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## **ARTICLE 1**

### **A STATEMENT OF THE PURPOSE OF THE UNITED CHURCH OF CANADA**

PART I: The church is called...

to worship God, to watch over and care for all within its fellowship, to preach the Gospel to all people, to minister to the needs, and to strive for right relations among persons.

The purpose of the Church is to share God's love and express God's will for the world through devotion, obedience and service, because the Church is a community of people who have been called into fellowship by the love and will of God as revealed in Jesus Christ, committed to God and led by the holy spirit.

The purpose of the Church is always to bring alive the basic meaning of life, revealed by Jesus Christ:

“ That everyone may have life and have it in all its fullness. ” *(John c.10 v. 10)*

PART II: The Church is called to action

- To worship God as known through Jesus Christ
- To seek to understand God's will as shown in the Bible and in the life of persons
- To make known God's message and God's love
- To further the spiritual growth and training of its members
- To participate in God's purpose of bringing all persons into unity with God and with one another
- To help those in need whoever and wherever they may be
- To stand against all forces which tend to demean and destroy persons
- To strive for all that makes for right relations among all persons on this earth.

*(approved by the General Council of 1967)*

## **ARTICLE 2**

### **ORGANIZATION**

2.1. The basic unit of organization within the United Church of Canada is the Pastoral Charge. The members of this Pastoral Charge hereinafter called ST. PAUL'S UNITED CHURCH are entitled to vote at all general meetings on matters relating to its life and work. St. Paul's United Church members have full and complete responsibility for its operation, subject to the purpose of the United Church of Canada and its regulations governing local Pastoral charges and to the supervision of the Halton Presbytery. With the consent of its members, adherents who contribute to the support of St. Paul's United Church may vote on temporal matters relating to its operation.

2.2. The Manual of the United Church of Canada requires each Pastoral Charge to have an Official Board or its equivalent (Section 51). The lay administration of the St. Paul's United Church is conducted by the functioning of the Board of Trustees and Church Council.

## **ARTICLE 3**

### **3.1. MISSION STATEMENT**

At St. Paul's, we commit ourselves to:

Bring God into the here and now in all we do.

Reach out to others with a genuine love.

Share our time, talent and treasure.

## **3.2. CORE VALUES**

### **Community**

Community has been a Christian core value since Jesus first gathered people about him to hear the message. God's love, shown to us in Jesus, changes us in community as we serve and are served, give and receive, teach and are taught, forgive and are forgiven, challenge and are challenged. Within this community and beyond we endeavour to extend God's love (pastoral care) to everyone – living, learning, and loving together.

### **Diversity**

As part of the United Church of Canada we endeavour to make St. Paul's a safe, accepting place for everyone. We come from a variety of life experiences and different places on our life journey. We encourage people to explore their questions, experience God's presence, and progress in their spiritual journey at their own pace. As there are many ways of expressing and growing in one's faith, we want to encourage those different ways, believing that with God's help we can learn from one another and that our spiritual lives can be enhanced by each other. In our diversity there is, at the same time, unity in our focus on worshipping and serving God.

### **Spiritual Growth**

St. Paul's United Church is a community of faith, described in scripture as "the body of Christ". As such, through worship, prayer, study, service and action we experience transformed lives by the renewing power of God's Spirit. This enriches our lives and leads us to live out our Christian faith in a variety of ways, and in a variety of settings.

## **3.3. AIMS/OBJECTIVES**

St. Paul's United Church is called to action . . .

- We will maintain emphasis on public worship, which examines alternative formats and responds to all constituencies.
- We will maintain the emphasis on a pastoral care program, which is sensitive to the needs of all members of the congregation.
- We will maintain emphasis on high quality pastoral leadership.
- We will strengthen our ability to respond to persons with special needs within the congregation/community.
- We will provide programs for and foster the involvement of the youth of our congregation in church life.
- We will encourage Christian education programs that address faith and social action and personal growth issues for all segments of the congregation.
- We will maintain an environment conducive to meaningful and proactive mission and outreach activity.
- We will continue to place fundamental importance on sound stewardship and administrative strategies to complement congregational activities/programs.
- We will continue to incorporate an ecumenical perspective to facilitate congregational growth within the larger community of faith.

## **ARTICLE 4**

### **4.1 BOARD OF TRUSTEES**

#### **4.1 (1) PURPOSE**

The Board of Trustees shall hold all real and personal property of the Church in trust and safekeeping for the Congregation. Trustees are responsible for all legal aspects of the Church's property and for the administration of trust funds.

