

# **CONSTITUTION OF PARKMINSTER UNITED CHURCH 2006**

Revised February 28, 2010

## **1. PREAMBLE**

1.1 The congregation of Parkminster United Church has determined that it wishes to adopt the organizational model of a council structure, called the Church Council and that it is appropriate to outline the organizational model of the Church Council within this Constitution.

1.2 The Constitution of Parkminster United Church shall at all times conform with the requirements of the Manual of the United Church of Canada, as amended from time to time. The provisions of this Constitution shall provide the operational basis for the Church Council of Parkminster United Church, but in the event that any part of the Constitution is not in compliance with requirements imposed upon United Church congregations through the United Church of Canada Manual, then the provisions of the United Church of Canada Manual shall take precedence over this Constitution.

## **2. THE CONGREGATION**

### **2.1 ANNUAL CONGREGATIONAL MEETING**

The congregation shall meet annually or more frequently if deemed advisable. Executive members of the Church Council, including a Chairperson, Vice Chairperson, Secretary and Treasurer shall be elected at the annual meeting. The terms for these executive members shall be two years and accordingly, it may not be necessary to elect officers at each annual meeting. The annual congregational meeting shall be chaired by the Chair of the Church Council in the event that the Chair is in the middle of a two year term. In the event that a new Chair is to be elected at the annual congregational meeting, then the outgoing Chair shall act as Chair of the meeting.

### **2.2 CONGREGATIONAL MEETINGS BY REQUEST**

A congregational meeting may be called by the Church Council, or by ten persons in full membership, or by the Minister(s). The time and topic will be announced at the Sunday worship service preceding the meeting and will be printed in the bulletin. If the topic is a change in pastoral relationship, then the announcement will be made on two preceding Sundays. For current reference as of 2007, individuals calling meetings should refer to sections 110, 111 and 112 of the United Church Manual.

### 2.3 THE ANNUAL REPORT

The Church Council will prepare an annual report that shall be circulated among the congregation prior to the annual meeting. It shall contain reports on the life and work of the congregation, including a full statement of receipts and expenditures, of indebtedness and of estimates for the ensuing year.

### 2.4 CONGREGATIONAL VOTE AND QUORUM

Persons in full membership, whose names are on Parkminster's historic roll, are entitled to vote. With the consent of these, adherents who contribute regularly to the support of the Church may also be invited to vote. Quorum at a congregational meeting shall be a number of members equal to one-fifth of the number of households under pastoral oversight as given in the annual report. For example, three hundred households requires a quorum of sixty individuals entitled to vote. Proxy votes will not be allowed. A representative of Presbytery or a Minister will be in attendance.

## **3. THE ELDERS**

3.1 The Elders of the congregation will be the individuals who are elected to positions on the Church Council. The Elders include up to thirty-four individuals who are the Chairperson, Vice Chairperson, Past Chairperson, Secretary and Treasurer (collectively the "executive Elders"), committee Elders including Committee Chairs of the Worship, Christian Education, Membership, Pastoral Care, Community and World Service, Finance, Stewardship, Inclusive Ministries, Ministry and Personnel and Property Committees together with a second designated Elder elected from each committee, and representative Elders including four Presbytery members, one member of the Trustees, two Youth representatives, one representative of Women's groups and one representative of Men's groups. The voting rights of various Elders at the Church Council are outlined within the section of the Constitution pertaining to the Church Council.

3.2 Within the organizational model of Parkminster United Church, the term "Elder" is used to refer to membership of the Church Council. In addition to responsibilities for leadership positions within the Church Council, Elders are also expected to assume responsibility for serving at Communion and other duties which may be appropriate from time to time as assigned by the Church Council.

3.3 The Minister(s) of the Church are members of the Church Council but are not Elders of the congregation.

## **4, THE CHURCH COUNCIL**

### 4.1 COMPOSITION

The Minister(s) and the executive Elders, committee Elders and representative Elders of the congregation form the Church Council.

