



Melville United

Constitution

Revision History:

Adopted by Official Board - October 11, 1994

Adopted by Melville United Church Congregation - October 30, 1994

Revisions suggested by Waterloo Presbytery - January 1995

First year revisions adopted by Church Council - January 1996

Second year revisions adopted by Annual Congregational Meeting - February 1997

Constitutional change passed at the Annual Meeting - February 2006

www.melvilleunited.org

300 St. Andrew Street West
Fergus, Ontario
N1M 2W7

Phone: (519) 843-1781
e-mail: info@melvilleunited.org

Mission Statement

We are a part of God's church. We proclaim and celebrate our Christian faith, hope and love with all those around us, nurturing each other in loving Christian ways, strengthened and guided by the Holy Spirit and the example of Jesus.

Introduction

For many years, Melville United Church had functioned with an Official Board Structure. This traditional model has three classes of Board Membership: one spiritual (dealing with members, visiting, etc.), and the other two temporal (one dealing with financial issues and the other with property issues.) It was decided at the Official Board meeting on April 11, 1994 that this congregation would consider a change, which would allow a larger percentage of congregational participation without the time commitment of so many meetings. This structure would maintain an effective size for Board decision-making. The new structure would be Church Council.

Guidelines

1. The Church Council is the governing body of Melville United Church. Each committee will have one (1) representative on the Council, except the Christian Development Committee, which will have two (2). In addition is an Executive Council consisting of the Chairperson, Past Chairperson, Vice Chairperson(s), Recording Secretary, Church Treasurer, and the Ministerial Staff. This will create a Council of a possible nineteen (19) members. All will vote except the Ministerial Staff and the Chairperson. In the event of a tie vote, the Chairperson will vote to break the tie.
2. The Executive Council will meet at the call of the Chairperson when deemed necessary. The Executive Council may be given the power of Council when deemed necessary to complete any unfinished Council business. Such actions must be reported at the next Council Meeting. When the Executive Council makes decisions, all decisions must be presented at the next Council meeting.
3. The Council will hear reports from committees, make broad policy decisions concerning these reports and respond to any other matters coming before it. It is the responsibility of the committee representatives to report to the Council on the work of their committees. These committees should meet at least five (5) times a year. The Council will insure that the vision of our Mission Statement is considered in all decisions.
4. Church Council will meet every month except during the ministerial vacation.
5. The term of membership on Council Committees (with the exception of the Trustees) is three (3) years with the optional addition of up to two (2) years. No member may serve more than 5 consecutive years. No member can hold the position of committee chair for more than two (2) years on the same committee. The Trustees term will be six (6) years. For Trustees, one-third (1/3) will be elected every two (2) years. The Council will fill any vacancy occurring during the year.
6. Appointments and elections to the Council and its committees will take place at the Annual Congregational meeting. The Stewardship Committee will present a list of nominations. There will also be an opportunity, at that time, for nominations from the floor to fill any vacant positions.
7. Following the Annual Meeting, a meeting of all new and current Council and Committee members will be called. This meeting will set in motion the work of Melville United Church for the subsequent year. At this meeting a brief overview of Council and Committees responsibilities will be explained. Also at this time the committees will meet separately to elect a Chairperson, Secretary and Committee's representative to Council and to set future-meeting dates. A plan of the Committee's work will be taken to the first

meeting of the Council in March. Copies of the current constitution will be made available at this meeting for each committee.