#### **4.1 (2) BOARD MEMBERSHIP**

- 4.1 (2) a. The Board of Trustees shall consist of not fewer than twelve (12) members and not more than fifteen (15) members. In all cases the membership shall consist of an odd number.
- 4.1 (2) b. All members as of December 31<sup>st</sup>, 2007 were elected without term and shall continue in office until such a member resigns in writing or ceases to be a member of St. Paul's United Church for any reason.

Upon resignation, such member may then choose to become an Honorary Member as hereinafter described.

- 4.1 (2) c. In the event of vacancies, such members shall be elected by the Congregation at the Annual Meeting of the Church or at a special meeting of the Congregation called for that purpose.
- 4.1 (2) d. In order to insure continuity, a maximum of five (5) new trustees may be elected in any one (1) year period.
- 4.1 (2) e. Any new Trustees elected should be active, engaged members of St. Paul's Milton, preferably for the past five (5) years.
- 4.1 (2) f. If a Trustee leaves St. Paul's Milton for more than one year, either by physically moving away without having transferred his or her membership, by seeking a leave of absence exceeding one year, or in any other manner, such Trustee will be deemed to have resigned his/her position. Such person wishing to return to the Board of Trustees must thereafter stand for re-election to the Board of Trustees once a vacancy occurs.
- 4.1 (2) g. New Members shall be elected to a two (2) year term and may thereafter, at the option of such member, serve four (4) additional consecutive two-year terms, for a total of ten (10) years.

#### **4.1 (3) HONORARY MEMBERS OF THE BOARD OF TRUSTEES**

After completing ten (10) years of continuous service, or upon the resignation of a Trustee serving without a defined term, those members shall then have the option to either leave the Board or to become an Honorary Member of the Board without term. Honorary members may participate in all aspects of Trustee work but they are not eligible to vote and do not count as part of the number of active Members.

#### **4.1 (4) ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

The members of the Board of Trustees will elect both a Chairperson and a Vice Chairperson for a term of two years. Both can serve in that capacity for a maximum of two consecutive terms. The positions may be elected in different years.

#### **4.1 (5) QUORUM**

A quorum shall be comprised of not less than six (6) Trustees. All questions shall be determined by the majority vote of the Trustees present at the meeting, and the Chairperson shall have a vesting vote in the event of a tie.

#### **4.1 (6) CHURCH COUNCIL REPRESENTATIVE**

The Board of Trustees shall appoint a representative to serve on Church Council. This Representative will act as the liaison between the Council and the Property Action Team.

#### **4.1 (7) MEMORIALS COMMITTEE**

- 4.1 (7) a. The Board of Trustees shall appoint a representative to serve on the Memorials Committee, which is a sub-committee of the Board of Trustees.
- 4.1 (7) b. The committee will consist of three members, two of which will be from the congregation, as per the recommendation of the Nominations Committee, and one serving member of the Board of Trustees.
- 4.1 (7) c. Duties of the committee are:
  - 4.1 (7) c. (i) Recording of the names of all contributors who have made an "In Memoriam" donation to the church.
  - 4.1 (7) c. (ii) Acknowledge the receipt of the donation to the donor.
  - 4.1 (7) c. (iii) Advising the Treasurer of the Board of Trustees the amount of the donation, the donor, the person in whose memory the donation was made and any instructions from the donor as to how the donation is to be utilized.
  - 4.1 (7) c. (iv) Each calendar year, in consultation with the ministers, arrange for a Sunday to be known as "Memorials Sunday". Provide the ministers with a complete listing of the names in which a memorial donation was made in order that they are recognized during the service.
  - 4.1 (7) c. (v) Present a written report to the Annual Meeting.

#### **4.1 (8) TRUST FUND COMMITTEE**

The Board of Trustees shall appoint annually four members of the Board to a seven member Trust Fund Committee for the Crozier Estate whose task will be to recommend what Crozier Estate Funds will be allocated "for charitable purposes within this community" and which capital projects might be considered in connection with "the refurbishing of the church and keeping it in a state of good repair". Since these Crozier Estate funds are designated primarily for charitable purposes, but may also be used for refurbishing the church, the other three members of the

said Trust Fund Committee should be made one each from the Mission and Outreach Action Team, the Property Action Team and the Stewardship Action Team.

