

ACCESS TO INFORMATION

Notation: Motion #01-11 passed February 26, 2001 amended the designation of secretary/secretaries to read Church Administrator.

(acc 1) Policy for access to congregational data files

1. All information in the possession of the church is to be treated with the utmost confidentiality.
2. Access to data, in any form, should be restricted by lock and key.
3. The minister(s) and chairperson of council will control access to the data. Subject to the overriding direction of the minister(s) and Chairperson of Council, but at all times subject to the restrictions and limitations contained in this policy, such responsibility may be delegated to the following persons:
 - a. Church Administrator - she/he enters all data in the computer and has control of the church office.
 - b. Envelope Secretary - she/he enters data into the computer and is responsible for the correctness of this data.
 - c. any other person - upon authorization of the Finance Action Team for the purpose of quality control, training, computer maintenance or assistance to the previously noted Envelope Secretary or Church Administrator.
4. Security surrounding this data will be the responsibility of the Finance Action Team.
5. For emergency purposes only, a duplicate of keys required to access the data and computer passwords and security codes will be given to the church minister(s) and chairperson of council in sealed envelopes.

6. Access to information means the ability to request some data from the Church Administrator who is able to retrieve the data. The following is a list of pre-approved access by the type of data:

DESCRIPTION OF DATA	PRE-APPROVED ACCESS
Name, address, phone number in list form or sticky label sorted as required and able	Chairperson of Council Vice Chairperson of Council Minister(s) Chairpersons of Action Teams Chairperson of Trustees Treasurer of UCW, Trustees, Treasurer of Congregation Roll Clerk Coordinator of UCW Volunteer Coordinator
Number of family members, birth dates, baptism/transfer/confirmation dates	Roll Clerk Minister(s)
Quarterly and annual giving statements for the purpose of mailing	Chairperson of Finance
Statistical financial data, list of zero givers, list of givers to general or sustaining members fund, list of people responding to a program and demographic data of members	Chairperson of Finance Chairperson of Stewardship
Change in member giving pattern and a complete file on any individual member on an individual basis	Minister(s)

7. For any other data requirement needed to carry out the work of such Action Team, the group in question must seek the approval of Council. In the event of a situation where Council was not available, on a timely basis, approval by a quorum of the Council Chairperson and Council Vice Chairperson and council executive will be acceptable.

8. All completed requests for data will be logged by the Church Administrator. The data will be backed up on discs and stored off site at the home of the Chairperson of Finance and the Church Administrator

performing the backup. The logging and backup schedules will be the responsibility of the Finance Action Team.

9. The Church Administrator will not give out any personal information to any person without first receiving in writing an authorization from the person in question to do so.

10. The minister(s) will be encouraged to put as much personal information into the computer database and the confidential record system as is deemed responsible by them in the performance of their duty to the congregation.

[Motion 92-36 passed May 26/92]

(acc 2) Security of congregational data base

Current operating procedure:

1. The Church Administrator will have the primary responsibility to enter all data into the church's main computer.
2. The Church Administrator will have the primary responsibility to insure that backup of the data is performed according to the schedule requested by the Finance Action Team.
3. The Envelope Secretary will be the main contact with the Church Administrator on behalf of the Finance Action Team.
4. The Church Administrator is requested to communicate directly with the Chairperson of the Finance Action Team to discuss any concern with respect to the data and the procedures being used to control them.
5. Backup schedule:
 - a. The data should be backed up every week after the weekly receipts have been entered.
 - b. There will be at least 4 sets of backup discs for the data.
 - c. A separate backup of the programs will be made and stored off site.
 - d. Backups will be logged to indicate the date made and the location being stored.
 - e. The 4 sets will be rotated in order of preparation.
 - f. A 5th backup will be taken at each year-end and stored separately from the weekly backup discs.

6. The backup log and data access log will be reviewed by the Finance Action Team monthly and results of the review reported to Council as necessary.

[Motion 92-36 passed May 26/92]

(acc 3) Volunteer Co-ordinator

The Volunteer Co-ordinator shall be authorized to receive copies of minutes from all St. Paul's Action Teams and Committees and Council, from the Church Administrator.

[Motion 92-51 passed Aug 24/92]

BAPTISM (*bap*)

Baptism is a covenant in which Christian parents do promise to provide a Christian home where the child will experience the love of God and the Congregation promises to provide a community in which the child is safe and where he/she will experience the love of God through leadership and example of every church member.

1. At St. Paul's parents must profess their faith in Jesus Christ before having a child baptized. This is because by bringing a child to be baptized, parents are promising to share the Christian life with the child.
2. The United Church requires that at least one parent be a member of the congregation or that the child to be baptized be sponsored by someone within the congregation. At St. Paul's, parents who are not members of St. Paul's must make a commitment to attend the Enquirer's course as preparation to faithfully consider membership within the first year of their child's baptism.
3. All parents wishing to present a child for baptism must attend two nights of preparation for baptism.
4. Baptisms occur during a regular Sunday morning worship service. This is because the whole congregation promises to assist and support all children who are baptized. In extraordinary cases, arrangements may be made for the Service of Baptism to be held at another time and or place.
5. Parents who belong to another congregation but wish to have their child baptized at St. Paul's must attend the two nights of preparation

for baptism and verify their membership in a United Church of Canada congregation.

6. At the Baptismal service, parents receive a Baptismal Certificate.
7. Adults seeking baptism will be baptized upon request and such baptism becomes their profession of faith and their confirmation. Adult candidates will attend adult confirmation instruction.

Reference: United Church Manual 010B

[Motion 03–31 passed April 23/03]

8. Baptism Honorarium
That a suggestion be made to suggest to non-financial contributors that a “celebration gift” would be appropriate for Baptisms. Baptismal parents will be advised that baptisms are sacraments and that there are no fees charged.

[Motion 09-68 passed August 24/09]

CERTIFICATE OF RECOGNITION

Council approves the printing of a certificate of recognition as proposed by the Stewardship Action Team.

**[Motions 93-14 passed Feb. 22/93
and 93-26 passed March 22/93]**

The criteria set out in the Stewardship Action Team report and approved by Council is as follows:

1. The Certificate should be limited to and recognize a person who has made “significant” service contributions to St. Paul’s, whether such person is leaving St. Paul’s or continues to remain at St. Paul’s.
2. A person wishing to recommend another person for such a recognition must submit a written nomination form to Council which outlines the reason for the nomination and the special attributes of such nominee in the service to St. Paul’s.
3. If a nominee is approved by Council for such recognition, the Certificate of Recognition shall then be prepared and framed, and presented at a time and place acceptable to the recipient.

CHURCH PROPERTY

(prop 1) Use of the kitchen facility

The kitchen facilities are **not to be rented** to any outside group or organization for the cooking or preparation of food. This policy would include use of the stoves and dishwasher. Further, the policy should be extended to include all crockery (plates, bowls, dishes, cups, etc.), eating utensils, drinking glasses, pots, pans and any other item(s) which would be utilized for the cooking, preparation, serving or used in any manner for the consumption of food. There is not any objection to an outside group catered function where the food is prepared off-site and the group or organization supplies their own plates, cup and/or utensils. However, if such a function were to take place, **the use of the dishwasher is not allowed**. Another option is for any outside group to use disposable items. However, the Facility Use Task Force did not find objection with the renting of coffee urns or teapots and the UCW may continue this practice if they so choose.

Strict sanitation procedures must be followed by all St. Paul's groups or Action Teams whenever the kitchen is used for the preparation, cooking and serving of food and perhaps more importantly when the various items are washed after being used. Therefore, in that the UCW are the most familiar with the necessary steps to be taken to insure that all items are free from any contaminant, regardless of whether the items are washed by hand or in the dishwasher; it is recommended that the UCW draft the necessary procedures and post the procedures in at least one area of the kitchen. After the procedures are posted, a memo should be issued to all Action Teams advising the necessary steps to insure the sanitation of all kitchen items and that there should be strict adherence to the procedures that have been posted.

Notwithstanding the possible judicial implications, the main concern is for the health and safety of all.

[Motion 00-27 passed June 26/00]

(prop 2) Kitchen Equipment

Coffee urns and kitchen equipment may be used by groups meeting in the church and by church groups meeting outside the church for the benefit of the church. Permission must be asked of the co-ordinator of the UCW or of the Church Administrator. The Church Administrator will keep a log, noting the date, person responsible and the date returned, of all utensils that are taken off of the church property

[Motion 01-30 passed April 23/01]

(prop 3) Office Equipment

The responsibility of the office equipment shall be given to the Property Action Team.

[Motion 93-23 passed March 23/93]

(prop 4) General Church Property

The following are not to be rented:

1. All tables and chairs
2. Use of the sound system in Graham Hall or the sanctuary.

[Motion 00-27 passed June 26/00]

(prop 5) Lawns

That weed and insect spraying contract at St. Paul's be re-instituted immediately, and that care be taken for spraying application due to children playing on the lawns during the week.

[Motion 06-19 passed March 27/06]

COMMUNICATION

Rose Window

Council endorses the use of the Rose Window as the graphic symbol of the congregation and approves the basic design of the letterhead as submitted by the Communication Action Team.

