



Church Council Member Information Kit

March 2020

Purpose

Thank you for being a member of the Church Council of Parkminster United Church.

This information kit for Church Council members provides you with important documents to give you background and knowledge to help you carry out your role.

Contents

This information kit contains the following Parkminster documents:

- Constitution
- Committees Terms of Reference
- Liaison Position Description
- Decision Making Authorities
- Volunteer Policy
- Harassment Policy
- Stepping Stone to Right Relationship – When There is Conflict

Other documents can be found in the Policies and Procedures Manual in the church office:

- Council chair job description
- Treasurer job description
- Ministry & Personnel policies
- List of all committees and their mandates
- Policies re: baptism, funerals, rentals, use of candles, emergencies
- Finance policies
 - Parkminster Investment Policy
 - Benevolent Fund Guideline
 - Endowment Fund Donation and Disbursement Policy
 - Endowment Fund Investment Policy
 - Parkminster Planned Giving Program
- Guidelines for Pop Up Committee (in constitution)
- Guidelines for Grant Applications (in job description for Council Chair)
- Memorandum of Understanding governing Parkminster's responsibilities re: oversight of externally funded refugee sponsorships
- Information about the governance of the new regional council
- Information about the governance of the United Church
- Police checks for volunteers who are involved with the vulnerable populations

CONSTITUTION OF PARKMINSTER UNITED CHURCH 2017

1. PREAMBLE

1.1 The congregation of Parkminster United Church has determined that it wishes to adopt the organizational model of a streamlined board model, 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. A slate of all committees, committee members and their respective chairpersons will be presented and elected at the annual congregational 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 2 Sundays in advance of the meeting and not before the Monday following the second announcement 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.

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 and confirmands 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 CHURCH COUNCIL

3.1 COMPOSITION

The Minister (member by order of ministry, and/or designated lay ministers, and/or pastoral care supervisor), Chair of Council, Past Chair of Council, Vice Chairperson, Secretary, Treasurer or Chair of Finance, Chair of Ministry & Personnel (M&P), Trustee Representative and three Liaison Representatives or Alternates shall form the Church Council. A representative can replace one of the above for the purpose of attending a council meeting but is a corresponding member only and is unable to vote. The Community Liaison will represent the outreach, inclusive and property committees, together with any pop-up committees which are created from time to time. The Connection Liaison will represent the membership, pastoral care, communications and nominating committees. The Development Liaison will represent the adult education, Christian education, worship, stewardship and small group ministry committees.

3.1.1 In the event that new permanent committees are created by the Church Council, one of the three liaison representatives will be designated to be the representative of the new permanent committee at the Church Council.

3.1.2 The Council may, at its discretion, determine that any of the committees currently designated to be represented through one of the liaison representatives should instead have its own representative as a member of the Church Council. A motion passed by Church Council to increase the composition of the Council will require a congregational vote) thereafter, the representative of the committee in question shall be a voting member of the Church Council.

3.2 VOTING

- (a) Each member of the Church Council may attend any meeting of the Church Council and shall have the privilege of casting a vote pertaining to any issue, proposal or motion brought before the Church Council.
- (b) Each Minister of Parkminster United Church shall be entitled to vote at the Church Council and one Minister must be present at all meetings where votes are cast.
- (c) The Chairperson shall have one vote which shall only be cast in the event that any vote of other Council members results in a tie. In that case, the Chairperson of Council shall cast the deciding vote.

3.3 QUORUM

The quorum for a validly constituted Church Council meeting shall be five of the current members of Church Council, including at least one Minister of Parkminster United Church or an alternate Minister present pursuant to the provisions of the current United Church Manual.

3.4 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 four persons who shall include the Chair and 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 committee will nominate individuals for the positions of representatives to Presbytery, Trustees, Committee Chairs, and other persons required to complete the Church Council. The procedure for nomination shall be as follows:

- (a) The Nominating Committee will present a list of nominees to the Church Council at the last meeting preceding the annual meeting.
- (b) The congregation will be invited to nominate individuals for positions on the Church Council. The Chair of the Nominating Committee or Chair of Council shall communicate verbally and by written notice with the congregation at Sunday services during the months of November and December of each year to advise the congregation of the rights of congregation members to stand themselves or nominate other individuals for various positions.
- (c) 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 of¹ 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.

- (d) 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 council and committees as required

3.5 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 for a position on church council following the annual meeting may be ratified through a vote at a meeting of the Congregation. 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 Congregation.

3.6 TERMS OF OFFICE

- (a) The Chairperson, Vice Chairperson, Past Chairperson and Secretary shall be appointed for two year terms. All other non-Ministerial councillors shall be appointed 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.
- (b) Each Minister of Parkminster United Church shall be a member of the Church Council throughout the duration of his or her Ministry at Parkminster United Church.

3.7 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.

3.8 COMMITTEES OF THE CONGREGATION

3.8.1 Each committee of the Congregation shall meet as may be required to fulfill the mandate of that committee. Reports of these meetings and recommendations for action shall be brought by each committee to the attention of 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.

3.8.2 Where it may be deemed advisable, the committees of the Congregation 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. Pop-up committees may also be formed to manage short term projects at the request of the council.

3.8.3 Minutes of committee meetings shall be distributed to each member of that committee and to all members of council. All council and committee minutes are available to any member of the congregation.

3.8.4 Mandates of all the committees of Parkminster except for pop-ups are available in the Policy and Procedures manual and from the appropriate committee chair.

3.9 Trustees shall be nominated by the nominating committee and their appointments will require a congregational vote to approve. Resignations of trustees must also be accepted by a congregational vote. The trustees will appoint one of their members to be a member of the Church Council.

4.0 CHURCH COUNCIL

The Church Council will meet a minimum of eight times a year. The meeting times will be determined by the Chair of Council with agreement from the Council members. Minutes of these meetings shall be prepared and members of Church Council and all committee Chairs 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. Council meetings are open to all members and adherents at Parkminster. Individuals or groups wishing to address Church Council shall request to be included on the agenda four days prior to a Church Council meeting.

