



**Constitution of
St. Paul's United Church**

Milton Ontario

Revised March 2019

TABLE OF CONTENTS

CONSTITUTION OF ST. PAUL'S UNITED CHURCH, MILTON, ONTARIO (2019 revision)

Article 1	A statement of Purpose.....	3
Article 2	Organization.....	3
Article 3	Mission Statement.....	3
Article 4	Board of Trustees.....	3
Article 5	Church Council.....	4
	5.1 Structure of Church Council.....	4
	5.2 Executive of Church Council.....	5
	5.3 Facilitator Process.....	6
	i) Infrastructure and Finance Circle.....	6
	ii) Community and Spiritual Life Circle.....	6
	iii) Standing Committees.....	7
Article 6	Congregational Meetings.....	7
Article 7	Elections.....	7
Article 8	Amendments.....	7

POLICIES AND PROCEDURES OF ST. PAUL'S UNITED CHURCH, MILTON

Appendix A	Duties and Responsibilities of Church Council.....	8
Appendix B	Duties and Responsibilities of the Executive of Church Council....	8
B1	The Council Chairperson.....	8
B2	The Council Vice-chairperson.....	9
B3	The Immediate Past Chairperson.....	9
B4	The Council Secretary.....	9
B5	The Treasurer.....	9
B6	Facilitators.....	9
B7	Regional representatives.....	10
B8	Ministerial Staff.....	10
B9	Church Administrator.....	10
Appendix C		
C1	General Duties and Responsibilities for all Committees/Groups/Teams.....	10
C2	Annex Working Group.....	12
C3	Christian Development Committee.....	12
C4	Communications Committee.....	12
C5	Fellowship and Special Events (FET) Committee.....	13
C6	Finance Committee.....	13
C7	Membership Committee.....	14
C8	Ministry and Personnel Committee.....	15
C9	Mission and Outreach Committee.....	15

C10	Nominating Committee.....	16
C11	Pastoral Care Committee.....	16
C12	Property Committee.....	16
C13	Stewardship Committee.....	17
C14	The United Church Women (UCW) Organization.....	17
C15	Worship Committee.....	18
Appendix D	Trustees.....	18
	1. Purpose.....	18
	2. Membership.....	18
	3. Election of Officers.....	19
	4. Quorum.....	19
	5. Church Council Representative.....	19
	6. Memorials Committee.....	20
	7. Responsibilities.....	20
Appendix E	Format for sample Minutes of Committees, groups etc.....	22
Appendix F	Format for Report to AGM by Committees etc.....	23
Appendix G	Format for Budget Submissions by Committees etc.....	24

CONSTITUTION OF ST. PAUL'S UNITED CHURCH, MILTON, ONTARIO (2019 revision)

Article 1

A Statement of Purpose

St. Paul's United Church is called to worship God, to watch over and care for all within its fellowship, to preach the Gospel to all people, to minister to needs, and to strive for right relations among persons.

The purpose of the Church is to share God's love and express God's will for the world through devotion, obedience and service, because the Church is a community of people who have been called into fellowship by the love and will of God as revealed in Jesus Christ, committed to God and led by the Holy Spirit.

The Church is called to action: to worship God, to seek understanding of God's will, to share God's message and love, to further spiritual growth and training, to create unity with God and each other, to help those in need, to oppose forces which demean and destroy persons, and to strive for all that makes right relations among all persons on this earth.

Article 2

Organization

The Local Ministry Unit at St. Paul's United Church Milton is its Congregation and the governing body is the Church Council as set out in Bylaw B of the Manual 2016.

Article 3

Mission Statement

At St. Paul's United Church Milton, we commit ourselves to: bring God into the here and now in all we do; reach out to others with genuine love; share our time, talent and treasure.

The focus of the ministry at St. Paul's United Church is to provide varied worship experiences and educational opportunities that enable our diverse congregation to further its Christian relationship with God, with an eye to growing our congregation with new members.

Article 4

Board of Trustees

The duties and responsibilities of the Board of Trustees are as outlined in The Manual (2019) of the United Church of Canada under article G 3.1 to 3.6.5 and as outlined in

the Board of Trustees Handbook (2004), the Financial Handbook for Congregations (2004) and Manual revisions related to finance (2016). Duties and responsibilities are subject to future revisions of United Church of Canada Manual.

