

GORDON UNITED CHURCH LANGFORD, BC

CONSTITUTION 2013

Last Updated: 17 December 2013

TABLE OF CONTENTS

General Statement of Policy _____	1
General Regulations _____	1
<i>A. The Congregation</i> _____	1
<i>B. The Council</i> _____	2
Constitution and Amendments _____	3
Church Council _____	3
Minister _____	5
Council Chair _____	6
Council Vice-Chair _____	7
Council Past Chair _____	7
Council Secretary _____	8
Treasurer _____	8
Board of Trustees _____	9
Communications Team/Committee _____	10
Property and Finance Team/Committee _____	10
Ministry and Personnel Team/Committee _____	11
Nominating Team/Committee _____	12
Worship Planning Team/Committee _____	12
Memorial Team/Committee _____	13
Pastoral Care Team/Committee _____	13
Lay Presbytery Representative _____	14
Outreach Team/Committee _____	14
United Church Women (UCW) _____	15
Amendment of Constitution and Bylaws _____	15

GENERAL STATEMENT OF POLICY

- A. The Constitution of Gordon United Church shall be structured within the general guidelines of *The Manual (2013)* of The United Church of Canada, including the provision that the fiscal year be the calendar year.
- B. The work of this church shall be carried out by three levels of responsibility:
 1. The Congregation shall actively support the Mission Statement as well as elect a group of its people to the Council and to Ministry Team/Committee Leader positions who shall be responsible for the administration and organization of the church.
 2. The Church Council (herein referred to as “The Council”) has all of the powers of a Pastoral Charge Board as set out in *The Manual (2013)*, Section B.
 3. The Ministry Team/Committees perform the functions outlined under the general mandate and the terms of reference of the Team/Committees.
- C. There shall be a Board of Trustees which shall hold the church property in trust as outlined in *The Manual*. The Trustees shall sit on the Property and Finance Committee, with power to vote.
- D. The Council shall review the Constitution on a periodic basis and report to the congregation.

GENERAL REGULATIONS

A. THE CONGREGATION

1) **Membership**

- a) Members are those who have joined Gordon United Church, and by extension, The United Church of Canada, by profession of faith or transfer of membership, and adherents are those who support Gordon United Church without membership. Both members and adherents give of their time, talents and resources to the church.
- b) Full members are entitled to vote at congregational meetings on temporal and spiritual matters (as per *The Manual (2013)* B.3.7.1, Section B.3.7.2 and 3.7.3 allows adherents to vote on financial or administrative matters.

2) **Duties**

Members and adherents of the congregation present at the Annual Meeting shall:

- a) Receive the Annual Report of the Council;
- b) Approve the annual budget;
- c) Appoint the auditor for the coming year.

Members and adherents of the congregation present at the Annual Meeting shall elect people to:

- a) Council
- b) Board of Trustees
- c) Team/Committee Leadership Positions

3) **Meetings**

- a) The members and adherents of the congregation shall hold an Annual Meeting of the congregation each year, on a date set by the Council. At this meeting, the

- congregation will be presented with the Annual Report and the Financial Statements. The Council may call additional congregational meetings as required.
- b) Unless otherwise provided for in the policy and procedures of the United Church, the notice for any meeting of the congregation shall specify its objective, and shall be announced at least two weeks (not including the day of the announcement) before the time of the meeting.
 - c) A quorum at a congregational meeting shall be at least one-third of the members in full standing, and at least one member of the order of Ministry Personnel (as per *The Manual (2013)* B.7.7.4.
 - d) Voting shall be by show of hands or by ballot, at the discretion of the Chairperson, except that a ballot vote can be called for by any 10 members. A decision is determined by a simple majority unless otherwise specified. In the event of a tie, the Chairperson shall cast the deciding vote.

B. THE COUNCIL

1) Membership

- a) Persons elected to the Council shall be members of Gordon United Church who participate actively in its life and work.
- b) It is comprised of the Minister settled in or appointed to the pastoral charge, Chair, Vice-Chair, Past Chair, Secretary, Spiritual Leadership Liaison (2), Church Management Liaison (3), Representative to Presbytery, Leadership Development Liaison, and Communications Liaison. There may also be appointed members at large from the congregation. If any member of the Council has been absent from its meetings for a year without adequate cause, the Council, after having given notice to such person, may make a decision that such person has ceased to be a member of the Council.