4.1 RESPONSIBILITIES OF VARIOUS INDIVIDUALS

- (a) The Chairperson of the Church Council
The Chairperson will possess the usual powers of a Chair in a duly constituted meeting. The Chair will also assist the Minister(s) in such fashion as may be determined to be appropriate by the Minister(s) and the

Church Council. The Chairperson is also an ex-officio member of all the committees of the Church Council and will serve on the nominating committee.

(b) The Vice Chairperson

The Vice Chairperson will assist the Chairperson on and the Minister(s) if the Chairperson is unavailable. The Vice Chairperson is also ex-officio a member of all 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.

(c) 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. The secretary will also be responsible for any correspondence that is required and for notification of Council meetings.

(d) 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.

(e) The Minister(s)

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

(f) The Past Chairperson

The Past Chairperson will serve on the Nominating Committee if possible 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.

4. AMENDMENTS

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

4.2 The Church Council will cause this constitution to be reviewed at the conclusion of each five-year period commencing 2017. The Church Council may also review this constitution at any other time.

5. COMMITTEE ORGANIZATION AND RESPONSIBILITIES

5.1 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.

5.2 Committees and Trustees which have duties specified by the United Church Manual as amended from time to time shall have responsibility to undertake those specified duties. With regard to all other committees, the Council shall determine the mandate of each committee and may amend that mandate from time to time as it is deemed appropriate. The mandates of the various committees shall be established in writing

5.3 The Council may create new committees or disband existing committees as the Council, by a majority vote of Council, may deem appropriate. However, the provisions of this subsection shall not be interpreted in the fashion that permits Council to disband or alter the mandate of any committee that is required to carry out obligations pursuant to the provisions of the United Church Manual.

6.0 GOVERNANCE REVIEW

The governance structure will be reviewed in 5 years.

Schedule A:

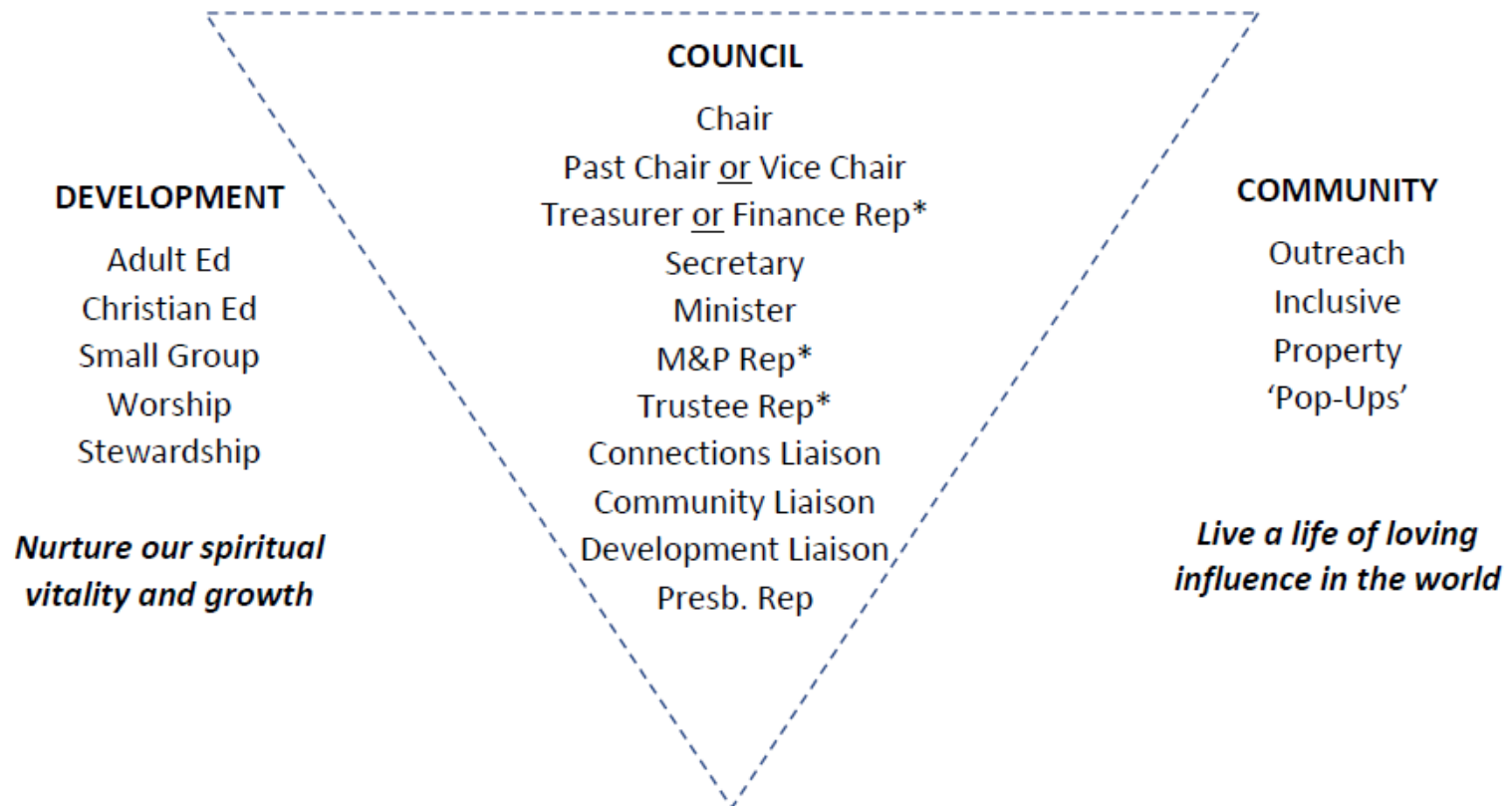
Parkminster United Church: An evolving community of faith inspired to embrace our future

Governance Model

CONNECTIONS

Membership
Pastoral Care
Nominating
Communication

Deepen our commitment to each other



(*Finance, Trustee, and Ministry & Personnel Committees each have their own representative on Council and are thus not placed in one of the three sections)



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Adult Education

Purpose: *Plans and facilitates learning events that enable our congregation to explore a variety of issues through the lens of our Christian faith.*

Duties:

- To explore of current issues
- To deepen our understanding on a variety of issues
- To challenge our notions of what it means to put our faith into action.



