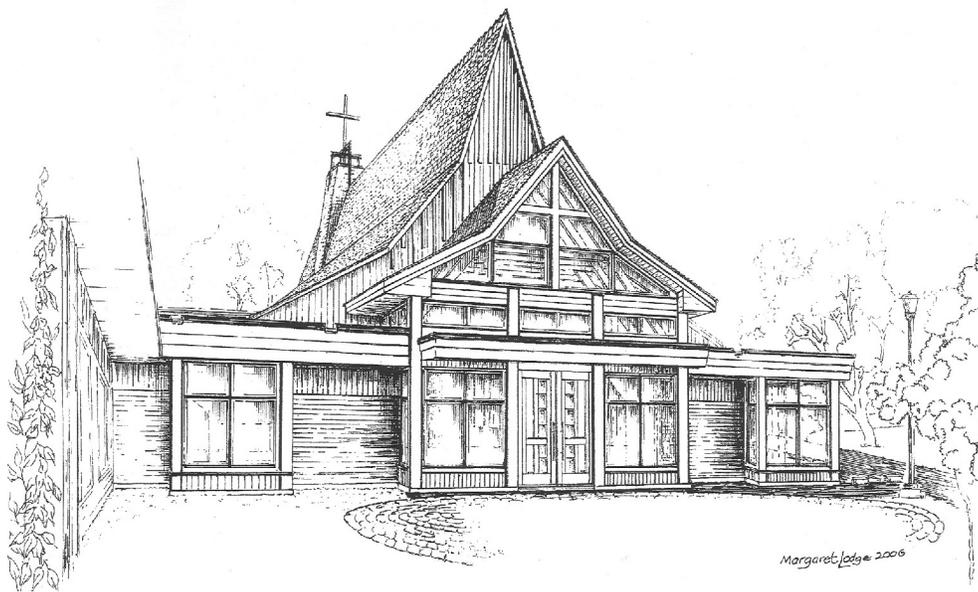


Bells Corners United Church

Handbook



This document is a revision of Bells Corners United Church Policies and Bylaws, May 23, 2001.

Prepared by the Planning and Evaluation Committee

Approved at Annual Congregational Meeting, May 12, 2006 & Church Council Meeting, June 21, 2006

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PREFACE

This *Handbook* is a revision of *BCUC Policies and Bylaws* dated May 23, 2001. 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 BCUC are conducted. This document is supplementary to, and subject to, the *Manual of the United Church of Canada* (The Manual).

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

A separate document, the *BCUC Policies and Guidelines Manual*, provides the following information:

- policies of BCUC as determined by significant motions passed by Church Council and at Congregational meetings over the years.
- the operational guidelines for the everyday working of the BCUC's committees and other groups, together with an overall 12-month planning cycle.
- an indexed list of motions passed at Congregational and Council meetings since [2001].

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

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 a ceremony 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. 2004-2005 celebrated the 155th year in our history. Through all its days the church is called, by the grace of God and with His 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:
- A. four 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 in 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 This version of the *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 UCW, Groups Within BCUC, and Definitions.

THE CONGREGATION

BCUC is a pastoral charge of the United Church of Canada consisting of one congregation, and as such is governed by the policies and rules in 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 members and adherents. Members of BCUC are those who have joined BCUC by profession of faith or by transfer from another church. Adherents may be members of the United Church of Canada (but of another pastoral charge) who have not yet transferred their membership to BCUC, or members of another denomination, or of none. 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.

Only members are entitled to vote at Congregational meetings, unless a motion is passed permitting all those in attendance to vote.

The Ministry of Bells Corners United Church is administered by the Church Council and its Standing Committees, as well as a small group of paid staff, which includes:

- the Minister(s)
- the Director of Music
- the Church Office Administrators

The paid staff is often the 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 Council and the Congregation. For example, the Congregation has final approval of the Church's budget, while Council has specific areas of decision making specified in the United Church Manual (refer to page 9 of this document).

Proposed changes or issues that may have a significant impact on the Congregation shall be presented to a Congregational meeting for decision.

Membership

Only BCUC members are entitled to vote at Congregational meetings, unless a motion is passed permitting all those in attendance to vote.

