

St. Andrew's United Church

Constitution



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Vision Statement:

St. Andrew's United Church seeks to nurture:

- a family atmosphere of inclusion and acceptance
 - a stronger presence in the local community
 - a growing small group ministry
- a stronger outreach ministry in the community and the world

Mission Statement:

St. Andrew's United Church
is a family that celebrates
God's presence through
***people, worship,
music and outreach.***

Values Statement:

St. Andrew's United Church values:

- people
 - family atmosphere
 - relationships with others
- varied worship and music ministry
 - outreach

ST. ANDREW'S UNITED CHURCH – CHATHAM, ONTARIO

CONSTITUTION

The management, and organizational structure, of this pastoral charge is subject to the legislation, principles and discipline of The United Church of Canada.

Members are entitled to vote at all congregational meetings of the pastoral charge on all matters relating to its life and work. Members have full and complete responsibility for the operation of the pastoral charge subject to the purposes of The United Church of Canada and its regulations governing local pastoral charges and to the supervision of the presbytery.

With the consent of the members, adherents who contribute regularly to the work of the church may vote on temporal matters.

As detailed hereafter the Executive Council model shall be utilized for the management and administration of the church subject in all things to the details outlined in the Manual of The United Church of Canada.

ORGANIZATIONAL STRUCTURE

There are eight major standing committees which carry out the operational work of the congregation. These are Faith Formation & Development; Media & Communication; Administration, Stewardship & Resources; Congregational Life, Ministry & Personnel; Mission & Outreach; Property; Worship. These committees normally meet monthly or at the call of the Chair.

As well there are five special committees/boards – Trustees; Wedgewood Place; Memorial Gardens; Stephen Ministry and Nomination Committee which meet when necessary.

These committees have considerable autonomy in their own areas of responsibility and normally report to the Executive Council. Proposals which require a change in policy or which concern more than one major standing committee must be brought to the Executive Council for a decision.

Ultimately all committees, including the Executive Council, are responsible to the congregation.

ST. ANDREW'S UNITED CHURCH CONGREGATION

The Congregation

“The Members of the Congregation who are entitled to vote at all meetings are persons in full membership whose names are on the roll of that congregation. With the consent of these, adherents who contribute regularly to the support of the Congregation may vote on Temporal matters.” **The Manual (2007:S113)**

DUTIES

“The annual meeting shall receive the annual reports, hold elections and transact any other business regularly brought before it.” **The Manual (2007:S114)**

Congregational and Annual Meetings

The Congregation shall elect a Chair or Co-Chairs and Recording Secretary to preside at all congregational meetings, (including the Annual Meeting) and shall turn the chair over to a presbytery representative to chair matters as prescribed in the Manual. Meetings will be at the call of the Chair or Co-Chairs, except for the Annual Meeting, which will be duly scheduled. The *Recording Secretary* will maintain a written record of each meeting.

Terms of Office

Chair/Co-Chair – 2-year term. Nominated by the Nominating Committee or from the Floor, elected at the Annual Congregational Meeting.

Recording Secretary – 2-year term. Nominated by the Nominating Committee or from the Floor, elected at the Annual Congregational Meeting.

ST ANDREW'S UNITED CHURCH EXECUTIVE COUNCIL

Council Meetings:

A **Chair or Co-Chairs, Vice Chair** and **Secretary** will preside at all Council meetings. The Chair(s) (or Vice Chair in the Chair's absence) will call all meetings. The Secretary will maintain a written record of the minutes of each meeting. The Executive Council will normally meet monthly (except during the months of July and August).

Composition:

The Executive Council shall consist of:

1. Chairperson
2. Vice-Chairperson
3. One Presbytery Representative
4. The Chairpersons (or designate) of:
 - The Faith Formation & Development Committee
 - The Media & Communication Committee
 - The Administration, Stewardship & Resources Committee
 - The Congregational Life Committee
 - The Ministry & Personnel Committee
 - The Mission and Outreach Committee
 - The Property Committee
 - The Worship Committee
5. Associate Members from:
 - Trustees
 - UCW
 - Men's Club
 - Immediate Past Chairperson(Associate members may attend all meetings of the Executive Council with full voting privileges if they so desire, but are not obligated to do so unless they have business pertaining to their committee to discuss.)
6. Minister(s) – Ex-officio member(s) (non-voting) (a Minister must be present)
7. Chair of Congregation – Ex-officio member (non-voting)

Terms of Office:

Chair/Co-Chairs – Elected for a 2-year term (no consecutive terms). Nominated by the Nominating Committee, or from the floor, elected at the Annual Congregational Meeting. The Chair has no executive power outside of established policy and approved procedures.

