
CITY VIEW UNITED CHURCH CONSTITUTION

Revised February 25, 2018

PART I

ARTICLE I

ORGANIZATION

- Section 1. The name of this Pastoral Charge shall be "City View United Church", hereinafter referred to as "the Church".
- Section 2. The confirmed members and adherents who contribute regularly to the life and work of the Church shall be known as the "Congregation" of the Pastoral Charge.

ARTICLE II

MISSION AND VISION

- Section 1. The mission statement and vision statement of the Church shall be:
- a) Mission statement: To be a welcoming and inclusive Christian community, growing spiritually and caring for those in need.
 - b) Vision statement: Growing our church community by expanding our faith in God, supporting those in need and strengthening community relationships.
- Section 2. The Church shall take steps and engage in such activities as are necessary to achieve its mission and vision within the provisions of *The Manual* of the United Church of Canada (hereafter referred to as *The Manual*).

ARTICLE III

AFFILIATION

- Section 1. The Church shall be affiliated with the Ottawa Presbytery of the MontrealOttawa Conference of the United Church of Canada.

Section 2. The Church shall be governed by any rules and regulations applying to a pastoral charge in *The Manual*.

ARTICLE IV

FISCAL YEAR

Section 1. The fiscal year shall be from January 1 to December 31.

ARTICLE V

THE CONGREGATION

Section 1. The Congregation shall be the major policy making body of the Church, responsible for abiding by the Basis of Union of the United Church of Canada.

Section 2. The Congregation shall meet annually within 60 days after the last day of December and more frequently if either duly called or required according to the provisions of *The Manual*.

Section 3. All confirmed members may vote on all items of business at a meeting of the Congregation. Adherents may vote on temporal matters only in accordance with *The Manual*.

Section 4. The Congregation, at the Annual General Meeting, shall appoint a Chairperson who shall preside over and a Secretary who shall record that meeting and any subsequent congregational meetings during the year until the next Annual General Meeting. The Chairperson must be a full member of the Congregation.

Section 5. A meeting called for the purpose of discussing pastoral relationships shall be chaired by the person appointed by the Presbytery in accordance with *The Manual*.

Section 6. The quorum for a meeting of the Congregation shall be twenty (20) members of the Congregation.

Section 7. The Congregation at the Annual General Meeting shall receive the annual reports, approve the estimates of revenue and expenditure, approve the appointment of auditors for the forthcoming year, and deal with any policy or other business brought before it, except the question of a change in pastoral relationship unless it has been specified in the notice calling the meeting as provided for in *The Manual*.

ARTICLE VI

THE COUNCIL OF THE CONGREGATION

Composition of Council

Section 1. The Council of the Congregation (“the Council” or “Council Members”) is responsible to the Congregation. Its main functions are set forth in Part II.

Section 2. The Council can only be composed of members or adherents of the Congregation.

Section 3. The Council shall be composed of the following roles:

- a) Minister(s)
- b) Chairperson
- c) Immediate Past Chairperson or Vice Chairperson*
- d) Secretary
- e) Treasurer
- f) The Chair of each Standing Committee
- g) Chair of the Board of Trustees
- h) Presbytery representative

*The Vice-Chairperson and Immediate Past Chairperson shall serve only one year in each of these offices. Only one of these positions shall be filled in any one year and the person holding that position shall also serve as Chairperson of the Nominating Committee.

Section 4. The Standing Committees of the Council shall be:

- a) Worship and Education
- b) Community Care and Outreach
- c) Communications and Events
- d) Ministry and Personnel
- e) Finance, Administration and Property
- f) Nominating

Section 5. Each Minister shall be an *exofficio* member of all Standing Committees of the Council except Ministry and Personnel. Ministers are members of the Nominating Committee.

Section 6. Standing Committee members other than the Chair are not considered members of Council.

Nomination, Election and Terms

Section 7. Any confirmed member or adherent of the Congregation is eligible for nomination and election to the Council and Standing Committees. All eligible nominated Congregation members or adherents must have previously consented to their nomination. The Chairperson of the Council and Presbytery Representatives must be full members of the Congregation as required by *The Manual*.

Section 8. Nominations shall be made by:

- a) the Nominating Committee;
- b) members of the Council at the meeting of Council preceding the meeting of the Congregation at which the members are to be elected; or,
- c) members of the Congregation at the said meeting.

Section 9. Council Members and Standing Committee Members shall normally be elected at the Annual Nominating Meeting, which shall be scheduled during the month of May each calendar year. They can also be elected at other congregational meetings. Appointments are effective as of the conclusion of the meeting at which they are elected.