### 4.2 VOTING

All Church Council Members may attend any meeting of the church Council. However, each Minister and a maximum of thirty council members shall have the privilege of voting at any meeting. Votes may be cast by the following:

- (a) Each executive Elder, including the Chairperson, Vice Chairperson, Past Chairperson, Secretary and Treasurer shall have one vote;
- (b) Each committee Elder shall have one vote; in the event that he/she is unable to attend a council meeting, then a member of the Elder's committee may be designated to vote on behalf of the committee Elder.
- (c) Of the eight representative Elders, five may vote including:
  - (i) One of the four Presbytery representatives, which representative shall be determined by the Presbytery representatives. In the absence of the designated Presbytery representative, an alternate Presbytery representative may cast the vote for the Presbytery representatives;
  - (ii) The representative designated by the Trustees may vote;
  - (iii) One of the two Youth representative Elders may vote. The Youth representative Elders shall determine which of them shall exercise the right to vote at Church Council and in the event that the designated voting representative is not present at a Church Council meeting, the second Youth representative Elder may cast that vote;
  - (iv) The representative Elder representing Women's groups shall have one vote;
  - (v) The representative Elder representing Men's groups shall have one vote.
- (d) Each Minister of Parkminster United Church shall have one vote;
- (e) The Chairperson shall cast his or her vote only to break a tie vote.

### 4.3 QUORUM

The quorum for a validly constituted Church Council meeting shall be the lesser of eleven voting members, or one-third of the currently elected individuals entitled to vote at the Church Council. By way of example, if only twenty-seven voting positions are filled from time to time, the quorum will be nine. A quorum shall not be valid unless a Minister of Parkminster United Church or an alternate individual present pursuant to

section 218 of the United Church of Canada Manual published in 2007 (or its successor) is present.

#### 4.4 METHOD OF NOMINATION

A Nominating Committee shall be a standing committee of the Church Council. The Nominating Committee shall be composed of a minimum of three persons, chaired by the Past Chairperson. The other members of the Nominating Committee shall be members of the congregation appointed by the Church Council on the advice of the Past Chairperson. The Past Chairperson will act as nominating Chairperson for a term of two years. The committee will nominate individuals for the positions of executive Elders, representatives to Presbytery, Trustees, Committee Chairs, other Elders required to complete the Church Council. The procedure for nomination shall be as follows:

- (i) The Nominating Committee will present a list of nominees to the Church Council at the last meeting preceding the annual meeting.
- (ii) The congregation will be invited to nominate individuals for positions on the Church Council. The Chair of the Nominating Committee shall speak to the congregation at regular Sunday services on at least three occasions during the months of November and December of each year to advise the congregation of the rights of congregation members to nominate individuals for various positions.
- (iii) The right of any persons other than the Nominating Committee to nominate individuals to Church Council or to the committees of the Church shall close two weeks prior to the annual meeting. The purpose for the closure of nomination in this fashion is to permit the Nominating Committee to have the materials available at an annual congregational meeting in the event that there is going to be a contested vote.
- (iv) The Nominating Committee shall have the right to nominate individuals to positions on the Church Council. The Nominating Committee shall retain the right to nominate individuals for the positions outlined within section 4 of this Constitution up to and including the date of the annual meeting.

#### 4.5 UNFILLED POSITIONS

In the event that the Nominating Committee is unable to nominate individuals to fill each of the positions which come within the mandate of the Nominating Committee by the date of the annual meeting, then the Nominating Committee shall continue its efforts to fill those positions. An individual accepting such a nomination following the annual meeting may be approved through a vote at a meeting of the Church Council. Additionally, in the event that any Church Council Member leaves his or her position in the middle of a term, the Nominating Committee shall have the right to nominate another

individual to complete the term of the departed individual, to be ratified by a vote of the Church Council.

#### 4.6 TERMS OF OFFICE

The Chairperson, Vice Chairperson and Past Chairperson shall serve two year terms. All other Elders shall be nominated for two year terms which are renewable to a maximum of six years. In exceptional circumstances, which shall be determined by the Nominating Committee on a case by case basis, an individual may, with the consent of the Nominating Committee, serve one or more additional terms at a single position beyond the normal six year maximum. In the event that there is no Vice Chairperson, the Chairperson may, with the consent of the Nominating Committee, be nominated to serve an additional two year term.