2) Terms of Office

Persons are elected for a two-year term and may serve for a maximum of three consecutive terms, with the exception of the member at large who will serve for a maximum of one term. Persons appointed to the Council on an interim basis shall hold office for the full term of the vacancy, and such appointments shall be reported to the congregation at the next Annual Meeting.

3) Mandate

The Council's mandate is broad-based and touches upon all aspects of the life and growth of the congregation. That is, to:

- a) Discern God's vision of the church;
- b) Establish parameters for the Team/Committees;
- c) Monitor the Team/Committees;
- d) Ensure good communication;
- e) Develop the processes for the Council's work;
- f) Oversee conduct of members and adherents;
- g) Attend to matters outside the parameters of other Team/Committees;
- h) Create new Team/Committees as needed;
- i) Liaise with Presbytery on matters of petitions and appeals;
- j) Support lay ministry, pastoral relations and the constitution of Pastoral Charge;
- k) Organize and call congregational meetings at least annually;
- l) Give direction to the Board of Trustees concerning matters of property.

4) **Meetings**

- a) The Council shall meet monthly at least 8 times a year on a date agreed upon by a majority of the members.
- b) All activities of the Council shall be reported through the Secretary, through minutes, which shall be distributed to members prior to the next meeting. A copy of the minutes shall be placed on file in the Gordon United Church office.

CONSTITUTION AND AMENDMENTS

1. This Constitution shall be the constitution and administrative structure of the Gordon United Church Pastoral Charge (Langford), Victoria Presbytery, from and after the date, year of approval by Victoria Presbytery.
2. Any new form of organization shall be approved by the congregation at a meeting duly called for that specific purpose. The new structural form shall then be forwarded to the Presbytery to be approved.
3. This Constitution may be amended by a motion carried by a two-thirds majority of voting members present at a regular convened annual or special meeting of the congregation and subject to the consent of Presbytery. A notice of motion must accompany the notice of Congregational Meeting at which changes are to be considered.
4. Amendments requested by Presbytery or to provide consistency with or additional detail from the Manual may be implemented by Council with notice to Presbytery and to the congregation.
5. All Team/Committees and administrative structures shall adhere to and be governed by the Manual of The United Church of Canada.

CHURCH COUNCIL

1) **Purpose**

To be the court of the church appointed by the congregation and the custodian of the Congregational Mission Statement, responsible for ensuring that it is carried out and kept up to date. In this capacity it will provide leadership in the care and oversight of the life of the congregation.

2) **Reporting Relationship**

Reports directly to the congregation and is accountable to Presbytery.

3) **Duties**

- (1) Act on behalf of the congregation between meetings of the congregation. Bring those matters designated in the Manual to the congregation for their approval.
- (2) Provide direction to, and request action by, the Standing Team/Committees. Monitor that the Team/Committees are in place and working according to their approved terms of reference and responding to Council direction.
- (3) Define policies in accordance with the Manual of The United Church of Canada, consulting with the congregation as needed.