(Refer to Appendix D)

Article 5

Church Council

5.1 Structure of Church Council

The Church Council will consist of:

Immediate past chair

Chairperson

Vice chairperson

Secretary

Treasurer

Ministerial staff (ex officio)

Trustee representative

Ministry and Personnel representative

Facilitator for Infrastructure and Finance committees

Facilitator for Community and Spiritual Life committees

A representative to Horseshoe Falls Regional Council of the United Church of Canada (the representatives elected as the eligible number of representatives from St. Paul's United Church to Horseshoe Falls Regional Council shall elect from among themselves the representative who will serve on Church Council)

The chair or immediate past chair, the settled ministry person or an ordered ministry person from Horseshoe Falls Regional Council must be present at all Church Council meetings.

Except for the positions of Chairperson and Secretary, whose terms pursuant to The Manual, 2019 are limited to one year, subject to the right of re-election, all terms of office are for two years, subject to the right of re-election, but not to exceed four consecutive years in the same office.

To allow for continuity, no more than half the executive should finish their terms of office in the same year. (For implementation purposes, in 2019 only, the representative from Ministry and Personnel and the Facilitator for Community and Spiritual Life committees shall also be elected to a one-year term, subject to the right of re-election for a future 2-year term.)

Elections take place at the annual congregational general meeting for members to serve on Church Council and for the regionally mandated number of representatives to Horseshoe Falls Regional Council. At such time, members may also be appointed to serve on the Board of Trustees by a simple majority vote or be removed as a Trustee by a 2/3rd majority vote.

Any other business may be conducted at the annual congregational general meeting, provided that proper notice has been given where such prior notice is required.

Church Council will meet at the call of the chair, usually 4 to 6 times per year. The Church Council makes decisions on behalf of and in accordance with the desires, needs and best interests of the congregation.

A quorum of Church Council will be 50% of the members and all decisions must pass with a majority of the members present being in favour of the motion.

Church Council may use electronic communication as deemed necessary.

Church Council responsibilities are managed by an Executive for planning and coordinating, and by specific committees according to their mandates.

Missing three consecutive meetings of Church Council may be grounds for removal from the council

5.2 Executive of Church Council

The executive of Church Council is composed of:

Immediate past chair

Chairperson

Vice-chairperson

Secretary

Treasurer

Trustee representative

Ministerial staff (ex officio)

The executive of Church Council meets at the call of the council chairperson.

The executive of Church Council will have the power to act in the place of council on urgent matters between council meetings.

Any decisions reached, or actions taken by the executive of Church Council will be communicated in a timely manner to all members of council and recorded/approved at the next meeting of the council.

The quorum for executive will be the same as for Church Council. The chair or immediate past chair, the settled ministry person or an ordered ministry person from Horseshoe Falls Regional Council must be present at all executive meetings.

Honorary members of Church Council are not counted in quorum for Church Council meetings.

If beneficial, the executive may use electronic communication to resolve any issue.

5.3. Facilitator Process

In order to enhance coordination and communication amongst the committees of the church and church council, a Facilitator will be assigned to each of two 'circles' of the church's work and witness.

i) Infrastructure and Finance Circle

Standing Committees/ Subcommittees/ Groups/Teams included in this circle are:

Facility Use Subcommittee
Finance Committee
Mission and Outreach Committee
Property Committee
Stewardship Committee
Trustees

The church administrator will be the paid staff resource for this circle.

ii) Community and Spiritual Life Circle

Standing Committees /Groups/Teams included in this circle are:

Annex Working Group/Committee
Christian Development and Education Committee
Communications Committee
Fellowship and Special Events Team
Membership Committee
Ministry and Personnel
Nominations Committee
Pastoral Care Committee
UCW
Worship Committee

The Ministerial staff person will be the paid staff resource for this circle.

The Facilitator of each circle will facilitate the gathering of representatives of their committees/subcommittees/groups/teams on a quarterly basis in order to share agendas, plans, budgetary planning and areas of mutual co-operation and encouragement.

The Facilitator will share with church council the concerns, plans and questions which arise from their respective gatherings.

Specific short-term committees may be formed at any time and will fall under the appropriate circle of interest. (eg Yard Sale, Refugee Sponsorship)

iii) Standing Committees

Duties and responsibilities of committees and groups are outlined in **Appendix C**.

Article 6

Congregational meetings

The church council and all committees are responsible to the congregation. The congregation meets to review and celebrate the life and work of St. Paul's United Church at the annual congregational general meeting which is held in April of each year. Other congregational meetings can occur at the request of council or as required by the United Church of Canada Manual.

Article 7

Elections

Elections to Church Council will take place at the annual congregational general meeting.