#### 4.7 ELECTIONS

Elections at the annual congregational meeting shall be limited to those positions which are available for election in that particular year. For example, a Chair serving a two year term shall not be nominated or re-elected at the commencement of the second year of his or her term.

#### 4.8 COMMITTEES OF THE CHURCH COUNCIL

Each committee of the Church Council shall meet a minimum of five times each year. Reports of these meetings and recommendations for action shall be brought by each committee to the Church Council. The Nominating Committee and the Chair of each committee shall be responsible to designate the appropriate number of individuals needed by each committee to fulfil its mandate.

#### 4.9 MEETINGS AND MINUTES OF MEETINGS OF CHURCH COUNCIL

The Church Council will meet a minimum of eight times a year. The meetings will begin promptly at 7:00 p.m. and conclude at 10:00 p.m. unless the time of adjournment is extended by formal motion. Minutes of these meetings shall be prepared and members of Church Council will receive copies of the Minutes of each meeting. These Minutes will be distributed not later than ten days following any given meeting. A special meeting may be called at the written request of five Council members or the Chairperson. These meeting must be held within seven days of request and only business stated in the request may be transacted.

#### 4.10 RESPONSIBILITIES OF VARIOUS INDIVIDUALS

(i) The Chairperson of the Church Council

The Chairperson will possess the usual powers of the Chair in a duly constituted meeting. The Chair will also assist the Minister(s) and will

assist with the Sacrament of Holy Communion, Baptism and the reception of new members. The Chairperson is also ex-officio a member of all of the committees of the Church Council. The Chairperson will exercise his/her vote at Church Council meetings only for the purpose of breaking a tied vote.

(ii) The Vice Chairperson

The Vice Chairperson will assist the Chairperson and s/he will assist the Minister (s) if the Chairperson is unavailable. The Vice Chairperson is also ex-officio a member of all of the Committees of the Church Council. The Vice Chairperson will act as Chair of the Church Council meetings if the Chairperson is unable to attend.

(iii) The Secretary

The Secretary will record the minutes of meetings of the Church Council and congregational meetings according to the requirements of the United Church of Canada and see that such minutes are distributed to Council members within the specified time. S/he will also be responsible for any correspondence that is required and for notification of Council meetings.

(iv) The Treasurer, Representatives to Presbytery and Trustees

The Treasurer, Representatives to Presbytery and Trustees have duties to conform with those set forth in the United Church Manual as amended from time to time. The Treasurer shall also be a member of the Finance Committee.

(v) The Minister(s)

The Minister(s) will be (ex-officio) voting member(s) of all committees of the Church except the Pastoral Relations and Ministry and Personnel Committees.

(vi) The Past Chairperson

The Past Chairperson will act as Chair of the Nominating Committee and will perform the duties of the Chairperson in the event that the Chairperson or Vice Chairperson are both unavailable.

The Church Council shall be the court of the congregation and shall fulfill the functions and duties of a Church Council outlined within the Manual of the United Church of Canada as amended from time to time. The administrative structure of the Church Council shall be in accordance with the diagram annexed to this Constitution as

Schedule “A”, which structure may be amended from time to time by a vote of the Church Council and congregation.

## **5. AMENDMENTS**

5.1 The Constitution of Parkminster United Church may be amended by a majority of votes cast at a properly constituted congregational meeting.

5.2 The Church Council will cause this constitution to be reviewed at the conclusion of each five year period commencing 2011. The Church Council may also review this constitution at any other time.

## **6. COMMITTEE ORGANIZATION AND RESPONSIBILITIES**

6.1 Where it may be deemed advisable, the committees of the Church Council may be enlarged to include representatives from organizations within the Church and/or the congregation. Certain matters may require the meeting of two or more committees together.