Operations

The Congregation shall meet at least twice a year:

1. The first Congregational meeting shall be held prior to the 28th of February of each year. The objectives of this meeting shall be as follows:
 - a. to present, for Congregational approval, the audited financial statements for the year ended the previous December 31,
 - b. to approve a financial auditor for the current year.
 - c. to consider, amend if necessary, and approve, the budget as drawn up by the Financial Management Committee and passed by the Church Council.
 - d. to deal with any other business on the agenda or brought up at the meeting.
2. A second congregational meeting for the election of church officers shall be held prior to May 31st of each year. The objectives of this meeting shall be:
 - a. to elect the chairpersons and members of the Church Council and Standing Committees, BCUC Presbytery Representatives, and two youth representatives for the next year, commencing July 1
 - b. to consider and approve annual reports (covering the period from the preceding May to April) from all committees and organizations of the Congregation
 - c. to deal with any other business on the agenda or brought up at the meeting.

Congregational meetings shall be called in accordance with The Manual, normally by:

1. the Minister(s), or
2. the Chairperson of the Church Council, or
3. the elected Chair of the second Annual Meeting (in May), upon personal motion, or
4. the written request of the Church Council or
5. the written request of ten members of the Congregation

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

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

Congregational Meetings shall be called to order by one of the Ministers, after which the Congregation shall elect a Chairperson for the meeting. The Secretary of Church Council shall normally act as Secretary of Congregational meetings.

The quorum for business to be conducted shall be twenty (20) persons.

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

The newly elected church officers shall assume their responsibilities on July 1, and shall hold office until the next Congregational meeting for the election of church officers.

Honorary members of Church Council are elected at the Congregational meeting for the election of church officers, on the recommendation of the Church Council in recognition of their past and present contributions to the worship, mission and life of the Congregation. Once elected, such persons shall normally remain Honorary Members of the Church Council while they remain associated with Bells Corners United Church.

THE CHURCH COUNCIL

Purpose

The Church Council acts on a continuing basis on behalf of the Congregation so that the aims of the Church may be achieved. It is entrusted to ensure that Church programs are pursued and coordinated effectively.

However, as the Court of the Congregation, the Council also has other responsibilities as outlined in The Manual, including:

- the general responsibility for the spiritual interests of the Congregation
- the receipt and transmission of proposals and appeals
- liaison with the Presbytery
- reporting at least annually to the Congregation
- giving directives to the Board of Trustees
- matters of pastoral relations when appropriately directed by the Congregation.
- the discipline of members
- the ordering of formal hearings

The Church Council is 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 elected.

Membership

The Church Council is elected at the May Congregational meeting, and is composed of:

- the Chairperson
- the Vice-Chairperson
- the Immediate Past Chairperson
- the Secretary
- the Chairpersons of all Standing Committees
- the Minister(s)
- the President of the United Church Women (UCW)
- the BCUC representatives to Presbytery
- two youth members representatives
- Honorary Members

All of these have voting privileges at meetings of the Council. However, it should be noted that, should more than one member of a committee (e.g., two co-chairs) be present at a meeting of Council, only one may vote. The Chairperson has a vote only in the event of a tie, and does not make or second motions without temporarily relinquishing the Chair. It is the responsibility of each member to declare a conflict of interest where one exists with the business of the Council.

The Treasurer attends all Council meetings as a resource person, but does not have voting power. The Treasurer is elected at the May Congregational meeting, in the same manner as the members of Church Council.

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 a total of three consecutive years. The term of office commences on July 1 following election at the May Congregational meeting for the election of church officers, with both the retiring and new Council members attending the June meeting of the Council, to ensure continuity and a smooth transition of the business of the Council.

Normally, the term of office for the Chairperson, Vice-Chairperson, and Immediate Past Chairperson and Secretary of Church Council is two years. The term of office for the Chairpersons of the Standing Committees shall be for one year at a time, but should not normally exceed three consecutive years. Every effort should be made to provide for continuity of membership on Committees and on Church Council, particularly between Vice-Chairpersons and Chairpersons.

Vacancies shall be filled or members added to any committee as required, by appointment of the Church Council, for periods not extending beyond the next election of Church Officers.

Roles & Responsibilities

Chairperson

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

Vice-Chairperson

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

Immediate Past Chairperson

- provides historical background for ongoing issues to be addressed by the Council
- provides advice and guidance on matters of policy and procedure

Secretary

- ensures that notice of meetings of the Council are posted at least five days prior to the meeting.
- provides each member of the Council with an agenda, all non-routine motions, and appropriate background material, if available, at least five days prior to a regular Council meeting
- provides each member of the Church Council with a copy of the draft minutes promptly as possible after each meeting, makes the approved minutes available to anyone of the Congregation, and deposits a copy of the approved minutes in the Church records.