[Motion 95-48 passed Sept. 25/95]

COUNCIL

(Coun 1) Executive Table

The executive table shall take the form of the chairperson, the vice-chairperson [alternating each meeting] and the secretary.

[Motion 92-12 passed Feb. 24/92]

(Coun 2) Procedure

All requests for items to be placed on Council agenda must be received by Council chairperson (or presiding chairperson of Council meeting) seven days in advance of the next scheduled Council meeting. Details of the submission must accompany the request. All motions for Council's consideration must be presented in writing and be accompanied with all pertinent details, except for "housekeeping motions" (adoption of minutes/agenda, etc.). All motions, duly seconded, affecting policy and procedure or requesting action by Council will be placed on the next subsequent agenda of Council for consideration and possible action. If a motion requires immediate action, *due to unusual circumstances*, it may be presented providing that the Chairperson of Council has received prior notification and the rationale explained.

[Motion 04-21 passed April 26/04]

FACILITY USE

Notation: Also see terms of use as specified under Rental of Facilities

When any youth organization is sponsoring an event to be held at St. Paul's, other than their regularly scheduled meeting (e.g. sleepovers), a Facility Use Agreement should be signed in order that the leader's (s') name(s) is/are on record in case of emergency or any other contingency. It will be the responsibility of the Church Administrator to inform the Milton Fire Department when such an event is to take place. This policy is applicable to all youth groups or organizations regardless of financial considerations for use of the facilities.

All groups and organizations, not recognized as "St. Paul's Groups" (see listing under Rental of Facilities) which use the facilities of St. Paul's, should be required to sign a "Facility Use Agreement" and the policy statement on "Sexual Abuse and Sexual Harassment."

It is recognized that the Property Action Team has overall responsibility for the kitchen. However, the UCW will maintain responsibility for the upkeep of the kitchen, replenishment of supplies and materials, ensuring that all kitchen

appliances are properly used and sanitation procedures are followed particularly for the washing of eating and cooking utensils. All St. Paul's groups and Action Teams have an obligation to replenish consumables used such as tea, coffee, cream, milk, sugar, dishwasher soap, bleach, foil wrap, plastic wrap, etc.

The use of the "Facility Use Request" form is mandatory for all events planned by groups and/or Action Teams that have not been part of the "master" planning schedule developed each year in September. Exempt from this policy would be requests to book rooms for Action Team meetings and events to be held after Sunday services. Such requests to be made to the Church Administrator via e-mail, the phone or in person.

ALL booking requests for use of the facilities, made on a tentative basis, will be honoured for a 30-day period. If confirmation is not received within the time period stated, the booking will be considered null and void.

SMOKING OR THE CONSUMPTION OF ALCOHOL is not permitted on the premises.

[Motion 00-27 passed June 26/00]

FINANCE

(fin 1) Borrowing

Council approves that the general [operating] fund be permitted to borrow from the Facility Improvement Fund [capital and major maintenance] to cover the financial [operating] requirements of the church, and that the general [operating] fund pay interest at the prime rate to the Facility Improvement Fund for any money so borrowed from time to time.

[Motion 91-80 passed Jan. 27/92]

(fin 2) Facility Improvement Fund

Notation: Motion 93-107 passed Jan 24/94 amended the original wording of the fund. Subsequently, **Motion 99-48, passed October 25/99** further amended the wording as follows: "Be it resolved that the Sustaining Members Fund be renamed the Facility Improvement Fund." This change was only to the name of the fund and not to the use or management of the fund. The change is to reflect the actual use of the fund for members of the congregation. Offering envelopes will reflect this change beginning in 2001. (All references to the Sustaining members Fund have been changed to read the Facility Improvement Fund)

1. The Facility Improvement Fund was authorized by Council by resolution 91-64 on October 7, 1991 and through further references has been defined as being a fund established to save “For the long-term capital and major maintenance needs of St. Paul’s.”
2. The fund applies to all property owned by or controlled by “St. Paul’s United Church” at Milton, both real and personal.
3. Without limiting the generality of paragraph 1(b), real property includes the sanctuary, Christian Education Centre, any other buildings, any accessory buildings, any property adjacent to such buildings and any unoccupied property, and personal property includes all furnishings, chattels and equipment situated in, upon or adjacent to any of the aforescribed real property.

Funding of projects through the Facility Improvement Fund

1. The Property Action Team, in consultation with the representative of the Board of Trustees, is responsible for identifying and prioritizing all needed major maintenance work and capital work and developing a five-year plan for completion of such work, to be updated annually, reflecting changing needs.
2. The Property Action Team shall present its plan for major maintenance work and capital work to Council for approval and action.
3. The Property Action Team shall recommend to Council which major maintenance and/or capital projects should proceed in any year, and the approximate cost of completing such projects, for Council approval and action. This can be done by way of approval of a special budget for major maintenance and/or capital projects.
4. All major maintenance and/or capital projects approved by Council shall be financed through the Facility Improvement Fund.
5. In the event that there is insufficient money in the Facility Improvement Fund to finance any approved project, Council shall undertake additional fundraising to collect sufficient money in the Facility Improvement Fund to finance the approved project. Sources of such contributions to the Facility Improvement Fund may be the Trustees, members or friends of St. Paul’s or special fund-raising projects undertaken by Council, Action Teams of Council or any other groups associated with or having a concern for St. Paul’s.

6. Proper long term planning includes recognition that emergencies or work of an unexpected and urgent nature will arise from time to time. Notwithstanding such urgency, such projects shall still be financed through the Facility Improvement Fund, but the following criteria shall apply:
 - a. If Council has authorized funding in the current budget for major maintenance or capital work administered by the Property Action Team, the Property Action Team may proceed to authorize the work without further approval from Council.
 - b. If there is sufficient time to allow the matter to be dealt with at the next Council meeting, the Property Action Team shall seek approval from Council for such work.
 - c. If no funding has been authorized, and there is not sufficient time to seek prior Council approval, the Executive Committee is authorized to approve emergency work between Council meetings and later report to Council.
 - d. If the urgency is such that a formal Executive meeting cannot be called on short notice, the Property Action Team, in consultation with the Chairperson of Council (or in his/her absence, the Vice Chairperson), may poll the Executive members by telephone for approval.
 - e. If approval for the work is obtained, the existing funds in the Facility Improvement Fund shall be used to pay for such emergency work.
 - f. If approval for the work is obtained and there are not sufficient funds in the Facility Improvement Fund to pay for the emergency work, the Treasurer may approach the Trustees to contribute to the Facility Improvement Fund for this work or the Treasurer may take out a loan to pay for such work and to have the loan proceeds deposited into the Facility Improvement Fund for this purpose.
7. The Treasurer is authorized to borrow from the Facility Improvement Fund, if funds are available that are not then committed for any approved major maintenance or capital project, to defray any shortfall in the current operating fund and to reduce external borrowing. In such event, the Facility Improvement Fund shall be paid interest at the prime rate. Any borrowed funds shall be repaid when needed to finance approved projects.

Funds administered by the Board of Trustees and the Facility Improvement Fund

1. It is the responsibility of Council, on the advice of its Property Action Team, (in consultation with the Trustees, through their representative on the Property Action Team), to designate which major maintenance and/or

capital projects will proceed and how such will be funded through the Facility Improvement Fund.

2. In the event that the Trustees, as a body, wish to have priority given to any particular major maintenance project, then such shall be discussed with the Property Action Team, or any other appropriate Action Team, and presented to Council for approval, and if approved, any funds held by the Trustees which could be used for such particular project shall then be paid to the Facility Improvement Fund to assist in financing such project.
3. Action Teams of Council should not approach Trustees for direct funding of any major maintenance project, unless such project has been approved by Council to proceed, and in such case, any funds from Trustees shall be deposited into the Facility Improvement Fund.

Regular or recurring maintenance expenses

1. All regular or recurring maintenance expenses should be included in the annual operating budget approved by St. Paul's.
2. All such regular and recurring maintenance expenses can be paid when incurred within the scope of the approved operating budget.
3. Any maintenance work that may not have been anticipated, but can be accommodated through the current approved budget, may be paid from the operating fund of St. Paul's
4. Any maintenance work that was not anticipated, but is necessary, shall be approved and funded, from the Facility Improvement Fund, in the same manner as if it were a major maintenance project or an emergency or other work of an unexpected and urgent nature.

[Motion 93-107 passed January 24/94]

Separate Accounting

That the Books of Accounts shall provide for separate accounting for Operations and Facility Improvement Fund within the Bank Account; and that Funds shall be transferred from Operations to the Facility Improvement Fund equal to the Facility Improvement Fund Accumulated Surplus at the time of creation of the Facility Improvement Fund account; and that Donations to the Facility Improvement Fund shall be recorded in the Facility Improvement Fund account; and that the Facility Improvement budget shall be segregated from the Operations budget; and that the Minor Maintenance account shall be renamed Property Repair and Maintenance account; and that expenses applied to Property Repair and Maintenance shall include all repairs, maintenance and servicing of all

property associated with the church building, its equipment and its land which are not applied to Facility Improvement; and that expenses applied to Facility Improvement shall apply only to the Sanctuary, the Christian Education Center building and the attendant property (not St. Paul's House) and shall include: the purchase & installation of any item or feature, costing more than \$200 that is not part of the existing facilities, features or equipment; the repair or replacement of any existing item or feature, costing in excess of \$200, that has passed its normal life span which must be 10 years; the replacement or modification of any item or feature of the property or its equipment which is a substantial improvement on an existing item or feature; the repair, replacement or modification of any item or feature not included in the Property Repair and Maintenance budget.