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¹CHRISTIAN EDUCATION COMMITTEE

PURPOSE: To provide children, youth and young families with their own experience of a faith community; to explore the story of the Holy (God) through the Bible and other stories; and to connect these stories to the lived experience of the learners with emphasis on creativity, healthy relationships and the development of compassion.

DUTIES:

- Provide Christian education through the church school by providing support and working with the Spiritual Development staff member in the planning of church school programs and intergenerational events.
- Provide Christian education to young people through the Inquiry Program.
- Encourage leader training.
- Inform the congregation of training opportunities such as those offered at Five Oaks.
- Plan special congregational events.
- Oversee all midweek Christian Education activities.
- Coordinate intergenerational and other pertinent activities with the other committees of Church Council.



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¹COMMUNICATION COMMITTEE

PURPOSE: The Communication Committee supports the communications, promotions and marketing needs of the church to ensure those within and outside our congregation receive the right information at the right time in a way that speaks to them.

DUTIES

- To develop an annual communications plan.
- To manage website content
- To co-ordinate with other Committees in creating communication material.
- To co-ordinate and implement advertising and public relations activities as identified in the plan.
- To ensure all communications are in alignment with our Vision Statements.
- To assess the effectiveness of the strategies and take corrective action if necessary.



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¹FINANCE COMMITTEE

PURPOSE: To oversee and ensure sound management of the financial affairs of the church; ensure that all treasurer functions are carried out effectively; advise Council on financial plans and results and on matters of financial stability and sustainability; and provide leadership on financial issues. *Note that this responsibility does not extend to the Parkminster Memorial Endowment Fund or the land and buildings owned by the church. Those assets are managed by the Trustees.*

DUTIES:

- Manage the church's banking and its accounting for the receipt of funds, including PAR, weekly contributions, on-line and memorial donations; do weekly bank deposits; reconcile the bank account; manage the Sunday morning 'counting' process; oversee the Envelope Steward who enters weekly deposit information into the books of account; oversee the purchase and management of members' offering envelopes; and update PAR records.
- Manage the accounting for the church's disbursements, making on-line bill payments and overseeing the Office Administrator who receives invoices, obtains approval for their payment, issues the cheques and records disbursements into the appropriate account.
- Ensure timely and accurate handling of payroll, including the reporting of staffing, compensation and benefit changes to the United Church payroll service.
- Prepare financial statements monthly for Council and annually for the congregation, showing the financial position of the church, and otherwise advise Council on matters having financial impact for the church.
- Lead the development of the annual budget, and communicate the budget to Council and the congregation; monitor and report on revenue and expenses relative to budget throughout the year.
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¹ May 7 2017

- Provide contributors with a charitable donation receipt for income tax purposes at the end of each year, ensuring that receipting practices comply with legislation.
- Review, make recommendations on and implement the church's policies with respect to investments, debt policies, restricted funds, handling of gifts-in-kind, special event financials, capital asset accounting, and Parkminster's accounting system/software.
- Provide stewardship support by recommending funding goals, and making financial information and statistics available as needed to support effective stewardship.
- Complete and remit the annual Canada Revenue Agency Registered Charity Information Return, ensuring adherence to published regulations and guidelines.
- Apply for HST tax rebates.
- Ensure the security/confidentiality of members' financial information, and that the church's financial records are secure, backed-up, password-protected, and retained for the period required by government regulation.
- Ensure that a third-party review of the church's financial records is completed each year.²

² May 7 2017



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INCLUSIVE MINISTRIES COMMITTEE

PURPOSE: Parkminster welcomes people of all colours, gender identities, abilities, and sexual orientations. We are an Affirming congregation, and proudly fly the rainbow flag. The purpose of Inclusive Ministries is to focus on inclusiveness in our congregation: to publicize information about relevant events and opportunities at Parkminster and in the wider community, and encourage participation; to respond to requests for assistance from other groups; to assist in developing all aspects of inclusiveness at Parkminster.

DUTIES:

- To respond to requests that require action on inclusive issues.
- To expand our relationship with the interfaith communities.
- To examine our beliefs about discrimination.
- To provide education on social justice issues relating to inclusive issues.



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LIAISON POSITIONS (3)

PURPOSE: To represent their respective committees at Council meetings and to foster good communication among all committees.

DUTIES

- The Community Liaison will represent the Outreach, Inclusive, Property and any Pop-up Committees.
- The Development Liaison will represent the Adult Education, Christian Education, Stewardship, Small Group Ministry and Worship Committees
- The Connections Liaison will represent the Membership, Pastoral Care, Nominating and Communication Committees, in addition to the Presbytery representative(s).
- Liaisons will communicate regularly with their Committee Chairs before and after council meetings in a timely manner to determine committee concerns and need for presentations at council.
- Liaisons will call meetings of Committee Chairs in their respective sections on a twice-yearly basis and additionally as required, to facilitate transparent communication, collaboration and cohesion.
- Liaisons will discern with the Committee Chairs which relevant actions and initiatives of each Committee require communication to Council.
- Liaisons will report on Council actions and initiatives to each Committee and Chair in their section after each Council meeting.
- Liaisons will report on Council actions and initiatives to each Committee and Chair in their section after each Council meeting., but not on Committees, unless already a member of that Committee.