Vice Chair – Elected for a 2-year term (no consecutive terms). Expected to fill the Chair's role at the end of the term. Nominated by the Nominating Committee, or from the floor, elected at the Annual Congregational Meeting.

Secretary – Appointed

Past Chair – The Chair or Co-Chairs will become the Past Chair once a new Chair has been elected. The Past Chair will provide wisdom and guidance to the current Chair, but does not necessarily need to attend all Council Meetings.

Members – The Council will consist of one chairperson of each committee or his/her designate. Any member or adherent of the congregation may attend meetings as a non-voting observer, and may participate with the permission of the Chair(s). The resident Clergy Persons shall be ex-officio members of the Council.

Quorum – The quorum of the Council shall be six of those entitled to vote. A quorum will be required to conduct any business including the making of any motions.

Responsibilities:

1. To assist the members of St. Andrew's United Church to implement the Vision, Mission and Values Statements.
2. To be the "court" of the Pastoral Charge (as per *The Manual*).
3. To receive reports from Committees of Council, and ensure the work of the committees reflects the Vision, Mission and Values Statements.
4. To review the work of the church and its Mission on an ongoing basis, and plan for future needs.
5. To oversee record keeping in the congregation as required by *The Manual*.
6. To appoint Ad Hoc Committees for specific time-bound tasks.

Eligibility

Any question as to a person's eligibility to be elected or re-elected as an Officer or Chair of a Committee defers to the guiding principle that no person may serve on the Council for more than two consecutive terms (i.e. 4 years)

Note

The Chair of the Council and the settled ministers are ex-officio members of all Committees except for the Ministry and Personnel Committee. The ministers are leadership resources to all Committees in accordance with their ministry positions. The Treasurer shall attend Council as a resource from the Administration, Stewardship and Resources Committee.

COMMITTEES - GENERAL

Chair/Co-chair:

2-year term (renewable once), elected by the committee. The Chair will call and organize all meetings. The Chair has no executive power OUTSIDE OF ESTABLISHED POLICY AND APPROVED PROCEDURES.

Membership:

Elected for a 3-year term, nominated by the Nominating Committee, or from the floor, elected at the Annual Congregational Meeting.

It is recommended that members sit no more than two terms on a specific committee and that there be a one-year hiatus before returning to the same committee. Each committee shall strive to have a membership of at least five.

Notice:

Notice of meetings must be given at least one week prior to the scheduled meeting date.

Trustees:

Although the Trustees are included as one of the Council's committees, their appointment and terms of office are governed as stated in *The Manual of the United Church of Canada*.

Sub-Committees:

Members of sub-committees are appointed by the appropriate committee as needed. Sub-Committees will normally appoint a representative to report to the appropriate Committee. Sub-Committees may meet regularly, and may opt to elect a Chair. Sub-Committees are accountable to the appropriate Committee (as per the flow chart).

Committee Responsibilities

- Submit an annual budget request
- Authorize and keep track of expenses
- Normally, meet monthly prior to the Council meeting
- Prepare written minutes of meetings, including subcommittee activities as needed, for distribution through the Church Secretary
- Prepare an annual report of activities, statistics, and finances to be presented to the Congregation through the Church Council
- In consultation with the Nominating Committee, as required, maintain a system of rotation for executive positions and a recruitment structure for new members
- Prepare submissions for the church newsletter
- Organize into subcommittees where appropriate. Subcommittees report to their standing committee, normally through the Chair of their Standing committee

FAITH FORMATION & DEVELOPMENT COMMITTEE (CHRISTIAN DEVELOPMENT)

- A. Meetings – Monthly
- B. Suggested Composition – 10 persons
 - 8 elected
 - Sunday School Superintendent
 - Minister (ex officio)