Section 10. The term of office for Council Members and Standing Committee Members shall be two (2) years. No lay person shall serve on Council for more than three (3) consecutive terms in the same position except when an extension is deemed necessary by the Nominating Committee, or in the case of the Board of Trustees as noted in Article VIII Section 5, or in the case of Presbytery representatives who will normally serve not more than five (5) consecutive years.

Meetings of Council and Voting

Section 11. The Council must meet at least once quarterly. It may decide to meet more often.

Section 12. A Special Meeting of the Council may be held at the call of Presbytery, Ministry Personnel, the Chairperson, or when five (5) Council Members place a request in writing with the Chairperson, in which instance a meeting shall be held within fourteen (14) calendar days of the receipt of such request, which will deal specifically with the issue raised in the request to meet. (see *The Manual*)

Section 13. A quorum for a meeting of the Council shall be seven (7) of its members, including Minister(s). A Minister of the Congregation must be present or, in the absence of a Minister, an authorized representative designated by Presbytery.

Section 14. Only Council Members, or Acting Council Members per section 17 of this article, may cast votes in a Council Meeting. Each Standing Committee Chair gets one vote. In cases where both co-chairpersons of a standing committee are in attendance, one of the co-chairpersons will be designated to represent the committee in the quorum and in any voting conducted. In cases where there are more than one Presbytery Representative present, one of the representatives will be designated to represent them in the quorum and in any voting conducted.

Section 15. Chairpersons unable to attend a Council Meeting may appoint a delegated representative from their Committee to attend by notifying the Secretary ahead of the Council Meeting. Delegated representatives may cast votes at Council meetings on behalf of their Committee. The delegated representative will be deemed an Acting Council Member only for the specific Council Meeting they are attending as a delegated representative.

Section 16. Standing Committee members, as well as any member or adherent of the Congregation, may attend and participate in a Council Meeting in a non-voting capacity.

Section 17. Minutes from all Council Meetings will be made available to the Congregation at a reasonable period after each Council Meeting.

Replacement or Resignations of Council and Committee Members

Section 18. A Council or Committee member who consistently fails to attend to the assigned Council or Committee responsibilities may be requested to resign by the Council.

Section 19. When a member of the Council or a Committee finds it necessary to resign during his/her term of office, or when additional members are required for Council or Committees, exclusive of the Minister(s), the Nominating Committee shall recommend for Council approval new members to temporarily fill the position until the next duly called meeting of the Congregation when the position will be filled by election.

ARTICLE VII

THE BOARD OF TRUSTEES

Section 1. There shall be a Board of Trustees consisting of a minimum of three (3) and a maximum of fifteen (15) members of the Congregation.

- Section 2. The Board of Trustees shall hold in trust on behalf of the Congregation all lands, premises, and chattels acquired for the use of the Congregation and shall administer these for the use and benefit of the Congregation in accordance with the instructions, rules, bylaws, orders, or directives of the Congregation and any relevant statutes, including the trust of Model Deed (see *The Manual*). Duties include ensuring that adequate insurance, including public liability, is carried.
- Section 3. The Board of Trustees shall obtain income on behalf of the church from the use of Church facilities for activities organized by acceptable groups outside the Church, according to a policy established by Council. In so doing, the Board shall negotiate the rental rates, and terms and conditions of occupancy, of short-term rental contracts and formal agreements of tenancy.
- Section 4. The Board of Trustees shall receive on behalf of the Church any legacies or endowments and administer such funds on behalf of the Congregation.
- Section 5. The Board of Trustees shall receive on behalf of the Church any memorial donations given to the Church, and shall administer such funds on behalf of the Congregation.
- Section 6. Trustees shall be elected for a three-year term and shall be eligible for re-election for two further consecutive terms. Anyone completing three consecutive terms shall not be eligible for re-election to the Board of Trustees for three years.
- Section 7. The Board of Trustees shall meet whenever the Trustees deem it necessary or when requested or instructed by the Congregation to meet but is required to meet at least quarterly.
- Section 8. If a Trustee position becomes vacant mid-term, the Council shall appoint a member of the Congregation to fill the position until the next duly called meeting of the Congregation when the position will be filled by election

ARTICLE VIII

SUB-COMMITTEES AND AD HOC COMMITTEES

- Section 1. Council or Standing Committees can establish sub-committees or ad hoc committees as they deem necessary to carry out their duties. All such sub-

or ad hoc committees shall be set down at the completion of the assigned tasks, or at end of each term of office, whichever is appropriate.