¹ May 7 2017

- ²Liaisons will encourage partnerships among the various Committees in their sections and with other Liaisons
- Liaisons will attend occasional Committee meetings to improve communication and increase their understanding of Committees in their section. The frequency of these meetings should be yearly or as required.
- Liaisons will encourage Committee Chairs to make representations at council when there is need for visioning and changing of current policies.



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¹MINISTRY AND PERSONNEL COMMITTEE

PURPOSE: To provide a consultative and supportive agency to both church staff and congregation. and among the church staff themselves. The Committee reports annually to the Church Council.

DUTIES

- To maintain good working relationships among the church staff. and between staff and congregation.
- To handle negotiations on salaries and working conditions.
- To review and evaluate the effectiveness of the church staff as it functions within the church.
- To conduct an annual performance review of each member of the church staff and to meet with the church staff, as necessary.
- To seek out and screen applicants for any vacant lay position within the congregation and based on this selection procedure, to recommend a suitable candidate to the Church Council.
- 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

COMPOSITION

The committee shall consist of no fewer than 3 and no more than 7 members representative of the Parkminster congregation, in accordance with 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 of the Ministry and Personnel Committee and that staff person, and may remain as advocate at the pleasure of the staff person.

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¹MEMBERSHIP COMMITTEE

PURPOSE: As well as keeping the church records accurate and membership lists up-to-date, the committee's role is to help create an environment where new people feel welcome, where members and adherents feel that they belong and are valued; where we work together, worship together, care about one another, and socialize together.

DUTIES

- Maintain the Historic Roll and records of Baptism, Confirmation, Marriage, Death, Membership and Transfers.
- Maintain an up-to-date church directory; stay in touch with members not regularly attending; and annually review and revise the non-resident and non-active lists.
- Provide sponsors for candidates for Baptism and New Members and provide liaison to obtain necessary information.
- Organize a congregational reception to celebrate the new confirmands and work with the CE Committee to provide adult mentors when needed.
- Plan and organize the congregation into House Groups to handle Sunday worship service duties, including recruitment of group leaders and facilitating the involvement of all.
- Nurture relationships among young families (e.g., Young Family Group and the Sunday morning Young Family Worship Space).
- Provide periodic social events for the congregation and for those no longer able to attend services.
- Provide information and a welcoming environment for visitors and new members with a welcome table, pew envelopes, an annual luncheon for those new to Parkminster; mail follow-up cards, and provide name tags.
- Participate in the Nominating Committee so that the Membership Committee's knowledge of the congregation can be used to maximize use of skills and interests

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¹NOMINATING COMMITTEE

PURPOSE: To nominate individuals for the positions of Chair, Vice-Chair, Secretary, Treasurer, representative(s) to Presbytery, Trustees, Committee Chairs, and Liaisons as required to complete the Church Council, and to work with Committee Chairs to nominate committee members.

DUTIES:

- Present a list of nominees to council at the council meeting prior to the annual meeting
- Present a list of nominees at the annual meeting.
- Nominate individuals to fill positions that may come vacant during the church year.

COMPOSITION:

This standing committee which is responsible to the Church Council consists of a minimum of four persons, in addition to the current Chair of Council and past Chair of Council if available.



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OUTREACH 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:

- Encourage congregational awareness of social issues, and support social services locally and in the global community.
- Administer the Mission and Service Fund donations and the Outreach budget.
- Administer the financial aspects of the "Observer" congregational subscription plan.



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PASTORAL CARE COMMITTEE

PURPOSE: Pastoral care is one of the vital components of what it means to be the church. The Pastoral Care Committee encourages and provides opportunities for all members of the congregation to exercise the ministry of pastoral care to each other, to the whole congregation, and to people in our community.

DUTIES:

- To support and supplement the ministry of the Pastoral Care Minister.
- To seek to understand the needs of the congregation and community, and to maintain, evaluate and adapt current pastoral care initiatives or to develop new pastoral care initiatives to meet the discerned needs.
- To find ways to help the congregation recognize the importance of the many forms of pastoral caring expressed in all aspects of the congregation's life and work.
- As we "*deepen our commitment to each other,*" to get more people involved in supporting and caring for members dealing with life crises or celebrating milestones.
- To provide education and sharing sessions to support those who wish to offer pastoral care.
- To facilitate fellowship (through groups or special worship services, etc.) and the visitation of members who are in any kind of need.
- To lead by example, by striving to be caring and compassionate in all our encounters.



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POP-UP COMMITTEES

PURPOSE: To be formed for projects that are considered to be short-term.

DUTIES

- Make initial presentation at Council to ask permission to form a Committee.
- Arrange for members of the congregation to join the Committee.
- Keep Council informed of the Committee's work and possible needs.
- Ask for input from Council when appropriate.
- Involve other committees for input as required



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PROPERTY COMMITTEE

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

DUTIES:

- Oversee maintenance of church buildings and property.
- Provide supplies and equipment for custodian, and arrange work schedule and contracts with this employee.
- Oversee the usage of church facilities by the congregation and other parties.
- Advise Finance Committee on the repair or replacement of large capital items.
- Be responsible for Church security.



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STEWARDSHIP COMMITTEE

PURPOSE: To nurture and encourage members and potential members of the congregation to identify and commit their time, talents and treasures to Parkminster on an ongoing basis.

DUTIES:

- Engage the congregation of Parkminster United Church in the development of a vibrant, sustainable and purposeful church community.
- Inspire, through stories of gratitude, people's generosity towards the work of the church.
- Work with other committees as needed.

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TRUSTEES

PURPOSE:

- To function according to the United Church Manual.
- To oversee the Memorial Garden.
- To ensure that the Congregation carries adequate property and liability insurance.



