time
- Share the greeters schedule and any changes with the church office administrator

Skills needed:

- Ability to use a computer
- Ability to establish a pleasant relationship with each greeter
- Ability to keep records current

Purpose: to provide an inviting welcome for people attending worship services.

Term: four months

Responsibilities:

- Arrive a half hour prior to the service
- Wear a greeter/name tag
- As people enter, warmly greet them and hand them a bulletin
- Offer large print bulletins, pillows, magnifying glasses, earphones and name tags if needed

- Invite newcomers and visitors to sign the guest book, mention 'coffee time' and arrange to go with them to the church hall if they are interested
- Help collect the offering

Skills needed:

- Warm and friendly presence
- Ease in social interactions
- Good listening skills

Membership Team

Purpose: To ensure that newcomers to Comox United are welcomed and integrated into the life of the church, and to encourage newcomers and adherents to consider membership.

Term: 3 years (can be renewed)

Responsibilities:

- introduce newcomers to other members of the congregation
- encourage newcomers and new members to participate in church activities and volunteer on
- church teams in accordance with their gifts
- participate and help plan New Members gatherings
- assist with planning the church joining events (by transfer or profession of faith)
- assist with planning baptism events
- communicate with Council, through the Worship and Sacraments Group Coordinator, regarding
- activities, progress, and areas of concern

Skill requirements:

- communication and people skills
- organizational skills



Appendix 1

Comox United Church (Council or Committee) Agenda Template

Location: address and room number of via zoom

Date:

Time:

Minute's recorded by: Full Name

Attendance – Full Name (title or role)

Regrets – Full Name (title or role)

Guests: Full Name and committee/group they are representing

1) Call to order by Chairperson: (full name)

2) Opening: (Prayer, reading, etc.) and Welcome

3) Motion to Adopt Agenda

Any amendments?

Motions should be bolded and on a separate line

Motion: That the agenda for today's/tonight's meeting be adopted as presented or amended. Mover (name) Secondar (name) carried/nor carried

4) Motion to Adopt the Previous Minutes

Any amendments?

Motion: That the minutes of the meeting held (date) be adopted as presented or amended. Mover (name) Secondar (name) carried/not carried

5) Old Business

a)

6) New Business

a)

7) Other Business

a)

8) Next meeting:

Chair/Agenda:

Opening Prayer:

Closing:

9) Closing Prayer/remarks: name

10) Motion to adjourn: name and time

Appendix 2

Procedures for Holding a Meeting and Decision-Making The Manual UCC 2021

1. A Whole People's Covenant

The 41st General Council 2012 used A Whole People's Covenant to help define the way in which the members of the General Council sought to work together. It has been adapted here for use as a resource by all councils and church bodies.

Each of us comes as a pilgrim to this gathering of siblings in Christ. Each of us comes with our own cultural values, assumptions, and world views. Each one of us, and the cultures we represent, are God's living letters of faith, hope, love, and beauty. Therefore, we embrace the following Christian virtues that honour God and promote right relationship between us as we gather together and learn from one another:

We promise to relate to one another with

- respect;
- humility;
- patience;
- open-mindedness;
- courage; and
- the spirit of grace and forgiveness we have received in Christ Jesus.

2. Holy Manners

The Very Reverend Marion Pardy introduced Holy Manners as a resource for the 38th General Council 2003. Holy Manners has been used as resource for the conduct of meetings by subsequent General Councils and their executives. It has been adapted here for use as a resource by all councils and church bodies.

We will

- keep God at the centre of everything we do;
- each speak for ourselves;
- speak for a purpose;
- separate people from problems;
- allow for full and equitable participation;
- attend to others carefully without interruption;
- welcome the conflict of ideas;
- take a future orientation; • demonstrate appreciation;
- honour the decisions of the body;
- commit to holding one another to account when we do not keep our holy manners;
- keep the discussion at the table;
- be mindful of our body language;
- check in about good use of time;
- allow the quiet people to speak, with an invitation to speak; and
- sincerely say what we really feel.

3. Meeting Procedures

3.1 The Chair

The chair keeps a meeting of the council on track and may make rulings on procedure and the conduct of the meeting.

All members must be able to participate fully and comfortably.

Every voting member makes decisions on the basis of their own understanding of scripture and of the ethos of the United Church, in the light of Christian experience, and under the guidance of the Holy Spirit at work in the meeting of the council.

Any member of the council may bring to the attention of the chair any concerns about how a motion is being dealt with.

When an agenda has been adopted that specifies the time for particular items, such time shall be strictly adhered to, unless the council decides otherwise by a 2/3 majority of those voting.

The chair does not participate in the discussion or vote except in the case of a tie. If the chair wants to express an opinion, then they move aside from the role and ask another member to chair until the matter is disposed of.