### **6.2 WORSHIP COMMITTEE**

**PURPOSE:** To work with the Minister(s) in all matters pertaining to worship.

**DUTIES:** Worship

1. Establish policies and procedures for sacraments of Communion and Baptism.
2. Arrange for special services and pulpit supply.
3. Prepare a roster of weekly lay readers, ushers, greeters and ensure that they understand their duties.
4. Be responsible for all other matters having to do with the order, time, frequency, place and conduct of Corporate Worship.
5. Be a liaison between Ministers and congregation - sharing plans and feedback.
6. Be responsible for the study of Christian worship - its nature and meaning.
7. Provide guidelines for weddings, baptisms, funerals, use of the sanctuary, sanctuary décor.

DUTIES: Music

1. Ensure the musical vitality of Parkminster United Church through the planning and coordination of all musical activities. This includes the planning of music for worship services.
2. Ensure musical instrument maintenance.
3. Provide support and supplies to all musical groups.
4. Coordinate replacement of musical instruments.
5. Arrange special musical events.

6.3 MEMBERSHIP

PURPOSE: To provide for recruitment and enrolment of new members and adherents; to encourage members and adherents in active roles of participation in the church family.

DUTIES:

1. To maintain the Historic Roll; to maintain records of Baptism, Confirmation, Marriage, Death, Membership and Transferrals.
2. To maintain an up-to-date pastoral list and to annually review the non-resident and non-active lists.
3. To provide sponsors for candidates for Baptism and New Members who will usually come from their neighbourhood groups.
4. To pair confirmands in the current year's youth confirmation class with a Mentor who is an adult member of Parkminster United Church.
5. To organize all members and adherents' names into Neighbourhood Groups and to encourage all new members to become actively involved.
6. To provide social evenings for the whole congregation 1-3x per year.
7. To manage the Welcome Table.
8. To oversee public relations and communications including, but not limited to, the Parkminster Web site and advertising Parkminster in new neighbourhoods.

6.4 PASTORAL CARE

PURPOSE: To provide opportunities for members to exercise the ministry of pastoral care to each other and to the whole congregation.

DUTIES:

1. To encourage each committee and group to conduct their meetings so that they include opportunities for personal sharing, pastoral care and worship.
2. To facilitate through the Network of Friends, Friends and Vittles, Neighbourhood Groups and other existing groups such as the Lunch

- Bunch, Sisters Together etc., fellowship and the visitation of members who are in need due to illness or being shut in.
3. To keep lists of important member dates on computer and print a monthly report so that cards will be sent to acknowledge important anniversaries such as the anniversary of Baptism, Marriage, Confirmation etc.
  4. To prepare, maintain and communicate on a regular basis, at least yearly in September, a directory of small groups including a description of the group and a contact name.
  5. To get more people involved in supporting members dealing with life crisis such as accident, illness, death etc. and to send appropriate cards to members going through such a crisis.
  6. To use services such as the Longest Night Service in December to share each other's sorrow and pain and to enlist "survivors" to support those who are suffering.
  7. To provide education and sharing sessions to support those who wish to offer pastoral care.
  8. To continue the project of Christmas hampers to families within the congregation, as well as other outreach initiatives such as deliver of plants to shut-ins and those whose spouses who have died in the previous year.
  9. To develop new pastoral care initiatives.

#### 6.5 CHRISTIAN EDUCATION COMMITTEE

**PURPOSE:** To develop opportunities for every member of the congregation to grow in relationship with Jesus Christ, and to encourage fellowship which expresses the hospitality of God.

**DUTIES:**

1. Provide Christian education through the church school by providing support and working with the Youth Coordinator in the planning of church school programs and intergenerational events.
2. Provide Christian education through confirmation classes.
3. Promote adult development through planned educational opportunities.
4. Encourage leader training.
5. Inform the congregation of training opportunities such as those offered at Five Oaks.
6. Plan special congregational events.
7. Oversee all midweek Christian Education activities.
8. Coordinate intergenerational and other pertinent activities with the other committees of Church Council as necessary.