C. Organization

- Chair nominated and elected to role
- Vice Chair and Secretary appointed from committee members
- may establish standing or ad hoc sub committees, task groups as required (chaired by member of the Faith Formation & Development Committee). Such auxiliary groups may focus on specific areas of discrete concern to the Committee e.g.
- Sunday School Team
- Youth Ministry Team
- Christian Initiation (Baptism and Confirmation Team)
- Adult Faith and Life Team
- Leadership Development Team

D. Responsibilities

In accordance with the Congregation's Vision, Mission and Values Statements,

1. Place and implement appropriate programs and occasions for the nurture and faith development of all ages and stages (nurseries, Sunday School, Children and Youth programs, adult study groups, special events, retreats and workshops, summer programs etc.).
2. Attend to such matters as curriculum, library and other resources (print, audio-visual).
3. Recruit, train and support teachers, leaders etc.
4. Encourage and strengthen the spirituality of all members and adherents (retreats, workshops etc.).
5. Encourage and attend to matters related to the preparation and practice of Christian initiation (baptism and profession of faith).
6. Be attentive to special learning needs and interests of men, women, marriage preparation and enrichments, grief recovery and other faith-life connections.
7. Attend well to raising faith consciousness in such matters as Christian ethics, sexual responsibility, UC faith and policy concerns.
8. Work cooperatively with other Committees and organizations in planning and implementing educational opportunities and events.
9. Perform such other matters as may be reasonably assigned by the Executive Council.

MEDIA & COMMUNICATIONS COMMITTEE (COMMUNICATIONS)

- A. Meetings – monthly
- B. Suggested Composition – 7 persons
 - 5 elected members
 - 1 web designer
 - Minister (ex officio)
- C. Organization
 - Elects a Chair/Convenor, Vice Chair and Recording Secretary from among its members
 - May establish standing or ad hoc sub-committees, task groups as required, each/any of which groups (often no more than 2 or 3 people and rarely more than 4 or 5) may focus on specific areas of discrete concern to the Committee, e.g.
 - Audio-Visual Team (sound, light, video)
 - Computer Team
 - Public Relations Team (promotion, publicity, advertising, etc.)
 - United Church Observer
- D. Responsibilities
 - In accordance with the Congregation's Mission, Vision and Values Statements,
 1. Articulate, both internally and externally, practices for the effective communication and promotion of the congregation's vision, mission and values.
 2. Be responsible for providing audio-visual support for worship services, weddings, funerals and other events requiring such support.
 3. Ensure that proper procedures are followed regarding the implementation of Privacy Standards as they relate to communication.
 4. Oversee the design and maintenance of the website.
 5. Oversee maintenance of the sound and video systems.
 6. Ensure publication of the newsletter.
 7. Perform such other matters as may be reasonably assigned by the Executive Council.

ADMINISTRATION, STEWARDSHIP & RESOURCES COMMITTEE (FINANCE & STEWARDSHIP COMMITTEE)

- A. Meetings – monthly
- B. Suggested Composition – 10 persons
 - 6 elected members
 - Minister (ex officio)
 - Treasurer
 - 1 member of the Property Committee
 - 1 Trustee
- C. Organization
 - Chair/Convenor nominated and elected to role
 - Elects a vice-chair and recording secretary from among its members
 - May establish standing or ad hoc sub committees, task groups (“Faith in Action Teams”), etc. as required, each/any of which is chaired/convened/co-coordinated by a member of the Standing Committee. Such auxiliary groups (often no more than 2 or 3 and rarely more than 4 or 5) may focus on specific areas of discrete concern to the Committee, e.g.,
 - Financial Planning Team
 - Fundraising Team
 - Counters Team
 - Stewardship Team
 - Office Administration Team
 - Others (Congregation members and adherents not elected to the Committee) may be co-opted by the Standing Committee on the basis of perceived gifts and expertise or expressed interest to serve on auxiliary groups and may be regarded as corresponding (non-voting) members of the Standing Committee.
- D. Responsibilities

In accordance with the Congregation’s Vision, Mission and Values Statements,

 1. Develop and communicate responsible positive and progressive practices related to all financial and stewardship matters, including the annual budget, gifts and talents, faithful giving, fundraising, United Church of Canada Mission & Service Fund.
 2. Together with the Treasurer, determine and oversee methods of bookkeeping, financial reporting and auditing/examining of all church finances including those of congregational groups and organizations (i.e. receive and disburse and record the monies for the support of the congregation, recruit and oversee counting team, tax receipts).
 3. Develop, administer and communicate policies and practices regarding use of facilities and equipment (except where Worship Committee has jurisdiction).
 4. Develop and communicate practices & procedures, resources, etc. required for a friendly and effective church office.
 5. Support, guide and generally oversee the work of the Administrative Secretary and Treasurer.
 6. Oversee production of Annual Report (duly examined including detailed statement of receipts and expenditures and a balance sheet of the Congregations financial assets).
 7. Perform such other matters as may be reasonably assigned by the Executive Council.