- (4) Receive and judge petitions, appeals, etc., from members and transmit same to Presbytery and/or other bodies in the church or community.
- (5) Inform the congregation of the life and work of the church.
- (6) Organize and advertise the Annual Congregational Meeting according to the United Church Manual directives and the practices of Gordon United Church.
- (7) Recommend an annual budget to the congregation.
- (8) Council may establish an Ad Hoc Team/Committee to address any issue that is outside the terms of reference of any Standing Team/Committee. Ad Hoc Team/Committees should have terms of reference including duration of existence and report to Council regularly.
- (9) Ensure that the activities of the Standing Team/Committees are consistent with the vision and long term action plan for Gordon United Church.
- (10) Recommend to Presbytery suitable lay members to be Licensed Lay Worship Leaders, Candidates for Ministry, recognized as Designated Lay Ministers, or recognized as Congregational Designated Ministers.
- (11) The Council must authorize any borrowing of funds.
- (12) At the request of one (or more) Standing Team/Committees, the Church Council is to make decisions on behalf of the congregation on matters that are beyond the responsibility of any one Standing Team/Committee.
- (13) Receive a report from any member of the congregation who indicates an interest in addressing the Church Council, and who provides notification to the Secretary or Chair of the Church Council in advance of the meeting.
- (14) Submit a copy of the Annual Congregational Report and the Annual Statistical report to Presbytery as detailed in the United Church Manual.
- (15) Provide leadership and support in the recruitment of volunteers.
- (16) Oversee the conduct of members with power to exercise discipline.
- (17) Receive reports from Presbytery, Conference and General Council and make them available to the congregation.
- (18) Receive and review Team/Committee Annual Reports for submission to the congregation.
- (19) In the absence of the elected Chair, Vice-Chair or Past Chair, the Council will elect a member of Council to be acting Chair.
- (20) The Council will submit a budget covering costs of its projected activities, to be part of the regular budget submitted for congregational approval. The Council budget will include any funds required for a financial auditor.
- (21) At the request of one (or more) Standing Team/Committees, and with approval of the Property and Finance Team/Committee, the Property and Finance Team/Committee may authorize expenditures that are different from those described in the annual budget up to \$5,000. Amounts in excess of \$5,000 require the approval of the Church Council. The Church Council budget will provide for an external auditor, as required in the Manual.
- (22) Authorize Service Contracts through Property and Finance.
- (23) Recognize groups that contribute to the work of the Congregation but are not affiliated with a standing Team/Committee.
- (24) In the absence of the Chairperson, the Vice-Chairperson will assume the duties of the Chairperson. In the absence of the Chairperson and Vice-Chairperson, the Minister shall preside.

- (25) A Special Council Meeting may be called by the Chairperson, the Minister, any three (3) Board Members, or Presbytery.
- (26) Congregation members are entitled to observe Council meetings, excepting any meeting or part of the meeting that deals with confidential matters. Corresponding privileges may be granted by the Council where in the Council's opinion they are necessary for the proper functioning of the meeting.
- (27) By motion of the Council, the Minister may be excluded from a meeting or portion of a meeting dealing with discussion of the Minister's performance or contract but no decision may be made in the Minister's absence without the Minister's consent.

4) **Membership**

Membership will consist of: The Minister settled in or appointed to the pastoral charge, Chair, Vice-Chair, Past Chair, Secretary, Spiritual Leadership Liaison (2) Church Management Liaison (3) Representative to Presbytery, Leadership Development Liaison and Communications Liaison. There may also be appointed members at large from the congregation. The Church Management Liaison will include the Treasurer, one (1) member of Trustees and one (1) other member of Property and Finance. The position of Vice-Chair is also considered the Chair Elect, unless the Council feels that there is sufficient reason for a vote by the congregation to confirm the Vice-Chair as Chair of the Council.

5) **Quorum**

A quorum of the Council shall be one-half of those entitled to vote, including at least one Ministry Personnel or Presbytery appointed representative.

6) **Decision**

In voting, all members will have equal voting rights. The Chair will have the deciding vote on occasion of a tie vote.

7) **Meetings**

Regular meetings will be held at least 8 times but normally ten (10) times per year. Notice of regular meetings of the Council will be listed in the church bulletins at least one week in advance. Special meetings may be called by the Chair or by one Ministry Personnel. Special meetings may also be called upon the written request of 5 members of the Council and must be held within fourteen (14) days of the presentation of the written request. Only the business named in the special notice shall be transacted.

Agendas will be developed by the Chair and Secretary with input from Council members and distributed to members before the start of each meeting.

MINISTER

1) **Duties with Respect to the Council**

- a) Attend Council meetings or, if unable to attend, designate a staff member who is a Minister to attend in his or her place and perform his or her functions at the meeting, or obtain Presbytery's nomination of a designated representative.
- b) Report on compliance with Council policies.
- c) Provide appropriate information for Council decision-making.

- d) Ensure compliance with the requirements of these Bylaws.
- e) Ensure compliance with the requirements of the Manual and United Church policies except as inconsistent with these Bylaws.
- f) Provide spiritual leadership and theological insight to the Council.
- g) Is an *ex officio* member of all Teams/Committees except for Ministry and Personnel and JNAC/JSC committees.