[Motion 08-56 passed August 25, 2008]

(fin 3) Offering Envelopes

People who have not used their offering envelopes for two successive years will be taken off the offering roll, commencing January 1986.

[Motion 85-20 passed Sept. 30/85]

The Envelope Secretary, in consultation with the Finance, Stewardship and Worship Action Teams, be responsible for the ordering of special offering envelopes for Easter Sunday, Anniversary Sunday, Thanksgiving and Christmas.

[Motion 01-30 passed April 23/01]

(fin 4) Letter or Visit to Non-givers

That members of St. Paul's who have not shown attendance via identifiable givings less than an amount equal to \$1.00 per week during the first nine months of the calendar year be contacted by a letter and/or visit.

[Motion 83-26 passed April 25/83]

(fin 5) Signing Officers

The Signing Officers for St. Paul's United Church shall be the following: Chairperson; Vice Chairperson; Past Chairperson; Secretary; Treasurer; and Treasurer of Trustees, of which any two must sign.

[Motion 06-14 passed March 21/05]

(fin 6) Cheque Requisition Procedures

The following procedures must be followed when requesting a cheque to be drawn on the primary St. Paul's chequing account or from any account where funds are being held from any grant receipts. If the request pertains to funds controlled by the Board of Trustees and/or the Fellowship Events Team, the request should be made directly to the appropriate funding source.

1. An invoice or cheque requisition request must be presented to the Church Administrator. Cheque Requisition forms are available in the church office.
2. All invoices or cheque requisitions must be accompanied by the appropriate authorization, following the Approval Levels in the Purchasing Policies and Procedures (purch).

Expenditure approvals are as follows:

Less than \$200	Visa/petty cash/expenses signed by Requester & Action Team Chairperson
Up to \$1,000	Signed by Requester, Action Team Chairperson & Chairperson of Council
Over \$1,000	Approved by Council

3. All invoices or cheque requisitions must be accompanied by information detailing the total GST.
4. Invoices or cheque requisitions must reach the Church Administrator a minimum of two weeks before the effective date for the cheque, complete with all appropriate authorizations and supporting documentation. Those with missing or incorrect authorizations and/or supporting documentation will be returned to the requester for completion, which will possibly delay the production of the cheque.
5. Completion of a duly signed cheque is subject to the availability of two (2) signing officers.
6. Cheques are generally issued on the 15th and the last day of the month.

[Motion 05-12 passed March 21/05]

(fin 7) Action Team Expenses

That each action team may incur any expenses that are within the approved budget amounts and for expenditures foreseen and approved in the Budget. It is necessary for the chair of each action team to ensure that approval from Council is

obtained for any expenditure that will exceed \$1,000 or which will cause an overrun of the action team's approved budget.

[Motion 07-63 passed November 26/07]

That the approval of all expenditures by action teams in excess of the approved budget and expenditures over \$1,000 be recorded in the council meeting minutes.

[Motion 07-64 passed November 26/07]

That responsibility be assigned to the church administrator for the oversight and approval of administration expenses for St. Paul's United Church, Milton. Any expenditure over \$1,000 must be pre-approved by council.

[Motion 07-65 passed November 26/07]

(fin 8) General Financial Procedures

That the Trustees be requested to implement a policy whereby the funds in the Trustees' Account not be dispensed without two signatures on all cheques (an increase of one signature); that the policy of requiring approval from Council, or the Executive Committee of Council, for expenditures greater than \$1,000, be obtained before commitment to the expenditure is undertaken, be rigorously followed; and a practice be implemented whereby the charitable donation receipts be reconciled with the bank statements; and an application for GST rebate be made annually in June; and finally, that the accounts of the financial activities at St. Paul's United Church, Milton, (the Operating Account, the FET account, the Trustees account, and the UCW account, as well as other smaller accounts involving church sponsored activities, where this is achievable without major disruption of these smaller accounts), be consolidated for review at the Annual General Meeting. The purpose of the latter is to provide a better financial picture of the church; provide for a larger GST rebate claim, and to provide better oversight on the financial activities and thereby provide more assurance that there is no malfeasance in the disposition of the funds.

[Motion 07:67 passed November 26/07]

FUNERALS

Fees

For families that do not have an affiliate with St. Paul's a fee, for a funeral service held in the sanctuary, in the amount of \$200.00 be applicable. However, the minister can and should exercise discretion when discussing this fee with the family. The fee may be waived, if the minister determines that the fee will place the family under undue hardship. A custodial fee in the amount of \$35.00 to be applicable for all funerals conducted at St. Paul's. This fee would be paid directly to the custodian by the funeral home.

[Motion 00-27 passed June 26/00]

CROZER ESTATE WILL

That it was resolved to accept the recommendation of the Review Sub-Committee for the Crozier Estate Will that the will be interpreted as follows: “Charitable purposes within the parish” means “the relief of poverty, aid to persons with disabilities or addressing other compassionate needs for possible religious education and the advancement or promotion of religion within the boundaries of the Town of Milton”. More than 50% of the funds must be for “charitable purposes within the parish” but a lesser amount can be used for building upkeep and refurbishing.

[Motion 08-74 passed November 24/08]

KEEPING OF THE ROLLS

The Policies and Practices for keeping the rolls of St. Paul’s United Church

The policies for the keeping of the congregational membership rolls as required by the United Church of Canada are outlined in The Manual. Some of the relevant sections are B,5.8.2; S, 12(a); 15; 231; 234 (b)v. Beyond The Manual it is the prerogative of each individual congregation to set down guidelines which it wishes to follow for the orderly management and upkeep of its records. On March 13/90 Rev. Bob Hyde, Rev. Elaine Longland, Debbie Weedmark (Church Secretary), Mabel Coulson (Roll Clerk), Marg Carruthers [Membership and Fellowship Committee) and Linda Break (Volunteer) met with Doug Flanders (person in charge of record keeping for the United Church of Canada) to seek some assistance in clarifying the system of keeping the rolls at St. Paul’s United Church. On March 29/90 this same group met without Mr. Flanders to set out the recommendations listed below. They are submitted to the Membership and Fellowship Committee and through them to the Church Council for ratification.

Policies set down by the United Church of Canada

1. It is the duty of the Council (Session) to keep the roll of the Church, clearly recording the date of admission, demission, removal, suspension, or other action concerning each member.
2. Admission to full membership and the granting of certificates of removal are by action of the Council (Session) or by action of the full membership where the congregation desires it. All such actions shall be duly minuted.

3. The Church Council (Session) shall revise the roll of church membership annually.
4. Persons who have had their names removed from the roll of the Church and who wish to be restored into full communion with the Church may be asked to reaffirm their faith.
5. When members move to a place too far for them to participate in the life of the church, the Council (Session) should make every effort to have them become members of a congregation in their vicinity.
6. The Resident Membership Roll is the ONLY roll assessed by the Presbytery.

Practices as set down by St. Paul's United Church, Milton.

1. It is of the utmost importance that a clear, precise terminology be used to avoid confusion. The following definitions will therefore be employed for the purposes of this document:
 - a. "Member" - All those who have been confirmed, reaffirmed, or transferred into St. Paul's United Church. The term implies a membership with full responsibilities and therefore does not include membership by baptism alone.
 - b. "Adherent" - Anyone who attends, supports or claims St. Paul's United Church to be their church and are not formal members.
 - c. "Non-resident" - Those members who live too far away to attend and support St. Paul's United Church regularly. Under this definition it is possible for a member to live in Milton and still be classified as "non-resident". e.g. a handicapped person.
 - d. "Member in Good Standing" - those members who regularly attend worship (the word "regularly" shall normally mean approximately once per month) OR who support one or more groups of the church through normal participation OR who support the church financially on a routine basis.
 - e. "Disassociation" - a member who abandons all participation in the life of St. Paul's United Church but who does not inform St. Paul's.
2. The membership roll of St. Paul's United Church will be kept on behalf of the Council (Session) by the Roll Clerk who shall be appointed by Council (Session). The Roll Clerk will be a full member of the Membership Action Team.
3. All changes to the rolls of the congregation shall be made by the Council (Session) on the recommendation of the Membership Action Team. The names of the individuals and the actions taken will be

recorded in the council minutes.

Note: For the purposes of this document the terms “active” and “inactive” do not apply.

4. St. Paul’s United Church shall keep four separate rolls to be named
 - a. The Resident Membership Roll - This list shall consist of all members of St. Paul’s United Church who are in good standing. This is the only roll that is assessed by Presbytery.
 - b. The Non-Resident Membership Roll - This record shall be made up of those members who live too far away to attend and support St. Paul’s United Church regularly. In its application each person’s case shall be interpreted on an individual basis.
 - c. The Adherents Roll - This is a “catch all” list. It is composed of those people who attend, support or claim St. Paul’s United Church to be their church and are not formal members. Since this roll is NOT assessed by Presbytery a liberal interpretation may be used here.
 - d. The Historical Roll - This is the archival record and is for historical purposes only. It shall consist of all persons who were or are members (resident and non-resident) of St. Paul’s United Church since the congregation’s beginnings. Members can be on the Historical Membership Roll and one other roll of St. Paul’s United Church at the same time. Members who move and transfer their membership to another United Church will be on two or more historical rolls.