Section 2. Members of sub-committees and ad hoc committees may be drawn from the entire Congregation, not just the Standing Committee.

ARTICLE IX

AMENDMENTS TO THE CONSITUTION

Section 1. This constitution may be amended at any duly called meeting of the Congregation where thirty (30) days prior notice has been given in the Church Bulletin, and twothirds of the eligible voters in attendance at the meeting approve.

ARTICLE X

CONDUCT OF MEETINGS

Section 1. All meetings of the Congregation, the Council, and all Committees and the Board of Trustees shall be conducted in accordance with "The Rules of Debate and Order" contained in *The Manual*.

Section 2. On any matters where "The Rules of Debate and Order" contained in *The Manual* are silent, the rules of parliamentary procedure contained in Bourinots' *Rules of Order*, latest revision, shall govern the deliberations.

CITY VIEW UNITED CHURCH CONSTITUTION

PART II

RESPONSIBILITIES

Part II designates the key responsibilities assigned to the following groups within the Church.

- A. Council of the Congregation
- B. Executive of the Council
- C. Standing Committees
 - a. Worship and Education
 - b. Community Care and Outreach
 - c. Communications and Events
 - d. Ministry and Personnel
 - e. Finance, Administration and Property
 - f. Nominating

A. THE COUNCIL OF THE CONGREGATION

The Council of the Congregation has general responsibility for oversight of the spiritual life and other interests of the congregation including matters of worship, education, pastoral care, outreach, communications, pastoral relations, finance, property and membership. More specifically it is responsible for:

- a) recommending major policies to the Congregation to guide the operation of the Pastoral Charge;
- b) recommending the annual operating budget to the congregation;
- c) reviewing and making proposals to the Congregation at Annual or Special Meetings concerning major expenditures or decisions affecting the Pastoral Charge;
- d) promoting the stewardship message to the congregation, organizing stewardship programs and coordinating the stewardship responsibilities of the individual committees of Council;
- e) implementing the policies and conducting the affairs of the Congregation on its behalf to meet the aims and objectives of the Church by:
 - i. approving nonbudgeted expenditures up to \$10,000;
 - ii. in emergencies, approving the commitment of monies up to an amount of 10% of the annual operating budget of the Church for needs that have not been previously approved by the Congregation or the Council;

- iii. approving the award of, and executing, contracts other than those that can be awarded and executed by the Board of Trustees and those that have been delegated by Council for awarding and execution by other Committees directly;
- iv. dealing with all matters referred to it by its Standing Committees;
- v. coordinating the efforts of all Committees to ensure that the needs of the Church are being met;
- vi. ensuring that all matters brought to its attention are dealt with appropriately by one or more Standing Committees or the Board of Trustees;
- vii. advising Standing Committees or the Board of Trustees as necessary;
- viii. providing for liaison between the Congregation and Presbytery;
- ix. recording and preparing minutes of all its meetings; and,
- x. meeting all relevant denominational, federal, provincial and municipal requirements.

B. THE EXECUTIVE OF THE COUNCIL

1. The Executive of the Council shall consist of the Chairperson, the Immediate Past Chairperson or Vice-Chairperson, the Secretary, and the Treasurer.
2. The Chairperson shall preside at all meetings of the Council.
3. The Immediate Past Chairperson or ViceChairperson shall, in the absence of the Chairperson, preside at all meetings of Council.
4. The Secretary shall:
 - a. keep an accurate record of all meetings of the Council and shall provide copies of the minutes to Council members;
 - b. attend to all correspondence on behalf of the Council and shall maintain a record of all incoming correspondence and copies of all outgoing correspondence;
 - c. be responsible for preservation, sorting, cataloguing and display of archival material held at the Church;
 - d. manage the police records check program for volunteer positions; and,
 - e. keep the Church Policy Handbook up to date.
5. The Treasurer shall:
 - a. keep all Church funds in a safe place;
 - b. pay salaries, wages and other accounts when authorized; and,
 - c. with the assistance of the Finance, Administration and Property Committee, prepare and administer an annual budget and report on same to the Council;
 - d. with the assistance of the Finance, Administration and Property Committee, maintain an accurate accounting of all expenditures and revenues and prepare monthly and year-end financial statements;

- e. file returns required by the Canada Revenue Agency, the Workplace Safety and Insurance Board of Ontario and other federal and provincial regulatory bodies; and,
- f. provide reports as required by the United Church of Canada.