#### **4.1 (9) RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

4.1 (9)\_a. All property whether real or personal, that is held in trust or acquired for the use of St. Paul's United Church (including St. Paul's House), shall be held and administered by the Board of Trustees in a manner set forth in the Trusts of Model Deed (Appendix II, United Church Manual).

4.1 (9)\_b. The responsibilities, extent and limits of power, and procedures required to be followed by the Board of Trustees is set forth in Sections 260 to 265 of the United Church Manual and Trusts of Model Deed (Appendix II, United Church Manual).

4.1 (9)\_c. The Board of Trustees has the following additional responsibilities:

4.1 (9)\_c. (i) The administration of Trust Funds and keeping a record of the names of donors.

4.1 (9)\_c. (ii) Maintenance of the Book of Remembrance.

4.1 (9)\_c. (iii) Holding the Church Property in Trust for the use of the Congregation and for the purpose approved by the Congregation.

4.1 (9)\_c. (iv) Selling, mortgaging, exchanging or leasing church property, subject to the written consent of Presbytery.

4.1 (9)\_c. (v) Ensuring that the inventory of the contents of church property is prepared and kept up to date, including maintaining item valuations and photographs as necessary.

4.1 (9)\_c. (vi) Keeping accounts and records of all its meetings.

4.1 (9)\_c. (vii) Ensuring the church property and contents are adequately insured.

4.1 (9)\_c. (viii) Permitting the use of the church property for church and Sunday School purposes, subject to approval of Church Council. Changes in function require the review and consent of the Board of Trustees.

4.1 (9) d. To promote the concept of Memorial Donations, the Board of Trustees will also have responsibility for the care, maintenance, display and necessary donor identification of those items that identify that a memorial donation has been made. This is to include the Rose Window Memorial and the "Walk of Life" and any subsequent memorial that encompasses multiple donors.

*Article 4 amended by Motion 08:13 February 24, 2008*

## **ARTICLE 5**

### **CHURCH COUNCIL**

#### **5.1 General**

5.1 (1) The Church Council shall be composed of the following:

- Immediate past chairperson
- Chairperson (elected at the annual general meeting for a term of one (1) year
- Vice chairperson (elected at the annual general meeting for a period of one (1) year and normally succeeds the outgoing chairperson).
- Secretary
- Treasurer
- A representative as appointed by the Trustees
- A minimum of 7, to a maximum of 14, members at large.
- A maximum of four (4) Presbytery representatives.

The Chairperson shall have previously served on council but not necessarily in the immediate previous year. While no person should be elected or hold more than one position, in case of resignation, emergency or inability to fill each position, one person may hold more than one position for as long as may be necessary.

5.1 (2) The members of Church Council shall be elected for a one (1) year term at the Annual General Meeting of St Paul's United Church Congregation, subject to the right of re-election, with no member being allowed to serve for more than five consecutive one (1) year terms, except for the immediate past chairperson, the chairperson and the vice chairperson. Any member of council may return after one year's absence.

5.1 (3) Council shall meet no less than six (6) times per year, normally once each month.

5.1 (4) Council responsibilities to the life and work of St. Paul's United Church are managed by an Executive, charged with a planning/coordinating function and specific Action Teams with defined mandates.

- 5.1 (5) A quorum of the Council shall be (fifty) 50% of the members and all decisions must pass with at least one half of the members present ( plus one ) being in favour of any motion.
- 5.1 (6) If beneficial, the Council may use electronic communication to resolve any issue.
- 5.1 (7) Duties and responsibilities are as contained in Appendix A.

## **5.2 Executive of Council**

- 5.2 (1) The Executive provides for planning and coordinating of activities related to the life and work of St. Paul's United Church. In addition this group provides the administrative continuity between Council meetings necessary to transact business in a timely fashion.
- 5.2 (2) The Executive of Council shall meet at the call of the Council Chairperson.
- 5.2 (3) The Executive of Council shall have the power to act in the place of Council on urgent matters between Council meetings, provided that such decisions are reported to Council at the immediate next Council meeting. If beneficial, the executive may use electronic communication to resolve any issue.
- 5.2 (4) The Executive of Council shall be composed of the following:
- Immediate past chairperson
  - Chairperson
  - Vice-chairperson
  - Secretary
  - Treasurer
  - Representative of the Board of Trustees
  - Ministerial staff (ex-officio)
  - One other member of the existing council, to be elected by the council at the first Council meeting immediately following the Annual General Meeting.
- 5.2 (5) A quorum of the Executive shall be (fifty) 50% of the voting members and must include one of the immediate past chairperson, chairperson or vice-chairperson. All decisions must pass with at least one half of the members present (plus one ) being in favour of any motion.
- 5.3 (6) Duties and responsibilities of these positions are contained in Appendix II.