CONGREGATIONAL LIFE COMMITTEE (MEMBERSHIP & PASTORAL CARE)

- A. Meetings – as required
- B. Suggested Composition – Chair/Convenor nominated and elected
- C. Organization

Chair / Convenor nominated and elected to role

Consists of three standing or ad hoc sub-committees – Pastoral Visitors, Membership and Fellowship or task groups as required. Each is chaired/convened/coordinated with a secretary to record minutes. Such auxiliary groups often no more than 2 or 3 people and rarely more than 4 or 5 may focus on areas of discrete concern of the committee.

- D. Responsibilities

In accordance with the Congregation's Vision, Mission and Values Statements, Perform such other matters as may be reasonably assigned by the Executive Council.

Sub-Committee – Pastoral Visitors

1. Encourage positive mutual regard and shared pastoral care of members and adherents for one another.
2. Facilitate the provision of appropriate care for the hospitalized or nursing home, sick, shut-ins, bereaved, people in life transitions, and others with particular or identifiable pastoral needs.
3. Consult with and assist Minister(s) and other paid staff with pastoral care responsibilities in establishing and maintaining priorities and practices relative to pastoral care.

Sub-Committee – Membership

1. Oversee admission of persons into full membership, authorize certificates of transfer, maintain the roll and directory of the church (including children and adherents) as well as records of baptisms, marriages and funerals.
2. Establish and maintain appropriate and reasonable districts for the purpose of regular contact and visitation of members and adherents, including the recruitment and training of "visiting elders" or their equivalent.
3. Bring to the attention of appropriate committee and chairs any concerns of the congregation or individual members.
4. Recruitment of new members.
5. Retention of current members.

Sub-Committee – Fellowship

1. Committee will consist of 3 to 5 members with representation from the UCW and Men's Club.
2. Create opportunities for the purpose of fellowship in the congregation e.g. Friendship Club.

MINISTRY & PERSONNEL COMMITTEE

- A. Meetings – as required
- B. Suggested Composition – 5 to 7 persons
- C. Organization – Chair nominated and elected to role
- D. Responsibilities

In accordance with the Congregation's Vision, Mission and Values Statements,

1. Provide a consultative and supportive agency for the staff of the Pastoral Charge and for members and adherents of the congregation.
2. Review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the Executive Council.
3. Oversee the relationship of the staff of the Pastoral Charge to members of the Congregation and others.
4. Oversee the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority.
5. Consult with all members of the staff of the Pastoral Charge about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available.
6. Review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate to the mission of the Pastoral Charge as defined by the Executive Council.
7. Maintain close liaison with Presbytery Pastoral Relations Committee.
8. Review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions when required or requested.
9. Receive a current police records check from each Ministry personnel appointed, settled or called to the congregation and from other personnel designated by the Executive Council no later than the completion of each six year period of the pastoral relationship.
10. Notify Secretary and Treasurer of any changes that need to be acted upon and inserted in individuals file.
11. Perform such other matters as may be reasonably assigned by the Executive Council.

