

# Governance Structure of Donway Covenant United Church - Dec 2012

## Background

This document is meant to reflect the current governance of the church in the fall of 2012, and was requested to provide clarity for the incoming chair of Council. It is based on the new governance structure agreed in 2000, with some subsequent minor changes approved by Council in 2002 and 2012. This is not a recommendation for change - rather a reflection of how the church is operating today.

## Overall Governance Structure

Donway Covenant follows the "Council" structure, called the "Church Council", as described in sections 215-228 of "The Manual 2010 The United Church of Canada".

The Donway Covenant Church Council consists of 26 seats, 2 of which are non-voting staff. There may be more participants at Council when special committees are established, such as the Strategic Planning Committee, which is in place in 2012. Chairs of these special committees will participate in Council as non-voting members unless otherwise decided by Council. These special committees will be absolved when their mandate is complete or their Committee is no longer needed, as decided by the Council.

To add history and wisdom to decision-making, 2 long-standing church members form part of the Council as members-at-large with voting privileges.

In October 2012, the council structure consists of the following roles (not all of which are currently filled) :

- Chair
- Vice Chair
- Past Chair (who chairs the Nominating Committee)
- Treasurer
- Secretary (staff)
- Minister (staff)
- Presbytery Representative (2 people are allowed per The Manual, based on the current membership role)
- Ministry and Personnel Chair (or delegate)
- Trustee Chair (or delegate)
- Committees:
  - Christian Education Committee Chair and one other delegate
  - Fellowship Committee Chair and one other delegate
  - Nominating Committee Chair (Past Chair of Council - listed above)
  - Pastoral Care Committee Chair and one other delegate
  - Outreach Committee Chair and one other delegate
  - Stewardship Co-Chair and one other delegate
  - Worship Committee Chair and one other delegate
  - Strategic Planning Committee Co-Chairs (2 people with voting privileges)
- Congregational Member-at-Large (2 persons)

## Responsibilities of the Committees

The responsibilities of the following 2 committees are not unique to Donway Covenant United Church and are specified explicitly in “The Manual 2010 The United Church of Canada”:

- Ministry and Personnel Committee – section 244 of The Manual. See Appendix A below which is an excerpt of The Manual and illustrates the level of detail contained in it.
- Trustees - sections 250-262 of The Manual

There are 7 standing Committees on the Council, as well as the Strategic Planning Committee. The following outline describes the scope of each Committee’s responsibility, but does not purport to be an exhaustive list.

### 1. Christian Education Committee

- Nursery
- Church School
- Confirmation classes
- Youth Groups
- Scouting/Guiding
- Adult Study Groups
- Bible Study
- Church Library/Archives
- Conferences and Workshops

### 2. Fellowship Committee

- Greeters and Welcome Table
- New Member communications, follow up and integration
- Caring hospitality and kitchen (funerals, receptions, pot luck suppers, annual meeting, Christmas cookies, Good Friday etc.)
- Coffee hosts after worship services
- Ladies fellowship
- Footprints Day Camp
- Social activity (bridge, badminton, volleyball etc.)
- Communications (Voice, Annual Report, Observer, Upper Room, Community Advertising/Publicity and Inter-Church publicity)

### 3. Nominating Committee

- Puts forward the slate of Council members for each new church year.
- Staffs any gaps in the Council which appear during the year.
- Chaired by the Past Chair of the Council and staffed with a delegate from each of the other standing Committees.

### 4. Outreach Committee

- Parents and Tots
- English as a Second Language
- Mission and Service Promotion
- Social Action e.g. Community Share Food Bank and Fair Trade Fairs

- Amnesty Letter Signing
- Coffee and Conversation
- Film Series

#### **5. Pastoral Care Committee**

- Cards to congregational members
- Lay Visitation
- Provide list of people to receive flowers from Worship services, which is then confirmed by the Minister. Flowers are prepared and distributed by Worship Committee members.
- Provide list of people to receive Christmas cookies. Work in conjunction with Fellowship Committee in preparing and delivering the cookies, as needed.