Nominations can come from the nominating committee's report or from the floor at the meeting. All nominations from the floor must be moved and seconded.

The immediate past chairperson, or such other person not standing for election and approved at the meeting, shall conduct the election of officers.

The congregation may name Honorary Members of Council. Honorary Members will hold non-voting privileges for as long as they remain members of the congregation. They do not figure in counts for quorum.

Article 8

Amendments

This constitution and administrative structure may be amended at any time by a 2/3 vote at a duly constituted congregational meeting, provided the nature of the change is communicated with the appropriate notice of meeting and such changes would not compromise the rules and regulations imposed by the United Church of Canada Manual.

POLICIES AND PROCEDURES OF ST. PAUL'S UNITED CHURCH, MILTON

Appendix A

Duties and Responsibilities of Church Council

A1 The Church Council will provide leadership for the local ministry unit within the limitations set down in the United Church of Canada Manual (**The Manual, 2019**), and as amended from time to time.

A2 The Church Council will develop and implement policy to meet the needs of the local ministry unit. It is the responsibility of Church Council to see that the work of the Church is carried out. To do this, Church Council delegates responsibilities to a variety of committees, groups and teams who will elect officers, recruit members and carry out actions. Church Council has the ability to take on, when necessary, the duties and responsibilities assigned to any committee/group/team if deemed necessary.

A3 The Church Council will implement, with the assistance of ministry personnel and staff, the decisions made at congregational meetings.

A4 The Church Council will fill interim vacancies on executive and council as the need arises. Such appointments shall be confirmed by the congregation at its next meeting.

A5 The terms of office for Church Council and Executive commence immediately following the annual general meeting. (See **Article 5** of the Constitution for terms of office.)

A6 On completion of a term of office Church Council and Executive members will turn over to the council secretary materials pertaining to his/her office or position.

Appendix B

Duties and responsibilities of the Executive of Church Council

- B1** The council chairperson will:
- (a) Call, set the agenda and preside at all meetings of the council, council executive and meetings of the local ministry unit
 - (b) Report the activities of church council to the congregation when necessary and appropriate (written or verbal)
 - (c) Liaise with staff on issues concerning the work of council

- (d) Prepare the vice-chairperson to assume the duties of the chair
 - (e) Not vote on council matters unless required to break a tie in a vote.
 - (f) Act as an ex officio member of all committees/groups/teams.
- B2** The council vice-chairperson will:
- (a) Perform the duties of the chairperson of council when required
 - (b) Act as the chairperson for the nominating committee
 - (c) Perform other duties as directed by the council or chairperson of council
- B3** The immediate past chairperson will:
- (a) Provide advice to chairperson and council
 - (b) Conduct the election of members of council and the appointment of Trustees in the election portion of the annual general meeting
 - (c) Carry out such duties as assigned by the chairperson of council
- B4** The council secretary will:
- (a) Assist the chair in the preparation of Church Council and Executive meeting agendas
 - (b) Record the proceedings of all meetings of the local ministry unit, including the annual general meeting, Church Council and Executive and maintain a minute recording thereof (hard copy and digital)
 - (c) Prepare and transmit correspondence and minutes in a timely manner
 - (d) Maintain a record of policies and procedures as endorsed by Church Council
 - (e) Update and maintain the constitution of the church, incorporating amendments passed at meetings of the local ministry unit
- B5** The treasurer will:
- (a) Serve on the finance committee and perform such functions as requested by that body
 - (b) Monitor the church's financial health and on-going obligations and expenses
 - (c) Maintain and support accounting records
 - (d) Ensure that monthly and annual financial statements are prepared in a timely fashion
 - (e) Prepare a yearly budget, based on input from the committees and structures of the church, and present it to the finance committee, church council and the annual general meeting
 - (f) Prepare and submit various required government filings in a timely fashion
 - (g) Ensure that accounting records and year-end financial statements are audited
 - (h) Ascertain from the trustees the anticipated revenues for inclusion in the budgeting process
 - (i) Report to council at each church council meeting
- B6** To enhance communication and involvement, two facilitators will be elected, one to relate to committees involved with infrastructure and finance; the second to relate to committees involved with community and spiritual life. Except for the 2019 transition year, this is a two-year term of office.