MISSION & OUTREACH COMMITTEE

- A. Meetings – monthly
- B. Suggested Composition – 9 persons
8 elected members
Minister (ex officio)
- C. Organization
Chair/Convenor nominated and elected to role.
Elects a vice chair and recording secretary from among its members.
May establish standing or ad hoc sub-committees, task groups etc. as required, each/any of which is chaired/convened/coordinated by a member of the Standing Committee. Such auxiliary groups (often no more than 2 or 3 people and rarely more than 4 or 5) may focus on specific areas of discrete concern to the Committee, e.g.
- Benevolent Fund Team
 - M & S Team
 - Friendship Meal Chair
- D. Responsibilities
In accordance with the Congregation's Vision, Mission and Values Statements,
1. Educate and prepare the congregation for shared responsible action with respect to local and global issues and needs.(e.g. tsunami, earthquakes, floods etc.)
 2. In consultation with the Administration, Stewardship and Finance Committee, encourage awareness of and support for the Mission and Service fund of The United Church of Canada and concerns of the wider church (Presbytery, Conference, General Council, ecumenical and inter-faith) e.g. landmines, medicinal gardens in Mozambique, promoting use of London Conference Gift of Hope Catalogue.
 3. Plan and implement appropriate strategies for outreach into the community e.g. cooperating with local social agencies re: food bank, school breakfast program, supporting Salvation Army and Goodfellows programs, Mental Health Association, Kenesserie Camp, Canadian Foodgrains Bank, Fairfield Museum.
 4. Plan and implement appropriate congregational strategies for justice, social and environmental responsibilities, both locally and globally e.g. use of fair trade products, discouraging use of plastic water bottles and use of non-recyclable disposable products.
 5. Report to the Congregation on the ongoing efforts of the Committee to ensure their inclusion in all matters of Outreach.
 6. Perform such other matters as may be reasonably assigned by the Executive Council.

PROPERTY COMMITTEE

A. Meetings – monthly

B. Suggested Composition – 7 persons

- 5 elected members
- 1 Trustee
- Minister (ex officio)

C. Organization

Elects a Chair/Convenor, Vice Chair and Recording Secretary from among its members. May establish standing or ad hoc sub-committees, task groups (Memorial Garden), etc. as required, each/any of which is chaired/convened/coordinated by a member of the Standing Committee. Such auxiliary groups (often no more than 2 - 5 people) may focus on specific areas of discrete concern to the Committee, e.g.

- Maintenance Team
- Signage Team
- Special Projects Team (Memorial Garden- appendix #4)

D. Responsibilities

In accordance with the Congregation's Vision, Mission and Values Statements,

1. Oversee the care, repair and maintenance of the church property (building and grounds), including furnishings and equipment.
2. Ensure adequate standards of safety and security; (issuance and recording of church entrance keys).
3. Engage in creative planning related to the congregation's needs, both present and future.
4. Consult with Trustees and Worship Committee in matters of common concern and interest.
5. Support and guide the work of the church caretaker(s).
6. Maintain Capital Works Reserve Fund (updated every five (5) years).
7. Perform such other matters as may be reasonably assigned by the Executive Council.

WORSHIP COMMITTEE

- A. Meetings – monthly
- B. Suggested Composition – 8 persons
6 elected members
Minister(s)
Music Ministry staff person
- C. Organization
Chair nominated and elected to role.
Elects a vice chair and recording secretary from among its members.
May establish standing or ad hoc sub-committees, task groups etc. as required, each/any of which is chaired/convened/coordinated by a member of the Standing Committee. Such auxiliary groups (often no more than 2 or 3 people and rarely more than 4 or 5) may focus on specific areas of discrete concern to the Committee, e.g.
- Worship Planning and Practices Team
 - Ushers and Greeters Team
 - Lay Readers Team
 - Music Ministry Team
 - Chancel and Decorations Team
- D. Responsibilities
In accordance with the Congregation’s Vision, Mission and Values Statements,
1. Oversee, plan and implement all matters related to worship and administration of the sacraments, attending creatively and faithfully to patterns and expression of worship that are meaningful, hopeful, rooted in significant tradition(s), relevant for today and tomorrow, satisfying both to long time worshippers and newcomers and those with little or no experience of “church”.
 2. Attend to use, decorations and aesthetics of the sanctuary, chapel and other liturgical space; i.e. ensure flowers for Sunday services, installation, dedication, upkeep and removal of furnishings, decorations and memorials.
 3. Attend to policies and practices related to weddings, baptisms and funerals.
 4. Attend to worship hospitality including but not limited to arrangements for and scheduling of ushers, greeters, refreshment times.
 5. Plan, implement and generally oversee the sponsorship of special events that are primarily celebrations, performance or liturgical in focus.
 6. Support, encourage and supervise the congregation’s ministry of music and other expressions of “the arts” including choirs, musical groups and the like.
 7. Provide staffing for pulpit and music supply.
 8. Oversee maintenance, tuning and repair of all organs, pianos and musical instruments.
 9. Perform such other matters as may be reasonably assigned by the Executive Council.