## **5.3 Action Teams of Council**

- 5.3 (1) Specific administration focus areas are the responsibility of defined Action Teams of Council. These teams shall meet monthly, if required, to transact business appropriate to their mandate (except possibly July, August and December).
- 5.3 (2) The following Action Teams of Council are responsible for the life and work of St. Paul's United Church:
- Christian Development
  - Communications
  - Fellowship & Special Events (FET)
  - Finance
  - Membership
  - Ministry & Personnel
  - Mission and Outreach
  - Nominating
  - Pastoral Care
  - Planning Evaluation (Strategic Planning)
  - Property
  - Stewardship
  - Worship
  - "Ad Hoc"
- (Ad Hoc Action Teams/Task Forces are appointed and/or approved by Council for a specific purpose, shall meet as required by the program need and are composed of members of Council and/or members at large from the congregation.)

- 5.4 Duties and Responsibilities of these Action Teams are contained in Appendix C.

## **ARTICLE 6**

### **CONGREGATIONAL MEETINGS**

The Congregation is the source from which the Council and its Action Teams draw members. As such it assumes the final responsibility for all the work with which the Council and Action Teams of Council are charged. This responsibility is exercised through congregational meetings. The regular annual general (congregational) meeting is held each year in February (usually the first Sunday). Other congregational meetings may be called at the request of Council or as required in the United Church Manual on matters pertaining to the life and work of St. Paul's United Church.

## **ARTICLE 7**

### **ELECTIONS**

- 7.1 Elections to Council shall take place at the annual congregational meeting.
- 7.2 In addition to nominations received from the Nominating Action Team, which may place names in nomination without a seconder, nominations may also be received from the floor at the annual general meeting with a seconder.
- 7.3 Except for the position of immediate past chairperson, a person shall be elected to fill each position.
- 7.4 The immediate past chairperson, or such other person not standing for election and approved at the meeting, shall conduct the election of the Executive, other members of Council, Chairpersons of Action Teams and new members to the Board of Trustees.
- 7.5 During the months of December and January, members of the Congregation will be invited to serve on Council and members and adherents will be invited to serve on an Action Team. The Nominating Action Team shall post a notice on at least two occasions in December and again in January in the church bulletin and in the December/January issue of the Herald.
- 7.6 The Congregation may name Honorary members to the Council. Honorary members shall hold office for as long as they are members of the Congregation.

## **ARTICLE 8**

### **AMENDMENTS**

This Constitution and administrative structure may be amended at any time by a 2/3 vote at a duly constituted congregational meeting, provided the nature of the change is communicated with the appropriate notice of meeting and such changes would not compromise the rules and regulations imposed by Halton Presbytery or the United Church Manual.

## **APPENDIX A - DUTIES AND RESPONSIBILITIES OF CHURCH COUNCIL**

- A.1) The Church Council shall direct the life and work of and provide leadership for the Congregation within the limitations set down in the United Church Manual.
- A.2) The Church Council shall develop and implement policy.
- A.3) Together with the support of the ministers and staff the Church Council shall implement the decisions made at the Congregational meeting.
- A.4) The Church Council and its Action Teams shall fulfill the functions of the Official Board, Stewards and Session, as set out in the Manual of the United Church of Canada.

- A.5) At the first Council meeting following the annual Congregational meeting, Council shall:
  - a) Appoint members of Council to sit on the various standing Action Teams during the ensuing year. Council may postpone such appointments or approval to a later meeting, rescind appointments or approvals previously granted and fill any vacancies at any time during the year for the Executive, members of Council or Chairpersons of Action Teams.
  - b) Appoint or reappoint a person to serve as Roll Clerk, Envelope Secretary and Archivist, if necessary.
  - c) Elect a member at large to serve on the Executive.
- A. 6) Newly elected Executive members and other members of Council will commence their term of office immediately after the conclusion of the annual meeting whereupon outgoing members of the Executive and other members of Council will cease in office.
- A.7) Retiring Council and executive members shall turn over material pertaining to his/her office or position immediately following the February annual meeting.
- A.8) In the absence of an Action Team Chairperson, Council must assume responsibility for the duties of that Action Team.