C. STANDING COMMITTEES

Each Standing Committee shall be responsible for:

- a) carrying out in an orderly and effective manner all duties and tasks assigned to it by Council;
- b) preparing an annual budget, with the assistance of the Treasurer and/or the Finance, Administration and Property Committee, for submission at the Annual Congregational Meeting;
- c) managing its approved budget, including authorizing expenditures for payment;
- d) maintaining records of all meetings, decisions, and major activities for the information of other members; and,
- e) reporting all major decisions, plans or recommendations at Council meetings.

The specific responsibilities of each Standing Committee are:

1. WORSHIP AND EDUCATION

The purpose of the Worship and Education Committee is to promote congregational participation in meaningful worship and to lead all persons to know God as revealed in Jesus Christ so that they may serve Him in love through worship and work, fellowship and witness of the Church. The Worship and Education Committee shall:

- a) work diligently to maintain worship as the focal point of the Church;
- b) cultivate supportive relations with the Minister(s), the Sunday School and Youth Program Coordinator(s), the Organist, and Choir Director(s);
- c) decide the format of public worship;
- d) oversee all that occurs within worship;
- e) provide for the administration of the Sacraments;
- f) provide ushers and greeters from all age groups;
- g) provide audio-visual operators for all services;
- h) co-ordinate aesthetic aspects of the sanctuary;
- i) co-ordinate education regarding worship in order to provide new opportunities for worship within the Church;
- j) have jurisdiction over the use of the sanctuary;

- k) ensure the proper maintenance of the furniture and equipment in the sanctuary, including the organ, pianos and audio-visual equipment, in consultation with the Finance, Administration and Property Committee;
- l) provide guidelines to the organist and the choirs;
- m) identify the educational needs of the Congregation;
- n) establish policy, develop programs, and select curriculum to assist everyone in the Congregation to grow in knowledge of the Christian religion and in Christian faith and love;
- o) coordinate youth interaction such as Sunday School, youth groups and the nursery;
- p) coordinate literature of spiritual learning;
- q) implement the programs by recruiting and training leaders, and providing resources including library, audiovisual aids, finances, and accommodation; and,
- r) evaluate the programs and provide recognition to the participants.

2. COMMUNITY CARE AND OUTREACH

The purpose of the Community Care and Outreach Committee is to raise the level of consciousness of the members of the Congregation concerning Christian social issues, to encourage active participation in dealing with these issues, and to fulfill the Mission and Service responsibilities of this Church. The Committee also works closely with the Minister(s) to provide Christian concern and care for and with the people of the congregation. The Committee shall:

- a) provide leadership in establishing services and programs of social outreach and support, and co-operate with community agencies having similar goals;
- b) encourage the Congregation to attain or surpass the suggested Pastoral Charge Objective for the Mission and Service Fund as determined by Presbytery, or a revised objective as determined by a motion passed at the Annual Congregational Meeting;
- c) study issues and inform the Congregation about various Mission and Service projects in order to allow members of the Congregation to become personally involved; and,
- d) support those who serve in a Christian mission field.

Pastoral Care Responsibilities

Pastoral Care is an extension of the ministry of City View United Church, as such membership on the Pastoral Care team will normally be attained by successfully completing a recognized Pastoral Care course and then being invited by the Nominating Committee, on the recommendation of the Minister(s) and the Pastoral Care team lead, to join the team.

Believing that the Church is called to love all those entrusted to its care, the Pastoral Care team seeks to honour those in the Congregation with special needs by:

- a) respecting the confidentiality of their respective stories;
- b) listening to their concerns;
- c) valuing their contributions, past and present; praying with and for them;
- d) nurturing quality friendships with them;
- e) supporting them in word and deed;
- f) visiting with them wherever they are;
- g) recognizing their unique place in the life of the Church, keeping them informed about church life; and
- h) encouraging their continuing relationship with the Congregation.

The Pastoral Care team shall:

- a) visit with those unable to attend worship services, including those in hospital or care facilities;
- b) offer spiritual support to individuals and families during crises or bereavement;
- c) offer spiritual support to care givers;
- d) distribute audio or other tapes of worship services as requested;
- e) arrange special worship services and fellowship with those who cannot attend regular services and congregational events;
- f) consult with the Minister(s) to ensure appropriate referral for assessment and services; and
- g) liaise with those members of the Finance, Administration and Property Committee responsible for membership concerning those who are being visited by Pastoral Care team members.

