

Bells Corners United Church

Handbook – 2018



REJOICE, RENEW, RESPOND, REACH OUT

March 4, 2018

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PREFACE

The guidance provided in this document works best when applied in a spirit of open conversation. All those who are involved in making a particular decision, or who will be affected by its outcome, are strongly encouraged to consult with each other. Depending on the situation, this may include members, adherents, ministry personnel, officers, staff, congregations, pastoral charges, courts, committees, or other bodies.

This *Handbook* is a revision of *BCUC Policies and Bylaws* dated May 23, 2001 and subsequent *BCUC Handbooks*. This version was approved at the annual Congregational Meeting, March 4, 2018. It is intended to be a working document, to be used to provide an orientation for members and adherents of the Congregation, and as a relatively quick reference to the way in which the operations of Bells Corners United Church (BCUC) are conducted. This document is supplementary to, and subject to, the latest edition of *The Manual of the United Church of Canada (The Manual)* (<http://www.united-church.ca/sites/default/files/manual-2016.pdf>) and related national United Church of Canada (UCC) documents and requirements.

The *Handbook* describes BCUC's governance practices, its Church Board system and how this fits in with the rights and responsibilities of the Congregation as a whole, together with the Terms of Reference of its Standing Committees.

A separate document, the *BCUC Policies Manual*, provides detailed guidance regarding the implementation of policies as determined by the Church Board and at Congregational meetings over the years.

Changes in this *Handbook* shall be approved on an interim basis by the Church Board, and finally approved at a Congregational meeting.

The Staff, members of the Church Board and all committees, sub-committees and task groups of Bells Corners Pastoral Charge are governed by this *Handbook*.

The Church Board, which is accountable to the Congregation of BCUC through the Board Chair is responsible for the development, approval and implementation of BCUC governance policy.

No person, group, agreement, publication, appointment or any other action done under the oversight of the Church Board of the Bells Corners Pastoral Charge will compromise the spirit and intent of established executive governance policies.

MISSION STATEMENT

Bells Corners United Church adopted the following Mission Statement in 1988:

The mission of Bells Corners United Church is to celebrate God's presence and to advance God's purpose within our local community and the global village by applying Christ's teachings.

We carry out this mission, as servants of God and ambassadors of Christ, by providing to members, adherents, and others, individually and collectively, opportunities for expressing our communion with God through meaningful worship, as we:

Rejoice

- fostering Christian fellowship and love;
- sharing Christ's good news, and fostering spiritual and intellectual growth in the knowledge of God's Word and the ways of the Spirit, through Christian education and prayer.

Renew

- seeking justice and well-being for all humanity, including future generations, regardless of creed, colour, or race;

Respond

- exercising responsible stewardship;

Reach Out

- reaching out to assist those in spiritual, physical, psychological, economic or social need;
- participating in the mission of the United Church of Canada;
- joining with other congregations, churches, and faiths to pursue God's work.

HISTORICAL INTRODUCTION

BCUC's Congregational History

In 1851 the first regular ministry of the Drummond Presbyterian Church began in Bells Corners. The first church building was a Union Church built jointly with the Anglicans, Methodists and Presbyterians. This church, which stood at the north side of the cemetery on Richmond Road, was built in 1853. The church was later torn down and the same stone was used in building the little stone church in 1898 on what is now Robertson Road. In the early days Bells Corners Presbyterian Church was associated with Merivale, and in 1875 Westboro was added to the charge. In 1899 our church was connected to Stittsville, and this was the case until 1925 when church union occurred. Bells Corners United Church then became part of the Britannia, Fallowfield Charge of the United Church.

In 1958, BCUC became a separate charge and was served by supply ministers. The year 1960 brought great changes, for this marked the call of the first full time ordained minister to Bells Corners United Church.

Planning for the present church building began in the fall of 1960. Construction started in the spring of 1962 and the new sanctuary, offices and hall were dedicated on December 2nd, 1962.

Planning for the second stage of our building program began in 1965. A definite decision was made in the fall of 1967, and a building committee began its work. This resulted in the construction of the northern wing in the summer of 1969, and dedication on October 15th, 1969. In 1972 the little stone church, Drummond Presbyterian Church, on Robertson Road was sold to the Elim Congregation.

In 1982, members and former members were invited to celebrate the burning of our note.

A special anniversary service was held in May 2001 to commemorate 150 years of ministry in the Bells Corners community and such has been the practice since. Through all its days, the church is called, by the grace of God and with God's help, to witness to the comfort and challenge of the Gospel.

Recent History of the Organizational Structure of BCUC

1970 At the Annual Meeting of the Congregation, a Restructure Committee was formed, with approval of Presbytery, to study and recommend an alternative to the organizational structure as represented by the Official Board. Its report was presented to the Congregation and approved.

The direction given by Presbytery was that the new organization structure should be capable of fulfilling the functions of the original structure, the main bodies of which were the Session, Committee of Stewards, Trustees and the Official Board.

This direction was met by the formation of a new administrative structure, including an Executive Council, Parish Council, as well as the following Committees:

- major Thrust Committees: Worship, Education for Living, Service and Outreach, Congregational Relationship; and
- b) six support and resource management committees: Trustees, Property Management, Financial Stewardship, Personnel Stewardship, Communications, Planning and Evaluation

1975 A seventh support committee, Ministry and Personnel, was added.

1978 The terms of reference were modified somewhat from the original, based on experience. All Parish Callers were made members of Parish Council, which included the Executive Council and all members of all committees. The name of the Financial Stewardship Committee was changed to Financial Management.

1981 At the February 3 Annual Congregational Meeting, approval was given to add a fifth thrust committee, namely the Stewardship Committee. Necessary revisions to the terms of reference of the Financial Management Committee were also approved. Approval was given to include two recognized representatives from the Youth Group on Parish Council.