3.2 How to Conduct a Meeting

3.2.1 Process

A council may set its own process for conducting business. If the council has not set its own process, it follows the parliamentary rules accepted in Canada (Bourinot's Rules).

3.2.2 Motions

A council may only pass motions for which it has the authority and which do not contradict the decision of a higher council.

A motion contradicting a motion already passed at the same meeting is out of order, unless it is a motion to reconsider.

3.2.3 Challenging Rulings

A voting member may challenge a ruling of the chair at the time the ruling is made. The chair restates the ruling and may give reasons. The secretary then calls the vote without any discussion on whether the chair's ruling is sustained.

3.3 How to Amend a Motion

When a motion has been made and is open for discussion, any motion to amend must be dealt with before dealing with the original motion.

When all motions to amend have been dealt with, the council may deal with the final form of the original motion.

Any voting member, except the mover and seconder of the original motion, may make a motion to amend the original motion.

A motion to amend fails if there is no seconder.

A motion to amend may not change the intention of the original motion.

A separate vote must be taken for each motion to amend.

3.4 How to Vote

3.4.1 General

A vote may be taken in a manner determined by the council.

Voting regarding membership in the order of ministry is by ballot, unless unanimously agreed otherwise.

The chair must cast the deciding vote if a tie occurs.

Voting may not be by proxy or mail-in ballot.

Voting may be done by telephone or electronic means if all voters can communicate with one another at the same time. There is one exception for decisions by e-mail in section 3.4.2 below.

3.4.2 Decisions by E-mail At the discretion of the chair, decisions may be made between meetings by e-mail voting to approve minutes or in circumstances the chair considers to be exceptional. A congregation may not make a decision by e-mail to appoint, remove, or accept the resignation of trustees. (2021)

E-mail voting may be conducted only if every member of the voting body has already provided the voting body with an e-mail address that ensures confidentiality.

In the case of a decision to approve minutes, the draft minutes must be circulated to members and an opportunity for members to offer corrections at least one week before the vote by email is initiated. (2021)

At the direction of the chair, the secretary circulates a proposed decision and initiates a vote by e-mail on it. The email must contain

a) the proposed decision and sufficient background to inform the other members of the voting body; and b) a specified time for replying to the e-mail, allowing for at least 48 hours from the time that the e-mail is circulated.

The e-mail must be circulated to all members of the voting body, with all members' e-mail addresses visible.

Members may ask questions of clarification and offer comments by e-mail, ensuring they are visible to all members. Members must vote by e-mail by replying to the secretary. (2021)

Members must vote in the affirmative or negative without any conditions.

A member may object to making this decision by e-mail, and if any two members so object, a meeting must be held in one of the other ways set out in the bylaws.

Members may vote before the deadline, and may change their votes up until that time.

If the number of votes cast is less than the minimum number of members required to be present for a meeting, the decision is not approved.

Following the deadline, the secretary must inform all members of the voting body of the voting results by e-mail.

The secretary must include the proposed decision and the outcome of the vote in the minutes of the next regular meeting of the voting body.

3.5 Motions That Interrupt the Meeting

At any time during a meeting, any voting member may make a motion to

- a) close discussion without a vote on the motion;
- b) fix the time to adjourn;
- c) adjourn;
- d) take an immediate vote (2/3 vote required);
- e) limit or extend limits of discussion (2/3 vote required);
- f) postpone discussion and decision on the motion to a definite time
- g) refer the motion to another body or commission
- h) amend/change the motion; or
- i) postpone discussion and decision on the motion indefinitely (without a specified time).

An original motion may be interrupted by any of the above motions.

While these motions are being dealt with, they may only be interrupted by a motion above it in the list.

3.6 How to Reconsider a Motion

A motion to reconsider a motion already passed may be made if no motion is under consideration.

A motion to reconsider has the same priority as the motion to be reconsidered.

Only a voting member who voted “yes” for the original motion may move the motion to reconsider.

This motion must be seconded by a voting member.

A motion to reconsider in an ongoing meeting must be approved by 2/3 of the voting members present.

The revised motion may be reconsidered if a motion is changed on reconsideration and passed.

A motion on which action has been taken may not be reconsidered.

3.7 Additional Procedures

In any point not covered in The Manual, the parliamentary rules accepted in Canada (Bourinot's rules will be followed.) <https://usw1944.ca/system/files/en-bourinot-rules.pdf>
or you could choose to use the Canadian version of Robert's Rules of Order (Fred and Peg Francis) https://www.democraticrules.com/pdf/democratic_rules_shortened.pdf

Additional notes:

Financial statements are approved

Agenda's are adopted

Minutes of Meeting are adopted

Reports are received

If an item is tabelled – that means it is on the agenda for the next meeting

If an item is postponed – that means a future meeting