- ensures that correspondence is conducted according to the direction of the Council, that all Council documents are preserved, and that appropriate records are transmitted to Presbytery for review.

Treasurer

- acts as a resource person to the Council, providing financial information and advice
- acts under the direction of the Finance Committee and Church Council
- does not have a vote at Council meetings

BCUC Presbytery Representatives

- act as a conduit for information concerning the United Church of Canada
- report to the Congregation, through the Council, on matters of interest or concern
- attend the annual meeting of Conference

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

Operations

The meetings of Church Council shall be open to any member or adherent of the Congregation. Anyone from the Congregation may request, in advance of the meeting, to make a presentation at the meeting.

A quorum for meetings shall consist of half of the Council members plus one, including one Minister or a representative properly appointed by Presbytery.

The Church Council shall ordinarily meet once each month at a time appropriate to the majority.

Each meeting shall begin with approval, and amendment if necessary, of the agenda, which should include:

1. worship
2. report of the Executive Committee, if this committee has met since the previous meeting of the Church Council
3. review and provision of general direction to the work of the various Standing Committees, including those in charge of BCUC operations
4. a financial report
5. consideration, amendment if necessary, and approval of the recommendations of the committees in matters affecting more than one committee;
6. communication of non-routine decisions to the Congregation, or calling of a Congregational meeting, to determine the will of the Congregation;
7. issuing statements of policy when, in the Council's opinion, this should be done, including the interim approval of policies for later ratification by Congregational meetings;
8. communication with Presbytery.

He is Amongst Us - The Council Covenant of BCUC

The Church Council has adopted the following Covenant to govern their interactions in their work together:

As leaders of the Christian community of Bells Comers 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 to us.

THE EXECUTIVE COMMITTEE

Purpose

The Executive Committee acts on behalf of the Church Council when an urgent need arises between Council meetings.

Membership

The Executive Committee shall be composed of:

- the Chairperson of Church Council
- the Vice-chairperson of Church Council
- the Secretary of Church Council
- the Minister(s) of the Congregation or a representative properly appointed by the Presbytery.

Members of the Executive Committee may call upon resource people to assist them in decision-making.

Operations

The Executive Committee shall report all activity to Council at its next meeting as the initial agenda item following worship.

GENERAL TERMS FOR ALL 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.

The Ministers in Relation to BCUC's Committees

As part of their responsibility to provide leadership in the spiritual growth of the congregation, the Ministerial Staff shall act as counsellors to, and ex-officio member of, all committees, and not administrative officials or presiding officers.

As ex-officio members of all committees, the Ministers are entitled, but not obliged, to attend all committee meetings. Their roles as resource persons or advisors to the committees will be fulfilled in various ways, according to each committee's particular needs.

Membership

For committees to function effectively and successfully, a sufficient number of individuals is required 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.

The regular membership of the committee shall be nominated by the Volunteer Resources Committee and elected at the annual congregational meeting for the election of church officers. Additional representatives can be recruited by the Chair of a committee, and approved by Council. In addition, the committee Chairperson is free to recruit non-elected representatives for special projects, task forces, etc. working with the Volunteer Resources Committee.

Members should be encouraged to observe the "2½ hat rule", that is, to occupy no more positions than Chairperson, 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 on July 1 following the May Congregational meeting, with both the retiring and new committee members attending the June meeting of the Committee, to ensure continuity and a smooth transition of the business of the Committee.

Roles and Responsibilities

Normally, each committee shall elect from among its membership a Vice-Chairperson and Secretary.

Chairperson

- presides at meetings of the committee
- provides a written monthly report and an annual report to Church Council on the activities of the Committee
- represents the Committee on the Church Council, presenting the opinions of the committee at Council meetings
- verifies and authorizes all expenditures appropriate to the Committee.

Vice-Chairperson

- in the Chairperson's absence, presides at the meetings of the committee, and attends the Church Council.
- usually succeeds the Chairperson, 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 the 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 is divided between two individuals (e.g. one person chairs meetings of the committee, the other attends Church Council meetings). Whatever model is used, only one person is eligible to vote at Church Council meetings.

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 Chairperson of the committee shall bring for approval by the Church Council the following items, providing Council 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 Council,
- 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 or unusual financial expenditures.
- a monthly summary report of its activities, and an annual report in preparation for the May Congregational meeting
- an annual forecast of budget expenditures, to assist the Financial Management Committee in preparing the overall church budget

The meetings of all Standing Committees, except the Ministry and Personnel Committee, shall be open to anyone of the Congregation. Any member or adherent of the Congregation may request, in advance of a meeting, to make a presentation at the meeting.