1982 At the February 3 Annual Congregational Meeting, approval was given to a general revision of *The Outline of Organizational Structure and Terms of Reference of Organizations and Committees of BCUC*. This was a fairly substantive revision, that was intended to reflect the current needs of the Church and to provide clarification where required. Minor errors from previous revisions were also corrected. In addition, a new format was provided to make the document easier to use.

1988 BCUC adopted the current Mission Statement.

1991 At the May 15 Annual Congregational Meeting, approval was given for an updated revision of *The Outline of Organizational Structure and Terms of Reference of Organizations and Committees of BCUC*. This included changing the name of the Personnel Stewardship Committee to Volunteer Resources Committee. The functions of the original Parish Council and Executive Council were combined into one Church Council.

1993 Further revisions were approved at the Annual Congregational Meeting of May 12.

1998 At the May 20 Congregational Meeting, an additional thrust committee, Pastoral Care, was added. Revised Terms of Reference for the Service, Outreach and Social Action; Congregational Relationship; and Volunteer Resources Committees were approved.

2001 At a meeting on May 23, further revisions were made to *The Outline of Organizational Structure and Terms of Reference of Organizations and Committees of BCUC* to include a section on Bylaws and Policies.

2004 Revised Terms of Reference for the Planning and Evaluation Committee were approved.

2005 The Congregation agreed to the addition of a new entrance to the Church building, and renovation of the existing narthex and balcony. The new structure was officially dedicated on June 4, 2006.

2006 The first *BCUC Handbook* was approved, with extensive revisions from the preceding *BCUC Policies and Bylaws* of May 23, 2001.

Terms of Reference for all Standing Committees were reviewed and updated.

- Congregational Relationship Committee was renamed and refocused as the Membership Committee.
- A new Events Coordinating Committee was introduced

- Ministry & Personnel Committee and Board of Trustees were revised to reflect the requirements of the United Church of Canada.

The operations of the Church Council and Standing Committees were more clearly defined.

The following new sections were added: The Congregation, The Council Covenant, the United Church Women, Groups Within BCUC, and Definitions.

2015 The *Handbook* was revised to reflect a Congregation approved change to the governance structure from the Council to a Modified Church Board model and various other revisions to reflect reality, practice, and changes to *The Manual of the United Church of Canada*.

2018 The *Handbook* was again updated and revised to reflect the lessons learned in the implementation of the Church Board governance structure.

THE CONGREGATION

BCUC is a pastoral charge of the Ottawa Presbytery, Montreal and Ottawa Conference, United Church of Canada, consisting of one congregation, and as such is governed by the policies and Bylaws in *The The Manual of the United Church of Canada*, under the guidance and oversight of Ottawa Presbytery and of the Montreal and Ottawa Conference.

The Congregation consists of Full Members, Members and Adherents. Full Members of BCUC are those who have joined BCUC by profession of faith or by transfer from another church. Members are children of Full Members and children who have been baptized but have not yet become full members. Adherents may be members of the United Church of Canada (but of another pastoral charge) who have not yet transferred their membership to BCUC, members of another denomination, or persons who have chosen to join us in worship without formal membership in any congregation. Experience has shown that some of the most active and productive participants in BCUC have been adherents, who for one reason or another have not become members (*The Manual*, B.3.2 – 3.4).

The Ministry of BCUC is administered by a Church Board through its Standing Committees, as well as a small group of paid staff, which include:

- the Ministry Personnel (Ordered and Lay)
- the Director of Music
- the Church Office Administrators

The paid staff is often the principal point of contact for the public with our Church.

CONGREGATIONAL MEETINGS

Purpose

The purpose of Congregational meetings is to assist the Congregation in achieving its aims as a church by guiding and directing the activities of the elected officers. Decision-making in the Congregation is shared between the Church Board and the Congregation. For example, the Congregation elects its Church Board and standing committees and has final approval of the Church's annual budget, while the Church Board has specific areas of decision making as specified in *The Manual*.

Membership

Only Full Members are entitled to vote at Congregational meetings on spiritual matters, and the Pastoral Relationship. On agreement of the Full Members, Adherents in attendance may be granted discussion privileges and permitted to vote on financial and administrative matters (*The Manual*, B.3.7.2)

Operations

The Congregation shall meet at least annually. The objectives of this meeting shall be:

- a. to elect a chair and a secretary of the annual meeting, who will hold office until the next annual meeting. The Chair must be a full member of the BCUC Congregation (*The Manual*, B. 6.1.1 and 6.1.2);
- b. to present for Congregational approval, the audited financial statements for the year ended the previous December 31;
- c. to approve a financial auditor for the current year;
- d. to consider, amend if necessary, and approve the budget as drawn up by the Financial Management Committee and passed by the Church Board;
- e. to receive annual reports from the Church Board, committees and groups in the congregation;
- f. to elect, as required, full members to the Church Board and standing committees, and as representatives to the Presbytery; and
- g. to deal with any other business on the agenda or brought up at the meeting.

The Annual Congregational meeting shall be held on or prior to a Sunday close to the 28th of February of each year.

Congregational meetings shall be called in accordance with *The Manual*, (B.5.3), normally by the Chair of the Annual Meeting or the ordained Minister; or the pastoral charge supervisor, on personal motion, or upon the written request of the Church Board, or the written request of 10 full members of the congregation.

Meetings shall properly be called by announcement in the Worship Service, in accordance with *The Manual*, and by notice in the Sunday Bulletin.

Should the purpose be to consider the Pastoral Relationship, a representative properly appointed by Presbytery shall chair the meeting.

The Secretary of the Church Board shall normally act as Secretary to Congregational meetings.

The quorum for business to be conducted shall be a minimum of twenty (20) Full Members of the congregation (*The Manual*, B5.5).