COUNCIL CHAIR

- 1) **Purpose**
Coordinate the overall activities of the Church Council.
- 2) **Accountability**
To the Congregation.
- 3) **Duties**
To provide leadership to the Gordon United Church Council.

The Chair will:

- a) Preside over regular monthly meetings of the elected Council and communicate the proceedings to the congregation.
- b) Act on behalf of the congregation when the pastoral charge is the court of accountability, in a wider church matter.
- c) Assist the Minister with formal duties associated with new members, baptism, christenings, etc.
- d) The Council Chair will have the spending authority of \$500 in situations that do not allow for approval of the expenditure of the entire Council.
- e) To provide mentorship and guidance to the Vice-Chair in preparation for the Council Chair position.

The Chair will work with the Council to:

- a) Plan priorities, set goals and provide spiritual leadership, ensuring that people and resources are in place to support worship, education, pastoral care and outreach activities.
- b) Establish policies governing all secular and religious activities within Gordon United Church to be consistent with the values and wishes of the Congregation and policies of the United Church of Canada.
- c) Establish budgets and administer finances through the Treasurer and Church Management Liaison (including Trustees).
- d) Establish overall goals and strategies for Spiritual Leadership including: Music and Worship, Christian Formation, Caring and Connecting, Outreach and Service.
- e) Establish overall goals and strategies for Leadership Development including: Ministry and Personnel, and leadership and training for the nurturing of volunteers.
- f) Develop plans and strategies for communications, advertising and marketing.

5) **Election**

The Chairperson shall be elected by the congregation at the Annual General Meeting. A member currently in conflict with the Minister of the congregation shall not be elected Council Chair.

6) **Duration of Office**

Two (2) years.

COUNCIL VICE-CHAIR

1) **Purpose**

To provide continuity of leadership and to ensure the duties of the Chair are carried out in the absence of the Chair.

2) **Accountability**

To the Congregation.

3) **Duties**

- a) Conduct the duties of the Chair in the absence of the Chair.
- b) Assist the Chair in reviewing the upcoming items of business and in the preparation of the agenda for the meetings.
- c) Assist the Chair in encouraging inter-Team/Committee communications as deemed appropriate.
- d) Serve as a signing officer for the Church.
- e) Perform the duties of the members at large.
- f) Perform other duties as requested by the Council.
- g) To act as Chair Elect

4) **Duration of Office**

Two (2) years

COUNCIL PAST CHAIR

1) **Purpose**

To provide continuity of leadership.

2) **Accountability**

To the Congregation.

3) **Duties**

- a) To provide leadership and mentorship to the Council Chair and to the Council in general.
- b) Attend regular monthly meetings of the elected Council and communicate the proceedings to the congregation.
- c) Provide advice on planning priorities, setting goals and providing spiritual leadership to the Council.

- d) Provide advice on establishing policies governing all secular and religious activities within Gordon United Church to be consistent with the values and wishes of the Congregation and policies of the United Church of Canada.
- e) Provide guidance on establishing budgets and administering finances through the Treasurer and Church Management Liaison (including Trustees).
- f) Ensure the duties of the Chair are carried out in the absence of the Chair when the Vice-Chair is either absent or the Vice-Chair position is vacant.

- 4) **Duration of Office**
Two (2) years

COUNCIL SECRETARY

- 1) **Purpose**
Document and communicate the proceedings of the Church Council and Council Executive.
- 2) **Accountability**
To the Congregation
- 3) **Duties**
 - a) Maintain accurate records of minutes of all meetings of Council.
 - b) Record attendance at meetings and note regrets.
 - c) Maintain file copies of agendas, minutes, reports and other relevant documents.
 - d) Ensure that Council minutes will be kept in the Church office and be accessible to all members on request during church office hours.
 - e) Provide for a substitute Secretary if absence is necessary.
- 4) **Duration of Office**
Two (2) years

TREASURER

- 1) **Purpose**
To provide the treasury function for Gordon United Church.
- 2) **Accountability**
To the Property and Finance Team/Committee
- 3) **Duties**
 - a) Under the direction of Property and Finance, attend to all day to day financial matters of the church and to maintain financial records for the church as outlined in the *Financial Handbook for Congregations (2013)* B.7.6.3 and C.4.3.
 - b) Responsible for reporting the financial position of the church to the Property and Finance Team/Committee and to the Council on a regular basis.
 - c) Will attend monthly meetings of the Property and Finance Team/Committee and the Council.

