

PICKERING VILLAGE UNITED CHURCH

Proposed as of 24 January 2017

CONSTITUTION OF THE CHURCH COUNCIL

The Spirit of God and His love are working in our congregation. We want to share these gifts daily with our growing community by proclaiming and teaching the Word, visiting, witnessing and ministering to everyone, including those outside our existing church family. We will seek to recognize and meet the needs of our congregation and community. We will continue to support the church's mission beyond our community. (P.V.U.C. Mission Statement, 1993)

CONSTITUTION OF THE PVUC CHURCH COUNCIL

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PICKERING VILLAGE UNITED CHURCH
CONSTITUTION OF THE CHURCH COUNCIL

I GENERAL

All Terms

All Provisions of this Constitution are designed to be in accordance with the Basis of Union of The United Church of Canada and The United Church's laws, by-laws and regulations as set out in The Manual. The provisions herein are provided to highlight and clarify matters of particular interest to Pickering Village United Church (PVUC). Other governing sections of The Manual will apply. A copy of The Manual shall be available in the Church office.

Amendments

Any proposed amendment of this Constitution may be presented to the Congregation, provided that specific and proper notice of such proposed amendment has been given.

Attendance

Church Council and Committee members shall attend meetings regularly. Absentees shall give regrets if unable to attend. Committee chairs and ex officio Committee members are to send alternates when unable to attend in person. If any member of the Church Council or a Committee has been absent from meetings for a year without adequate cause, the Church Council may decide to remove the individual from the Church Council or request the resignation of the individual from the Church Council or a Committee. The secretary at each meeting shall record the attendance as part of the Minutes.

Definitions

When the term **Minister(s)** is used in this Constitution, unless otherwise stated, it refers to the member(s) of the Order of Ministry settled in or appointed to the Pastoral Charge by Presbytery or the Presbytery Supervisor.

When the term **Council** is used in this Constitution, unless otherwise stated, it refers to the Church Council.

When the term **member(s)** is used in this Constitution, unless otherwise stated, they shall be those admitted to full membership in Pickering Village United Church.

An **adherent** is a supporter of the Congregation by attendance, involvement and/or financial commitment.

Minutes

The secretary at any meeting shall take the Minutes in accordance with The United Church of Canada guidelines and make them available for distribution in 10 days. An official, signed, additional copy shall be kept on permanent file in the church office or library. Ministry and Personnel Committee minutes shall be kept confidential and filed accordingly.

Nominations

Nominations of eligible persons for any vacancies may be received from the Nominating Committee or from the floor. Nomination slates presented by the Nominations Committee may include more than one name for any position.

Notice

Notice of special Congregational meetings shall be given at the two preceding Sunday worship services. The meeting shall be held no sooner than the day following the second Sunday.

Notice for all other meetings shall be given at least 24 hours prior to the meeting.

Quorum

The quorum for all Church Council and Committee meetings shall constitute, of those entitled to vote, the lesser of 20 persons and 1/3. The quorum for the Council and the Executive shall include a member(s) of the Order of Ministry settled in or appointed to the Pastoral Charge by Presbytery or the Presbytery Supervisor.

Term Dates

The annual Congregational meeting will be the date at which all terms of office end, with the following exceptions:

December 31	Treasurer and Envelope Steward
Conference year-end	Presbytery delegates
June 30	Sunday School Co-ordinator(s) and teachers

Term Limits

Unless specifically noted there are no term limits. Office holders may seek re-election as each term ends.

(See next page for Terms of Office.)

Terms of Office

Office	# Years	Electd By
Council members-at-large*	4 years	Congregation
Trustees**	5 years	Congregation
Auditors	1 year	Congregation
Head Usher	4 years	Congregation
P.V.U.C. Voice Editor	5 years	Congregation
Sunday School Co-ordinator(s)*	3 years	Congregation
Presbytery delegates*	1 year	Congregation
Youth Representatives to Council	1 year	Congregation
Chairperson, Council*	2 years	Congregation
Vice-Chairperson, Council *	2 years	Congregation
Secretary, Council	2 years	Council
Chairs of Council Committees	1 year	Council
Church Treasurer	2 years	Council
Envelope Steward	2 years	Council
Abuse Protocol Committee	5 years	Council

* Must be members of the Congregation

** A majority of Trustees must be members of the Congregation.

Any change in a term of office takes effect after an incumbent's current term expires.

Vacancy

If a vacancy in an office listed under the 'Terms Of Office' occurs prior to the conclusion of the term of office, the 'Electd by' group listed in the same section shall elect a person to hold the office until the date at which the term would normally have expired.