Congregational meetings shall be called to order by the ordained Minister.

At the Annual Congregational Meeting the Congregation shall elect a Chair who will act as chair of any congregational meetings through out the year.

Voting at Congregational Meetings shall be by majority show of hands or audible agreement, unless a ballot is requested by the congregation or called for in *The Manual*. Proxy voting or voting by mail-in ballots is not permitted.

All material for congregational approval, including proposed amendments to the *BCUC Handbook*, shall be circulated to the Congregation at least one week prior to the Congregational meeting.

The newly elected church officers shall assume their responsibilities on election, and shall hold office until the next Congregational meeting for the election of church officers.

Conflict Resolution and Discipline

Should issues arise regarding matters of conflict or discipline, they are dealt with as prescribed in *The Manual* (Section J: Oversight, Conflict Resolution and Discipline) (Also see *BCUC Policy Manual*).

THE CHURCH BOARD

Purpose

Governance of BCUC conforms to the Bylaws, Section 7 of *The Manual*, which sets out the United Church's requirements for membership, responsibilities, organization, and meetings of congregations and their governing bodies.

The BCUC Church Board is the governing body of the pastoral charge and a court of the UCC, and as such, members of the Church Board each decide for themselves how they will vote on a given matter (*The Manual*, A.2).

The Church Board, as the Court of the Congregation, has general responsibility for leadership in the care and oversight of the spiritual life and the interests of the congregation and is charged with ensuring that that Church programs are pursued and coordinated effectively in the best interests of BCUC.

As outlined in Section 7.4 of *The Manual*, responsibilities of the Church Board include but are not limited to:

- the general responsibility for the spiritual interests of the Congregation
- liaison with the Presbytery and representation of BCUC to Ottawa Presbytery
- reporting at least annually to the Congregation
- giving directives to the Board of Trustee
- providing oversight of the financial matters of the congregation
- providing oversight, guidance and direction to the committees of the Church regarding their budgets, activity plans and other projects undertaken on behalf of BCUC
- keeping official records of the congregation
- matters of pastoral relations when appropriately directed by the Congregation.
- the discipline of members
- the ordering of formal hearings

The Church Board is also responsible for attending to matters affecting the Congregation not assigned to any of the other bodies, and shall assume the responsibility of any non-functioning committee or body of the Congregation until a new committee or body is established.

Membership

The Church Board is elected from those in Full Membership of the BCUC congregation at the Annual Congregational meeting. It is composed of 10 to 12 members (including the ordained minister) and members designated to serve in each of the following capacities:

- the Chair
- the Chair-elect
- the immediate Past Chair
- the ordained Minister
- Members-At-Large (1 to 3)
- the Chair of the Ministry and Personnel Committee or another representative named by the M&P Committee,
- a BCUC representative to Presbytery (At the present time BCUC is allowed to have 4 representatives to Presbytery. These representatives designate one of the group to serve on the Church Board as a voting member.)
- the Treasurer or representative designated by the Financial Management Committee
- the Secretary

All of these have voting privileges at meetings of the Church Board. The Chair has a vote only in the event of a tie and does not make or second motions without temporarily relinquishing the chair. The ordained Minister may vote and may make or second motions as he or she may choose. It is the responsibility of each member to declare a conflict of interest, when and if one exists, with the business of the Church Board and to exclude themselves from decision making whenever they have a conflict of interest.

The Board may also call on others when specific information or expertise is required. Examples of such Resource Representatives include BCUC's representatives for Youth and Young Adults. Chairs of Standing Committees and any other Task Forces or Commissions which may be established for time to time may also be called on by the Board

Term of Office

The term of office of all elected persons shall be for one year at a time, but encouragement should be given, at the time of first recruitment, for persons to serve for a total of three consecutive years. Normally, the term of office for the Chair, Vice-Chair, and Immediate Past Chair and Secretary of Church Board is two years. Members may be re-elected to their current position.

The term of office commences following election at the annual Congregational meeting for the election of church officers, with both the retiring and new Church Board members attending the next Church Board meeting to ensure continuity and a smooth transition of the business of the Church Board.

Every effort should be made to encourage new members to serve on the Board or Committees, but care should be taken to provide for continuity of membership on Committees and on the Church Board, particularly between Chair-elect and Chair.

Vacancies on the Church Board shall be filled or members added to any committee as required, by appointment through the Church Board, for periods not extending beyond the election of Church officers at the next Annual General Meeting.

Roles & Responsibilities

Chair

- provides leadership to the Church Board and Congregation in all matters concerning the operation of the Church;
- calls and presides at meetings of the Church Board;
- ensures that the Congregation meets its obligations to Presbytery.

Chair-elect

- succeeds the Chair at the end of his/her term;
- learns the policies, procedures and practices necessary to assume the role of Chair;
- acts as Chair in the absence of that officer.

Immediate Past Chair

- provides historical background for ongoing issues to be addressed by the Church Board;
- provides advice and guidance on matters of policy and procedure and assumes the chair on request;

Secretary

- ensures that notices of meetings of the Church Board are posted at least five days prior to the meeting;
- provides each member of the Church Board and committee chairs with an agenda, all non-routine motions, and appropriate background material, if available, at least five days prior to a regular Church Board meeting;
- provides each member of the Church Board and committee chairs with a copy of the draft minutes as promptly as possible after each meeting, makes the minutes available, on request, to anyone of the Congregation, posts the minutes to the BCUC website and deposits a copy of the approved minutes in the Church records.
- Ensures, in conjunction with the Church Office, that correspondence is conducted according to the direction of the Church Board, that all Church Board documents are preserved, and that appropriate records are transmitted to Presbytery for review;
- ensures the prompt and adequate notification of actions or decisions of the Church Board that affect committees/groups.