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WORSHIP COMMITTEE

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

DUTIES: Worship

- Establish policies and procedures for sacraments of Communion and Baptism.
- Arrange for special services and pulpit supply.
- Be responsible for all other matters having to do with the order, time, frequency, place and conduct of Corporate Worship.
- Be a liaison between Ministers and congregation - sharing plans and feedback.
- Be responsible for the study of Christian worship - its nature and meaning.
- Provide guidelines for weddings, baptisms, funerals, use of the sanctuary, sanctuary decor

DUTIES: Music

- 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.
- Ensure musical instrument maintenance.
- Provide support and supplies to all musical groups.
- Coordinate replacement of musical instruments.
- Arrange special musical events.

Liaison

Position description

1. Each liaison will represent one committee section. The three sections are Community, Development and Connections.
2. Will require gifts of communication, collaboration and discernment
3. Will communicate regularly with each committee chair in their section and will call meetings of the committees in his/her section when decisions require open discussion, collaboration and cohesion
4. Will discern with the committee chairs which relevant actions and initiatives of the various committees require presentation to council
5. Will report back to their committee chairs on council actions and initiatives
6. Will have a vote at Council but not at the committee level unless a member of that committee

Attributes

1. Forward thinking
2. Familiar with Parkminster's style and ethos
3. Ability to question the reasons for committee actions to be sure that all facts have been considered and issues clarified
4. Ability to support committees when exploring possibilities
5. Accessible and responsive
6. Able to encourage partnerships between committees in their section and with other Liaisons
7. Team player
8. Able to identify the common good and to work toward it

The governance committee met with the liaisons to discuss the findings of a recent survey about the new governance structure. It was noted that communication was a main concern for everyone involved. The following plan was developed to improve the flow of communications.

1. Liaisons will contact their committee chairs before and after council meetings in a timely manner to determine committee concerns, need for presentations at council and return information back to committees about the council discussions.
2. Liaisons will arrange meetings on a semi-annual basis of their sections to improve communication and to foster collaboration between committees. This will help avoid duplication but at the same time improve sharing of ideas and work. One of these semi-annual meetings should be shortly after the annual meetings. The liaisons were asked to arrange section meetings by the end of April in each year as committees change after the annual general meeting.
3. Liaisons will try to attend occasional committee meetings to improve communication and to help them understand how the various committees are working. The frequency of these meetings could be once yearly or as required.
4. Committee chairs need to be reminded that they are welcome to come to council as observers.
5. It may be necessary for the committee chairs to bring items (especially items that need visioning or be part of a strategic plan) to council. If a committee chair has such an item, they can tell their Liaison that they (the chair) would like to make the presentation.
6. Perhaps committees could have communications as an agenda item at the end of their meetings so that any decisions that might need marketing beyond What's Up might be referred to the chair of communications so that we could put the information on the website or contact the local press etc.
7. Council meeting minutes will be available within 10 days of the council meeting to all chairs and members of council.

Parkminster Decision Making Authorities

Although the Council is ultimately accountable to the congregation for all matters under its jurisdiction, it delegates authority on certain matters to Committees. The Council carries out direction and oversight responsibilities with respect to Committees, based on the Committee role descriptions documented in May 2017.

The following indicates where decisions will normally be made; it is meant to be illustrative and does not cover all matters that the Council and its Committees deal with.

Matters Requiring Congregation Approval at a Congregational meeting

1. Annual financial statements
2. Local Fund and Outreach annual budgets
3. Recommendations of the Nominating Committee for positions on the leadership team
4. Amendments to the constitution
5. Amendments to mission, beliefs and goals
6. Changes to the pastoral relationship
7. Borrowing decisions—e.g., faith bonds - According to the Manual, this is a Council responsibility. Although it might be good practice to bring this to the congregation, it is not a requirement.
8. Major capital expenditures e.g. new roof - According to the Manual, this is a Council responsibility. Although it might be good practice to bring this to the congregation, it is not a requirement.
9. Major philosophical changes e.g. the affirming decision of 2006
10. Appointment of a third-party to do an independent review of financial statements

Matters Requiring Council Approval

1. Monthly financial statements
2. Matters being taken to a congregational meeting for final approval
3. Removal of members from active membership
4. Major projects/initiatives—e.g., community outreach project; labyrinth project; building projects; major equipment expenditures; establishment of house groups; refugee sponsorships
5. Fundraising plans/proposals
6. Receive and approve (if appropriate) reports from special committees such as the JNAC and Search committees
7. Funding requests made to the Board of Trustees
8. Major church policies—e.g., local fund investment policy; memorial endowment fund investment and disbursement policies; outreach disbursement policies; communications and social media policies; HR policies; baptism policy, funeral policy
9. Lay staff hiring and termination decisions
10. Committee expenditures which significantly exceed committee budgets
11. Significant changes in accounting and banking policy
12. Borrowing decisions—e.g., faith bonds
13. Appointment of a third-party to do an independent review of financial statements for congregational approval
14. Grant applications

15. Signing authority approval for bank
16. Decisions on significant facility rental opportunities
17. Continuance or discontinuance of church newspaper advertisements
18. Receives, makes decisions on, and transmits proposals to the regional council
19. Recommends suitable members for consideration by the appropriate body as a) licensed lay worship leaders; b) sacraments elders; and c) candidates
20. Gives orders and directions to the trustees on property matters

Matters Which Can Be Resolved by The Appropriate Committee

Financial decisions within the committee's budget, and activities within the committee's mandate

Adult Education and Small Group Ministry Committees

1. Program planning

Board of Trustees

1. Parkminster's general insurance coverage
2. Memorial Endowment Fund investment management strategy, and strategy implementation
3. Choice of fund manager for the Endowment Fund

Christian Education Committee

1. Church school programs
2. Youth activities
3. Confirmation programs
4. Volunteer recruitment for church school
5. TCOW participation
6. Intergenerational worship services and other events
7. Issues relating to the management and sale of Zehrs grocery cards