#### **6. Stewardship Committee**

- Stewardship drives
- Annual Fall Sale and other fund raising e.g. “Music on the Donway”
- Local givings and offering counters
- Church property and systems: Maintenance, renovation
- Furnishings
- Leasing and other use of church property. Note that Trustees must sign all leases.
- Security
- Accounting, payroll, GST and auditing (performed by Treasurer)
- Financial planning and budgeting (performed by Treasurer)
- Special gifts and Bequests (brought to Council level for decisions on use by Treasurer)

#### **7. Worship Committee**

- Services of worship including communion, baptism, special days and seasonal celebrations
- Flowers and furnishing of Sanctuary
- Ushers and drivers
- Pulpit supply
- Sound system and other requirements of worship
- Music expenditures

#### **8. Strategic Planning Committee**

- Recommend options for the strategic direction for the DCUC and provide recommendations to the Council for actions to support the strategy.

## **Operating Procedures**

1. Council meets 10 times a year on the 2<sup>nd</sup> Tuesday of each month at 8pm, except for July and August when there is no meeting.
2. Committees meet monthly. Some committees are meeting at 7pm preceding the Council meetings. In some cases, this limits the time available for discussion at the Committee meetings. Committees periodically schedule special meetings either during the week or after church when there is a complex or contentious issue to be discussed, requiring more time for discussion. Such special meetings are not in lieu of the regular pre-council meetings.
3. Council members will inform the Chair in advance if there are any issues to be discussed so that these can be efficiently scheduled into the regular meetings. The Council may also determine that additional special meetings are required to address specific issues.

4. In order to facilitate communication between Committees,
  - each Committee chair will bring their committee reports to Council meetings, and email them in advance when possible. The secretary will circulate the minutes of monthly committee meetings to all committees.
  - each Committee chair can bring one delegate from their Committee to Council meetings. This will not only enhance cross-Committee communications, but will give Committee members a better understanding of the operation of the Council itself.
  - a Leaders conference is proposed to be held twice yearly to which everyone is invited.
5. Committees should keep council fully informed and seek explicit approvals for decisions and expenditures outside approved budgets. Although committees can operate within their budgets, they should also keep Council abreast of expenditure plans and of shifts in priorities within their approved budgets.
6. Some active participants in the work of the church do not want to be part of formal committee work, and is the intention of the Council to be flexible to accommodate our volunteers if possible.
7. Some activities involve more than 1 Committee. If there is confusion about roles and accountability between the multiple Committees, the Committee Chairs will resolve. They will recommend changes to this DCUC Governance Structure document, if needed, to avoid confusion for future work of the church.

## Appendix A - The Manual Excerpt - Ministry and Personnel Committees

### 244 Ministry and Personnel Committee.

(a) Meetings. The Committee shall meet and shall report to the Official Board or Church Board or Church Council quarterly or more often as circumstances warrant.

(b) Membership. The Committee shall consist of not less than three (3) and not more than seven (7) members representative of the Pastoral Charge. Members of the staff of the Pastoral Charge, including the settled or appointed Ministry Personnel, shall not be members of this Committee. The Committee shall not replace the Joint Search Committee in the event of a change in the pastoral relationship or a Vacancy. (2007)

(c) Duties. The Committee shall:

- i. provide a consultative and supportive agency for the staff of the Pastoral Charge and for members and Adherents of the Congregation(s);
- ii. review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the Official Board or Church Board or Church Council;
- iii. oversee the relationship of the staff of the Pastoral Charge to members of the Congregation(s) and others;
- iv. oversee the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority;
- v. consult with all members of the staff of the Pastoral Charge about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available;
- vi. review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate to the mission of the Pastoral Charge as defined by the Official Board or Church Board or Church Council;
- vii. maintain close liaison with the Presbytery Pastoral Relations Committee;
- viii. review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions when required or requested; and
- ix. receive from each Ministry Personnel settled in or appointed to the Pastoral Charge, a current vulnerable sector (level 2) police records check, at the expense of the Ministry Personnel, no later than the completion of each six-(6) year period of the pastoral relationship.