Treasurer

- provides the Church Board with financial information and advice;
- acts under the direction of the Finance Committee and Church Board.

BCUC Presbytery Representative

- acts as a conduit for information concerning the United Church of Canada;
- reports to the Congregation, through the Church Board, on matters of interest or concern;
- attends monthly Presbytery meetings and the annual meeting of Conference.

Presbytery representatives are elected from those in full membership of BCUC. In keeping with United Church policy, these representatives are free of Congregational encumbrance in the process of decision-making.

Members-at-Large

Members-at-Large are members of BCUC with a broad general knowledge of, and a desire to contribute to, the life and work of the church who:

- provide an unencumbered perspective of the congregational needs and desires;
- act as a sounding board on how any policy and procedure will affect the church ;
- act as a communications link with the committees of the church.

Ministry and Personnel Representative

The Ministry and Personnel representative to the Church Board acts to provide information and to bring requests and recommendations pertaining to the ministry and lay staff of the congregation.

Operations

The meetings of the Church Board shall be open to any full member or adherent of the Congregation. Anyone from the Congregation may ask the Church Board Chair, in advance of the meeting, for permission to make a presentation at the meeting.

A quorum for meetings shall consist of five (5) members of the Church Board at least one of which shall be either the Chair, the Past-chair or the Chair-elect, plus the ordained Minister or a representative properly appointed by Presbytery.

The Board shall ordinarily meet once each month (except in July and August) at a time appropriate to the majority. Traditionally, the BCUC Church Board meets regularly on the third Wednesday evening of the month. It may also meet other times, at the call of the Chair, the ordained Minister or the Presbytery Pastoral Relations committee.

Meetings are normally face-to-face, in-person meetings, but with prior agreement of the Church Board may participate in a meeting by telephone conference call or by an Internet chat facility, if appropriate technology can be arranged (*The Manual*, A.4).

Each meeting shall begin with approval, and amendment if necessary, of the agenda, which should make provision for the following, as well as any other items to be addressed by the Church Board:

- opening devotion;
- report by the Executive Committee of the Church Board of activities undertaken since the previous meeting of the Church Board for ratification and indemnification.;
- review and provision of general direction to the work of the Minister(s), the Finance Committee, the Presbytery Representative, and other committees of the church as warranted.
- a financial report;
- consideration, amendment if necessary, and disposition of the recommendations of the committees or groups of the Congregation as outlined in the Annual Activity Plan or submitted for consideration during the year;
- communication of non-routine decisions to the Congregation, or calling of a Congregational meeting, to determine the will of the Congregation;
- issuing statements of policy when, in the Church Board's opinion, this should be done, including the interim approval of policies for later ratification by Congregational meetings;
- communication with Presbytery.

Executive Committee

The Executive Committee acts on behalf of the Church Board when a situation requiring immediate action arises between Church Board meetings and/or to develop Church Board agendas and structure the work of the Church Board.

Membership. The Executive Committee shall be composed of the following Church Board members:

- the Chair
- the Chair-elect;
- the Secretary;
- the ordained Minister of the Congregation, or a representative properly appointed by the Presbytery.

Members of the Executive Committee may call upon resource people, including other individual members of the Church Board, to assist them in decision-making.

Operations. The Executive Committee shall report all activity to the Church Board at its next meeting for ratification and indemnification.

COVENANT of the CHURCH BOARD

He is Amongst Us

As leaders of the Christian community of Bells Corners United Church, we, agree, with the help of God, to relate to each other through Christ, and thus hold ourselves and each other to:

- Invite Jesus to be a member of every gathering.
- Extend a warm welcome and Christian fellowship to all.
- Strive for what is best for our Church as a whole.
- Support our ministers, staff and elected ministry.
- Present ideas honestly, openly and completely.
- Seek as much to understand as to be understood.
- Acknowledge that conflict is a normal part of life.
- Allow disagreement without personal resentment.
- Speak only from first-hand knowledge.
- Raise issues and concerns through proper channels.
- Publicly support meeting or vote results, even if they don't reflect our personal views.
- Give ourselves time to think about important issues before making decisions.
- Suspend judgments and act in a non-defensive, non-reactive way.
- Respect the privacy of those who confide.
- Challenge each other with the truth; be willing to confront when it is important.
- Deal directly with people with whom we disagree.
- Strengthen each other.
- Be gentle with one another.
- Forgive one another.
- Accept our role as wise stewards of our Earth and the rest of God's gifts

GENERAL TERMS FOR STANDING COMMITTEES

Purpose

The committees are responsible for the general routine matters related to their area of concern, as outlined in their Terms of Reference. Chairs/conveners/coordinators of committee activities have a direct link to the Church Board for matters to be reported or resolved and shall respond to requests of the Church Board for information and reports, particularly the annual planning and budgetary process of the congregation.

The Ordained Minister in Relation to BCUC's Committees

As part of her or his responsibility for leadership in the spiritual growth of the congregation, the ordained Minister shall act as counselor to committees, and not as administrative official or presiding officer, except where absolutely necessary.

As ex-officio member of all committees except Ministry and Personnel, the ordained Minister is entitled, but not obliged, to attend all committee meetings (except

Ministry and Personnel). The ordained Minister's role as a resource person or advisor to the committees will be fulfilled in various ways, according to each committee's particular needs.

Membership

Effective and successful committees require a sufficient number of individuals, members and adherents, who are prepared to undertake duties and responsibilities of membership in a positive, constructive and cooperative manner. Furthermore, a committee should ideally consist of a blend of representatives, those having a reasonably long experience of the work of the committee, and those recently appointed who can bring fresh ideas to the table. Under such circumstances, membership of the committee will gradually change over a period of years. As members retire from a committee, they should be encouraged to seek new challenges by working on others.