Facilitators will:

- (a) Act as the intermediary, facilitator and communicator between Church Council and the committees included in their "circle"
- (b) Organize and facilitate quarterly gatherings of the committees in their circle to share information, encourage collaborations, build relationships and mutual support
- (c) Provide to church council updates, committee needs and matters arising from these quarterly gatherings
- (d) Encourage committees to keep records and prepare goals and budgets in a timely manner
- (e) Work closely with the permanent paid staff person assigned to their circle

B7 Regional Representatives will:

- (a) Be elected at the Annual General Meeting, and immediately thereafter they shall elect one of them to serve on Church Council
- (b) Attend meetings of the Horseshoe Falls Regional Council regularly, as may be required
- (c) Facilitate communication between St. Paul's United Church and the Horseshoe Falls Regional Council.
- (d) Represent the interests of St. Paul's United Church, Milton, at the Regional Meetings and exercise their voting privileges accordingly.
- (e) Discharge such other responsibilities as assigned to them by the Horseshoe Falls Regional Council.
- (f) Report to Church Council

B8 Ministerial staff will:

- (a) Provide spiritual guidance and advice to Church Council and Executive as outlined in the current job description

B9 The church administrator will:

- (a) Report to council on any administrative matters, as required
- (b) Support the work of the council and committees as outlined in the current job description

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Appendix C

C1 General Duties and Responsibilities for All Committees/Groups/Teams

All committees/groups/teams shall:

- (a) Have a chairperson and secretary and, if required, a treasurer.

- (b) The term of office for the Chairperson and all other officers will be two years and no more than two consecutive terms in the same office. (For the 2019 transition year, any person who has served as Chairperson for 4 or more consecutive prior years shall allow for appointment/election of a new Chairperson, but should every other person on the committee refuse to accept the role of Chairperson and no other person is willing to accept the Chair of such committee, the incumbent Chairperson may continue in that office for one additional year only.)
- (c) Meet as often as needed to achieve specific goals or actions.
- (d) Be permitted to use electronic meeting formats, if required, for timely decision making and emergencies
- (e) Prepare a budget each fall, using the budget template in C1(h), to reflect their plans and needs for the next year, and shall submit it to the Church Treasurer before year end.
- (f) Keep minutes of meetings using the brief format below:

Committee/Group/Team Name:

Meeting date

Those who attended

Those who sent regrets

Specific action items resulting from the meeting and those accountable for carrying out the actions

Briefly worded motions made at the meeting, including mover, seconder and whether the motion was carried/not carried.

Date of next meeting

Copies of minutes must be shared with the Facilitator of the assigned circle, the Office Administrator and the Secretary of Church Council. The Facilitator will share highlights and important matters arising from the minutes with Church Council. (See sample form of minutes, Appendix E)

- (g) Committees/Groups/Teams will submit a report to the annual general meeting using the following brief format:

Name of the committee/group/team

Brief summary of the roles and responsibilities of this committee/group/team

Name of the Chairperson or Group/Team leader

Names of those serving on the committee/group/team

Dates on which the meetings were held

Highlights of the year (brief, point form) (see sample form, Appendix F)

- (h) Committees/Groups/Teams will submit a budget each fall to the Treasurer using the following brief format:

Name of the committee/group/team

Budget Year

Submission date
 List any anticipated expenses for the year with a brief description of each.
 List any anticipated gross revenue from your group's activities.
 Total of expenses
 Total of anticipated revenues
 Name of Chairperson approving the budget submission

(see sample form, Appendix G)

C2 Annex Working Group/Committee shall:

- (a) Oversee, in co-operation and in consultation with the appropriate Church staff the following:
 - The Annex service schedule
 - The Annex volunteer schedule for set-up and hospitality
 - Music needs
 - Special events associated with the Annex community ie Advent Craft and Game Night
- (b) Communicate and co-ordinate with the Worship Committee and Ministerial staff regarding combined worship services and events.
- (c) Meet as necessary for oversight and planning.
- (d) Prepare plans and a budget for committee activities using the budget form as outlined in C1 (h).
- (e) Present a written report to the annual general meeting using the standard form as outlined in C1 (g)

C3 Christian Development Committee shall:

- (a) Encourage support and volunteerism for Christian Development initiatives within the church.
- (b) Assess and select curriculum materials suitable for use by the Church School.
- (c) Provide in-service training of teachers and leaders.
- (d) Encourage and support participation in the Church School.
- (e) Assist in the development of programs of interest to all age groups within the congregation.
- (f) Consult with Ministerial staff when developing programs and seek the approval for Church Council for initiatives.
- (g) Prepare plans and a yearly budget for Christian Development programs to be approved by Church Council. (See C1 (h) above.)
- (h) Prepare a written report to the annual meeting using the standard form as outlined in C1 (f).