- d) Prepare monthly and annual budget reports for review by the Property and Finance Team/Committee and by Council.
- e) Prepare annual budgets with input from all Team/Committees and groups within the church. Annual budgets will be reviewed and recommended by the Property and Finance Team/Committee and approved by the Council prior to being presented at the Annual General Meeting for approval by the congregation.
- f) Provide advice and guidance on the financial position of the church.
- g) Liaise with Trustees and other Team/Committees for input into the budget to ensure all expenditures are reflected in the budget or are presented to Property and Finance for approval.
- h) Under direction of the Trustees, invest short term (less than 2 years) ad hoc funds as directed by the Council Chair.
- i) Prepare financial reports for audit purposes as defined by the current *United Church of Canada (UCC) Handbook for Church Treasurers*.
- j) Present financial reports to the Annual General Meeting.
- k) Prepare and submit annual financial reports to the National Office of the United Church of Canada, to the Registered Charity Information Return (T3010E), and to Canada Customs & Revenue (CCRA).
- l) Arrange for monthly reports to CCRA on income tax and other employer deductions and prepare T4 slips annually.

- 4) **Duration of Office**
Two (2) years

BOARD OF TRUSTEES

- 1) **Purpose**
Oversee Gordon United Church's legal obligations to the community and to The United Church of Canada.
- 2) **Reporting Relationship**
Responsible to Council and to Presbytery.
- 3) **Duties**
The Trustees will be a Team/Committee of 3 to 6 members. They are the legal agents who act according to the directions of the Council. A majority of the Trustees must be members of The United Church of Canada.
 - a) Hold regular meetings (at least annually) of the Trustees and communicate the proceedings to the Council.
 - b) Plan priorities, set goals and provide recommendations to the Council on the requirements of maintenance for church property.
 - c) Provide oversight of all investments for the Church on behalf of the Council and the Congregation.
 - d) Provide input into budget planning for short and long term repairs and maintenance of the church building and church property.
 - e) Ensure all inventory is updated.
 - f) Ensure proper insurance policies are in place for the Church and are updated on an annual basis.

- g) Invest funds as defined by a Motion from Board Chair for specific purposes that are to be held for more than a 2 year period.
- h) Follow up on grants that may be available to the church.
- i) Trustee meetings may be called by the Minister or by agreement of 2 or more Trustees (*The Manual (2013)* G.3.6 or by the Pastoral Charge Supervisor.

4) **Duration of Office**

Two (2) years

COMMUNICATIONS TEAM/COMMITTEE

1) **Purpose**

Keep the congregation and community informed of the life and work of Gordon United Church and the United Church generally.

2) **Reporting Relationship**

To the Church Council

3) **Duties**

- a) Promote Gordon United Church in the community by encouraging the publishing of significant/unique achievements of Gordon United Church in appropriate publications (e.g., the United Church Observer/Mandate).
 - i) provide assistance to all church groups related to their communications needs (e.g., surveys, brochures, pamphlets, etc.).
 - ii) provide a special channel for media releases.
- b) Liaise between the various means of communication with the congregation and the community (O Live, website, announcements, etc.) and keep communication open from the wider church (Observer).
- c) Coordinate communication for advertising such as local newspapers, special bulletins, etc.
- d) Ensure that church events and functions are sent to all other United Churches in the area, and to other church/groups as required.
- e) Connect with newcomers to ensure they have church information, contact information, what groups are available, and to obtain their contact information.
- f) Liaise with Council to determine other communication gaps; consult with Council and other relevant groups to devise a strategy to address those gaps.

PROPERTY AND FINANCE TEAM/COMMITTEE

1) **Purpose**

Manage the financial affairs of the church.

2) **Reporting Relationship**

To the Church Council.

3) **Duties**

- a) The Team/Committee will hold regular monthly meetings of the Property and Finance Team/Committee and communicate the proceedings to the Council.