A slate of Committee Chairs and regular standing committee membership shall be nominated by the Nominations Committee. Elections take place at the Annual Congregational meeting. Additional committee members may be recruited between annual meetings by the Chair of a committee, subject to approval by the Church Board. In addition, the committee Chair may recruit non-elected individuals to the committee as resource persons for special projects, task forces, etc.

Members are encouraged to observe the "2½ hat rule", that is, to occupy no more positions than Chair, Member and occasional volunteer on 3 different Committees.

Term of Office

The term of office of elected persons shall be for one year at a time, but encouragement should be given, at the time of first recruitment, for persons to serve for three or more consecutive years. The terms of office are to commence following the annual Congregational meeting, with both the retiring and new committee members attending a joint meeting of the Committee to ensure continuity and a smooth transition of the business of the Committee.

Roles and Responsibilities

Normally, each committee elects a Secretary from among its membership.

Chair

- presides at meetings of the committee
- provides a written monthly report and an annual report to Church Board on the activities of the Committee
- represents the Committee to the Church Board, when necessary or requested, presenting the opinions and recommendations of the committee at Church Board meetings
- verifies and authorizes all expenditures appropriate to the Committee within the budget and the annual activity plan approved by the Congregation..

Chair-elect

- in the Chair's absence, presides at the meetings of the committee, and represents the Committee to the Church Board as necessary.
- usually succeeds the Chair, in order to provide continuity in the operations of the Committee.

Secretary

- shall keep minutes of all meetings, shall provide copies of the draft minutes to Church Board and Committee members, and of the approved minutes to the Church Office.

Co-Chairs

- An alternative model, which has worked for some committees, is that of co-chairs, where the work of the Chair is divided between two individuals.

Committee Members

- The duties of committee members are:
 - to attend all meetings of their committees and to perform their share of the necessary duties related to the work of that committee.
 - to attend all meetings of the Congregation in order to be fully informed concerning all of the programs and developments in the Congregation, as well as to contribute to advancement of the church program.
 - to participate actively in the worship life of the Church, volunteering for activities shared by everyone in the Church, such as ushering, serving communion, etc.
 - to declare a conflict of interest where one exists with the operation of the Committee.

Operations

In order to promote continuity, consistency and understanding of their work, all Committees should create and maintain an operating manual and guidelines appropriate for their function. The Chair of the committee shall bring forward for approval by the Church Board items such as, but not limited to, the following providing Church Board members with copies of such proposed changes or motions five days in advance of the meeting:

- those matters that have an effect on other committees of the Church Board,
- those matters that affect the relationship of BCUC and the community
- those matters that involve risk or the church's insurance

- those matters that involve a change of policy, unusual financial expenditures or deviation from the approved budget or activity plan for the committee.
- a monthly summary report of its activities, and an annual report in preparation for the annual Congregational meeting.
- an annual forecast of budget expenditures, to assist the Financial Management Committee in preparing the overall church budget
- a proposed annual activity plan which forecasts the activities planned by the committee.

The meetings of all Standing Committees, except the Ministry and Personnel Committee, shall be open to anyone of the Congregation and the time and place of the meeting shall be published to the congregation in advance. Any member or adherent of the Congregation may ask the Committee Chair, in advance of the meeting, for permission to make a presentation at the meeting.

Committees will normally meet on a monthly basis, except in July and August.

TERMS OF REFERENCE FOR STANDING COMMITTEES

In responding to our Mission Statement to Rejoice, Renew, Respond and Reach Out the Standing Committees of BCUC engage in thrust activities and support activities:

- Thrust activities are those of which the primary focus is to address the four facets of our Mission Statement
- Support activities are those which enable or support the thrust areas of our Mission.

All committees may carry out both thrust and support activities at various times. However the work of the following committees is primarily oriented towards thrust activities:

- Worship / Christian Education Committee
- Service, Outreach & Social Action Committee
- Membership Committee
- Stewardship Committee

Worship / Christian Education Committee

Purpose: To promote participation in religious and spiritual activities and meaningful worship; to develop programs and instruction in the Christian faith; and to promote participation in programs for spiritual growth and Christian living.

The Worship component of the committee:

1. works closely with the Minister in planning and developing the order of worship services;
2. keeps closely in touch with other committees on matters concerning worship;
3. supports the ministries of dance and music;
4. supports the Ministry and Personnel Committee in recruitment of ministerial staff, e.g., provision of temporary ministerial supply when required for worshi

5. provides for organist supply;
6. oversees the administration of the sacraments,
7. handles the recruitment and training of scripture readers, greeters, ushers and communion servers;
8. facilitates the use of the Labyrinths;
9. looks after the paraments (ornamental cloths), banners and other liturgical decor and decoration of the sanctuary and narthex, in consultation with the Property Management Committee,
10. looks after maintenance of hymnals, bibles and other worship resources;
11. is responsible for the use of the Sanctuary and Labyrinths, in consultation with the Property Management Committee.

The Christian Education component of the committee:

1. plans, organizes, coordinates and promotes the education programs of the congregation, which include but are not limited to: Sunday School; Confirmation Classes; Camp Awesome; support for the UP (Youth) Group; young adults group, lectionary group; learning events; educational trips and mission exposures, adult Bible studies and workshops dealing with specific issues;
2. oversees the Nursery program;
3. maintains the library and the resource centre;
4. recruits and trains teachers, volunteers and youth leaders;
5. conducts an annual assessment of the curriculum materials;
6. plans and organizes fundraising events geared towards the support of CE programs.
7. Supports and organizes programs for Family Ministry, Sunday Nite Lite, Kindness Day and similar activities.

Membership Committee

Purpose: To carry out activities related to membership, both at an administrative and interpersonal level, within the congregation and in the broader community and to convene any membership-related services, which include: baptism, confirmation, profession of faith, and transfers of membership in consultation with the Minister.