Voting

Voting for election to any office shall be by secret ballot if there is more than one candidate for a position. Ex officio members of the Council or a Committee, or their alternates, may vote. Ministers are ex officio, voting members of the Council and all Committees except the Ministry and Personnel Committee. The Chairperson is an ex officio member of all Committees. Only members may elect trustees.

II CHURCH COUNCIL

Membership

The Council shall consist of a minimum of 15 persons and not more than 30 persons.

The Council shall include these voting members:

- a member elected by each Committee of the Council
- two or more youth representatives elected by the Congregation
- the Minister(s)
- the Chairperson
- the Vice-Chairperson
- the Church Treasurer
- the Secretary
- U.C.W. President
- A.O.T.S. (or equivalent) President
- Youth leader(s)
- Sunday School Co-ordinator(s)
- Chairperson of the Board of Trustees
- the lay representative(s) to Presbytery
- up to 5 members-at-large

During the changeover to this new model, current members of the Unified Board and Committee of Visiting Elders may serve, if they so wish, on the Church Council until their term expires.

Eligibility

Voting members of the Council must be members of the Pastoral Charge. They shall, to the extent possible, be representative of the variety of members of the Pastoral Charge in respect of age, gender, vocation, and gifts. They may be at varying places in their respective personal journeys but should be committed to spiritual growth and active participation in the Pastoral Charge and in worship and service.

Other members and adherents of the Pastoral Charge may be encouraged to serve on Committees.

Meetings

The Council shall have regular meetings at least monthly except in December, July and August. Special meetings shall be called:

- by the Chairperson; or,
- by a Minister; or,
- upon the written request of 5 members of the Council; or,
- on the authority of Presbytery

Duties

1. The Council shall be responsible for the life and work of the church. The Council shall direct and co-ordinate the total program and mission of the church, on behalf of the Congregation, through the Standing Committees and officers.
2. The Council shall be the Court of the Pastoral Charge. It shall act for the Congregation in all pastoral, business and other matters except those specifically designated in The Manual as Congregational responsibilities.
3. The Council shall define policies consistent with the will of the Congregation and in accordance with The Manual.
4. The Council shall consider and discuss long-range planning of the Congregation.
5. The Council shall give lawful orders and directions to the Board of Trustees concerning matters of property.
6. The Council may delegate responsibilities to the Executive, the Standing Committees, the Board of Trustees, or any ad hoc committees which it may appoint for specific purposes.
7. Standing Committees:
 - (i) The Council shall ensure co-ordination between all Committees of the Church.
 - (ii) The Council shall establish terms of reference for Standing Committees.
 - (iii) The Council shall receive reports at each Council meeting from Standing Committees.
 - (iv) The Council shall receive annual reports from Standing Committees for presentation at the Annual Meeting of the Congregation.
8. The Council shall ensure that policies approved by the Congregation are carried out.
9. The Council shall prepare and present to the Annual Meeting an annual report and audited financial statements.
10. The Council shall authorize borrowing funds for day-to-day operation and any indebtedness.
11. The Council shall receive reports from the Presbytery representatives regularly.
12. The Council shall receive and make available to the Congregation reports on actions of Presbytery, Conference and General Council.
13. The Council shall represent the Congregation in meetings with the Presbytery, or its representatives, dealing with matters of amalgamation, realignment, reconstitution, or disbanding of the Congregation.
14. The Council shall designate the organizations of the Church whose financial records shall be audited along with the general accounts.
15. The Council shall elect a Church Treasurer and a Church Envelope Steward. At least two (2) of the Church Treasurer, the Chairperson of the Council, the Vice-Chairperson of the Council and the Chairperson of the Finance Committee shall be the Signing Officers for the general accounts.
16. The Council shall receive and transmit proposals.
17. The Council shall be responsible for archives, membership and historical data.

18. The Council shall ensure that a permanent record is maintained of Minutes of the meetings of the Congregation, the Council, the Executive and all Committees as well as the former Board and former Executive.

III EXECUTIVE OF CHURCH COUNCIL

Membership

The Executive shall be:

- Chairperson of Council
- Vice-Chairperson of Council
- Secretary of Council
- Church Treasurer
- Minister(s)

Duties

1. The Executive shall act for the Council in matters requiring attention between meetings of the Council and in specific matters referred to them by the Council. Any decision made by the Executive shall be minuted. The Executive shall report their actions at the next Council meeting.
2. The Executive shall not have power to make decisions on matters of financial expenditures, property or policy changes without a directive from the Council, except where immediate action is required.