C4 Communications Committee shall:

Communicate the Life and work of the local and larger Church through the following means:

- (a) Cooperate with all committees in the sharing of information.
- (b) Administer subscriptions of the OBSERVER.
- (c) Administer and promote the use of electronic, online and print media to communicate the life and work of the Church and the community to the congregation.
- (d) Prepare and organize the publication of the Church newsletter the "Herald".
- (e) Coordinate the use of bulletin board displays throughout the Church.
- (f) Develop policies for the use of audio-visual equipment.
- (g) Oversee the maintenance of and the updating of the Church web site.
- (h) Oversee the installation and maintenance of all internal and external signage.
- (i) Prepare plans and a yearly budget for activities for approval by Church Council. (See C1(h) above.)
- (j) Oversee the maintenance of the Church Archives.
- (k) Present a written report to the annual meeting using the standard form outlined in C1 (f).

C5 Fellowship and Special Events (FET) Committee shall:

- (a) Promote a warm and caring fellowship within the Church congregation.
- (b) Promote opportunities for fellowship by providing refreshments as needed.
- (c) Encourage congregational involvement in fellowship events.
- (d) Organize, administer and assist with special events which have a fellowship focus including fundraising and social events.
- (e) Assist in the development of new fellowship groups as required ie Singles Group, Seniors Fellowship
- (f) Coordinate with other committees when planning events and selecting dates.
- (g) Prepare plans and a yearly budget for Committee events and activities for approval by Church Council. (See C1 (h) above.)
- (h) Present a written report to the annual meeting using the standard form outlined in C1 (f).

C6 Finance Committee shall:

- (a) Record all contributions, approve and record all disbursements of the general funds of the Church and prepare monthly current financial statements for Church Council.
- (b) Arrange and supervise the work of the Church Treasurer and the Envelope Secretaries and the Counting Teams.
- (c) Arrange for distribution of contribution envelopes, maintain contribution records, including records of all various contributions and results of special appeals, and share the information with appropriate committees and church Council.
- (d) Issue receipts for income tax purposes.
- (e) Monitor the overall financial position of the Church and also financial matters of special concern, and report these regularly to the Church Council or the Executive of Church Council.
- (f) Arrange for the audit of the Church general funds and financial statistics. The auditors are to be appointed at the Annual General Meeting.
- (g) Approve payment of expenditures as outlined in the budget and also bring to the attention of Church Council or the Executive of Church Council for approval, the payment of major emergency expenses which were not included in the budget.
- (h) In conjunction with the Church Administrator, establish a **Facility Use Subcommittee** to develop and maintain Policies and Procedures with respect to the use and rental of church facilities.
- (i) Share, on an ongoing basis, financial information with the Stewardship Committee as approved by Church Council.
- (j) When authorized by Church Council, borrow funds when necessary to meet financial obligations.
- (k) Consolidate plans and budgets submitted by committees for their individual activities for the approval of Church Council.
- (l) Prepare and submit an annual Church Operating Budget, incorporating Committee input, to Church Council for approval and ratification by the Congregation at the Annual General Meeting.
- (m) Prepare long-range financial plans for the Church to provide focus and continuity of programs.
- (n) Present a written report to the annual meeting of the Congregation using the standard form as outlined in C1 (f).

C7 Membership Committee shall:

- (a) Ensure that the Church Roll is maintained and revised at least annually by the Roll Clerk, including the transfer of members to the non-resident roll, and the removal of persons from the active and non-resident rolls to the Historic Roll.
- (b) Provide a list of all membership transfers from St. Paul's and all applications for membership to St. Paul's for presentation to and approval of the Church Council.

- (c) In conjunction with ministry personnel, participate in courses, events and services related to Baptism, Confirmation, New Members, Reaffirmation and Transfers of Membership.
- (d) Welcome visitors and provide information on St. Paul's, its facilities and programs
- (e) Follow up, in a timely fashion, with families who choose to become members at St. Paul's.
- (f) Working with the assigned Council Facilitator, prepare plans and a budget for committee activities using the suggested budget template provided in C1 (h) for approval by Church Council.
- (g) Provide a written report to the annual meeting using the standard form as outlined in C1 (f).