THE BOARD OF TRUSTEES

- A. Meetings – as required
- B. Suggested Composition – at least 5 persons, no more than 15, including Minister(s) – ex officio
Elected from the membership of the congregation for a five year term.
Trustees may serve a maximum of two consecutive terms.
- C. Organization
Chair, vice chair, secretary and treasurer nominated and elected from among its members.
- D. Responsibilities
In accordance with the Congregation's Vision, Mission and Values Statements,
 1. Execute the powers and duties set out by The United Church of Canada in the Manual.
 2. Follow the direction of St. Andrew's United Church congregation, Kent Presbytery and London Conference.
 3. Deal with all aspects of the property and major furnishings of the congregation relative to any physical change, ownership or sale.
 4. Ensure that properties are insured appropriately and funds invested appropriately.
 5. Keep records of any monies received by the Board of Trustees (usually by donation or bequest) or spent, and any changes in property, insurance or major furnishings.
 6. Keep minutes of all meetings including resolutions approved and other decisions made.
 7. Perform such other matters as may be reasonably requested by the Executive Council.

NOMINATING COMMITTEE

A. Meetings – as required

B. Suggested Composition – 4 or 5 persons

- 2 elected members (Chair and Vice Chair of the Executive Council Chair of the Committee)
- Minister(s) (Secretary)
- 1 member of the Congregational Life Committee (Membership)

Organization

- Chair/Convenor nominated and elected to role
- Elects a vice-chair and recording secretary from among its members

D. Responsibilities

In accordance with the Congregation's Vision, Mission and Values Statements,

1. Promote good stewardship of the congregation's human resources.
2. Develop clear written descriptions of roles and responsibilities for those asked to serve in elected capacities.
3. Identify needs and recruit people to serve on the basis of perceived gifts, expressed interests and the diversity of the congregation (sex, age, race, etc.), giving particular attention to involving newcomers in the work and witness of the Executive Council and its Committees.
4. Present a list of nominees to the Annual Meeting of the Congregation for election to St. Andrew's United Church Executive Council and its Committees.
5. Nominate representatives to Presbytery and other courts of the Church as appropriate.
6. Monitor the rotation of members of Executive Council and Committees.
7. Perform such other matters as may be reasonably assigned by the Executive Council.

Note; The presbytery representatives are automatically the conference delegates unless unable to attend.

UNITED CHURCH WOMEN (UCW)

Purpose:

To unite women of the congregation for the total mission of the United Church and to provide a medium through which we may express our loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service.

Duties:

1. To provide opportunities for fellowship and mutual support.
2. To encourage growth in Christian understanding, faith, and experience, through worship, Bible study, and involvement in other activities.
3. To encourage and inform participation in the mission of the United Church in the Congregation, the community, the nation, and the world.
4. To cultivate Christian stewardship in all of life.
5. To share financially in supporting the national United Church through the Mission and Service Fund, in meeting the needs of the Congregation through the budget of the United Church, in sharing expenses of the Presbytery and Conference organizations of the United Church Women, and in supporting community undertakings.
6. To develop Christian leadership for church and community.
7. To appoint a representative to the Congregational Life Committee, other related committees and the Presbyterial United Church Women.
8. To encourage ecumenical understanding.

ST. ANDREW'S UNITED CHURCH MEN'S CLUB

Mission Statement:

To provide fellowship through commitment and service of time, talent and participation, to church and community with leadership and learning.

Purpose:

The purpose of St. Andrew's United Church Men's Club is to provide fellowship in a Christian setting. Activities are linked to the church through service, which includes building maintenance and repairs, volunteer time, and fund raising for specific needs.

The Men's Club is also to bring together members for learning and times of worship. This is accomplished by the holding of regular meetings. Members also help the church as required for such activities as the worship service, serving at lunches, and providing a helpful hand at church functions.

The Men's Club is also community based in its volunteer goals. Projects are selected by members and are agreed to jointly. Such activities as Operation Red Nose, the Chatham Goodfellows and other community activities are serviced by the St. Andrew's Men's Club.

The Men's Club is also supportive of youth activities both through the church and with Kenesserie Camp. Not only is financial support given, but also, members' time is donated as required for repairs.

St. Andrew's Men's Club service is only limited within the bounds of time and the number of volunteers. One does not have to be a member of St. Andrew's United church to join in the activities of the men's group.