IV STANDING COMMITTEES

The Standing Committees of the Church are:

- Christian Education
- Communications
- Finance
- Ministry and Personnel
- Mission and Service
- Nominations
- Property
- Stewardship
- Wellness and Social Concerns Committee
- Worship

Membership shall include:

- The Chairperson of each Standing Committee.
- The Minister(s) shall be ex officio member(s) of all Standing Committees, except the Ministry and Personnel Committee. The Chairperson of the Church Council shall be an ex officio member of all Standing Committees. Other ex officio members are as indicated on the following pages.
- Committees or the Council may add any number of members-at-large from the Congregation.
- Each Committee shall appoint a secretary at its first meeting each year.

Eligibility

The Ministry and Personnel Committee must be members. Any other Committee may include members and/or adherents.

Authority

As Committees of the Church Council, all Committees have authority only as set by the Council. Policy decisions, in particular, are most appropriately made at Council meetings, in full consultation with other Committees.

Minutes

All Committees shall take Minutes in accordance with The United Church of Canada rules. A draft copy of the Minutes should be circulated to Committee members within ten days of any meeting. An official copy of the Minutes, as approved, shall be immediately placed in the appropriate Minute binder kept at the Church.

Duties

1. Each Committee is to meet regularly to carry out Committee functions.
2. The Chairperson or his/her designate shall represent the Committee at Council meetings, at which a concise report of the Committee's work shall be provided.
3. Each Committee shall present recommendations to the Council for consideration.
4. Each Committee may appoint ad hoc committees to carry out special tasks that are within its terms of reference.
5. Each Committee may recommend to the Council any amendments to its terms of reference.
6. The chairperson of each Committee shall approve all accounts before they are submitted for payment.
7. Each Committee shall prepare a detailed financial budget annually for submission to the Finance Committee.

CHRISTIAN EDUCATION COMMITTEE

Membership shall include:

- Sunday School Co-ordinator(s)
- Youth Leader(s)
- U.C.W. representative
- Scout Committee representative

Duties

1. To identify educational needs of the whole Congregation so that programs and events can be designed, planned, promoted and carried out to meet those identified needs. Long-range and short-range planning should keep in mind the changing nature of the Congregation and the community.
2. To study and implement ways to involve youth in activities of the Church.
3. To recommend to the Council financial plans or policies for all educational groups in the Church.
4. To identify the needs of the educational groups, including proper equipment and accommodation, and make appropriate recommendations for action by the Council.
5. To appoint the teachers, teacher assistants, music accompanist(s) and Sunday School treasurer(s).
6. To take responsibility for the recruitment of Teachers, Leaders and Resource Persons from the Congregation for the Sunday School, Junior Congregation, Vacation Bible School and mid-week groups.
7. To arrange for the training of teachers and leaders. To offer guidance, support and encouragement to all leaders and teachers to attend various leadership-sharing events and events for personal growth.
8. To plan and/or promote workshops and conferences related to Christian education and growth.
9. To share resources (audio-visual, printed, personnel) with all leaders and teachers and to bring new resources to the attention of the Congregation.
10. To approve curriculum and program materials for Sunday School and mid-week groups.
11. To share with the Worship Committee in the design and promotion of special events and services; i.e., White Gift, Christian Family Sunday, etc.
12. With the Worship Committee and the Minister(s), to be responsible for installation of Teachers and Leaders of the Sunday School.
13. To maintain the Cradle roll and supervise the church nursery.

COMMUNICATIONS COMMITTEE

Membership shall include:

- Editor of the Newsletter
- U.C.W. Representative

Duties

1. To provide channels for Church Committees and groups to tell of their work and needs, and encourage them to do so.
2. To be responsible for the publication of the Annual Report and the Annual Directory.
3. To arrange for publicity in press or T.V. concerning PVUC events.
4. To devise and initiate new forms of communication within the Congregation and the community; e.g., social media.
5. To review church publications and ensure the broad distribution of them.
6. To promote and process subscriptions to the *United Church Observer*.
7. To make known what material is available; i.e., films, slides, cassettes, posters etc.
8. To publish and distribute the PVUC newsletter.
9. To operate and maintain an inventory of the church library and supervise the use of book racks and bulletin boards.
10. To have notices regarding PVUC events and other church messages placed in the front-lawn outdoor sign.