C8 Ministry and Personnel Committee shall:

- (a) Support and consult with the church staff, both lay and ministerial.
- (b) Encourage right relationships amongst staff and with the congregation.
- (c) Review working conditions, responsibilities and compensation of all staff.
- (d) Make recommendations to Church Council on personnel matters.
- (e) Revise position descriptions of staff as needed.
- (f) Conduct annual performance reviews of staff.
- (g) Encourage staff to take continuing education.
- (h) Maintain contact with regional personnel staff.
- (i) Make decisions about compassionate leave.
- (j) Assist with the selection of lay employees at the request of church council.
- (k) Follow the Ministry and Personnel Committees: Policy, Procedures, Practices (January 2019) handbook, or its successor
- (l) Working with the assigned Council Facilitator, prepare a budget related to staff requirements.
- (m) Present a written report to the annual meeting of the Congregation using the standard form as outlined in C1 (f).

C9 Mission and Outreach Committee shall:

- (a) Educate and increase the awareness of the Congregation related to the needs and the mission of the Church locally, nationally and internationally.
- (b) Develop and maintain a liaison with mission projects.
- (c) Administer the benevolent fund.
- (d) Investigate ways in which St. Paul's could serve the needs of the local community.
- (e) Maintain contact with and awareness of mission and outreach initiatives of Horseshoe Falls Regional Council of the United Church of Canada.
- (f) Initiate and organize seminars, events, meetings etc relating to social and ethical issues.

- (g) Establish priorities for the disbursement of outreach and mission funds and Crozier Estate trust funds for approval by Church Council and Trustees.
- (h) Working with the assigned Council Facilitator, prepare plans and a budget for activities using the budget form as outlined in C1 (h).
- (i) Prepare a written report to the annual meeting using the standard form as outlined in C1 (f).

C10 Nominating Committee shall:

- (a) Be composed of the Council Executive and such other persons as appointed by Church Council
- (b) Invite members of the Congregation to serve on Church Council and invite members and adherents to serve on committees. The Nominating Committee shall post notices in the Sunday service bulletins in December and January and in the Herald.
- (c) Nominate persons to fill any vacancies on Church Council, Trustees and Regional Council, subject to the approval of Church Council.
- (d) Consult with chairs of standing committees and nominate persons to fill any vacancies on committees, as approved by Church Council, including facilitating leadership transition in Committees as required by Article C1(b).
- (e) Advise all nominees of expected responsibilities of each position.
- (f) Carry out duties as described in Article 7 Elections in the Constitution.

C11 Pastoral Care Committee shall:

- (a) Oversee, in consultation with the Ministerial staff, a program of pastoral and lay visitation of the Congregation.
- (b) With Ministerial assistance, explore the need for programs and counselling for the Congregation in areas such as grief counselling, needs of seniors, single parenting concerns, etc. and make recommendations to Church Council.
- (c) With Ministerial assistance, plan for communion services for shut-ins (Extended Table).
- (d) Support Ministerial staff in the provision of services in the community ie. at Allendale, Birkdale, Seasons etc.
- (e) Working with the assigned Council Facilitator, prepare plans and a budget for committee activities using the budget form as outlined in C1 (h).
- (f) Prepare a written report to the annual meeting of the Congregation using the standard form as outlined in C1 (f).

C12 Property Committee shall:

- (a) Maintain in good condition all real and personal property that is held in trust or that is required for the use of St. Paul's.
- (b) Organize and supervise the maintenance and improvement programs of all property (both current and long-range programs).

- (c) Maintain and equip the church building and grounds in such a way as to satisfy all fire, safety, insurance and municipal codes/regulations.
- (d) Maintain and ensure the safety of all fixed assets including property, equipment, and furnishings.
- (e) Oversee Church use in consultation with the Board of Trustees or its representative.
- (f) If applicable, negotiate maintenance contracts and submit to Church Council for approval.
- (g) Annually initiate fire drills required by regulation.
- (h) Liaise with the Board of Trustees, the Finance Committee and Church Council as necessary
- (i) Develop and update a five (5) year plan for major maintenance projects.
- (j) Working with the assigned Council Facilitator, prepare plans and a budget for committee activities using the budget form as outlined in C1 (h).
- (k) Present a written report to the annual meeting of the Congregation using the standard form as outlined in C1 (f).

C13 Stewardship Committee shall:

- (a) Guide, motivate and educate the congregation on stewardship in all its forms with a focus on responsible management and sharing of time, talents and financial resources.
- (b) Connect interested individuals with the appropriate committee for the sharing of time and talents, where possible.
- (c) Initiate and carry out specific stewardship projects in liaison with all other standing committees.
- (d) Prepare and submit an annual Stewardship plan to Church Council.
- (e) Guide and motivate the Congregation in accepting responsibility to support the operating, mission and service/local outreach and facility improvement funds.
- (f) Encourage, promote and provide guidelines for bequests to St. Paul's.
- (g) Working with the assigned Council Facilitator, prepare a plan and budget for committee activities using the suggested budget form as outlined in C1(h).
- (h) Present a written report to the annual meeting of the Congregation using the standard form as outlined in C1(f).