## **APPENDIX B - DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE OF CHURCH COUNCIL**

### **B.1 The Council Chairperson shall:**

- (a) Call, set the agenda for and preside at all meetings of the Congregation, Church Council and the Executive of Church Council.
- (b) Act as an ex officio member of all the Action Teams of Church Council.
- (c) Report on the activities of Church Council as necessary and appropriate to the members of the Congregation (written/verbal).
- (d) Liaise with Church staff on issues concerning work of Council.
- (e) Assist in training of a Vice-Chairperson to assume the Chairperson's duties
- (f) Give advice to Church Action Teams
- (g) Encourage Action Teams to set goals and plan in an ongoing manner

### **B.2 The Council Vice-Chairperson shall:**

- a) Perform the duties of the Chairperson of Council when required.
- b) Act as chairperson of the Nominating Action Team.
- c) Act as liaison between Council and all Action Teams
- d) Perform other duties directed by the Chairperson of Council.

### **B.3 The Immediate Past Chairperson shall:**

- a) Provide advice to Chairperson and Council.
- b) Conduct the election of members of Council, Action Team Chairpersons, and the Board of Trustees in the election portion of annual meeting.
- c) Carry out such duties as assigned by Chairperson.

### **B.4 The Council Secretary shall:**

- a) a) Record the proceedings of all meetings of the Congregation, Church Council and the Executive of Church Council and maintain the minute thereof.
- b) b) Prepare and transmit correspondence/minutes (in a timely manner) related to direction given at meetings of the Congregation, Church Council, and the Executive of Church Council, and by the Chairperson of Church Council.
- c) c) Maintain the Policies and Procedures of St. Paul's as mandated by the Council
- d) d) Maintain the Constitution as per the amendments passed at a meeting of the Congregation.

### **B.5 The Treasurer shall:**

- a) serve on the Finance Action Team and perform such functions as prescribed by the Finance Action Team.

- b) monitor the Church's cash position, in order to ensure that there are sufficient funds to meet commitments as they are due.
- c) ensures that the accounting records are properly maintained, and are properly supported.
- d) ensure that monthly and year-end financial statements are properly prepared on a timely basis.
- e) ensure that the annual budget is properly prepared, and presented on a timely basis to the Finance Action Team, to Church Council at the October meeting, and to the Congregation for their approval at the Annual General Meeting.
- f) ensure that the various government filings are properly prepared, and are submitted on a timely basis.
- g) ensure that the accounting records and the year-end financial statements are audited.
- h) obtain the necessary information from the Trustees as to anticipated revenue for inclusion in the annual budget.
- i) report to Council at each Council meeting.

**B.6 Ex-Officio Members shall:**

- a) Ministerial staff:
  - Provide spiritual guidance and advice in matters related to the growth and development of the programs of St. Paul's United Church.
  - Perform the duties prescribed by the United Church of Canada for ordained or commissioned ministers as appropriate to the calling of the individual.
- b) Church Administrator shall provide monthly reports to Council on administrative matters.

**APPENDIX C - DUTIES AND RESPONSIBILITIES OF ACTION TEAMS**

C.1 (1) Each Action Team chairperson is responsible for identifying Action Team personnel needs based on program needs or to allow for the effective functioning of the Action Team and/or based on positions becoming vacant

C.1 (2) Each Action Team chairperson shall:

- a) Call and chair Action Team meetings.
- b) Set the Action Team meeting agenda.
- c) Ensure that a secretary is appointed for each meeting and that minutes are prepared, subsequently approved, circulated and filed in the archives.
- d) Establish priorities, program and projects with time plan and activity required to meet objectives.
- e) Inform Action Team members regarding activities of the Church Council.
- f) Use the Vice-Chairperson as a focus for advice and information of Council.
- g) Provide assistance to individuals and groups within the Congregation as required/requested and within the mandate of the Action Team.
- h) Report to Church Council important decisions taken and matters pending in the Action Team.
- i) Bring forward Action Team recommendations to Church Council.
- j) Submit written reports, as necessary/appropriate, regarding recommendations to Church Council, and decisions and important matters pending in Action Team to the Secretary at each Church Council meeting.
- k) Ensure that the Action Team submits a written report to the annual meeting of the Congregation.

**DUTIES AND RESPONSIBILITIES OF THE ACTION TEAMS OF CHURCH COUNCIL**

**C.2 Christian Development Action Team shall:**

- a) Facilitate program and curriculum development for the Church School including:
  - assess and select curriculum materials.
  - recruit teachers and leaders.
  - provide for in-service training of teachers and leaders.
  - interface with the Worship Action Team in the involvement of Church School in public worship.
- b) Encourage, support, as well as develop and promote programs sensitive to the Christian development needs of all age groups within the Congregation.