5. *Notation: See motion 00-53 that follows.*

After seven (7) consecutive years of disassociation with St. Paul’s United Church a member (resident or non-resident) will be removed from the roll. The member’s name will remain on the Historical Roll. Note: The Manual S,15 “The Session (Council) shall remove from the roll of church membership the names of all members, who, in its opinion, without reasonable excuse, have absented themselves for three years, or such other period as may be fixed by the Session (Council), from the public ordinances in the congregation of which they are members.”

[Motion 00-53 passed September 25/00]

Council adopted the following recommendation of the Membership Action Team:

That members moving away from Milton and St. Paul’s United Church be placed on a non-resident list for three (3) years and henceforth only appear on the Historical Roll of St. Paul’s.

6. Members who disappear and for whom no trace can be found (e.g., they move and we cannot find them) will be put on the Non-Resident Roll. They shall remain on this roll for the necessary seven years before their name will be removed from the roll (See 5 above).

Some General Principles for the Keeping of the Rolls

1. In making decisions about the rolls of the church, St. Paul's United Church shall always remember that it is caring for real people. The policies and principles here outlined should be interpreted with as much generosity as possible.
2. Extreme delicacy should be the policy in any suggestion of removal from church membership unless the person asks directly to be removed.
3. People should not be removed from the rolls unless they have been notified beforehand and suitable pastoral care given.
4. Since the Resident Membership Roll is the only roll the church is assessed on, people can be shuffled around the Roll and the Adherent Roll without financial effect.
5. Those physically unable to attend church should remain on the roll. If they are members and continue to support the church financially they shall be on the Resident Membership Roll. (See definition above: "Membership in Good Standing")
Otherwise they will be placed on the Non-Resident Membership Roll.
6. It shall be the responsibility of the Membership Action Team in co-operation with the ministers and any others who may wish to be involved, to develop and maintain a ministry to nominal members and adherents. e.g. a letter might be sent each year to nominal people indicating our continuing interest in them and inviting them to participate in the life and work of the church.
7. *Notation: See motion 00-54 that follows.*
In situations where a person is on the resident Membership Roll and they have become "inactive", they may be placed on the Adherents Roll. This leaves them on the church lists for mailing purposes.

[Motion 00-54 passed September 25/00]

Council adopted the following recommendation of the Membership Action Team.

Members who for various reasons have not participated in or supported St. Paul's for a three (3) year period be placed on an inactive (adherent) list, but only after there has been an effort on the part of the Membership Action Team to contact them by telephone or letter. Great care will be taken to assess each one individually.

[All of the above, except those designated by specific motions, were noted as approved July 1990, but no Council motion confirming adoption has been found]

LOTTERIES AND RAFFLES

Lottery Policy (New)

1. St. Paul's United Church does not knowingly accept proceeds from any lotteries other than funds received from a government agency, which are to be used for capital projects.
2. St. Paul's United Church will endeavour to assist persons with a gambling addiction and to assist community and other projects aimed at reducing the problems of gambling addiction.

[Motion 03-15 passed February 24/03]

Running A Raffle At St. Paul's United Church

1. An Application Form will be completed by the St. Paul's group wishing to conduct a raffle and submitted to the Fellowship Events Team (FET) six months prior to the date ticket sales are to begin. (See Application Form attached).
2. FET will review the Application and approve or reject it. In approving the Application, FET will consider the following criteria:
 - * proceeds must be used for church-related activities
 - * number of raffles conducted in the calendar year (it is anticipated that three raffles would be accepted annually)
 - * number and value of prizes (it is expected that raffles would be held only for larger ticket items rather than inexpensive prizes).
2. FET will apply to the Church Council on behalf of the raffle applicant for Council approval.

3. All matters relating to the raffle will be overseen by FET. For this purpose "Guidelines for Raffle Ticket Sales at St. Paul's" has been prepared to assist groups. FET will responsible for:
 - a. Applying to the Town of Milton for the licence
 - b. Printing the tickets
 - c. Opening the necessary bank account "in trust"
 - d. Controlling all deposits to and expenditures from the bank account
 - e. Reviewing all matters related to advertising
 - f. Supervising the distribution and sale of tickets
 - g. Supervising the draw of the winning ticket
 - h. Submitting the final Lottery Report to the Town of Milton
 - i. Notifying prize winners and distributing the prizes
 - j. Retaining ticket stubs and unsold tickets for one year following the draw
 - k. Any additional matters related to the conduct of the raffle
4. At the conclusion of the raffle, FET will provide a written report to Council outlining the raffle results and the disbursement of the money collected.

It is the intention of the Fellowship Events Team that a raffle will not be a common occurrence at St. Paul's. Rather, a few large, valuable prizes, such as a quilt, would be raffled off a few times yearly, often in connection with a special event such as the Fair in Angel Square or the Golf Tournament.

Guidelines For Raffle Ticket Sales At St. Paul's United Church

Very strict rules have been set up by the Province of Ontario to monitor raffle sales in order to prevent fraud and other illegalities. St. Paul's groups that are running a raffle must carefully follow the guidelines set out below to avoid any difficulties in the event of an audit or investigation by the licensing authority.

1. Tickets shall not be sold to persons under the age of 18 years.
2. Tickets shall not be sold to persons who live outside of Ontario.
3. Tickets may not be sold outside Ontario.
4. The raffle shall not be advertised or promoted outside of Ontario.
5. Ensure that the purchaser's name, address and telephone number on the raffle stub are legible. This will avoid any problems with awarding the prize.

6. Advertisements must state: name of licensee, licence number, location, date and time of draw, description and value of prizes awarded, total number of tickets printed and price of tickets. All advertisements must be approved by the Fellowship Events Team (FET).
7. All raffle money must be returned to the person designated by the Fellowship Events Team (the FET representative) for deposit to the Raffle Bank Account. A representative from the Finance Action Team is to verify the receipts.
8. All ticket stubs and unsold tickets must be returned to the FET representative. This is extremely important, as we must account to the licensing authority for every ticket printed.
9. All expenses related to the raffle must be submitted to the FET representative for reimbursement. Reimbursement **MUST** be made by cheque from the Raffle Bank Account. No expenses are to be reimbursed directly from sale proceeds.
10. Raffle draws are to be conducted under the supervision of the FET representative.
11. All unsold tickets and stubs must be retained for one year from the date of the draw. It is important that only the FET representative dispose of raffle materials.

[Motion 04-51 passed November 22/04]

The policy and procedures on conducting Raffles at St. Paul's be updated as recommended by the Fellowship Events Team (as per the above,) in accordance with guidelines set out by all levels of government.

Raffles/Lotteries conducted by Rental Groups/Organizations

St. Paul's United Church does not allow rental groups to conduct a raffle at St. Paul's United Church.

[Motion 05-22 passed April 11/06]

MINISTRY AND PERSONNEL

(M&p 1) Staff hiring procedure

On notification of a vacancy about to occur the following procedures will be enacted.

1. Ministry and Personnel will inform the Chairperson of Council
2. The Finance/Treasurer will be informed
3. A report will be prepared for the next Council meeting

The Ministry and Personnel Action Team will then proceed as follows:

1. Address the status of the incumbent with respect to vacation time and other outstanding issues and report to the Finance Chairperson.
2. Establish a profile of the position to enable a review to be made in light of changed circumstances since the last hiring.
3. Review the revised position requirements with Finance and/or other affected interacting parties.
4. Advertise the position internally and externally, responses made to the Chairperson of Ministry and Personnel acknowledged.
5. Action Team to review all applications and apply the set criteria for the position by grading the response.
6. The Ministry and Personnel Action Team will select a final list of qualified applicants and conduct the preliminary interviews.
7. References will be reviewed and validated.
8. Final selected candidates will be requested to attend a second interview at which other interested parties may be invited from Council by the Ministry and Personnel Action Team.
9. Final selected person for the position to be recommended to Council for hiring. (Not by name.)
10. The position will be offered with employment conditions.
11. Upon acceptance, the Chairperson of Ministry and Personnel will inform the Council.

12. Letters of regret to be sent to all who responded to the vacancy by the Chairperson of Ministry and Personnel.

[Motion 93-17 passed Feb. 22/93]

(M&p 2) Bereavement and compassionate leave

The employee shall be granted up to five (5) working days paid leave to deal with the death or serious illness of immediate family [husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law]. Other compassionate leave to be granted at the discretion of the Ministry and Personnel Action Team.

[Motion 90-22 passed March 26/90]

(M&p 3) Typing Required by Action Teams

Five working days notice shall be given to the Church Administrator for typing required by Action Teams.

[Motion 87-13 passed April 27/87]

(M&p 4) Sexual Orientation

Whereas We believe all people who profess Jesus Christ and are in obedience to him are eligible to be full members of the United Church of Canada.

Whereas The Bible presents standards for Christian behaviour and the family is recognized for its stabilizing value and is ingrained in the traditions of the United Church of Canada.

Whereas The term “sexual orientation” has not been explicitly defined by the General Council.