C14 The United Church Women (UCW) organization shall:

- (a) Organize and plan programs, educational and social events of special interest to the women of the congregation.
- (b) In consultation with the Pastoral Care Committee, support and encourage congregational members at times of bereavement, illness etc.
- (c) Provide financial support to the ongoing work of St. Paul's and to the Mission and Service Fund of the United Church, when possible.

- (d) Respond to requests for funeral teas and catering, when possible.
- (e) Organize and provide for refreshments following sanctuary worship.
- (f) Working with the assigned Council Facilitator, the UCW shall prepare a plan and budget for activities using the budget form as outlined in C1 (h).
- (g) Present a written report to the annual meeting of the Congregation using the standard form as outlined in C1 (f).

C15 Worship Committee shall, in consultation with Ministerial staff:

- (a) Assist with the development of appropriate service liturgies and experiences.
- (b) Aid in the preparation of the order of service, as requested.
- (c) In consultation with the Membership Committee, make necessary physical preparations for the Sacrament of Baptism and the provision of Communion.
- (d) In cooperation with the Pastoral Care Committee, arrange for communion to be served to shut-ins.
- (e) Encourage congregational participation in services by arranging ushers, communion servers, greeters etc.
- (f) Arrange for audio or video recording of services, as required.
- (g) Arrange for the decoration of the sanctuary, as needed, and provision of seasonally appropriate liturgical pulpit falls, table coverings etc.
- (h) Be supportive of both styles of worship, assisting the Annex as requested concerning worship matters and encouraging congregational involvement in both services.
- (i) Be supportive of the music programs, encouraging the staff and volunteers to share their gifts and to find new ways to lead the congregation through those gifts.
- (j) Arrange, in consultation with Ministerial staff, special services such as anniversary, outdoor services, dedication services etc.
- (k) Arrange for pulpit supply, pulpit exchange and special speakers.
- (l) Make recommendations to Church Council as to Bibles, hymnbooks and other materials to be placed in the pews.
- (m) Oversee the role of Wedding Coordinator for marriages at St. Paul's.
- (n) Working with the assigned Council Facilitator, prepare plans and a budget for committee activities using the budget form as outlined in C1 (h).
- (o) Present a written report to the annual general meeting using the standard form as outlined in C1 (f).

Appendix D

Trustees:

1.Purpose: The Board of Trustees shall hold all real and personal property of the Church in trust and safekeeping for the Congregation. Trustees are responsible for all legal aspects of the Church's property and for the administration of trust funds.

2.Membership:

D1 The Board of Trustees shall consist of not fewer than five (5) members and not more than fifteen (15) members. In all cases the membership shall consist of an odd number.

D2 The term of all members as of December 31, 2007 who were appointed without term, together with all members serving as Trustees in 2018, shall end at the start of the Annual General Meeting scheduled to be held in April 2021. Commencing at the Annual General Meeting in April 2019, Trustees shall then be appointed for a five (5) year term (subject to the right to be re-appointed for a further five-year term). Within each 5-year term, the member shall serve until such member resigns in writing, or until the death of such member (confirmed by a 2/3rd majority vote of the congregation) or unless removed by a 2/3rd majority vote of the congregation at a meeting called for that purpose.

D3 In the event of vacancies, members shall be appointed by the congregation at the Annual General Meeting of the Church, or at a special meeting of the congregation called for that purpose.

D4 The Chair of the Board of Trustees shall record in the Trustees Annual Report the date when the term of office of each Trustee is scheduled to end. In order to insure continuity, a maximum of five (5) new trustees may be appointed in any one (1) year period.

D5 Any new Trustees appointed should be active, engaged members of St. Paul's United Church, Milton, preferably for the last five (5) years.

3. Election of Officers:

D6 If the settled minister (or pastoral charge supervisor) does not elect to chair the Board of Trustees, then the members of the Board of Trustees will elect a chairperson, in addition to the election of a vice-chairperson, a recording secretary and a treasurer for a term of two (2) years. Except for the settled minister (or pastoral charge supervisor) each can serve in that capacity for a maximum of two consecutive two-year terms. Officers may be elected in different years as needed. A member cannot serve in more than one Officer capacity at a time on the Board of Trustees.