- c) Organize other Christian development programs as deemed appropriate in consultation with ministerial staff and others within the congregation, and as approved by Church Council.
- d) Prepare plans and a budget for Action Team activities for approval by Church Council.
- e) Present a written report to annual meeting of the Congregation.

### **C.3 Communications Action Team shall:**

Communicate the life and work of the local and larger Church through the following means:

- a) Interface with all Action Teams for the purpose of disseminating information.
- b) Administer the distribution of the OBSERVER (Every Family Plan, if applicable).
- c) Administer and promote the use of the print and broadcast media to communicate services of the Church to the community.
- d) Prepare and organize the Church newsletter, the Herald.
- e) Oversee the staffing and function of the Lorne Brown Resource Centre.
- f) Coordinate the use of bulletin board displays through the church.
- g) Develop policies for use of audio-visual equipment.
- h) Oversee the operation of the P. A. and the system for the hearing-impaired.
- i) Provide audio-visual assistance to other groups within the church, including the utilization of AVEL services.
- j) Tape church services for the use of shut-ins.
- k) Supervise internal communication including the announcements in the weekly bulletin.
- l) Maintain and update the web site.
- m) Manage all internal and external signage..
- n) Prepare plans and a budget for Action Team activities for approval by church Council.
- o) Oversee Church archives and work with Church Archivist and Historian and recommend appointments for these positions to Council..
- p) Present a written report to the annual meeting of the Congregation.

### **C.4 Fellowship and Special Events (FET) Action Team shall:**

- a) Create a warm and caring fellowship within the Congregation of St. Paul's United Church.
- b) Promote opportunities for fellowship by providing refreshments as needed.
- c) Encourage people of the Congregation to be involved in fellowship events.
- d) Organize, administer and assist with Special Church events, having an overall fellowship focus. including fundraising and social events.
- e) Assist and support new fellowship groups as required.
- f) Act as a "Liaison" between Church Council and Fellowship groups.
- g) Prepare plans and a budget for Action Team activities for approval by Church Council
- h) Provide assistance and coordination with other groups within the Church planning similar activities including maintaining a special events calendar.
- i) Provide the coordinating function for all raffles and lotteries and bring any such requests to Council for approval.
- j) Coordinate any applications to be made to any government agency, either directly or indirectly, for external funding.
- k) Present a written report to the annual meeting of the Congregation.

### **C.5 Finance Action Team shall:**

- a) Record all contributions, approve and record all disbursements of the general funds of the church and prepare current financial statements on a monthly basis for Church Council.
- b) Arrange and supervise the work of the Church Treasurer, and Envelope Secretaries, and Counting Teams.
- c) Arrange for distribution of envelopes, maintain contribution records, including records of all various contributions and results of special appeals and share the information with appropriate Action Teams and Council.
- d) Issue receipts for income tax purposes.
- e) Monitor the overall financial position of the church and also financial matters of special concern and report these regularly to the Church Council or the Executive of Church Council.
- f) Arrange for the audit of the church general funds and financial statistics. The auditors are to be appointed at the Annual General Meeting,

- g) Approve payment of expenditures as outlined in the budget and also bring to the attention of Church Council or the Executive of Church Council for approval the payment of major emergency expenses which were not included in the budget.
- h) In conjunction with the Church Administrator, establish a Rentals Committee to develop and maintain Policies and Procedures with respect to the use and rental of church facilities.
- i) Share, on an ongoing basis, financial information with the Stewardship Action Team as approved by Council.
- j) When authorized by Council, to borrow funds when necessary to meet financial obligations.
- k) Prepare and submit an annual Church budget in co-operation with other Church Council Action Teams to Church Council for ratification by the Congregation at the Annual Congregational meeting.
- l) Prepare plans and a budget for Action Team activities for approval by Church Council.
- m) Prepare long-range financial plans for the church to provide focus and continuity of programs.
- n) Present a written report to the annual meeting of the Congregation.