Whereas The onus is on the General Council of the United Church to define in detail the term “sexual orientation”.

Whereas The failure of the General Council to successfully complete this task leaves that responsibility with each congregation.

Be it resolved that:

1. St. Paul’s United Church will not knowingly recommend for the Order of Ministry any candidate who is a practising homosexual or lesbian person.
2. This Council endorses the present procedure and requirements for ordination, which are outlined in the Manual.
3. This Council endorses the current ordination policy of Hamilton Conference.

[Motion 88-42 passed Oct. 24/88]

(M&p 5) Distribution of Council and Action Team Minutes

1. At St. Paul's, we have many Action Teams with many plans, events, actions and internal policies discussed and approved at their meetings.
2. The work of Action Teams and Council are closely interrelated in different areas. For example, the Membership Action Team plans may be important for the Worship Action Team. Property Action Team plans may be important for the Finance Action Team. In fact, it is likely that some portions of every Action Team minutes may be important to a wide range of people or other Action Teams.
3. Minutes provide a record of what happened at the meeting and the plans for the future or follow-up work.
4. Minutes of meetings are kept as a permanent record of proceedings and filed with the Administrator.
5. All minutes should be circulated in a timely manner.

Council / Action Team's (secretary) responsibilities:

1. Produce complete and accurate minutes.
2. Distribute the minutes to all members of Council / Action Team, as applicable, via email if possible.
3. Provide a copy of the minutes or agenda to the Administrator via email (preferred choice), on disk or hardcopy.
4. Advise the Administrator of the number of hardcopies required for distribution to the Council / Action Team members.
5. If any documents require mailing, prepare the mail-out with the assistance of the Administrator for the provision of envelopes, stamps and labels.
6. A Council / Action Team secretary will do all reminders or requests to the Council or his own Action Team members. If a reminder or request is being made outside the Action Team (for example, arranging a meeting which involves members of other Action Teams), the Administrator can assist the Action Team by contacting the appropriate individuals via email, monitoring these responses, and providing phone contact information to the Action Team for those without email capability.

Administrator's responsibilities:

1. File a copy of all minutes (electronically, hardcopy) in the church records.
2. Ensure that the Chairperson and Vice-Chairperson of Council, both ministers and all other standing Action Team chairpersons receive copies of the minutes of all Action Teams, standing, ad hoc and Council.
3. Assist with the distribution of minutes where the Council / Action Team secretary does not have email capability.
4. Assist with mail-outs and with contacts outside of an individual Action Team or outside Council.

Procedures for the Distribution of Minutes / Agendas:

1. If the Council / Action Team secretary has email capability, email the minutes / agendas to all Council / Action Team members that are able to receive email, as applicable.
2. The Council / Action Team secretary will email a copy of the minutes / agendas to the Administrator
or
Bring a copy on disk to the Administrator
or
Bring a hardcopy to the Administrator.
3. If brought in on disk, the Administrator will email a copy to all council or Action Team members. and to all other standing Action Team Chairpersons, as applicable.
4. Advise the Administrator if any hardcopies are required may then advise that minutes are ready for pickup.
5. The Administrator will email or distribute a hardcopy to the Chairperson and Vice-Chairperson of Council, both ministers and all standing Action Team Chairpersons.
6. The Administrator will file a hardcopy in the Action Team file and for those received via disk or email, file electronically in the Council / Action Team's Minutes folder.
7. For documents that require mailing, the Administrator will provide St. Paul's envelopes, stamps (or reimburse for same) and address labels (the Action Team must provide names (and addresses for those names not in the St. Paul's

church membership database). The Action Team is responsible for stuffing and mailing, and is encouraged to take advantage of the Volunteer Database to assist, if required. Depending on the quantity of labels and assistance needed, sufficient lead-time must be provided to the Administrator and the quantity. These will be placed in the appropriate Action Team's / Council member's mailbox for pick-up or distribution within three working days from receipt; the Administrator will advise any exceptions to this timeline. The Council / Action Team secretary

[Motion 02-09 passed February 25 /02]

(M&p 6) Same-sex marriages

In that St. Paul's is an open and welcoming community of faith, and that we at St. Paul's are pleased to assist persons wishing to be joined together in one of the most beautiful and sacred occasions of their lives. The covenant of marriage is described as our ministry because we believe the church is called to support and nurture all marriages. As potential marriage partners beginning a new covenant relationship, we hope they will discover the rainbow of programs and ways to serve God within this community of faith called St. Paul's United Church.

Be it resolved to adopt the following affirmations as a Statement on Marriage at St. Paul's United Church, Milton:

- The United Church of Canada and St. Paul's United Church affirm that marriage is a gift of God through which people make a covenant with one another and with God. In marriage, we offer one another the promise of lifelong companionship, rich expression of human affections and sexuality, and nurture for any children. Marriage, as an institution, can underpin each relationship and provide stability for society. We affirm the value of marriage and support those entering into a covenant relationship with each other.
- The United Church of Canada and St. Paul's United Church affirm that this unity is a creation of God and is greater than the two individuals. The covenant of marriage takes precedence over all other relationships.
- The United Church of Canada and St. Paul's United Church affirm that the final responsibility for the marriage service and all matters related to the conduct of weddings rests with the minister(s) and the local congregation.
- St. Paul's United Church affirms that it:
 - i) supports the traditional definition of marriage between one man and one woman, and
 - ii) will consider all legitimate requests for marriage, regardless of gender subject to the following provisos:
 - a) The minister(s) of St. Paul's United Church will preside at weddings of members and adherents of our congregation as well as family members and friends of the congregation. The minister(s) may also preside at civil wedding ceremonies on request.

- b) Weddings will be performed by minister(s) of St. Paul's United Church; or those minister(s) designated as "Volunteer Associate Minister (VAM) with St. Paul's United Church; or other clergy who may be invited by the minister(s) to participate in the service.
- c) Marriages may be performed outside the church building at the discretion of the minister(s).
- d) The minister(s) has(have) the right to deny involvement in a wedding if it is felt the couple does not exhibit appropriate commitment to the covenant relationship.

[Motion 05-29 passed June 6/06]

OUTREACH

Benevolent fund

The Outreach Action Team is permitted to place envelopes in the pews on communion Sundays for collecting funds for 'the benevolent fund' for local needs, and that an announcement be made to the congregation regarding the envelopes and how the funds will be used.

[Motion 93-89 passed Nov. 22/93]

PURCHASING POLICY AND PROCEDURES (*purch*)

Policy and Procedures

Objectives

The objectives are as follows:

1. To provide prompt efficient procurement of quality equipment, materials and services at the lowest overall long-term cost.
2. All contacts and dealings with suppliers will be governed by fairness, integrity, courtesy and good will.
3. To encourage competing and locally established suppliers of key products and services

Chairperson's Authority

Authority for administering the Corporation Purchasing Policy and Procedures rests with the Chairperson of Council.

Purchasing Function

Each Action Team chairperson or designate shall conduct all purchasing activities as required by their Action Team in accordance with established policies and procedures. The procedures shall address topics such as the tendering process, award procedures, approval to purchase, exclusive services and exceptions to policy.

All requisitions to purchase must be formally approved according to established procedures.

Competitive prices shall be obtained from the widest practical range of sources with the objective of obtaining a minimum of three bids. Methods to be used may include, but are not limited to, requests for proposals, tenders, advertised tenders, public tenders.

Vendor Relationships

It is recognized that where appropriate, and in the interest of lowest overall costs, long-term sole supplier relationships with vendors may be established. These sole supplier relationships must be reviewed by the responsible Action Team Chairperson annually and reported to the Council. A pricing check mechanism must be applied every two to three years to ensure that competitive pricing continues to exist.

The responsibilities of the purchasing function shall include:
Obtaining competitive prices
Awarding of contracts
Negotiating on behalf of Council where required
Maintaining vendor relationship and evaluating vendor performance

Reporting

Reporting to the Council on purchasing activity shall be as follows:

1. Deviations from purchasing policy and procedures.

PURCHASING PROCEDURES

Definitions

Tender - A formal or informal response from vendors to a request to supply goods or services being quoted.

Requests for Proposal - A form of tender called when the requirements or services cannot be definitely specified and where such proposals would result in specific offers by the bidders to fulfill the requirements, services or function at a particular price.

Approval Levels

General

Expenditure approvals are as follows:

Less than \$200	Visa/petty cash/expenses signed by Requester & Action Team Chairperson
Up to \$1,000	Signed by Requester, Action Team Chairperson and Chairperson of Council
Over \$1,000	Approved by Council

Services

The selection criteria for services shall be based on the lowest priced "Responsible Vendor". In determining a "Responsible Vendor" the following criteria are considered:

1. The ability, capacity and skill of the vendor to perform the service

2. Whether the vendor can perform the service promptly or within the time specified, without delay or interference
3. The character, integrity, reputation, judgement, experience and efficiency of the vendor
4. The quality of performance provided on previous contracts or services

Price shall be the determining selection criteria for services when the above criteria are satisfied.

Procedure

Requisition

Requisitions are required for all purchases and should include:

Authorization to purchase as per approval level (Section 6)

Detailed description

Tenders

Tenders will be co-ordinated by each Action Team chairperson subject to the following guidelines:

All tenders will include a clause specifying that the lowest (highest) or any tender may not necessarily be accepted.