Communications Committee

1. Annual report
2. Newsletter policies and content
3. Website content
4. Social media—facebook
5. Roadside sign and entrance monitor content

Finance Committee

1. Accounting, banking, payroll, tax receipting and internal control procedures
2. Investment transactions (within church policy)
3. Procedures for offering envelopes and counting, recording and depositing offerings
4. Financial compliance issues – charity information return

Inclusive Ministries Committee

1. Inclusivity programs and activities

2. Social events

Pastoral Care/Membership Committee

1. Pastoral care policies, programs and activities
2. Card ministry
3. 2 x 2 program
4. Social events e.g..Guess who is coming to dinner
5. Special worship services with regard to pastoral care e.g. longest night service
6. House Group operating procedures
7. Procedures prior to recommending removal of a person from active membership
8. Procedures re new members and welcoming of new people (e.g., cards, calls, welcome table)
9. Church directory and related procedures (e.g., changes memo)
10. Historic roll and statistics
11. Toddler facilities
12. Mentors for confirmands (when necessary)
13. Congregational social events (corn roast, chili lunch, strawberry social)

Ministry and Personnel Committee

1. Recommendation, Interpretation and implementation of HR policies
2. Actions related to supporting and nurturing the pastoral relationship
3. Staff performance review process
4. Process for advertising and interviewing for vacant lay positions
5. Process for determining staff salaries (including cost of living category for ministers)

Nominating

1. Candidates being recommended for volunteer positions

Outreach Committee

1. Distribution of outreach offerings
2. Strategies and activities for generating Outreach giving's
3. Planning Outreach events
4. Steps to foster congregational awareness of community issues

Property Committee

1. Contracts with respect to ongoing maintenance of church property
2. Oversight of maintenance of church buildings and property
3. Oversee the custodian with regard to hours and equipment required
4. Facility rentals
5. Maintenance and equipment expenditures less than \$3000
6. Electronic equipment and services
7. Security procedures

Stewardship Committee

1. Strategies and activities for generating gifts of time, talents and treasures

2. Volunteer appreciation

Worship and Music Committee

1. Contracting pulpit supply persons
2. Guidelines for weddings, baptisms, funerals, use of the sanctuary, sanctuary décor
3. Matters having to do with the order, time, frequency, place and conduct of worship
4. Music programming

PARKMINSTER UNITED CHURCH VOLUNTEER POLICY

[“What is the essence of life? To serve others and to do good.”](#) — Aristotle

INTRODUCTION

Parkminster supports the concept of volunteerism and utilizes our volunteers to:

- Ensure our services meet the needs of the community
- Contribute to the delivery of our services
- Provide different skills and perspectives to our volunteers
- Offer opportunities for participation by people who are not otherwise involved in our structure and programs

Parkminster acknowledges that users of its services include vulnerable populations as defined by the United Church of Canada’s *Duty of Care Program*. As a result, Parkminster acknowledges that due to risk factors and requirements associated with certain volunteer positions, not all volunteer positions are suitable for everyone.

A vulnerable person is defined as a person who, for any reason, is in a position of dependence on others or (b) is otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

Principles

Parkminster United Church:

- Recognizes that voluntary work brings benefits to volunteers themselves, to our community and to paid staff
- Will ensure that volunteers are properly integrated into the organizational structure
- Expects that all our paid staff will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- Recognizes that volunteers enjoy satisfying work and personal fulfilment.

PRACTICE GUIDELINES

The following guidelines deal with practical aspects of the involvement of volunteers.

Recruitment and Selection

Recruitment of volunteers will generally be from all sections of the congregation.

Parkminster’s Nominating Committee will approach selected candidates to fill leadership vacancies as they occur. Staff and committee chairpersons may also approach suitable candidates to work on their committees and projects. Information on the requirements and duties of the position is available from the committee chairs and staff. All recruitment and selection procedures will adhere to the *Constitution of Parkminster United Church, May 2017*.

Duty of Care – Minimizing Risks

Volunteers will be asked to avoid working alone when dealing with vulnerable people and/or when in a position of trust. Parkminster encourages everyone to work in partners or in small groups and in a public place, if possible.

General Guidelines:

- It is preferable to meet with a group of two or more rather than be alone with an individual.
- It is preferable to have more than one adult present when working with vulnerable people (if an adult cannot be in the same room, it is best to have one close by in the same building).
- It is preferable to meet in an open, public space rather than a closed, private space.
- When meeting, an open door is better than a closed door, a door with a window is better than a solid door.
- It is always wise to make others aware of your activities and your whereabouts.
- It is best to update your committee chairperson or minister about your involvement.

Where volunteers may work alone and encounter vulnerable people and/or be in a position of trust, they will be asked to provide a police records check. Positions of trust may include work in areas such as pastoral care, youth work and finance. This will be required at the beginning of the assignment

- Will be repeated every 3 years
- Will be at the expense of the volunteer
- Will be required to notify the chair of council if there is a subsequent charge of a criminal offence or subject to a complaint with a professional association

All police record checks will be given to the chair of council, either directly or in a sealed envelope addressed to the council chair, marked 'confidential' and handed in to the church office.

- Information will be kept confidential. The council chair will be responsible for keeping the information in a safe secure area where it is not available to staff and anyone else.
- The council chair will sign a confidentiality pledge
- An offer to volunteer will not be accepted if there has been a sexual offence, fraud or theft
- Any other offence will be considered if there is evidence of rehabilitation and sufficient time (3 years) has elapsed since the offense

Parkminster reserves the right to conduct volunteer screening as outlined in the United Church of Canada's *Duty of Care Program* and resource document *Faithful Footsteps* (2000). The *Parkminster United Church Volunteer Position Risk Assessment Tool* (2008) will be used as deemed necessary by volunteer supervisors.

Volunteer Agreements and Responsibilities

Each volunteer will be given a clear idea of their responsibilities and Parkminster's responsibilities to them. Each committee has a mandate and those mandates can be found in the Policy and Procedures Manual in the church office.