**C.6 Membership Action Team shall:**

- a) Ensure that the Church Roll is maintained and revised annually by the Roll Clerk.
- b) Provide a list of all membership transfers from St. Paul's and all applications for membership to St. Paul's for presentation to and approval of the Church Council.
- c) Make recommendations to the Church Council concerning transfer of members to the non-resident roll, and the removal of persons from active and non-resident rolls, to the Historical Roll.
- d) Oversee records of baptisms, marriages and deaths, and to be available for consultation regarding baptisms, weddings and funerals.
- e) Acquaint visitors with the wide variety of opportunities enjoyed by St. Paul's Congregation including the Welcoming Action Team, the Welcoming Centre and organizing refreshments after Church Services (Coffee Hour).
- f) Arrange for ASK classes (confirmation) and Enquirers courses for new members and confirmands.
- g) Assist with the ASK confirmation class preparations including the confirmation breakfast.
- h) Arrange faithful follow-up activities for interested families during the first two (2) years after they have indicated that St. Paul's is their church home.
- i) Assist in the church service involving the reception of new members, transfers and profession of faith.
- j) In conjunction with the ministerial staff, implement and maintain guidelines for all aspects of the Sacrament of Baptism.
- k) Prepare plans and a budget for Action Team activities for approval by Church Council.
- l) Present a written report to the annual meeting of the Congregation.

**C.7 Ministry and Personnel Action Team shall:**

- a) Support the various members of Church staff, including student ministers, in their work and help maintain good relationships between them and provide for appropriate recognition of current and departing staff members.
- b) Maintain clear guidelines regarding the responsibilities and authority levels of various staff members.
- c) Liaise between staff members, Council and the Congregation in matters of general administration and relationships.
- d) Recommend to and obtain approval by Church Council regarding matters of salary, benefits, working conditions and other employment practices respecting Church staff prior to finalizing any of the preceding with any staff member.
- e) Establish and maintain appropriate guidelines for selection of non-ministerial church staff, as approved by Council.
- f) Establish and periodically review job descriptions for all staff positions.
- g) In case of any non-ministerial staff vacancy, and under direction of Council, conduct a selection process of replacement staff and make recommendations to Council.
- h) Carry out annual performance reviews of Church staff.
- i) Maintain a liaison with Halton Presbytery.
- j) Present a written report to the annual meeting of the Congregation.

**C.8 Mission and Outreach Action Team shall:**

- a) Be responsible for educating the Congregation in the total mission of the church at home and abroad by sharing information, arranging events of a mission nature and generally making the Congregation more aware of the needs on local, national and international levels.
- b) Develop and maintain a liaison with mission projects.
- c) Administer the benevolent fund and investigate the needs within the community where St. Paul's United Church might help.
- d) Administer and support the mission and service fund of St. Paul's United Church and set budget objectives.
- e) Maintain contact with Halton Presbytery.
- f) Initiate and organize seminars and information relating to social and ethical issues.
- g) Submit an annual budget, establishing priorities for disbursements and overseeing the outreach funds for approval by Church Council.
- h) Prepare plans and a budget for Action Team activities for approval by church Council.
- i) Present a written report to the annual meeting of the Congregation.

**C.9 Nominating Action Team shall:**

- a) Be composed of the Executive and such other persons as appointed by Council.
- b) Invite members of the congregation to serve on Council and members and adherents to be invited to serve on Action Teams during the months of December and January. The Nominating Action Team shall post a notice on at least two occasions in December and again in January in the church bulletin and in the December/January issue of the Herald.
- c) Nominate annually persons to fill the various vacancies on Council and persons to act as Presbytery representatives.
- d) Nominate when or as required, from among members of the congregation, persons to serve on the Board of Trustees.
- e) In consultation with the Chairs of the pertinent Action Teams, nominate persons to serve on the various Standing Action Teams, to be approved by Council.
- f) Advise all nominees of expected responsibilities of each nominated position.
- g) Carry out duties described in Article 7.

**C.10 Pastoral Care Action Team shall:**

- a) Oversee, in consultation with the ministerial staff, a program of pastoral and lay visitation of the congregation.
- b) Develop support, monitor and initiate programs and counseling for people in the Congregation and community in need, such as divorced and widowed people, single parents, people dealing with grief or families with problems. This would be done in consultation with and in cooperation with ministerial staff.
- c) Arrange for distribution of tapes of church services to shut-ins.
- d) Arrange communion services for shut-ins.
- e) Support the ministers at the services at Allendale or other senior citizens homes, Milton District Hospital, Maplehurst, or other locations in the community.
- f) Prepare plans and a budget for Action Team activities for approval by church Council.
- g) Present a written report to the annual meeting of the Congregation.