3. COMMUNICATIONS AND EVENTS

The purpose of the Communications and Events Committee is to promote opportunities for individual and family interaction within the Congregation, and to co-ordinate public relations for the Church. The Committee shall:

- a) promote fellowship in the Church by organizing regular and special events;
- b) promote the church internally to members through various communications media;
- c) promote the church in the community through various communications media; and,
- d) Provide oversight of the Congregation's online presence

4. MINISTRY AND PERSONNEL

The purpose of the Ministry and Personnel Committee is to manage the human resources that support the life and work of the congregation including developing

policies and procedures, their implementation, and recruiting non-ministerial staff. They also provide all staff members with ongoing support and opportunities for consultation by means of regular individual and group meetings, and to enhance communication between the staff and the Congregation. This Committee shall work in conjunction with the appropriate Standing Committees of Council to resolve any matters involving personnel. This Committee shall be guided by the appropriate section(s) of *The Manual*, and shall, more specifically:

- a) consist of not less than three (3) nor more than seven (7) members representative of the Church and shall exclude from membership any employee of the Church;
- b) meet and report to the Council regularly;
- c) report matters of a confidential nature to the Chairperson of Council;
- d) arrange for temporary supply for all positions as required (e.g., minister, organist, office administrator, custodian);
- e) manage the Health and Safety program and the Accessibility program on behalf of Council.
- f) manage the police check program for staff positions; and,
- g) acting in an advisory capacity:
 - i. be supportive of all employees and contract personnel;
 - ii. review the job descriptions of all staff and make recommendations to the Council concerning changes;
 - iii. coordinate an annual review of the effectiveness of the Church staff in carrying out the Church's goals and objectives as defined by Council;
 - iv. enhance communication among staff members and between staff and the Congregation, and mediate conflicts, in conjunction with any appropriate Committee Chairpersons;
 - v. review salaries and other working conditions, in consultation with appropriate Committees, and make recommendations to the Council;
 - vi. make recommendations to the Council concerning initiating or terminating contracts of permanent employees; and,
 - vii. liaise with the Pastoral Relations Committee of the Presbytery.

5. FINANCE, ADMINISTRATION AND PROPERTY

The purpose of the Finance, Administration and Property Committee is to co-ordinate all matters related to the administration of the Church and oversee the maintenance and upkeep of all Church properties, in conjunction with other Standing Committees as required. The Finance, Administration and Property Committee has the following responsibilities:

Finance and Administration Responsibilities

- a) use various means to encourage monetary contributions to the Church;
- b) establish and implement policies and procedures for the management and administration of the finances of the church;
- c) assist the Treasurer in preparing and administering an annual budget and reporting on same to the Council;
- d) assist the Treasurer in maintaining an accurate accounting of all expenditures and revenues and preparing monthly and year-end financial statements;
- e) oversee all processes related to the collection and recording of contributions to the Church and issue official receipts;
- f) oversee all Church office functions, including the filing and computer systems, and provide general direction to the office administrator and the bookkeeper; and,
- g) award and execute contracts up to \$5,000 for the repair, maintenance and operation of Church office equipment where this is within budget and the bid is selected in a competitive process.

Property Responsibilities

- h) maintain the Church's fixed and moveable assets in good condition through:
 - i. arranging appropriate service contracts;
 - ii. assessing and addressing repair and upkeep needs;
 - iii. providing direction to the custodial staff; and
 - iv. preparing plans and budgets;
- i) ensure that the Church building is provided with the necessary utility services;
- j) oversee security of the building and facilities;
- k) develop plans and prepare estimates for alterations to Church building and grounds and make recommendations to Council as appropriate;
- l) obtain, where reasonable and practical, competitive quotations for the supply of goods and non-utility services;
- m) award and execute contracts up to \$10,000 for the repair, upkeep, and operation of the Church property where this is within budget and the bid is selected in a competitive process;

Membership Responsibilities

- n) maintain the roll of members, and conduct an annual review of the roll in accordance with *The Manual*, removing names of inactive members;
- o) maintain an up-to-date list of adherents;
- p) devise plans to maintain contact with those who move, including students away at school;
- q) welcome prospective members and adherents to become members of the Church through baptism, transfer, profession of faith, and reaffirmation of faith; and,
- r) gather information concerning the talents of members and adherents.

6. **NOMINATING**

The purpose of the Nominating Committee is to ensure that sufficient human resources are available to carry out the aims and purposes of the Church. It shall be an ongoing Committee of Council made up of the Minister(s), up to five members of the Congregation, and the Immediate Past Chairperson of Council or the ViceChairperson who shall act as Chair. This Committee shall:

- a) nominate at the Annual Congregational Meeting a full slate of names to fill all vacancies, including the Trustees and Representatives to Presbytery;
- b) nominate candidates to fill vacancies as they occur; and
- c) produce an annual Master List indicating the term of office of each member of Council and Standing Committees.