8. Council will coordinate activities which involve more than one committee. When more than one committee is involved each committee must make a report to Council on coordinated activities.
9. Any matters that a committee is unable to resolve successfully should be brought before Council for discussion and resolution.
10. The business of the Church Council will be handled by a vote.
11. The Ministerial Staff will attend all Church Council meetings except where extenuating circumstances, emergency or illness prevent.
12. A quorum of 50 percent plus 1, which must include a Ministerial Staff member, is required at Church Council, with the Chairperson or Acting Chairperson present. The quorum for committee meetings is 50 percent. This will include the chairperson of the committee.
13. Committees cannot exceed their approved budget without Council authorization. Even if budgeted, no item can be purchased exceeding \$500.00 without Council approval.
14. Further reviews of this constitution may take place every year.
15. A Special Meeting of the Church Council can be called by the Chairperson of Church Council. At least one of the following means will be used to announce this meeting:
 - a. Written notice
 - b. Announcement in a Sunday Worship Service
 - c. Telephone contact or
 - d. Via e-mail with a response required.
16. If a need arises to clarify questions regarding any United Church Policy, the Church Council will refer to the United Church Manual.
17. Ministerial Staff will serve as a consultant and provide guidance to all committees on request. Committees should not hesitate to call upon the Ministry Personnel for such guidance.
18. The Church Council, through the Worship, Music and Communication Committee, shall insure the preparation, publication and distribution of the Annual Report prior to the Annual Congregational Meeting (United Church Manual - Bylaw 184 (a)).
19. By October 1st of each year, all committees and organizations in our church shall to present to the Finance Committee a proposed budget for the following year's operation. Church Council shall insure that all financial statements are audited before appearing in the Annual Report.
20. All Presbytery Representatives will be elected at the Annual Congregational Meeting for a term of three (3) years. Two alternates may attend Presbytery meetings and should a vacancy occur an alternate will fill that position.
21. Notice of a Congregational Meeting must include a statement of purpose and be given during worship on each of two (2) preceding Sundays on which public worship is held. (United Church Manual - The Pastoral Charge: The Congregation - Bylaw 112)
22. For the purpose of a Change in Pastoral Relations, the process as outlined in the Manual and Waterloo Presbytery Pastoral Council Policies and Procedures will be followed.
23. Any amendments to the contents of this Constitution must be approved by Church Council, the congregation of Melville United Church and Waterloo Presbytery.

24. Any persons wishing to sit on the Executive of Church Council or as Chairperson of a committee must be a member of the United Church of Canada in good standing. To sit as a committee member, United Church membership is not mandatory.
25. The Council has authority to appoint time limited, specific subject ad-hoc committees to make recommendations to the Council and to perform duties assigned by Council.
26. Council will appoint a person to act as the Congregation's Privacy Officer as mandated by the United Church of Canada.

Committees

1. Christian Development
2. Stewardship
3. Finance
4. Property
5. Trustees
6. Pastoral Care
7. Mission and Outreach
8. Ministry and Personnel
9. Worship, Music and Communication
10. Presbytery Representatives
11. Fund Raising Committee

Unless otherwise stated each committee should have five (5) members but no fewer than three (3).

1. Christian Development

Christian Development shall consist of five (5) members plus have two (2) representatives to Church Council, one of whom will be a U.C.W. person.

The responsibilities of this committee shall be:

- a. to study the educational needs of the congregation
- b. to coordinate and be responsible for programs which will enhance the faith development of the congregation
- c. to offer Church School and nursery programs to the Church on Sunday mornings
- d. to appoint the Church School Superintendent(s) on a yearly basis. It is the responsibility of the Church School Superintendent(s) to:
 - i. order all curriculum and supplies
 - ii. coordinate teachers' and Church School programs for the year (including Teachers' meetings)
 - iii. review and implement "Faithful Footsteps" policy
- e. to appoint a committee treasurer to work with Christian Development budget with regards to program funding
- f. to appoint leaders for all mid-week and youth programming in the congregation on a yearly basis
- g. to offer mid-week groups to the children
- h. to offer Youth Group(s)
- i. to offer Bible and Adult Study Groups

- j. to make the congregation aware of opportunities for training and growth through workshops, continuing education events, etc.
- k. to maintain the Church Library
- l. to promote Church Camping
- m. to offer Church Membership Classes for youth and adults. This is work done in cooperation with Worship, Music and Communication Committee.
- n. to establish a budget to enable these programs to take place
- o. to maintain a liaison with the United Church Women (UCW) for the purpose of supporting them

2. Stewardship (including M&S) (seven (7) members)

"The Stewardship Committee keeps the congregation aware of the use of time, talent and treasures in the work of Jesus Christ. The members are involved in nurturing, guiding, encouraging and educating the local church in how to live the life of a Steward, serving as a Disciple of Jesus Christ. Commitment to Jesus Christ, the local church, and the global community is essential to the care of this committee." From a Declaration of Commitment; Congregational Stewardship Manual, United Church of Canada.