The Chairperson of Council will sign contracts resulting from tenders.

Irregularities

Sealed, specific closing-time tenders will not be accepted after closing time

Sealed, specific closing-time tenders that are received late will be returned to the bidder without opening.

If all tenders received are at variance with the specifications then the requirement may be to re-bid or the existing specifications may be reviewed to determine acceptability of any or all of these tenders. Vendors may be contacted for verification of submission to review specifications.

Negotiations

The Action Team Chairperson or designate may negotiate where:

1. There is only one source of supply for the goods or services (Exclusive Service Supplier),
or
2. There is merit in purchasing at a public auction,
or
3. All tenders or quotations received fail to meet specifications or terms and conditions and it is unreasonable to recall tender or quotations.

Prior authorization specifying upper price limits must be obtained as per Approval when purchasing is at a public auction.

The negotiation procedures shall be those accepted as standard negotiating procedures that employ fair and ethical practices.

Exceptions

Purchase requisitions are not required where an alternate approval procedure is in place for the following:

Training and education:

- Conferences
- Courses
- Conventions
- Magazines
- Manuscripts
- Periodicals
- Seminars
- Subscriptions
- Memberships

Employee expenses:

- Advances
- Meals
- Travel expenses

General expenses:

- Payroll deduction remittances
- Insurance
- Tax remittances
- Legal services
- Banking services
- Postage
- Advertising

Utilities:

Hydro/Water
Gas
Telephones
Water Heater Rental

Items purchased under contract/lease:

Any item purchased under a contract or lease

Confidentiality

All price information is confidential. No supplier will be informed of a competitor's price.

[Motion 03-31 passed April 28/03]

RENTAL OF FACILITIES

(rent 1) Responsibility

The Church Administrator will have responsibility for all rental requests. All requests for the use of the sanctuary will be referred to the Worship Action Team for consideration.

(rent 2) Rentals Committee

Council approves the establishment of a "Rentals Committee" to oversee the various aspects of the rental of the facilities of St. Paul's United Church, Milton. This Committee will be empowered to act on those matters where the Church Administrator is uncertain as to the best course of action for a rental request. In the event that the rental request is of such a nature that the Rentals Committee ascertains it to be too complex for a ruling by the Committee, then the matter will be presented to the Church Council, with the Rentals Committee's recommendation for a final decision. The member components being one of the Church Council Coordinators, who will act as the Chairperson, the Church Administrator, one member of the Property Action Team, one member of the UCW, one member of the Worship Action Team and one member-at-large, either from within Council or the congregation.

The Rentals Committee is responsible for reviewing the rental rates every two years.

(rent 3) St. Paul's Groups

The following are recognized as “St. Paul’s Groups” and as such are exempt from any rental fees:

- All St. Paul’s Bible Study Groups
- St. Paul’s T.G.I.F. (Teen Girls in Faith)
- St. Paul’s Choir
- St. Paul’s Kids Khorus
- St. Paul’s Cherub Choir
- St. Paul’s Worship Bands
- St. Paul’s On-The-Towners
- St. Paul’s Chamber Ensemble
- St. Paul’s Community Kitchen [Mission and Outreach project]
- St. Paul’s Explorer Group
- St. Paul’s Messenger Group
- St. Paul’s Mom’s Morning Out
- St. Paul’s Brass
- St. Paul’s Orchestra
- St. Paul’s Singles Group
- St. Paul’s Quilting Group
- St. Paul’s United Church Women (UCW)
- St. Paul’s Vacation Bible School
- St. Paul’s Youth Group
- St. Paul’s Phoenix Youth Drama Group

(rent 4) Youth Organizations

The following youth organizations are recognized as affiliated with St. Paul’s and as such are exempt from rental fees. However, a “Facility Use Agreement” and the policy statement on “Sexual Abuse and Sexual Harassment” should be made mandatory.

- 5th Milton Cubs (Not currently active)
- 5th Milton Rangers (Not currently active)
- Girl Guides
- 1st Halton Rangers (not currently active)
- Sparks (not currently active)
- Venturers (not currently active)

(rent 5) Recognized Groups or Organizations

The following groups or organizations are recognized users of the facilities of St. Paul’s and in lieu of rental fees make a donation to the general revenues of St. Paul’s. However, a “Facility Use Agreement” and the policy statement on

“Sexual Abuse and Sexual Harassment” should be signed each year in September and on record in the office.

- A.A.
- Al Alnon
- N.A.
- Fibromyalgia Support Group
- VON Bereavement Services (not currently active)
- Community Living North Halton (Saturday Centre)
- Posse Project
- Wednesday Afternoon Badminton Group
- SAVIS
- HOPE

(rent 6) Applicable Fees for the Rental of St. Paul’s Facilities

The Rentals Committee is responsible for reviewing the rental rates every two years.

The following fees are applicable:

1. Key Deposit \$50.00, (which is refundable upon return of the key) by means of a cheque separate of rental fees.
1. Damage Deposit, \$200.00, (which is refundable upon compliance with the agreement) by means of a separate cheque.
1. Both of the above a refundable upon compliance with the “Terms and Conditions” of the “Facility Use Agreement.”
1. A cheque for the applicable custodial fees as directed by the Church Administrator.
1. The organ and/or grand piano may be rented, where appropriate, with the appropriate fee. If such a request is made, the Director of Music must be advised for approval. If necessary, the Director of Music will conduct an interview with the individual(s) to ascertain their qualifications.

(rent 7) Terms and conditions of the rental of St. Paul’s.

A completed and signed copy of the Facility Use Agreement must be received with payment in full, along with any applicable required deposits, 5 days prior to the event. An original signature must appear on the “Statement on sexual abuse and sexual harassment” also to be received 5 days prior to the event.

Neither St. Paul's United Church nor any member of St. Paul's congregation shall assume any responsibility for loss or injury occurring on the premises while being used as per the terms of this contract.

Requests for the set-up and take down of tables or chairs must be made at least 48 hours prior to the event. Custodial fees are applicable for this service.

The premises must be left in the same condition as when you arrived or additional clean up charges will be deducted from the damage deposit.

Table covers and tea towels are not provided.

All users not recognized as a St. Paul's group or organization are RESPONSIBLE FOR THEIR OWN LIABILITY INSURANCE. The name of the insurer (not insurance agent), policy number and expiry date must be provided.

All other details shown on the reverse side of the Facility Use Agreement are applicable to any rentals.

(rent 8) Portable Signs

The placement of portable signs on the church property by other than St. Paul's groups or Action Teams, is to be reviewed at the time of the request by the Rentals Committee.

[Motion 00-27 passed June 26, 2000]

STATEMENT ON SEXUAL ABUSE AND SEXUAL HARRASSMENT

UNITED CHURCH OF CANADA STATEMENT OF POLICY ON SEXUAL ABUSE AND SEXUAL HARRASSMENT

The United Church of Canada will not tolerate and will seek to eradicate any behaviour by its members (lay and Order of Ministry), volunteers, adherents, or employees which constitutes sexual abuse (sexual harassment, sexual exploitation, pastoral sexual misconduct, sexual assault) and child abuse.

The United Church of Canada is committed to providing a safe environment for worship, work, and study in all Pastoral Charges, Congregations, institutions, agencies, organizations, or other bodies which operate under its name. Complaints related to sexual abuse or child abuse will be taken seriously and dealt with in a spirit of compassion and justice.

The United Church of Canada seeks to ensure that all staff, volunteers and ministry personnel who work with vulnerable individuals in United Church settings share this commitment. This commitment will be demonstrated by staff, volunteers and ministry personnel showing respect for personal boundaries, protecting others from harm and abuse and enabling those in their care to learn and grow without fear of exploitation.

This statement of policy not only applies to all of those named above but to all organizations or groups that use the facilities of St. Paul's United Church, Milton for their activities.

I have read the above, understand and agree to comply with the policy detailed above. I will also ensure that all other members of my organization or group are aware of the policy and will act in compliance with the policy.

The above is to be signed by all groups as specified under sections numbered: rent4. and rent 5.

[Motion 00-27 passed June 26/00]

SAFETY

Fire Drills

That Council approve in principle the 3-page “St. Paul’s Drill procedure” as prepared by Kathy Sellers and recommend holding an annual fire drill each September, the date of which would be decided in consultation with the ministers.

[Motion 07-30 passed April 23/07]

Parking Lot Restrictions

That parking be prohibited along the north wall of St. Paul’s sanctuary at all times. Property committee will be asked to paint “no parking” on the concrete to prohibit parking.

[Motion 07-40 passed May 28/07]

Peanut Free Areas

That approval be given to attempt to make Rooms 207, 208 and 209 peanut-free by September 2007 and request Lorne Greenwood to review the wording in the contract so that we would not be liable should someone breach the contract. All rentals for those particular rooms will have specific wording in their rental agreements to reflect this new policy.

[Motion 07-46 passed June 25/07]

TENDER TRUST

St. Paul’s United Church, Milton, requires that all individuals involved in high risk activities have a Police Records Check (PRC) by December 31, 2005; and further, that a promotional campaign be conducted in the Spring and in the Fall of 2005, to advise the congregation of the reasons for the requirement and actively solicit participation.