#### 6.6 COMMUNITY AND WORLD SERVICE COMMITTEE

**PURPOSE:** to educate the congregation in the total mission of the church and address the fact that our interests and actions as a congregation extend into our

local and global communities. This committee will encourage and arrange participation in community and global projects.

**DUTIES:**

1. Encourage congregational awareness of social issues and support social services locally and in the community.
2. Administer the Mission and Service Fund donations and the Outreach budget.
3. Administer the financial aspects of the "Observer" congregational subscription plan. NOTE: The representative of the K-W Council of Churches may be a member of this committee.

**6.7 INCLUSIVE MINISTRIES COMMITTEE**

**PURPOSE:** To focus on inclusiveness. To respond to information about events and opportunities, or requests for assistance from other groups and assist in increasing all aspects of inclusiveness at Parkminster.

**DUTIES:**

1. To respond to requests that require action on inclusive issues
2. To expand our relationship with the interfaith communities.
3. To examine our beliefs with regard to discrimination
4. To provide education on some social justice issues relating to inclusive issues

**6.8 FINANCE COMMITTEE**

**PURPOSE:** To be responsible for the planning and administration of congregational finances, operating expenses and mortgage retirement and to educate, inform and encourage the congregation in the practice of effective stewardship that is defined as systematic and proportionate giving of time, abilities and material possessions.

**DUTIES:**

1. Prepare an annual budget and financial statements on a monthly and annual basis
2. Develop a process to draw the congregation's attention to financial results throughout the year and promote an increase in givings to meet the yearly objective.
3. Give reports on receipts and disbursements; make necessary disbursements.
4. Oversee and annually review the offering envelopes and promote initiatives such as PAR to increase the consistent and regular giving in the congregation.
5. Count, record and bank the offering; issue statements and conduct commitment review when applicable.

6. It is recommended that the chair of the Finance Committee be a member of the Stewardship committee in order to facilitate communication between the two committees.

#### 6.9 STEWARDSHIP COMMITTEE

**PURPOSE:** To nurture, facilitate and engage members and potential members of the congregation in identifying and committing their time, talents and treasures to Parkminster on an ongoing basis.

**DUTIES:**

1. Grow the congregation's involvement in time, talent and treasures through education and by encouraging the provision of a broad range of programs at Parkminster.
2. Work with other church committees in order to implement the stated purpose of the Stewardship committee.
3. Communicate with the congregation on a regular basis in order to inform them of the ongoing needs of the church and to encourage them to grow their commitment to Parkminster United Church.
4. It is recommended that the chair of the Stewardship Committee be a member of the Finance committee in order to facilitate communication between the two committees.

#### 6.10 PROPERTY COMMITTEE

**PURPOSE:** To be responsible for the church property and supplies.

**DUTIES:**

1. Oversee maintenance of church buildings and property.
2. Provide supplies and equipment and arrange work schedule and contracts with custodian.
3. Oversee church usage.
4. Advise Finance Committee of the repair or replacement of large capital items.
5. One member of the committee shall attend the board meetings of the Parkminster Church Nursery School for purposes of communication.
6. Review insurance coverage on all church properties; make recommendations to the Church Council and receive bids when necessary. Such a review and report shall be done annually in conjunction with the Trustees.
7. Be responsible for Church security.

#### 6.11 MINISTRY AND PERSONNEL COMMITTEE

The committee shall consist of no less than 3 and not more than 7 members representative of the Parkminster congregation, in accordance to the United Church Manual section 244. Staff of Parkminster United Church are not members of the Ministry and Personnel Committee. An advocate may be appointed by each staff person. The advocate may attend meetings between the Ministry and Personnel Committee and that staff person and may remain as advocate at the pleasure of the staff person.

**PURPOSE:** To provide a consultative and supportive agency to both church staff and congregation. It will report annually to the Church Council.