Stewardship Committee shall consist of seven (7) members. The responsibilities of this committee shall be:

- a. to educate the congregation to enable them to become faithful and responsible stewards
- b. to plan a year-round stewardship program
- c. to study and grow that they might lead by example
- d. to educate the congregation on regular givings through envelopes, PAR, post-dated cheques, wills and bequests
- e. to insure that the congregation accepts its responsibility to the Mission and Service Fund through coordinating Minutes for Mission and determining special offering projects
- f. continually to uphold the vision established in the congregation's Mission Statement
- g. to establish a budget to enable the stewardship programs to take place
- h. to compile and maintain a file which lists names of members of the congregation and describes their areas of interest, gifts and background
- i. to provide names from this file for other committees who require personnel for projects
- j. to present a list of nominations for membership on the Church Council and Committees to the Annual Congregational Meeting
- k. to assist committees of the Church Council to fill vacancies between Annual Meetings
- l. to work with the Finance Committee and to meet with them on a quarterly basis

3. Finance

Finance Committee shall consist of six (6) members including the elected Church Treasurer. The responsibilities of this committee shall be:

- a. to recommend to Church Council a candidate for the position of Church Treasurer biannually
- b. to arrange for counters and ushers for each Sunday service
- c. to prepare a monthly statement of income and expenses

- d. to ensure that the offering envelopes are distributed and administer PAR program
- e. to inform the congregation, at least monthly, of its financial stewardship by printed or verbal information
- f. to prepare a proposed annual budget for presentation to Church Council based upon requests from the committees of Council
- g. to provide standardized reporting and requisition forms for treasurers of all committees
- h. to provide direction and to work with the Church Secretary
- i. to work with the Stewardship Committee and to meet with them quarterly

4. Property

Property Committee shall consist of six (6) members. They are responsible for the church with reference:

- a. to being responsible for the organization, supervision, maintenance and improvement of the Church property (Sunday morning door openers, Sunday morning snow removal at the doors, snow removal, spring clean up, etc.)
- b. to oversee the use of the church rooms, including rental agreements
- c. to oversee the maintenance of the church property including office equipment and to maintain an up-to-date inventory of all property and equipment
- d. to regulate the working conditions of the church custodian. (ie: job description, hours of work). The property committee will supervise the daily work requirements of the church custodian
- e. to prepare an annual budget for maintenance, equipment, supplies as well as proposed renovations for the churches (heat, light, water)

5. Trustees

There shall be six (6) members of this committee and its responsibilities shall be:

- a. to administer all legal aspects of church property, rebuilding, renovations and liquidations
- b. to administer all bequests, legacies, and memorial funds
- c. to keep safe all church records and archives
- d. to keep all insurance policies up-to-date

6. Pastoral Care Committee

This committee has the power to add to its membership to fulfill its mandate. The responsibilities of this committee shall be:

- a. to coordinate the visitation of all members and shut-ins of the congregation
- b. to keep the roll of the church - a list to be prepared as required for council meetings for changes in the membership regarding Historical Roll including resident members and non resident members.
- c. to keep a record of children
- d. to oversee the admission of persons into full membership and removal
- e. to establish a distribution system for newsletters, tapes etc.
- f. to arrange a volunteer transportation system to Sunday Worship and special events.

7. Mission and Outreach

The committee's responsibilities shall be:

- a. to organize the congregation for action in the community and in the world

- b. to seek ways of cooperating with community agencies to help meet local needs
- c. to examine problems on which the congregation would take a stand, and alert the congregation to the need for taking specific action
- d. to create an awareness in the congregation of global concerns

8. Ministry and Personnel

The responsibilities of this committee have been taken from the United Church of Canada Manual 2004, Section 244. They are:

- a. Meetings. The committee shall meet and shall report to the Official Board or Church Board or Church Council quarterly or more often as circumstances warrant.
- b. Membership. The Committee shall consist of not less than three (3) and not more than seven (7) members' representative of the Pastoral Charge. Members of the staff of the Pastoral Charge, including members of the Order of Ministry, shall not be members of this Committee, and it shall not replace the Joint Search Committee in the event of a change in the pastoral relationship or a Vacancy.
- c. Duties. The Committee shall:
 - i. provide a consultative and supportive agency for the staff of the Pastoral Charge and for resident members and non-resident members of the Congregation(s);
 - ii. review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the Official Board or Church Board or Church Council; through Finance Committee's budget proposal
 - iii. oversee the relationship of the staff of the Pastoral Charge to members of the Congregation(s) and others;
 - iv. oversee the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority;
 - v. consult with all members of the staff of the Pastoral Charge about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available;
 - vi. review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those person and positions relate to the mission of the Pastoral Charge as defined by the Official Board or Church Board or Church Council;
 - vii. maintain close liaison with Presbytery Pastoral Relations Committee;
 - viii. review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions when required or requested; and
 - ix. receive from each Ministry Personnel settled in or appointed to the Pastoral Charge, a current police records check, at the expense of The Ministry Personnel, no later than the completion of each three (3) year period of the pastoral relationship.