**C.11 Planning and Evaluation (Strategic Planning) Action Team shall:**

- a) Coordinate, in general terms, the long range planning activities of Church Council and its Action Teams.
- b) Advise and assist Council in developing a long-range plan for St. Paul's.
- c) Evaluate the effectiveness of specific areas of the work and life of St. Paul's United Church as assigned by Church Council.
- d) Evaluate the effectiveness of specific areas of Church Council and its Action Teams as assigned by the Executive of Church Council.
- e) Assess the effectiveness of current short-range and long-range plans as assigned by the Executive of Church Council.
- f) Report to Church Council on a regular basis bringing forward program assessments and recommendations.
- g) Present a written report to the annual meeting of the Congregation.

- h) Maintain a liaison with Halton Presbytery.

**C.12 Property Action Team shall:**

- a) Maintain in good condition, all real and personal property that is held in trust or that is required for the use of St. Paul's.
- b) Organize and supervise the maintenance and improvement programs of all property (both current and long-range programs).
- c) Maintain and equip the church building and grounds in such a way as to satisfy all fire, safety, insurance and municipal codes/regulations.
- d) Maintain and ensure the safety of all fixed assets including property, equipment and furnishings.
- e) Oversee Church use in consultation with the Board of Trustees or their representative.
- f) If applicable, negotiate maintenance contracts and submit to Council for approval.
- g) Annually initiate fire drills required by regulation in cooperation with the Christian Development and Worship Action Teams.
- h) Liaise with the Board of Trustees as necessary.
- i) Develop and update a five (5) year plan for major maintenance projects.
- j) Prepare plans and a budget for Action Team activities for approval by church Council.
- k) Prepare long-range property plans for the Church to provide focus and continuity of programs.
- l) Present a written report to the annual meeting of the Congregation.

**C.13 Stewardship Action Team shall:**

- a) Guide, motivate, educate and stimulate thinking regarding the total meaning and scope of stewardship in the minds of the members of the whole congregation including responsible management of all that God entrusts to each person.
- b) Keep the congregation aware of the use of time, talent and dollars in the work of Jesus Christ.
- c) Administer, maintain and update a volunteer register through the Volunteer Sub Action Team.
- d) Initiate and carry out specific projects in stewardship education in close liaison with all other standing Action Teams of Council.
- e) Prepare and submit an annual Stewardship plan for presentation to and approval by Council.
- f) Guide and motivate the congregation in accepting its responsibility to support the operating, Mission and Service/local Outreach and Facility Improvement funds.
- g) Enlist aid of Council when necessary to carry out any fundraising campaigns.
- h) Encourage, promote and provide guidelines for testamentary and other bequests to St. Paul's United Church.
- i) Prepare plans and a budget for Action Team activities for approval by church Council.
- j) Present a written report to the annual meeting of the Congregation.

**C. 14 Worship Action Team shall:**

- a) Oversee, in co-operation and in consultation with the appropriate Church staff, the following:
  - development and use of liturgies.
  - order of service.
  - sacraments of baptism and communion.
  - communion for shut-ins.
  - development of Congregational participation in worship.
  - arrangement for lay assistance in such areas as:
    - ushering
    - welcoming
    - communion
    - the use of the sanctuary.
- b) Attend to matters specific to the Contemporary Worship Service.
- c) In conjunction with ministerial staff, implement guidelines concerning weddings and funerals.
- d) Oversee, in cooperation and in consultation with the Director of Music, the following areas:
  - i) the budget to support the goals of the music program.
  - ii) the development and support of a strong music program for all choirs, etc.

- iii) the selection of a supply organist when required, in consultation with the organist.
- iv) arranging, in consultation with the Property Action Team, all regular and emergency repairs for the musical instruments in the sanctuary.
- v) assisting the Ministry and Personnel Action Team in selecting the Director of Music.
- e) Arrange, in consultation with church staff, special services such as anniversary services, outdoor services, dedication services, etc.
- f) Arrange for pulpit supply, pulpit exchange and special speakers.
- g) Make recommendations to Council as to Bibles, hymn books or other materials to be placed in pews.
- h) Be responsible for the appropriate decoration of the sanctuary for services.
- i) In cooperation with the Ministry & Personnel Action Team ensure that a Wedding Coordinator is appointed and available for all weddings.
- j) Prepare plans and a budget for the Action Team to support both traditional and contemporary services and Action Team activities for approval by church Council
- k) Present a written report to the annual meeting of the Congregation.