**DUTIES:**

1. To maintain a good working relationship among the church staff and congregation, and among the church staff themselves.
2. To handle negotiations on salaries and working conditions.
3. To review and evaluate the effectiveness of the church staff as it functions within the church.
4. To conduct an annual performance review of each member of the church staff and to meet with the church staff, as necessary.
5. To seek out and screen applicants for any vacant lay position within the congregation and on the basis of this selection procedure, to recommend a suitable candidate to the Church Council.
6. To prepare the case for the dismissal of a lay employee of the congregation when such is warranted, and to recommend that the Church Council institute dismissal procedures.

#### 6.12 TRUSTEES

**PURPOSE:**

1. To function according to the United Church Manual.
2. To oversee the Memorial Garden.
3. To oversee the Gifts and Memorials Committee.

#### 6.13 GIFTS AND MEMORIALS COMMITTEE

**PURPOSE:** To provide an avenue by which members and friends of Parkminster United Church may remember and honour individuals.

**DUTIES:**

1. To acknowledge gifts, memorials and bequests by writing the donor and recording the donor's name in the memorial book.
2. To publicize the existence of the fund.

Responsible to the Trustees consisting of four members, one each from Finance, Property, Trustees, and a representative from the U.C.W., plus a chairperson.

It is recommended that the chairperson hold office for a minimum of three years to provide continuity.

The committee should report to the Trustees at least once a year.

#### 6.14 NOMINATING COMMITTEE

**PURPOSE:** To nominate individuals for the positions of executive Elders, representative to Presbytery, Trustees, Committee Chairs, other Elders required to complete the Church Council and to work with Committee Chairs to nominate committee members pursuant to sections 4.4, 4.5 and 4.8 of this constitution.