The St. Andrew's Men's Club shall appoint a representative to the St. Andrew's United Church Executive Council.

DEFINITIONS

Temporal – means those transitory and secular affairs that pertain to life, work and finances of the congregation. (Manual 2007 001)

Member – means the members of the Church entitled to all church privileges as those who, on a profession of their faith in Jesus Christ and obedience to Him, have been received into full membership. The children of such persons and all baptized children are members of the Church, and it is their duty and privilege, when they reach the age of discretion, to enter into full membership. (Manual 2007 – Basis 5.8.1)

Adherent – means a person attached to a Congregation and who contributes regularly to its life and work while not being a member thereof. (Manual 2007 001)

DRAFT

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WEDGEWOOD PLACE BACKGROUND

As an Outreach Project, in late 1980's the congregation of Park Street United Church, undertook to sponsor, oversee and manage a Non-Profit Geared to Income Housing Project, under the Funding of the Federal Government and Administered by the Ontario NDP Government.

The Sponsorship was undertaken with the agreement that after completion of the 35 mortgage of approximately \$3.2 million fully paid the Ownership shall be transferred to Park Street United Church (now the amalgamated St. Andrew's and Park Street United Church).

All mortgage payments shall be through rental of the 50 units, The Senior Governments (now the Municipality of Chatham-Kent) shall subsidize all short falls.

A corporation was established to divorce any liabilities from Park Street United Church (now the amalgamated St. Andrew's and Park Street United Church).

Directors of the corporation are elected through the nomination and election procedure of the Park Street United Church (now the amalgamated St. Andrew's and Park Street United Church).

Wedgewood Place Board

Wedgewood Place is incorporated under the Corporations Act of the Province of Ontario as a non-profit Corporation. Any conflict between the Articles of Incorporation and the following structure and specific responsibilities will be governed by the Articles of Incorporation.

Structure:

1. The Board of Directors shall consist of six (6) members who shall be members of St. Andrew's United Church and who shall be elected to office by the Congregation of the church at the Annual Congregational Meeting.
2. A term of office shall be two years.
3. The Board of Directors shall include a president, a vice-president, a secretary and a treasurer.

Specific Responsibilities:

1. The Directors so elected shall administer the property and conduct the business of the corporation including the purchase of insurance, the management of finances and real estate.
2. The Directors shall be responsible for maintaining continuous communication with the chairperson of the Executive Council and advising him/her of the ongoings of the housing development.

MEMORIAL GARDEN (SUB-COMMITTEE)

Purpose:

To be responsible for the Memorial Garden

Responsibilities:

1. Ensure the Memorial Garden is maintained in good order
2. Make recommendations concerning improvements, policies, and fee structure to the Property Committee
3. Make recommendations concerning the use of the Memorial Garden Trust Fund

Duties:

1. Organize and monitor the maintenance of the Garden
2. Ensure the Memorial Garden brochure is made available
3. Review and update the Memorial Garden Policies and Procedures, if necessary
4. Review and update the brochure content, if necessary

STEPHEN MINISTRY

“Love one another... as I have loved you”

The Stephen Ministry is a programme that equips lay persons to provide distinctively Christian care for those experiencing many of life's difficulties. These might include aging, chronic illness, recovery from an accident, loneliness, or loss of a loved one. The care given is one to one, non-judgemental, and confidential. Stephen Ministers are available to visit for short or long term on a regular basis to provide Christian support and care to members of our congregation and community. Each Stephen Minister has undergone a minimum of fifty hours of training. The Stephen Ministers meet monthly for peer support and continuing education. Those in need of a Stephen Minister's care can contact a minister, the church office, or one of the Stephen Ministers in the congregation.

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KENT PRESBYTERY REPRESENTATIVES

- A. Meetings – Kent Presbytery holds monthly meetings from September to June.
- B. Composition
- Member(s) of the order of ministry (refer to The Manual for details)
 - Lay representatives are appointed on the following basis for each Pastoral Charge as follows:
 - one (1) representative from each Congregation with 100 or fewer resident members
 - two (2) representatives from each congregation with between 101 and 200 resident members
 - three (3) representatives from each congregation with between 201 and 300 resident members
 - four (4) representatives from each congregation with 301 or more resident members
 - lay representatives are elected from the congregation for a three year term and may serve a maximum of two consecutive terms
- C. Responsibilities
1. Attend all meetings (as possible)
 2. Participate in a committee
 3. Report information back to one's pastoral charge
 4. Attend London Conference Annual Meeting (as possible)
 5. Together with all St. Andrew's representatives, see to arranging meeting rooms and hospitality when St. Andrew's hosts a Presbytery meeting.