Committees will normally meet on a monthly basis.

TERMS OF REFERENCE
FOR ALL STANDING COMMITTEES

In responding to our Mission Statement to Rejoice, Renew, Respond and Reach Out (see page 2) , the Standing Committees of BCUC engage in thrust activities and support activities:

- Thrust activities are those the primary focus of which 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 Committee
- Christian Education Committee
- Service, Outreach & Social Action Committee
- Membership Committee
- Stewardship Committee

Worship Committee

Purpose: To promote group participation in spiritual activities and meaningful worship.

The Committee:

1. works closely with the Ministers in planning worship services;
2. keeps closely in touch with other committees on matters concerning worship;
3. develops the order of public worship;
4. supervises the ministries of dance and music, and assists and advises Ministry and Personnel Committee in recruitment of staff;
5. provides for pulpit and organist supply;
6. provides for the administration of the Sacraments,
7. provides for the service and training of ushers and Communion Servers;
8. is responsible for the use of the Sanctuary and the Labyrinths, and for the decor and decoration of the Sanctuary and Narthex, in collaboration with the Property Management Committee,
9. is responsible for the content of the message displayed by the Church sign,
10. looks after maintenance of hymnals.

Christian Education Committee

Purpose: To promote a knowledge of God, to provide instruction in the Christian faith, and to promote participation in programs for spiritual growth and Christian living.

The Committee:

1. plans, organizes, coordinates and promotes the education program of the Congregation, including that of the Sunday School, Confirmation groups, mid-week groups, Youth

work, Family Life and Adult Education. These activities may take place on or off BCUC property. Examples of education programs include Sunday School; Confirmation Classes; support for the UP Group, midweek and other groups; and workshops dealing with specific issues.

2. maintains education resources such as libraries of books, videos, CDs, DVDs, etc. to be used by the Congregation.

Service, Outreach & Social Action Committee (SOSA)

Purpose :To increase awareness of human and social needs, and to plan and coordinate ways for the congregation to carry out its mission in the community and throughout the world.

The committee:

- fosters social action programs that bring pressure for the removal of social injustice both locally and globally.
- keeps informed of social service needs in the community; and plans, develops, coordinates and participates in local outreach programs.
- encourages the congregation to respond to the global work of the Church through prayer, action, and giving.
- appoints a Mission Enthusiast who will keep the committee and congregation informed of the work of the Mission and Service of the United Church of Canada.

Membership Committee

Purpose:

To provide for the membership needs of individuals and families within our congregation;

To carry out activities related to membership, both at an administrative and interpersonal level, within the congregation and in the broader community.

The Committee:

1. maintains the historic roll, the membership lists and a list of adherents.
2. grants admission of persons into full membership; grants certificates of removal and provides for appropriate follow-up on the newly confirmed and newly transferred adult members.
3. identifies, through updates of the membership list, those persons who have become inactive; transfers this information to the appropriate person(s) or committee.
4. contacts newcomers and encourages them to participate in the life and work of the Congregation, transfers this information to the appropriate person(s) or committee.
5. approves the administration of the Sacrament of Baptism, keeps a record of Baptisms and provides appropriate follow-up.
6. promotes fellowship in the congregation, such as through Sunday morning Coffee Hour and the Information Booth
7. reaches out to the surrounding community, to foster awareness of the presence of Bells Corners United Church and to invite attendance.

Stewardship Committee

Purpose: To promote an 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 monies;
4. plans and executes programs to create awareness of the gifting opportunities afforded by BCUC Endowment Trust, and encourages BCUC members, adherents and others to make donations to the Trust;
5. works closely with the Ministers 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 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.

Working closely with the Ministers, the Pastoral Care Team:

1. identifies the persons and families for whom support or services are needed
2. provides continuing contact 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 daily 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 with transportation to medical appointments and worship services, and meal provision; 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 Care training for Pastoral Care Team members who will be involved in visitation, and provides ongoing opportunities for continuing education and awareness sessions
8. promotes awareness that Pastoral 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.

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

Events Co-ordinating Committee (2 year interim Committee, approved by Council on April 19, 2006)

Purpose: To initiate and correlate ideas that support the social ministry and fund raising at BCUC, that ensure consistent approaches and methods, harmonise with programs and policies, capitalise on youth and other identifiable demographic involvement.

Note: The purpose is not to undertake each activity; it is to think of ideas, be receptive to initiatives, coordinate activities, and ensure profits go into the general account.