The Committee:

1. oversees the maintenance of the Historic Roll (the lists of full members and adherents) which is up-dated by the office staff and maintains a computer of the Roll to facilitate annual reporting;
2. with the approval of the Church Board, grants admission of persons into full membership; grants certificates of removal and provides for appropriate follow-up on the newly baptized, confirmed and transferred adult members;
3. identifies, through updates of the membership list, those persons who have become inactive; reporting this information to the appropriate person(s) and the Church Board;
4. contacts newcomers and encourages them to participate in the life and work of the congregation, and transfers this information to the appropriate person(s) or committee.
5. promotes fellowship in the congregation, such as through Sunday morning Coffee Hour and the Information Booth;

6. reaches out to the surrounding community to foster awareness of the presence of BCUC and to encourage attendance of members, adherents and newcomers.

Service, Outreach & Social Action Committee (SOSA)

Purpose: To promote the works and needs of the Mission and Service Fund; to coordinate and participate in local programs that proclaim the mission of the Church through service and outreach; and to strive to inform the congregation on issues of human rights, social injustice and care of God's creation occurring, locally, nationally and internationally.

In support of this purpose the SOSA committee:

1. informs the congregation of the work of the Mission and Service Fund on a regular basis and takes action on any appeals issued by the national church for prayer, money or action on important issues - preferably through a designated committee member;
2. keeps itself and the congregation informed of local community needs, and helps plan, coordinate and, where possible, participate in the local outreach programs it supports in its budget, through designated resource people on the committee;
3. publicizes and supports human rights, social justice and care of God's creation events and workshops held locally.

Stewardship Committee

Purpose: To promote an awareness and appreciation of stewardship as a Christian responsibility and to provide leadership in the organization and delivery of campaigns designed to obtain financial and personal commitments to the total life and work of the Church.

The Committee:

1. plans, organizes and conducts a year-round theologically sound stewardship education program among all age groups and through all appropriate media;
2. in consultation with other Standing Committees, plans, organizes and conducts an annual financial and personnel Stewardship Campaign and other campaigns as may be appropriate;
3. interprets current and envisioned church programs as they relate to stewardship, and explains how these programs depend on commitments of time, talent and treasures;
4. plans and executes programs to create awareness of the gifting opportunities afforded by BCUC and encourages BCUC members, adherents and others to make donations;
5. works closely with the ordained Minister and other committees and groups in the Church to develop ways and means to fulfill the purpose of the Stewardship Committee, e.g. Circuit Messengers.

Pastoral and Spiritual Care Committee

Purpose: To offer love, help and support by providing comfort and caring to those experiencing illness, grief, or personal crisis, and to those who would benefit from practical

assistance. “Love one another as I have loved you.” John XV:12

Working closely with the Ministers, the Pastoral and Spiritual Care Team:

1. identifies the persons and families for whom support or services are needed;
2. provides continuing contact with BCUC members as needed by means of telephone calls, notes and cards to acknowledge births, deaths, illnesses and other family events, in an effort to provide assurance that they are being thought of and cared for;
3. offers prayer for all for whom prayer has been requested irrespective of membership or faith group;
4. arranges help for persons and individuals or families in the Congregation who require practical assistance in their daily lives; offers assistance in obtaining further help through referral to Nepean Seniors Home Support or other agencies.
5. provides hospital and home visitation by trained pastoral care visitors;
6. assists the Ministry team in visitation and caring in times of family crisis or grief;
7. offers formal Pastoral and Spiritual Care training for team members who will be involved in visitation, and provides ongoing opportunities for continuing education and awareness sessions;
8. promotes awareness that Pastoral and Spiritual Care is loving our neighbours through the ministry of presence and listening to one another with compassion, respect and dignity, as a basis for a caring community.

Communications Committee

Purpose: To give publicity to programs and activities of the Church in order to inform the Congregation and the community, and to maintain infrastructure to support this purpose. For example, to foster a positive environment through open communication between the church and community, to publicize achievements of BCUC volunteers in the Church and community - and to encourage good stewardship of the environment by conscientious selection of communication mediums.

The Committee:

1. develops and maintains a reporting system that will enable it to keep fully informed about newsworthy items and events concerning the activities and interests of the Church;
2. approves layouts and processes for the distribution of BCUC communications. For example, publishing of the Bell Ringer newsletter and BCUC Happenings, the Website, TV Monitors, Sunday Bulletin, Facebook, Twitter, and other social media;
3. develops and maintains a reporting system that will enable it to keep fully informed about newsworthy items and events concerning the activities and interests of the Church;
4. arranges for mass media to carry items of significant interest;
5. provides for such additional publicity as may be required;
6. maintains a collection of memorabilia, photos, etc. which may be of interest to the congregation in the future;
7. allocates space for relevant information regarding activities, and provides promotional material resources if required;
8. assists and advises the Ministry and Personnel Committee in the recruitment, procurement, implementation and training of technology recommendations for paid staff and volunteers.

9. brings to the Board's attention those matters that involve risk, liability, or privacy issues in relation to communication endeavours.

Nominations Committee

Purpose: To recruit volunteers as committee members, officers, leaders and other resource persons as required for the various functions and programs within the Church.

The Committee:

1. shall be chaired by a member of the Church Board; maintains a time and talent inventory in coordination and consultation with the Standing Committees and other BCUC groups;
2. anticipates upcoming vacancies;
3. seeks and nominates suitable candidates to occupy positions as they become vacant;
4. issues a call for nominations well in advance of the annual Congregational meeting for the election of church officers and committee members;
5. prepares a slate of candidates for all positions and presents a nomination report for election at the annual meeting of the Congregation for the election of church officers;
6. assists committees in recruiting candidates for special and ad hoc assignments.