Volunteer agreements are binding in honour only. They are not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party.

Health and Safety

With the direction of the Church Council and the Property Committee, Parkminster property will be well maintained, physical hazards will be identified and attended to, and property lighting will be provided for all areas. Fire alarms and emergency lighting will be kept in working order and checked regularly and fire escape plans reviewed, updated and rehearsed at least annually. The Board of Trustees will ensure that adequate property and liability insurance will be maintained.

Expenses

Admissible expenses will be reimbursed. This requires the committee chairperson's authorization and subsequent submission to the church treasurer. All volunteers are expected to get permission from the appropriate committee chairperson *before* incurring any expenses. If the expense exceeds the budget of the committee, then authorization must be sought from the council by the appropriate chairperson...

Induction and Training

Training will be provided as appropriate. Where necessary, volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

All volunteers will have a committee chairperson or other clearly identified person as their main point of contact. They will be provided with regular support to provide feedback, discuss future development and air any problems. Additional support is available through the church council chairperson and ministerial staff.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning Parkminster and its work.

Volunteers have the right to discuss any concerns they may have with their contact person, committee chairperson and/or church council chairperson at any time.

Insurance

Volunteers of Parkminster United Church are covered by the church's insurance program while acting within the scope of their duties.

Parkminster United Church has Commercial General Liability (CGL) insurance. Coverage for the following is subject to the terms, conditions and exclusions of the policy:

- Bodily Injury
- Property Damage
- Personal Injury including Advertising Injury
- Tenant's Legal Liability
- Abuse and Harassment Coverage
- Counseling Coverage

Drivers

If a volunteer is required to drive and transport other people as part of their position at Parkminster, they will be required to have :

- a valid Driver's license for the province of Ontario
- proof of automobile liability insurance coverage
- automobile liability coverage required will be \$1,000,000
- any recent driving offences or convictions should be reported to the chair of the appropriate committee

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.

Parkminster requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the church, staff and the congregation as well as others they serve.

The volunteer shall not disclose any information (personal, medical or financial) obtained during his/her volunteer placement to any third parties without prior written consent from Parkminster.

No information concerning any volunteer will be divulged without prior consent of the volunteer. This includes addresses, telephone numbers, email address, etc.

Parkminster volunteers must conform to the following guidelines:

- Faithfully discharge duties to observe and comply with all Parkminster policies and procedures with respect to privacy, confidentiality, and security.
- Maintain in confidence all information concerning congregation members, adherents, staff and community members at all times (that is, during and after affiliation with a position).
- Only access, use and disclose personal information re the above groups on a *need to know* basis to fulfill job duties.

Complaints Procedures for Volunteers

1. If a volunteer wishes to raise an interpersonal or other issue relating to another volunteer or any staff member, they should initially talk to the person concerned, to try and resolve the matter informally.
2. If parties are not satisfied with the resolution, the appropriate committee chairperson or third party should then be informed of the situation and asked to mediate.
3. If resolution is not possible or the committee chairperson cannot be involved, then the volunteer can discuss the matter with the chair of council or the conflict resolution team.

Grievance Procedures Involving Volunteers

Parkminster has a four-step process for dealing with grievances against volunteers:

1. Private discussion between the committee chair and the person bringing the grievance forward to understand and document the details, and explain the process for dealing with grievances.
2. Private discussion between the committee chair and the affected volunteer to:
 - Explain that a grievance has been filed
 - Document the volunteer's response/explanation of events
 - Establish goals and an action plan to correct the situation if the grievance is valid
3. Communication back to the griever.
4. Follow-up to ensure the situation has been corrected, and to take further action if it has not (including consideration of ending the person's volunteer role).

If this matter is believed to be a criminal offense, the chair of council and the appropriate police department must be notified.

Volunteer Recognition

Parkminster United Church values and appreciates the invaluable contributions of volunteers to the members, adherents, and communities we serve. Our ability to function depends upon the continuing contributions made by volunteers.

Recognition of volunteers should be ongoing throughout the year, whether it is limited to the committee or shared with the entire congregation. Parkminster encourages committee chairpersons and contact people to show recognition by:

- Appreciating the individual volunteer as a unique person
- Celebrating outstanding individual jobs or tasks.
- Showing consistent recognition of all volunteers
- Recognizing longevity and special contributions

CONCLUSION

We at Parkminster will govern and conduct ourselves in ways that are consistent with Parkminster's Mission and Vision statement and the policies of the United Church of Canada.

Workplace Violence and Harassment Policy

Purpose

The United Church of Canada is committed to providing safe environments for work, worship, and study, free from harassment and violence.

The church will not tolerate any behaviour by any person—including but not limited to its members, adherents, lay employees and ministry personnel, and elected members or volunteers—that constitutes harassment, or is violent or threatens violence.

Harassment and violence in the workplace are prohibited by federal and provincial law and the laws of the church.

Policy

All complaints of harassment or violence toward anyone within the church—including lay employees or ministry personnel, and elected members or volunteers—will be taken seriously and dealt with in a spirit of compassion and justice.

Harassment is defined as any unwanted physical, sexual, or verbal conduct that is known or ought reasonably to be known to be unwanted, and is a form of **discrimination**. Harassment may involve a wide range of behaviour, from verbal innuendo and subtle suggestions to overt demands and physical abuse, and it includes psychological harassment.

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, or to punish a refusal to comply.

Violence is defined as the exercise of physical force or attempt to cause physical force by a person against a worker in a workplace that causes or could cause injury. It also includes statements or behaviours that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury.

It is everyone's responsibility to raise concerns about harassment, violence, and discrimination within the workplace. It is also everyone's responsibility to take steps to address harassment, violence, and discrimination in the workplace.