For information about Kent Presbytery, visit <http://www.kentpres.org>

RULES OF DEBATE AND ORDER

(Excerpts from Appendix Three of *The Manual*)

General

A member of any court of the Church should at all times therein conduct himself or herself with dignity, fairness and understanding. The prime concern should be the good order and welfare of the Church.

1. **The Chair** -- To preside with all that that implies. He/she should not attempt to control the decision of the court, but may express his/her opinion on any matter before the court. As Chair he/she does not vote except in the event of a tie in which case the Chair shall cast the deciding vote.
2. **Questions of Privilege and Order** -- A point of order may be raised while a matter is pending or while another member has the floor. When a point of order is raised, it must be dealt with by the Chair without debate. If a member has the floor when a point of order is raised by another member, he/she must yield the floor until the Chair has made his/her ruling.
3. **Orders of the Day** -- Where an agenda has been adopted which specifies the time for particular items, such time shall be strictly adhered to unless the court decides otherwise by a two-thirds majority of those voting. A call for order requires no seconder
4. **Order of Priority on Motions**
 - To fix the time to adjourn
 - To adjourn
 - To lay on the table
 - To take an immediate vote (two-thirds vote required)
 - To limit or extend limits of debate (two-thirds vote required)
 - To postpone indefinitely
 - To commit or refer
 - To amend
 - To postpone definitely
 - To deal with main motions
5. **Procedure on Motions**
 - A member of the court proposes a motion.
 - It is seconded. If there is no seconder, it fails.
 - When duly moved and seconded, the chair states the motion and declares it opened for discussion. The mover, if he/she has not already done so, has the right to introduce the discussion.
 - A motion is out of order when it conflicts with a resolution previously passed at the same session unless it is a motion to reconsider.
 - Without the permission of the court, no member may speak more than once on any motion or any amendment thereto.
 - The mover of a motion has the right of reply before any vote taken thereon or any amendment thereto. Even when the court has directed that an immediate vote be taken on the motion, the mover still has the right of reply.

- When a motion has two or more clearly defined parts or points of issue, and any two members request that it be divided, a separate vote must be taken on each part.
- Any motion may be withdrawn but only with the consent of its mover and seconder.
- After a motion is under consideration, a question of order cannot be raised against it unless the motion is ultra vires.

6. Procedure on Amendments

- Any member except the mover or the seconder of the motion may move a relevant amendment thereto.
- An amendment must be seconded, and if there is no seconder it fails.
- An amendment, which merely negates a motion before the court, is out of order.
- There may be an amendment to the amendment provided it has been duly seconded.

7. Procedure on Voting

- A vote is generally taken by a show of hands or by voice. The Chair may at his/her discretion ask for a standing vote. Upon motion duly passed, the vote shall be taken by ballot.

8. Motion to Refer

- A motion to refer is debatable but only as to the wisdom and manner of the proposed referral. It requires only a majority of those voting.

9. Motion to Lay on the Table

- When in order, a motion must be put without debate. If the motion is lost, it cannot be repeated or reconsidered. If carried, the motion along with all amendments, is laid on the table. At any time when there is no business before the court, it may be taken from the table by motion duly seconded and carried. In such case, the question is before the court, in exactly the position it held at the time it was laid on the table. A motion to lay on the table can have no conditions attached to it. If a time is specified, it immediately ceases to be a motion to lay on the table and becomes a motion to "postpone definitely" and is debatable.

10. Motion to Take an Immediate Vote

- If a motion to take an immediate vote (for which a two-thirds vote is required) is carried the vote shall be taken immediately. The mover of the main motion, however, shall have the right to reply before the vote is taken. If such a motion fails, debate on the main motion continues. A motion to take an immediate vote is not debatable.

11. Motion to Adjourn

- A motion to adjourn is not debatable. If, however, any conditions, such as time, or place of reassembling are attached, the motion to adjourn loses its priority and becomes a main motion.