4. Quorum:

D7 A quorum shall be comprised of not less than 50% of the Trustees (or five (5) Trustees if the total number of Trustees should equal or exceed 10). All questions shall be determined by the majority vote of the Trustees present at the meeting. The Chairperson shall have a vesting vote in the event of a tie.

5. Church Council Representative:

D8 The Board of Trustees shall appoint a representative to serve on Church Council. This representative may also act as a liaison between the Trustees, the Church Council and the Property Committee.

6. Memorials Committee:

D9 The Board of Trustees shall appoint a representative to serve on the Memorials Committee, which is a standing sub-committee of the Board of Trustees.

D10 The Memorials Committee shall consist of three (3) members, two of whom will be from the congregation, as per the recommendations of the Nominating Committee, and one member of the Board of Trustees.

D11 The committee will record the names of all contributors who have made "In Memoriam" donations to the church.

D12 The committee will acknowledge the receipt of any donations.

D13 The committee will provide details to the Board of Trustees of donations including amount, donor and name of person so honoured, and any special instructions for how the donation is to be utilized.

D14 The committee will, in consultation with the minister, arrange for a "Memorials Sunday" on which all donors and donations will be recognized.

D15 The committee will provide a written report to the annual general meeting.

7. Responsibilities of the Board of Trustees:

D16 All property, whether real or personal. That is held in trust or acquired for the use of St. Paul's United Church, Milton shall be held and administered by the Board of Trustees in a manner set forth in the Trusts of Model Deed (Appendix II, United Church Manual), as further set out in The Manual, 2019, as hereafter amended from time to time.

D17 The responsibilities, extent and limits of power, and procedures required to be followed by the Board of Trustees is set forth in Section G.3 of The Manual, 2019

D18 The Board of Trustees has additional responsibilities as follows:

- a) The administration of Trust Funds and keeping a record of the names of donors.

- b) The maintenance of the Book of Remembrance.
- c) Holding the Church property in trust for the use of the congregation and for the purposes approved by the congregation, including permissible uses by members of the wider community upon terms approved by Church Council. Substantive changes to building functions require the review and consent of the Board of Trustees.
- d) Selling, mortgaging, exchanging or leasing Church property, subject to the written consent of Horseshoe Regional Council (Region 9) of the United Church of Canada.
- e) Ensuring that an inventory of the contents of Church property is prepared and kept up to date, including maintaining item valuations and photographs as necessary.
- f) Keeping accounts and records of meetings.
- g) Ensuring that Church property and contents are adequately insured.
- h) To promote the concept of Memorial Donations, the Board of Trustees will have the care, maintenance, display and donor identification of those items which have been donated as Memorials, including the "Walk of Life" and the Rose Window Memorial and any subsequent or other memorial that encompasses multiple donors.
- i) Such further responsibilities as set out in Section G.3.4 of The Manual (2019), as hereafter amended.

Appendix E: Format for Minutes of Committees, Groups

[Based on Appendix C1 (f)]

Name of Committee, Group _____

Date and time of meeting _____

Names of those present _____

Regrets from : _____

Summary of all action items dealt with at the meeting with an indication of who is responsible for carrying out the actions. Include a record of all motions with mover and seconder and whether the motion passed.

Action: _____

To be carried out by: _____

Motion: Made by _____ that _____
 Seconded by _____ Carried __ Defeated __

Next meeting date

Note 1: Following the approval of the minutes, the secretary will provide a copy to the Facilitator of the assigned circle, the Office Administrator and the Secretary of Council.

Appendix F: Format for Committee, Group Reports to the Annual General Meeting.

[Based on Appendix C1(g)]

Name of the Committee, Group

Report for the Year of _____

List of officers and members _____

Number of times the group met _____

Roles and responsibilities (brief summary)

Highlights of the year (summary, point form)

Name of person submitting the report on behalf of the committee, group

Note 1: Reports are due at the call of the Communications Committee.

Appendix G: Format for the Yearly Budget Submissions by Committees, Groups
[Based on Appendix C1(h)]

Name of Committee, Group. _____

Proposed budget for the year _____

Summary of all anticipated expenses to be incurred by the Committee, Group in the course of carrying out its mandate.

If appropriate, indicate any anticipated revenues to be generated by the Committee, Group

Indicate the date the Committee, Group approved the budget for submission to Church Council via the Finance Committee.

Note 1: Budget submissions are to be made in the fall of the preceding year.