FINANCE COMMITTEE

Membership shall include:

- The Church Treasurer
- The Mission and Service Treasurer
- Treasurer of the Board of Trustees
- U.C.W. Representative

Duties

1. To prepare, on behalf of the Council, an annual budget to be submitted to the Congregation at the annual meeting.
2. To have oversight of all funds of the church as and when received and arrange for recording and banking of such.
3. To arrange for orderly payment of all accounts and financial obligations of the Church in accordance with the approved budget or as authorized by the Executive in accordance with the priorities as set out in The Manual.
4. To administer the PAR program, to distribute offering envelopes and the official tax receipts.
5. To place insurance coverage through a competent insurance broker with coverage as deemed appropriate by the Board of Trustees.

6. To arrange for audit as approved by the Council or annual meeting of the Congregation.
7. To make available to the congregation on a quarterly basis the general financial position of the Church and to present financial statements, as requested, to the congregation, Presbytery and The United Church of Canada.

MINISTRY AND PERSONNEL COMMITTEE

Membership shall include:

- Membership shall consist of not fewer than three (3) and not more than seven (7) members representative of the Pastoral Charge.
- Worship Committee Representative

Duties

1. To act as a consultative and supportive agency for the staff and for members and adherents of the Congregation(s). Each staff member should select a member of the Committee as his/her primary support person.
2. To oversee the relationship of the staff to members of the Congregation and others.
3. To oversee the relationship between and among different members of the staff with respect to their responsibilities and authority.
4. To review regularly the responsibilities of all staff and to revise position descriptions when required or requested, in consultation with the Committees concerned.
5. To review working conditions and remuneration for the staff and make appropriate recommendations to the Church Council.
6. To consult with all staff 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.
7. To review and evaluate annually the effectiveness of the staff as those persons and positions relate to the mission of the Church as defined by the Council.
8. To maintain close liaison with the Pastoral Relations Committee of Presbytery.
9. To receive from each Ministry Personnel a current police records check, at the expense of the Ministry and Personnel Committee, no later than the completion of each three-year period of the pastoral relationship.

MISSION AND SERVICE COMMITTEE

Membership shall include:

- Mission and Service Treasurer
- U.C.W. Representative
- Youth Representative

Duties

1. To establish and recommend to the Congregation, through the Council, the annual commitment to the Mission and Service Fund of The United Church of Canada.
2. To communicate to the Pastoral Charge why the funds are needed and how they are expended.
3. To share the work and to raise funds, within the Pastoral Charge, for Mission Projects across Canada and throughout the world.
4. To interpret the policy and program of the Church Mission Unit of The United Church of Canada.
5. To promote the current Mission Study Theme and co-ordinate visits of Mission Interpreters.
6. To interpret and promote Overseas Relief Development and Emergency Aid.
7. To cultivate awareness and convictions among the membership of the Pastoral Charge of world wide issues and needs, and recommend worthwhile causes for our support; e.g., Operation Beaver.
8. To liaise with the Worship Committee to arrange special M & S Sundays.

NOMINATIONS COMMITTEE

Membership shall include:

- Vice-chairperson of the Church Council (shall chair Nominations Committee)
- Past Chairperson of the Council
- U.C.W. Representative

Duties

1. To be constantly on the alert to find people best suited for the various Committees and positions, soliciting suggestions from the Congregation.
2. To provide each potential nominee with a description of duties relating to Committees and positions they may be asked to take and to confirm that they are willing to serve.
3. As vacancies occur, to nominate sufficient suitable candidates to fill the following positions:

Elected by the Congregation

- Chairperson, Council
 - Vice-Chairperson, Council
 - Auditors
 - Head Usher
 - PVUC Voice Editor
 - Sunday School Co-ordinator(s)
 - Youth Representatives to Council
 - Trustees
 - Council members-at-large
 - Secretary of the Council
 - Chairs of Standing Committees
(after consultation with existing Standing Committees re: possible nominees)
 - Presbytery delegates
 - Church Treasurer
 - Church Envelope Steward
 - Abuse Protocol Committee
4. At least one week prior to the date of an election meeting, to make available to the electors the Committee's slate of nominees.
 5. Candidates not chosen for the Committee's slate of nominees shall be so notified directly and are eligible to be nominated from the floor.

PROPERTY COMMITTEE

Membership shall include:

- U.C.W. Representative

Duties

1. To maintain the church building, grounds and all equipment not specifically detailed to other Committees.
2. To develop and administer a plan of maintenance which involves yearly care and improvements.