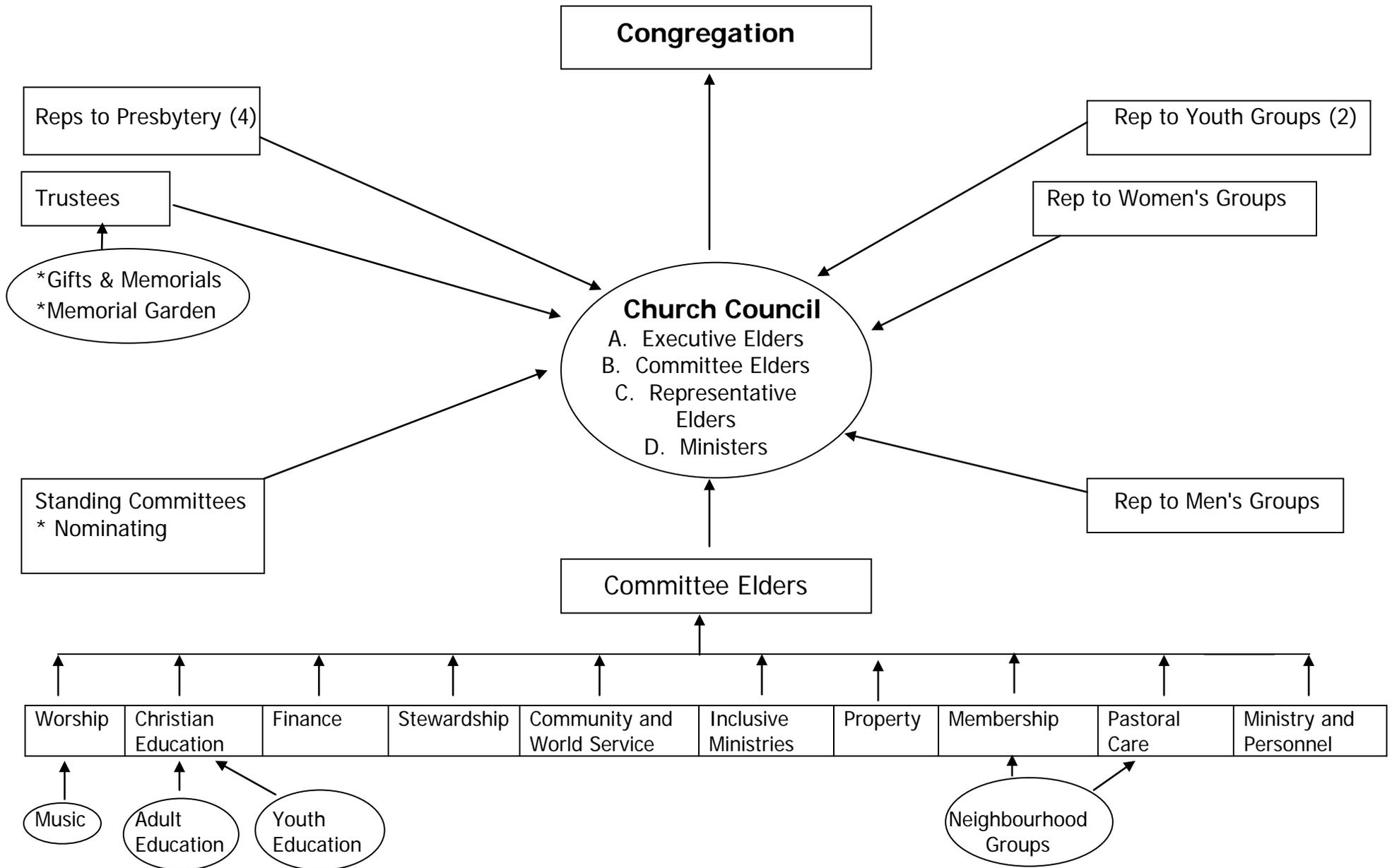
**DUTIES:**

1. Present a list of nominees to the Church Council at the last meeting preceding the annual meeting.
2. Nominate individuals to fill positions that may come vacant due to an Elder unable to fulfill the requirements of his/her term.

A standing committee responsible to the Church Council consisting of a minimum of three persons, chaired by the Past Chairperson.

# SCHEDULE A

## Parkminster United Church Administrative Structure



## Parkminster United Church Administrative Structure

### Church Council:

*Church Council will co-ordinate all committees and make the necessary approvals on behalf of the congregation. Church Council will meet once a month, minimum eight times a year. Subject to review in five years' time. Members of the Council are as follows:*

#### **A. Executive Elders (5 and all can vote):**

Chairperson (may vote only to break a tie)	Secretary
Vice Chairperson	Treasurer
Past Chairperson	

#### **B. Committee Elders (20 and all can vote):**

Committee Chairs (10) Designated Elders (10)

A designated elder is appointed from each committee to act as vice chair. Every elder is encouraged to attend the council meetings as all are voting members. Subcommittee chairpersons do not vote at council unless designated as the Committee Elder for the parent committee.

#### **C. Representative Elders (1 vote per group, 5 votes):**

Presbytery (4 of which 1 may vote)	
Trustees (1 vote)	Women (1 vote but each group can designate a representative)
Youth (2 of which 1 may vote)	Men (1 vote but each group can designate a representative)

#### **D. Ministerial Staff (3 and all can vote):**

**TOTAL MEMBERS APPOINTED TO CHURCH COUNCIL: 25 Elders (all may vote), 3 Ministerial Staff (all may vote) and up to 9 Representative Elders (total of five votes). Designates may vote if the elders representing their groups are unable to attend a Council Meeting.**

### Elders:

All members of the church council as listed above and on the chart are elders and all have voting privileges. Representative members have one vote per group. They are invited to provide leadership during communion services.

### Committee Members:

Work and generate ideas at Committee Meetings and perform specific tasks. Can join a committee at any time throughout the year, and are not required to commit to a specific term of office. Welcome to attend Church Council meetings but would not be recognized as voting elders.

### Quorum:

The lesser of 11 voting members or 1/3 of the currently elected individuals entitled to vote at the Church Council. A quorum shall not be valid unless a Minister of Parkminster United Church is present.

### Terms of Office:

All elders and representatives will have a 2 year term. All Chairs of Committees, designated elders, Secretary, Treasurer, will have 2 year terms. All are renewable up to a maximum of 6 years. Chair, Vice Chair, and Past Chair are 2 year terms, nonrenewable, unless extenuating circumstances arise and approval of the Church Council is given.