Property Management Committee

Purpose: To maintain Church property and manage its use.

The Committee:

1. shall maintain the Church building and other Church facilities in good condition through:
 - a. contracting and supervision of professional services;
 - b. organizing volunteer assistance;
 - c. assessing and administering repair and upkeep requirements;
 - d. managing allocated budgets;
2. is responsible for the design and plans related to the Church's landscaping and building;
3. manages heating and other utilities;
4. manages the security of all church property and promotes the safety of those who use it;
5. generally oversees the use of facilities by Church and community organizations and groups;
6. recommends to the Church Board the conditions of use, including rental rates and rules during use, except for the sanctuary (see Worship Committee, subsection "h") and the kitchen (see UCW).
7. Manages the acquisition, installation and maintenance of appropriate audio-visual equipment and supplies;
8. maintains, repairs and replaces all furniture and other assets with the exception of those that are the responsibility of other committees or groups; and
9. manages parking on church property.

Financial Management Committee

Purpose: To administer the finances of the Church on behalf of the Church Board in the best interests of the Congregation and in keeping with the overall objectives of the Congregation. The finances of the Church includes the operating fund, special (directed) funds, capital funds and reserve funds, and event funds (e.g., Spring Garage Sale, Christmas Fair, etc.) (collectively known as the General Fund). Note that the Board of Trustees manages the Congregation's investments, including *BCUC Memorial Endowment Trust*, and receives and administers any monies, bequests or donations directed to the Trustees by Church Board.

The Committee:

1. manages BCUC's annual financial planning cycle, including:
 - a. coordinating the preparation of the forecast of expenditures for each area of responsibility within the Church;
 - b. forecasting anticipated revenues;
 - c. preparing and presenting an annual financial budget on behalf of the Church Board, which recognizes priority programs, within the available resources of the Church;
2. organizes the ways and means to receive, record, safeguard, track and account for all revenue received by the Church, including the PAR, gift certificates, investment income and contributions from envelope programs;
3. disburses funds authorized by areas of responsibility, and accounts in full for all transactions made;
4. issues official tax receipts for contributions received;
5. prepares monthly financial reports to the Church Board and an annual report to the Congregation and the Canada Revenue Agency;
6. arranges for audit of Church accounts;
7. manages all banking arrangements, investment of short-term reserve funds and the administration of loans; and
8. contributes to and participates in the conduct of the financial portion of stewardship campaigns.

The Church Treasurer is a member of the Financial Management Committee.

Note 1: The term "available resources" would generally be interpreted as forecast revenues from all sources, plus any positive balance in the operating fund, plus planned and authorized borrowings.

Note 2: As of 2018, the Treasurer function is carried out by chair of the Financial Management Committee.

Ministry & Personnel Committee

Purpose: To deal with all matters relating to paid personnel of the Church.

The Ministry and Personnel Committee carries out responsibilities set out for it in *The Manual*, specifically:

1. provides a consultative and supportive agency for the staff of the pastoral charge and for members and adherents of the congregation
2. reviews working conditions and remuneration for all staff and makes appropriate recommendations to the Church Board;
3. oversees the relationship of staff to the congregation and others;
4. oversees the relationship between and among different members of the staff with respect to their responsibilities and authority;
5. consults with all members of the staff about their plans for continuing education;
6. annually reviews and evaluates the effectiveness of the staff as those people and positions relate to the mission of the Bells Corners pastoral charge;
7. maintains close liaison with the Pastoral Relations Committee of the Ottawa Presbytery;
8. regularly reviews the responsibilities of all staff of the Bells Corners pastoral charge and recommends changes to the Church Board or Congregation for approval;
9. participates in the needs assessment and search processes prescribed by the UCC, as needed in the event of a change in the Ministry Personnel of BCUC;
10. develops and carries out recruitment and selection processes, and screens and selects candidates, as required, for the staffing of non-ministry paid personnel of BCUC;
11. liaises with the Treasurer of BCUC in matters pertaining to the remuneration, withholdings, allowances, etc., of paid BCUC staff; and
12. maintains separate, confidential and secure personnel files for all BCUC staff members

The M&P Committee shall be comprised of between three and seven persons, and shall include people who have experience in the Pastoral Charge, knowledge of United Church policies and practices, and an understanding of staff relationships.

Planning & Evaluation Committee

Purpose: To foster and facilitate the Church Board and Committees to develop and maintain planning and evaluation processes.

The Committee, under the direction of the Church Board:

1. develops and coordinates the Congregation planning process, in consultation with the Financial Management Committee, including:
 - a. strategic planning (things we want to do over a 5-10 year period)
 - b. operational planning (things we wish to implement in the next 2-3 years)
 - c. financial planning (the cost of things we want to do in the next 2-3 years)
 - d. capital expenditure planning (major expenditures over a 5-10 year period)

2. undertakes projects assigned by the Church Board;
3. ensures that all members of Church Board and committees are informed of current policies and procedures;
4. evaluates the effectiveness of existing organizations, policies and procedures and recommends alternatives as required.

Board of Trustees

Purpose: To hold the Congregation's property in trust for the use and benefit of the Congregation as part of The United Church of Canada.