STEWARDSHIP COMMITTEE

Membership shall include:

- Finance Committee Representative
- Mission and Service Committee Representative

Duties

1. To be responsible for the overall stewardship level (time, talent, and financial) of the Congregation so that its full financial potential may be realized. To this end the Committee shall review annually the total financial objective of the Congregation, that is, the needs at the local, regional and national levels.
2. With the Board of Trustees, to prepare long term financial objectives for the Congregation and to interpret to the Congregation why the funds are needed and how they will be expended.
3. To develop and promote, in cooperation with other standing Committees, constant stewardship awareness among all age groups and by all media available.
4. To make available to the Congregation the material issued through the Philanthropy Unit of The United Church of Canada.
5. Through the use of approved methods of Church finance to secure commitment and participation in the mission of the Church by the Congregation. To this end the Committee shall organize periodic visitations for stewardship purposes.
6. To be responsible for the maintenance of records of the stewardship commitment of the Congregation.
7. To report regularly to the Council and prepare an annual report for the Congregation.
8. To support such Committees and activities which enhance and support the mission of the Church.

WELLNESS AND SOCIAL CONCERNS COMMITTEE

Membership shall include:

- Anyone who attends Pickering Village United Church and is interested in wellness and social concerns.

Duties:

1. To educate its members and the congregation about holistic concepts of health care; the link between faith and health; health promotion and disease prevention; the integration of spirit, body, and mind.
2. To assess, on an ongoing basis, the particular needs which the Congregation would like the Wellness and Social Concerns Committee to address, as well as assessing and informing the Congregation of the needs of the surrounding community.
3. To examine and report to the Congregation through the Council on social concerns and to recommend appropriate action.

4. To develop programs and activities and a planning calendar, short and long-term, in conformity with the overall program of the Congregation.
5. To respond to requests for assistance; for example, volunteers and special needs.
6. To promote attendance at educational events related to wellness and social concerns.

WORSHIP COMMITTEE

Membership shall include:

- Music Director
- Sunday School Special Events Coordinator(s)
- Choir President

Duties

1. To work with the Minister(s) in the development and implementation of the most meaningful forms of worship for the Congregation.
2. To arrange special services; e.g., Anniversary, Ecumenical, Confirmations, Membership, U.C.W., etc.
3. To arrange for lay participation in services when required.
4. To arrange for pulpit supply when necessary.
5. To oversee the general appearance of the sanctuary including flowers, communion ware, changing of the antependia and seasonal banners, etc.
6. To arrange for ushering and greeting at all services and to recruit ushers and greeters from the entire Congregation.
7. To arrange for the administration of the sacraments.
8. To administer the contract of the Music Director.

V BOARD OF TRUSTEES

Membership

The Board of Trustees shall consist of not fewer than three (3) or more than fifteen (15) members including, ex officio, one (1) of the Ministers and the Chair of the Church Council. The preferred number of Trustees shall be nine (9). A majority of the Trustees shall be members of The United Church of Canada.

Organization

The Minister shall have the right to preside as Chairperson at all meetings of the Board of Trustees and may appoint a deputy to act as the Chairperson. In the absence of a settled or appointed member of the Order of Ministry or the Pastoral Charge Supervisor or any such deputy, the Trustees present may elect a Chairperson from among themselves. The Board of Trustees shall annually elect a vice-chairperson, secretary and treasurer.

Quorum

A majority of the Trustees shall form a quorum, save when the number of Trustees exceeds nine (9) in which case five (5) shall form a quorum.

Duties

The Board of Trustees shall discharge such duties and exercise such powers as are set out in The Manual. The Board of Trustees shall obey all lawful orders and directions respectively of the Church Council, the Presbytery or the Conference. The duties include, but are not limited to:

1. To hold and administer all Congregational property held in trust by the Congregation for the support and maintenance of public worship and propagation of Christian knowledge according to the doctrine, discipline, by-laws, rules and regulations of The United Church of Canada.
2. To prepare and keep up to date:
 - an appraisal of the Congregational real estate and building(s)
 - an inventory of its furnishings and chattels
3. To ensure that adequate property and third party liability insurance is maintained protecting PVUC, its property, congregation, staff and agents. The Board of Trustees may hire an insurance broker to advise and assist them in this.
4. When the Board of Trustees deems it necessary to take steps to minimize damages as the result of storm, fire or explosion or other emergencies, all actions in this regard should be taken in co-operation with the Property Committee and the Officers of the Church Council.
5. The Board of Trustees shall keep proper books of account, showing all receipts and disbursements of money, and proper minutes of all proceedings.
6. To make recommendations for the selection and acceptance of memorials and keep a record of gifts.