9. Worship, Music and Communication Committee

Worship, Music and Communication Committee shall consist of six (6) members. The committee's responsibilities shall be:

- a. to be responsible for the worship life of the congregation by the scheduling of regular Sunday Worship, special Sundays and Intergenerational Worship throughout the year
- b. to order and maintain a supply of bulletins for regular use
- c. to arrange for the celebration of the Sacraments, Baptism, Confirmation and Holy Communion, at appropriate times throughout the year

- d. to arrange music for worship in consultation with Ministerial Staff and Music Director
- e. to prepare an annual budget for the routine maintenance and tuning of the organ and pianos in the church
- f. to prepare an annual budget for worship, music and communication expenses
- g. to review and set rates and fees for weddings
- h. to arrange for Sunday Morning Lay Readers, greeters and lift operators
- i. to overview needs for Senior and Junior choirs.
- j. to arrange for the operation of the sound system for taping of worship and other special services, and to arrange for distribution of tapes by the Pastoral Care Committee
- k. to recruit annually an editor for a newsletter and to assist in the regular production and distribution of a newsletter
- l. to maintain the audio visual equipment
- m. to arrange for advertising of Sunday Worship and Special Events
- n. to maintain the Bulletin Boards
- o. to prepare the Annual Report as directed by Church Council

10. Presbytery Representatives

There will be at least one (1) representative as governed by Melville's resident membership. They shall:

- a. represent the Pastoral Charge at the regular meetings of Presbytery and at the Annual Meeting of Conference;
- b. report to the Council at its regular meetings and to the congregation through the newsletter;
- c. participate in Presbytery (on a committee) when time and interest permits.

11. Fun, Funds and Fellowship Committee

Fun, Funds and Fellowship Committee shall consist of five (5) members. The responsibilities of the committee shall be:

- a. to organize and coordinate fund raising project(s)
- b. to prepare an annual budget which relates directly to the identified responsibilities
- c. to liaise with the Finance Committee
- d. to co-ordinate Sunday morning fellowship time

Job Descriptions/Procedural Notes

Chairperson of Council

Through meetings and work ensure that the mission statement of Melville is foremost in the work and witness in the Church

Call and conduct (or find a replacement) meetings according to Robert's Rules of Order

Ensure a quorum and good attendance at Council meetings

To meet with the minister, vice chair and past chair between Council meetings as required

Set an agenda for approval at meetings

Use of Holy Manners - proper Christian etiquette

Call any special meetings of Council

To be a model for other members by being present at Sunday worship services and any other church functions

Assist any struggling committees

Liaise with affected committee with any problems that might arise

Member at the Executive Council with close communications with Minister

Make a verbal report to Congregation on Council actions monthly

Organize yearly introductory meeting for Council and Committee members

Conduct Annual Congregational Meeting

Past Chairperson of Council

Through meetings and work ensure that the mission statement of Melville is foremost in the work and witness in the Church

To meet with the minister, chair and vice chair between Council meetings as required

Support and assist Chairperson, using Robert's Rules of Order

Member of Executive Council

To be a model for other members by being present at Sunday worship services and any other church functions

Attend meetings

Vice-Chairperson of Council

Through meetings and work to insure that the mission statement of Melville is foremost in the work and witness in the Church

Learn Chairperson's role

To meet with the minister, chair and past chair between Council meetings as required

Support Chairperson, using Robert's Rules of Order

Member of Executive Council

To be a model for other members by being present at Sunday worship services and any other church functions

Sit in to conduct a Council Meeting for Chairperson with Chairperson present. Also be available to conduct meeting in Chairpersons absence (at least one meeting during Vice-year)

Attend Council meetings

Secretary of Council

Keep and publish all minutes of Council meetings

Collect and collate committee reports

Attend all Council meetings

Send Council actions to Newsletter Editor

Corresponding Secretary

Treasurer of Council

The Church Council shall elect biannually a Treasurer from among its members.
The Treasurer shall:

1. receive all monies for the support of the Pastoral Charge of Melville United Church from envelopes, collections , and other sources;
2. disburse them under the direction of the Church Council;
3. enter in a book kept for the purpose all receipts and expenditures;
4. present a statement of the accounts when called up on by the Church Council
5. attend to such other duties as the Church Council may direct
6. At the end of the financial year the Treasurer shall present a statement certified by the auditor or auditors appointed by the Church Council or the congregation of Melville United Church.