Procedures

1. All complaints of harassment or violence will be taken seriously and will be investigated.
2. If the person complaining (the complainant) is able to do so, they should communicate directly with the person who is behaving inappropriately, to tell them that their behaviour is unacceptable and is being experienced as unacceptable by the complainant.
3. If the behaviour does not stop or the complainant is unable to speak to the respondent (the person behaving inappropriately), then a complaint should be provided in writing with detail as to the date of the incident(s), location, any witnesses, and a description of the incident(s).

4. The complaint should be sent to the appropriate regional executive minister where the incident occurred.
5. The regional executive minister will assess the complaint and the applicability of this policy to respond to the complaint. If there are other processes available to address the complaint, those may be recommended. Such other options could include mediation, a facilitated conversation, or other forms of dispute resolution.
6. The complaint will be provided to the respondent at the earliest possible opportunity by the regional executive minister or appointee.
7. If the complaint is being made about the regional executive minister, the complaint will be made to the Ministry and Employment Unit, General Council Office (pursuant to Human Resources policy 3.4).
8. The regional executive minister will inform the executive or sub-executive of the region that a complaint has been received. The regional executive minister will also inform the pastoral charge or faith community that a complaint has been made, and of the process to be used to address the complaint.
9. Pastoral care will be offered to the parties.
10. The regional executive minister will assign an investigator to the complaint in consultation with the appropriate staff person in the Office of Vocation.
11. The investigator will meet with the parties to the complaint in person; if there are any witnesses, conversations with the witnesses may be conducted in person or over the phone.
12. The investigator will prepare a report with recommendations to resolve the complaint, and the report will be provided to the regional executive minister, who will communicate the resolution and recommendations, as appropriate, to the parties and to the pastoral charge or faith community.
13. The parties will be provided with information about the outcome as appropriate in the circumstances. Personal information will not be provided about any party, and all information will be held in as much confidence as is possible while still ensuring fair process.



Stepping Stone to Right Relationship – When There is Conflict

Exceptions

- When the conflict is with a staff member, meet with the staff member directly if agreeable to both parties or through the Ministry and Personnel committee.
- If the conflict is with a decision made by a committee or Council then you should meet with the appropriate Chairperson to express your concerns.

Step 1. Explore and Reflect

- What am I feeling and why?
- Are there personal issues from the present or the past that may be adding to my feeling of conflict and discomfort?
- On a scale of 1-10, how important and urgent is it to me to solve this conflict?
- Do I want or need to resolve this conflict?
- Am I ready to talk about the facts and feelings with the other person?
- You may want to explore your own conflict style. There are several available sites on the internet to help you with this.

Step 2. Personal Preparation for Discussion

- Write down the facts, your concerns and feelings about the incident.
- Try to set feelings of anger aside. Try to use “I” statements to clarify your own impressions of the incident or situation.
 - For example, “You never listen to anyone, and you’re not really listening to me now”, can be turned into “I feel that my concerns are not being heard”.
- Identify what you think the issue or problem is.
- What do you need to make it possible to resolve the problem?
- **Consider speaking with a mediator first (Go to Step 6),** if you do not feel safe, **OR** to help you prepare for Step 3.

Step 3. Invite a Conversation

- Let the other person know this is important to you.
- Invite them to discuss your concerns with you **or with a Parkminster mediator***, but be prepared that the other party may refuse your invitation.
- Agree to meet at a time convenient to you both, in a quiet but neutral place.
- Listen carefully to the other person’s side of the story, their concerns and what they need from you
 - For example, repeat their words back to them (“What I hear you saying is...”). Ask questions to clarify information (“What did you mean when you said...”). Don’t interrupt, let the person finish their thought.
- Present your side of the conflict and your needs in a calm and orderly manner.
- Be prepared to accept that there may be different points of view.
- Seek to understand how the other person views the conflict and their point of view instead of getting what you want or seeking to win.

Step 4. Agree on the problem

- Discuss the current issue, not past issues.

Stepping Stone to Right Relationship – When There is Conflict

- Focus on the problem only, not the person's character or personality.
- Avoid attacking or blaming others for this conflict.
- Together agree on naming the problem.

Step 5. Brainstorm Creative Possibilities

- Try to shift from a "Winners or Losers" to a "Winners and Learners" mindset.
- What are you willing to do to meet each other's needs?
- What next steps can you generate together?
- What next steps seem most workable? Most satisfying?
- Which next steps would improve the relationship?
- If appropriate offer apologies, accept apologies and practise forgiveness.
- **Do you need to involve a mediator as a next step?** If yes, go to Step 6; if not, go to Step 7.

Step 6. Involve our Parkminster Mediators*

- Call a mediator to set a time to discuss your situation personally, **OR**
- If you are both agreeable to mediation then one of you can make the contact with one of the mediators. The mediator must be acceptable to both.
- The mediators are listed below and their contact information is available in the church directory or the church office.
- The mediator will discuss next steps with you.
- Parkminster mediators work in twos, to increase effectiveness of mediation.

Step 7. Negotiate toward Resolution

- After exploring and discussing your options, agree on solutions that meet both your needs.
- Discuss how and when these solutions will be met.
- Talk about what can be done to prevent this conflict from recurring.
- Agree to check in with each other to ensure that there has been progress in solving the problem.
- If the agreement is not working out, **go back to step one, or consider involving a mediator** (See Step 6).

Step 8. Acknowledge and Affirm

- Thank each other for meeting over a difficult issue and taking steps to right relationship.

* **Parkminster Mediators:** Roxy Linkletter, Ted Oldfield, Kathy Shortt, & Kevin Smith

Mediators will work in pairs. The initial mediator will discuss with you which other mediator should be involved.

Sources:

- 1. The Conflict Resolution Network www.crnhq.org (Contains a wealth of resources!!!)
- 2. 5 Steps to Conflict Resolution by *Erin Foord*, OCDS.
www.ocds.info/conference/ConflictResolution.pdf