One of the ministers will act as Coordinator for the receipt and evaluation of the Police Records Checks.

[Motion 05/06 passed February 10/05]

VISION STATEMENT

Approval was given to accept the “3 Pillars” document with refinements as the Vision Statement for St. Paul’s United Church, Milton.

St. Paul’s United Church of Milton is a community of faith living out our rich Christian heritage as the physical presence of God’s love in our world in the 21st century.

WELCOMING: We are welcoming and inviting in the spirit of God. We are committed to including all people, regardless of race, gender, age or sexual orientation, in all aspects of church life.

TRANSFORMING: We are committed to providing varied worship experiences and educational opportunities that enable our diverse congregation to further their Christian relationship with God. We attend worship services and learn from one another as we experience God’s presence in our lives. As we are transformed by these experiences, we will fulfill our commitment as a church to be the “body of Christ” in our daily living.

SERVING: We are committed to following the example of Jesus Christ in our daily lives. We recognize that we have a responsibility to extend God’s love to our families, our neighbours, our community of Milton, and the global community. We value the opportunity to be good stewards of our financial, human and environmental resources sharing our time, talent and treasures.

[Motion 09-62 passed June 22/09]

VISITING AND MEMBERSHIP OUTREACH

(vis 1) Withdrawal of the District Visitor Program

At the time of the introduction of the Unified Board model of governing here at St. Paul’s members of Council were assigned to districts to take up the visiting tasks formally carried out by Elders. The intent was that these visitors would visit the families in their districts four times a year to extend an invitation to the forthcoming Communion Service, provide a communication link between the Church and the family and represent in a concrete way the Church’s support and interest in all the families under its pastoral care.

Our changing society, with increased demands on people’s time, however, has impacted on this program in several ways. First of all, many Council members feel they are not able to take on Visitor responsibilities in addition to their Committee work. Visitors have been sought from the wider congregation, but because they are less closely connected with the decision-making process, many feel ill equipped. It has been increasingly difficult to find people who are willing to be District Visitors. At the present time sixty visitors are trying to cover

seventy-seven districts. Secondly, many who are visitors report that they often have not time to visit so settle for dropping the Communion Invitations into mail boxes. Others are prepared to visit but find that their families, for a variety of reasons, are not open to a visit.

On the positive side, however, there are visitors who truly enjoy this opportunity to visit and have developed treasured relationships over the years. There are also those who very much appreciate being visited. For some this has become their only regular contact with the Church.

Given these realities, the Membership and Fellowship Committee contacted other United Churches of our approximate size to inquire about their Communion visit programs. It was discovered that some are experiencing frustrations similar to our own. Others have dropped the Communion visits. Some have replaced these visits with more specialized visiting.

The Membership and Fellowship Committee also did a survey of the District Visitors in an effort to obtain hard data on which to make decisions. The results of this survey were distributed to council Members in April 1992. The results confirmed that for the most part Communion Invitations are reaching the vast majority of our people. However, only a minority of our families are visited with any regularity.

The Membership and Fellowship Committee recognizes that contact with all St. Paul's families happens at least annually through the work of the Stewardship Action Team, the Finance Action Team, the Volunteer Resources Project and the delivery of the Herald. With resolve of Council for improved communication and the sharing of information, it is hoped that changes in a family's circumstances and pastoral care concerns, which otherwise might have come from the District Visitors, will reach the Church office. Families also have easy access to the Church through the services of a full-time Church Administrator and use of a telephone answering machine where the messages are returned daily. For these reasons, the role of the District Visitor as a communication link does not hold the same importance, as was once the case.

Recommendations:

1. The Membership and Fellowship Committee recommends that the District Visitor Program as it has existed be withdrawn and that it be replaced with specialized visiting which might include visiting and/or telephone programs designed to meet the specific needs of (a) the elderly and those who are no longer able to attend Church, (b) those who for reasons of illness, etc. are temporarily not able to attend Sunday worship, (c) new members to St. Paul's, (d) a Good Neighbour program. It is hoped that these visits could be conducted by those who genuinely enjoy visiting. It is intended that Communion Invitations will continue to be prepared and will be delivered with the Herald.

2. The Membership and Fellowship Committee also recommends that the Worship Action Team investigate the possibilities of recruiting members of Council to deliver communion to shut-ins on Communion Sundays. The support of these recommendations would preserve the concept of Eldership by providing support and nurturance for our people in ways most effective for our contemporary society.

Council accepts the recommendation of the Membership and Fellowship Committee that the District Visitors Program as it has previously existed, be withdrawn, and that it be replaced by specialized visiting.

[Motion 92-56 passed Sept. 28/92]

(vis 2) *“St. Paul’s Calling” Fall Visitation Program*

Council endorses in principle the program “St. Paul’s Calling ‘94” as it is outlined, and the Executive is authorized to fill the remaining positions of leadership.

“It is intended to re-instate the annual fall visitation to be undertaken by the Church Council. Objectives will be established annually for that year’s program.”

[Motion 94-43 passed Sept. 12/94]

WEDDING GUIDELINES

[Motion 09-98 passed January 25/10]

(Notation: Motion 09-98 replaces the Wedding Guidelines in Motion 99-31 passed June 28/99)

The following text appears in our wedding booklet titled “*Beginning your Marriage*”, given to prospective couples:

This information is essentially for weddings held at St. Paul's. Please speak to one of our ministers regarding procedures for off-site weddings.

Our Ministry of Marriage

St. Paul's United Church is an open and welcoming community of faith, and we are pleased to assist you in one of the most beautiful and sacred occasions of your life. The Church Council hopes you find this brochure helpful in planning your wedding service. We describe the covenant of marriage as “our ministry” because we believe the Church is called to support and nurture all marriages. As you begin anew as a married couple, we hope you will discover the rainbow of programs and ways to serve God within this community of faith called St. Paul's United Church. We wish you God's Blessings on your journey.

We believe that a church wedding is quite different from a civil ceremony. A church wedding is not a spectacle or a mere formal observance, but an act of worship.

In this Service of Worship, we give praise and thanks to God for the gift of marriage and for the love the two of you have found in each other; we ask God's blessing upon you and your marriage; and the two of you make promises of life-long commitment to each other in the presence of God and God's people. It is important that such an occasion include the reverence, dignity, beauty and joy of sincere worship and commitment. Therefore, everything about it (readings, music, symbols, etc.) should be consistent with a service of worship, and it is important that you take part in this religious ceremony in good faith as people of faith.

(wed 1) Initial Arrangements

Call the Church office to discuss your plans and discern possible wedding dates and times. A wedding information package will be made available to you, including a Wedding Agreement form. Once an initial contact has been made with one of St. Paul's ministers, you may proceed with booking your wedding, by delivering to St. Paul's the completed Wedding Agreement form and your deposit (see section on Wedding Fees). You

will then receive a memo to confirm the date, and time of wedding, the date and time of rehearsal (rehearsals are customarily Friday nights at 7 p.m.) as well as contact information for the staff involved.

St. Paul's is a beautiful place of worship with two aisles, wheelchair access and seating for over 400 people. Parking for the wedding party is reserved in the James St. Parking lot, and parking for your guests is available at the municipal parking lot across from the Church. Please note that there is a strict policy of "no smoking" and "no consumption of alcoholic beverages" on the church premises.

(wed 2) Meeting The Minister For Marriage Preparation

Arrange a meeting with one of St. Paul's ministers a minimum of 90 days prior to your wedding date. You will meet with this minister twice to discuss the meaning of a Christian marriage, and to walk through the details of the ceremony and rehearsal. Sample services will be available for you to review at this time. The minister will recommend preparation courses available in the area. We strongly urge you to take advantage of these opportunities.

If you desire to have another clergy person perform your wedding, prior consultation with one of St. Paul's ministers is required. (Please note that some requests may not be able to be granted.)

(wed 3) The Organist/Pianist

The St. Paul's Church organist/pianist or another qualified musician will be available for your wedding. Couples will discuss their music selection with the church musician prior to the rehearsal. If you choose to have a soloist and/or other musicians, this is a "private arrangement made by you. However, an extra \$25 fee is required for each rehearsal with the church musician.

(wed 4) Wedding Coordinator and Custodian

The wedding coordinator will be present at the rehearsal and wedding, and attends to numerous details to ensure that the wedding proceeds smoothly and tastefully. Use of the St. Paul's wedding coordinator and custodian is mandatory.

(wed 5) License

In the Province of Ontario, a wedding is performed under the authority of the License, which is obtained from the Municipal Offices. The license is valid for ninety days. All information required on the license will be given to the minister, and completed by the Church administration. The license

should be brought to the minister performing the wedding ceremony as soon as possible, and no later than two weeks before your wedding.

(wed 6) Church Decorations

Because of the beauty of the sanctuary, weddings at St. Paul's do not require elaborate decorations. Candelabra and unity candelabra are available for your use; if you wish to use these, please bring dripless candles to the rehearsal. Arrangements for the delivery of flowers should be made with the wedding coordinator. Pew bows are your responsibility; check with the wedding coordinator for guidelines.

(wed 7) Photographs

We respectfully request the following rules must be followed:

1. Photographs may be taken as the wedding party moves up the aisle.
2. Existing light (i.e. no flash) photographs may be taken from the rear of the church or balcony while the service is in progress.
3. Photographs may be taken when the couples sign the documents.
4. Photographs may be taken when the couple leave the sanctuary and recess down the aisle and out of the church.