The Board of Trustees carries out responsibilities set out for it in *The Manual*, and in the *Congregational Board of Trustees Handbook* of the United Church of Canada, specifically:

1. holds legal title to and administers the Congregation's real and personal property in accordance with the "Trusts of Model Deed" (*The Manual* of The United Church of Canada, Appendix II), relevant public statutes, and the lawful directions of the Board and of the other Courts of The United Church of Canada having jurisdiction;
2. ensures that the Congregation carries adequate property and liability insurance at all times, and maintains an up-to-date inventory of the contents of the Congregation's premises
3. ensures that the Congregation has a definite procedure in place for the maintenance and repair of the Congregation's property
4. manages the Congregation's investments, including *The Bells Corners United Church Memorial Endowment Trust*, and receives and administers any monies, bequests or donations directed to the Trustees by Church Board.
5. ensures that property taxes on any Congregational property not exempted from property taxation are paid in a timely manner
6. ensures that Presbytery's consent in writing is obtained before the Congregation does any of the following:
 - a. acquires, sells, mortgages, exchanges, leases, or otherwise deals with the Real Property or the major Personal Property of the Congregation; or
 - b. erects, enlarges, demolishes, rebuilds, or effects major renovations to any building held or to be held for the Congregation.
7. as co-owner, in conjunction with Christ Church Bells Corners Anglican Church, of the Bells Corners Union Cemetery, which is situated at 3859 Old Richmond Road, adjacent to and just north of the Anglican Church, the Board of Trustees shall:
 - a) arrange suitable appointments to fill any vacancies that may occur from time to time in BCUC's three seats on the Cemetery Board;
 - b) monitor the activities of the Cemetery Board
 - c) inspect the Cemetery from time to time, and contact the Cemetery Board on any issue of concern;
 - d) receive and review the annual reports and financial statements of the Cemetery Board; and
 - e) report annually to the BCUC congregation on the operations of the Cemetery Board, through the BCUC Annual Report.

GROUPS WITHIN BCUC

A variety of groups use the facilities of BCUC, some as part of programs sponsored by the Church and its Standing Committees, and others on a rental basis.

Bells Corners United Church Women

Purpose: To unite all women of the congregation for the total mission of the Church and to provide a medium through which they may express their loyalty and devotion to Jesus Christ in Christian Witness, Study, Fellowship and Service.

In BCUC, the management of the kitchen is a joint arrangement between the United Church Women (UCW) and the Property Management Committee.

Structure: The UCW has two operating components - the Executive and the Units.

Executive membership includes:

- President
- Vice-President
- Past President
- Secretary
- Treasurer
- Kitchen Buyer
- Membership/Literature
- Ottawa Presbytery Contact
- Property Management Representative
- Unit Leaders or Co-leaders

Operations: The Vice-President, President and Past President are each prepared to serve for three years, one year in each position, moving up each year, thereby obtaining training, support and providing continuity.

Bells Corners Men's Club

Purpose: To promote fellowship among the men of the church and to provide an opportunity to get to know each other on an informal basis. Activities include monthly events such as coffee time during the day, and evening speaker/dinners or excursions of interest. Communication is by email and through the church's Sunday bulletin. Where helpful, transportation to those who might otherwise be unable to attend can be arranged. All men in the Church are invited to participate.

Structure: Men's Club Executive:

- President;
- Secretary/Treasurer;
- Communications;

- Program;
- Chief Cook;
- Physical Setup

Operations: Members volunteer to serve on the Executive for an undefined period of time.

BCUC Groups or Programs Associated with Standing Committees:

The associated Standing Committee is responsible for ensuring that the concerns and needs of the group are addressed either directly or through the Church Board. Examples of such groups are:

Worship/Christian Education

- Christian Generational Singers (CGS)
- Bell Canto Choir
- Senior Choir
- Grace Notes
- Men's Chorus
- Liturgical Dance Group
- Church Library
- UP Youth Group
- Family Ministry
- Lectionary Group
- Sunday Nite Lite

Service, Outreach & Social Action Committee (SOSA)

- Ottawa West End Community Chaplaincy (OWECC)
- FAMSAC
- Multi-faith Housing Initiative

BCUC Programs with no direct liaison at this time with a Standing Committee:

- Christmas Fair
- Fall Supper
- Spring Garage Sale
- Strawberry Social

Community Groups

There are also groups or organizations that use BCUC space as part of our community outreach, or rent space from BCUC

Examples include:

AA Crossroads
Bells Corners Nursery School
Book Club
Coffee and Friends
Friendship Club
Guides Canada
Harmer House

Probus Euchre
Scouts Canada
Senior Home Support
Spiritual Drumming Group
Tae Kwon Do
Valley Men Choir
Victoria Quilts
Tai Chi

DEFINITIONS

Adherent	a person who contributes regularly to the life and work of the congregation but is not a member or full member (<i>The Manual</i> , B.4.1).
Conference	the intermediate governing body of the United Church, with the power to determine the number and boundaries of Presbyteries within its jurisdiction, and to have oversight of them, reporting to the General Council of the United Church.
Congregation	a body of persons that is a part of the United Church of Canada, and that meets for public worship and is constituted by a Presbytery. In matters of property, “Congregation” may also mean any of “church”, “charge”, “circuit”, or “preaching station” as understood prior to 1925.
Court	a body established by the <i>United Church of Canada Act</i> , the Basis of Union, or the General Council that has both deliberative and decision-making powers, subject to the appeal procedures set out herein. The Courts of the United Church are: the Session and the Official Board, or the Church Board, or the Church Council, which are the Courts of the Pastoral Charge; the Presbytery; the Conference, and the General Council.
Full Member	a person who, with the approval of the governing body, has been baptized, confirmed, makes a profession or reaffirmation of faith, or has transferred full membership from another United Church with good standing.
Member	children of full members and children who have been baptized but have not yet become full members.
Pastoral Charge	one or more congregations constituted by a Presbytery into a pastoral unit. BCUC is a single congregation and a Pastoral Charge within the Ottawa Presbytery.
Pastoral Relations:	pertains to ministry staff and the Call/Appointment relationship with a Charge.
Presbytery	decision-making body (Court) to which a Pastoral Charge is accountable (belongs)
Spiritual Matters:	pertaining to doctrine, worship, sacraments, membership, outreach
Temporal Matters:	pertaining mainly to property and finances