The Committee:

1. is a vehicle to address fund raising efforts within BCUC
2. ensures that fund raising and social events take place on an ongoing basis at BCUC;
3. fosters enthusiasm for participation in any aspect of church life
4. coordinates dates and timing of BCUC activities, to prevent overlap and periods of little activity, ensuring a variety of activities and participants
5. works closely with Volunteer Resources when necessary to provide the help needed to see the activities through
6. liaises with groups planning activities to consider dates, costs, and facility use
7. records the planning, notes and proceeds of activities, where appropriate, for future reference
8. liaises with the Office Staff to establish suitable dates and space
9. liaises with the Property Management Committee in establishing rates for space usage
10. is accountable to Church Council for activities and actions.

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.

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. provides for the publishing of the newsletter and the Annual Report (year book);
3. arranges for the mass media to carry items of significant interest;
4. provides for such additional publicity as may be required;
5. maintains the historical archives of the Church;
6. provides support for various technology, including audio, video, computer and software, used within the church by church staff and volunteers;
7. allocates space for committees to post relevant information regarding its activities and provides material resources if required;
8. assists and advises the Ministry and Personnel Committee in the recruitment and training recommendations of office staff.

Volunteer Resources 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. in coordination and consultation with the Standing Committees and other BCUC groups, maintains a time and talent inventory
2. anticipates upcoming vacancies
3. seeks and nominates suitable candidates to occupy positions as they become vacant;
4. issues a call for nominations 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 nominates them 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. Maintains the Church building, grounds 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 budget
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. controls, allocates and generally oversees the use of facilities by Church and community organizations and groups
6. recommends to Church Council 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. maintains, repairs and replaces all furniture and other assets with the exception of those that are the responsibility of other committees or groups
8. controls parking on church property.

Financial Management Committee

Purpose: To administer the finances of the Church in the best interests of the Congregation and in keeping with the overall objectives of the Church. The finances of the Church includes the operating fund, special (directed) funds, capital and reserve funds, and event funds (collectively known as the General Fund), and not endowment funds.

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 an annual financial budget on behalf of Church Council, which recognizes priority programs, within the available resources of the Church
2. organizes the ways and means to receive, record, safeguard and account for all revenue received by the Church, including the PAR and contribution envelopes 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 Church Council and an annual report to the Congregation
6. arranges for audit of Church accounts
7. manages all banking arrangements and the administration of loans
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: 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.

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 of the United Church of Canada, 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 BCUC Church Council
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 revises position descriptions when requested by BCUC Church Council
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.
 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 Council and Standing Committees to develop and maintain planning and evaluation processes.

The Committee, under the direction of Church Council:

1. develops and coordinates the Congregation planning process, 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 Council
3. ensures that all members of Council 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 Church Council 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*

Endowment Trust, and receives and administers any monies, bequests or donations directed to the Trustees by Church Council

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.

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 and Property Management.

Structure

The UCW has two operating components - the Executive and the Unit.

Executive membership includes:

- President
- Vice-President
- Past President
- Secretary
- Treasurer
- Social Contact
- Membership/Literature
- BCUC Presbytery Representative
- 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.

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.

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 Council.

| | |
|---------------------|---|
| Worship: | Christian Generational Singers (CGs) Senior Choir Ladies Choir Men's Chorus Children's Dance Choir Adult Dance Group |
| Christian Education | Scouting(Beavers, Cubs, Scouts) Church Library UP Youth Group |
| SOSA | Ottawa West End Community Chaplaincy FAMSAC |
| Communications | Bell Ringer Newsletter BCUC Website |
| Membership | Dinner Club |

BCUC Programs for which there is no direct liaison at this time with a Standing Committee:

Cope Kit
Men's Club
Bridge Club
Book Club

Community Groups who

- use BCUC space as part of our community outreach, or
- rent BCUC space

Examples include:

AA Crossroads
Bells Corners Nursery School
Friendship Club
Harmer House
Probus Euchre Group
Senior Home Support
Tae Kwon Do
Valleymen Men's Choir
Victoria's Quilts
Yoga

DEFINITIONS

- Circuit - a church, congregation or charge existing at the time of union to form the United Church of Canada
- 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 *United Church of Canada Act*, the Basis of Union, or the General Council, which body 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.
- Pastoral Charge - one or more congregations constituted by a Presbytery into a pastoral unit according to the polity of the United Church of Canada
- Presbytery - a reference to the Presbytery also constitutes a reference to the District. Presbytery has the power to form new Congregations or Pastoral Charges, and has responsibility for their oversight.