(wed 8) Video Recording

The videographer should check with the wedding coordinator 30 minutes before the service to be advised of the appropriate location for the tripod.

(wed 9) The Wedding Day

We allocate a special block of time for each wedding and rehearsal to ensure that the wedding can be conducted in a relaxed manner without conflict with any other wedding party. To accomplish this, promptness is essential. Ushers should be present 30 minutes before the service. The wedding party should arrive outside the church 10 to 15 minutes before the service. The use of confetti or rice in or around Church grounds is prohibited.

(wed 10) Wedding Fees

Payment (in the form of a cheque, debit or credit card) for the following fees should be made out to St. Paul's United Church. For weddings to be held at St. Paul's, a \$100 deposit (non-refundable 90 days or less prior to your wedding) is to be paid at the time of booking your wedding and will be applied to the total price. In addition, a payment in the amount of \$200 is required as a damage deposit. This cheque/payment will be cancelled 30 days following the wedding if not needed.

Please arrange the following payments (either cash or cheque) clearly marked in envelopes 30 days before the wedding:

Minister \$200
Church musician \$150
Wedding coordinator \$125
Custodian \$ 30
St. Paul's (for use of the church; non-members only) \$200

Optional additional charges:
each rehearsal with a soloist \$25
more than 4 hours required by wedding coordinator \$30/hour
use of grand piano by other than church musician (non-members only)
\$75
use of organ by other than church musician \$55 (non-members only)

Off-site weddings:
\$200 plus \$.40/km mileage for the minister
additional \$50 administration fee for non-members

Specific sections of the above were amended by **Motion 04-44**
dated November 22/04

Same-sex marriages

(See M&P 6 for detailed policy)

WORSHIP

(wrshp 1) Extended Table

1. Council approves that the Worship Action Team begin a pilot project called ‘the Extended Table’; that it be tried twice, evaluated and returned to Council as to whether or not we will continue.

[Motion 93-29 passed March 22/93]

2. The Extended Table Program shall be continued and Communion shall be served through this program four (4) times per year.

[Motion 94-33 passed May 30/94]

(wrshp 2) Bibles used in worship

The ‘New Revised Standard’ version of the Bible will be used at St. Paul’s United Church.

[Motion 93-85 passed Nov. 22/93]

(wrshp 3) Serving Communion to children

Background:

The last General Council asked congregations to work toward including children in Communion. This proposed change in United Church practice is not new to the Christian Church. In the early church, communion was closely linked with baptism. The new Christians completed their initiation by immediately participating in the Lord’s Supper. As late as the twelfth century, even infants received Communion following Baptism. This was done by the priest dipping his finger in the consecrated wine and then placing it in the mouth of the infant. It was due to a concern that the consecrated elements would be spilled or wasted that children were later denied communion until reaching the age of reason (usually considered to be at age seven) at which time Confirmation could take place, followed by first communion. In this way the link between baptism and communion became obscured.

Some traditions of the Christian Church (Roman Catholic, Orthodox, and some Methodists) have permitted children to participate in the Lord’s Supper before confirmation. The Basis of Union, which is the United Church’s official statement of doctrine states in Article XVI, 2 that “All may be admitted to the Lord’s Supper who make a credible profession of their faith in the Lord Jesus and of obedience to His law. Over the years the test of credibility and the age of reception into “full” membership have varied. The Manual (13 a and b) reflects

our recent sequence of Baptism, Confirmation, first Communion. One of the difficulties in this is that our Confirmation classes have emphasized, perhaps over-emphasized, ability to reason and an intellectual acceptance of the Christian faith.

The World Council of Churches has initiated steps to help churches struggle with the issues around the Lord's Supper and the fuller participation of children in the faith community. Many churches are beginning to affirm the importance of including all the baptized in the fellowship of the Table.

Theology:

The following are theological points which help us to understand why there is a movement in many churches today to serve communion to baptized children who wish to participate. The 31st General Council of the United Church of Canada, in accepting the report: *A Place for You: The Integration of Children Into the Life of the Church*, has asked that all United Churches work towards serving communion to children.

The Church:

1. Children are baptized into the Body of Christ and through Baptism they are received as full members of the Body. They do not become full members of a specific congregation but are full members of the universal, Catholic Church. As full members they have spiritual rights and privileges the same as all members.
2. The church as the body of Christ in the world is always called to wholeness. In I Corinthians 12, the apostle Paul uses the analogy of the Church as the body of Christ. Members provide differing functions in the body, therefore, all are valuable and necessary for wholeness and well-being. By this analogy, we are called to inclusivity.

Ministry:

1. We are moving away from equating the word "ministry" with professional states and are now using it to describe how we, with our varied gifts, talents, flaws, join in Christ's ministry in the world. This moves us from thinking of how we minister children and into thinking how we minister with children and how they minister to us.

Confirmation:

1. In confirmation we are accepting the baptismal vows made on our behalf. It is a time to remind ourselves of all that baptism means, and to celebrate our willingness to accept the "privileges and responsibilities of the

Christian Faith.” Church life does not, therefore begin with confirmation. It is renewed.

The Sacrament of the Lord’s Supper:

1. The Church receives communion as a gift, which we accept, unwrap and open at God’s invitation. We do not come because we are worthy but because we are invited and because it is a way in which we are strengthened to be Christ’s’ faithful people. Communion is not an end in itself but an instrument, a way, to help us on our pilgrimage.
2. Communion is the central act of the Church’s worship in which visible signs and symbols communicate to us God’s love in Jesus Christ. All acts and events of the Church take place in relationship to this sacramental meal.
3. Participating in communion is an encounter with mystery. Children often experience mystery more fully than adults do because they come to it less inhibited and with minimal intellectual baggage.
4. The participation of children in the Lord’s Supper witnesses to the fullness of God’s grace. In denying children access to the table we undermine the meaning of baptism as the sacrament of belonging.

Children:

1. We are coming to understand children as “whole” people and not as young adults who still need to “grow up”. They are complete persons in their own right.
2. Children have faith. Through the nurture of Christian parents and other caring adults, faith development is part of the natural growth process. For the most part faith is caught not taught.

Recommendation:

That St. Paul’s United Church Council officially endorse our present practice of including all children, regardless of age, at the Sacrament of Holy Communion. In the implementation of such policy the Worship Action Team, in co-operation with the Christian Development Action Team assures the Council and through them, the congregation, that:

1. Opportunities will be provided, on an ongoing basis, to educate both children and adults in their understanding of the place of children at the Lord’s Supper.

2. The parents of children will make the final and ultimate determination whether their child will receive communion or at what age in their child's life this will begin.
3. While children will be invited to remain with the congregation to receive the sacrament on Communion Sundays, an educational class will be provided for those children who do not have the consent of their parents to receive the elements.
4. The invitation for children to receive communion will apply only to those times when the whole congregation participates. It will not be the policy of St. Paul's to offer communion to children when they are exclusive of adults. This is so that no child finds him/herself in a situation where peer pressure forces them to go against their parents' wishes.
5. This policy of inviting children to the Lord's Table is consistent with trends in other United Churches and other Protestant denominations, e.g. Presbyterian.

Implementation:

Children have been welcome at the Lord's Table at St. Paul's without the benefit of an official policy for some time. The task of creating an official policy leads us to ask questions which challenge our traditional understandings of the Church, of Ministry, of the Sacrament of the Lord's Supper and the ways in which we view children in the Church. For this reason opportunities for education will need to play an important role in the implementation of such a policy. Therefore, the following is offered as a proposal for implementation of a policy that welcomes children at the Lord's Table that could be initiated on Pentecost Sunday, June 3, 1990.

Proposal for Implementation:

Step I - During March, offer two identical information sessions at different times. These would take the form of a workshop for Council Members and interested members of the congregation to examine understandings of the Sacrament of Holy Communion and the ways in which these different understandings lead to the inclusion or exclusion of children at the Lord's Table.

Step II - March 26, 1990 - Decision by Council on Policy. If decision is in the affirmative, then would follow

Step III - Early Spring offer two identical information sessions at different times to help parents introduce their children to Communion.

Step IV - A workshop for parents and children together.

Step V - June 3 - Intergenerational Communion Service.

Step VI - June 5 - Evaluations by Worship Action Team.

Step VII - On-going educational opportunities for both children and adults regarding the Sacrament of Holy Communion.

[Motion 90-16 passed March 29/90]

(wrshp 4) Starting Time of Worship Services

1. Effective September 13, 1987, church services shall begin at 10:30 a.m.

[Motion 87-25 passed June 22/87]

2. That the ten Sundays, beginning with the first Sunday in July through to the September long weekend (Labour Day) as having "summer hours for the church service" by having one service of worship at 9:30 a.m.

[Motion 04-19 passed April 26/04]

(wrshp 5) Name Tags

That the Council approves the wearing of name tags and to encourage everyone in the congregation to wear them on a regular basis.

[Motion 87-8 passed March 23/87]

(wrshp 6) "Voices United" Hymn Book

That the council approves, in principal, the use of "Voices United" hymnbook.

[Motion 97-15 passed February 24/97]