- b) Plan priorities, set goals and provide financial leadership, ensuring that people and resources are in place to support the plans and budget of the church.
- c) Establish policies governing all aspects of the property and financial health of Gordon United Church, and that they are consistent with the values and wishes of the Congregation and policies of the United Church of Canada.
- d) Establish budgets and administer finances through the Treasurer and Church Management Liaison (including Trustees). Advise and assist the Treasurer in the preparation of the annual budget and periodic financial reviews.
- e) Prepare reports for the Church Council when required and for the Annual General Meeting.
- f) Oversee tenant contracts and their renewals (this may be delegated) and pre-school liaison (this may be delegated).
- g) The Team/Committee (as a minimum) shall consist of Chair, Secretary, Treasurer, up to 3 Trustees and at least 3 other representatives drawn from the congregation as a whole.
- h) The Property and Finance Team/Committee is restricted to expenditures of \$5,000 or less that has not been previously approved in the annual budget. Expenditures in excess of \$5,000 must be referred to the Church Council for consideration of approval.
- i) The Chair of the Property and Finance Team/Committee will have authority to expend up to \$250 in situations where there is insufficient time to get approval from the entire Council.

MINISTRY AND PERSONNEL TEAM/COMMITTEE

1) **Purpose**

Provide leadership in the care and oversight of the work of the staff as it relates to the mission of Gordon United Church.

The Ministry and Personnel Team/Committee will be elected at the Annual Meeting of the pastoral charge as per Page 8 of the United Church Ministry and Personnel handbook. However, nominations must be done and approved by the Council prior to the nomination being confirmed at the Annual Meeting.

2) **Duration of Office**

In order that the membership of the Ministry and Personnel Team/Committee change on a regular basis, members will be for a two year term, with a one year extension if deemed necessary and approved by the Council. Members currently in conflict with a staff member may not be elected to Ministry and Personnel.

3) **Reporting Relationship**

To the Church Council

4) **Duties**

- a) Provide support and facilitate two-way communication between all Ministry Personnel, staff and the congregation, and between Ministry Personnel and staff members.
- b) Review with all Ministry Personnel and staff members their salaries, allowances, benefits, honoraria and working conditions of the Church and make appropriate

- recommendations to the Council prior to the beginning of the regular budgeting process.
- c) Clarify the relationship of the church Ministry Personnel and staff regarding their responsibilities, lines of authority and accountability, and to review position descriptions.
 - d) Consult with all Ministry Personnel and staff regarding continuing education plans and needs, and make recommendation to the Council to ensure that time and money are made available.
 - e) Conduct an annual review of all Church Ministry Personnel and staff as their work relates to the ministry of the Pastoral Charge outlined in the goals and objectives established by the Council.
 - f) Become aware of the role of the Presbytery Pastoral Relations Team/Committee; maintain regular communications with it, and become aware of the role of the Presbytery Oversight Team/Committee.
 - g) Educate the Council and its Team/Committees as well as the congregation as to the nature of its role.
 - h) Provide oversight to Ministry Personnel and staff and resolve any staff problems that may arise.

NOMINATING TEAM/COMMITTEE

- 1) **Purpose**
To oversee a nomination process that ensures all members of the congregation of Gordon United Church are appropriately represented on the Church Council.
- 2) **Reporting Relationship**
To the Church Council.
- 3) **Membership**
The Nominating Team/Committee shall consist of the Church Council (excluding the Minister) and three members of the congregation.
- 4) **Duties**
The Nominating Team/Committee shall meet annually to fill vacancies on the Council, the Board of Trustees, and the Standing Team/Committees, as well as recommend a Presbytery Representative and Chair of Council. Their report shall be presented at a congregational meeting to be voted on. Between congregational meetings, the Council may add to its number to fill vacancies. To ensure that all positions have suitable candidates, the Team/Committee will commence their meeting in September of each year.

WORSHIP PLANNING TEAM/COMMITTEE

- 1) **Purpose**
To plan and provide for corporate worship of the congregation.
- 2) **Membership**
The Minister and Music Director shall be *ex officio* members of the Worship Planning Team/Committee. All Team/Committee leaders must be participating members of

Gordon United Church. The Minister may function as Team/Committee Leader, though a lay member would be preferable.

3) **Reporting Relationship**

To the Church Council through either the Minister or Spiritual Leadership liaison.

4) **Duties**

- a) Meet with the Minister and Music Director a minimum of 3 times a year to discuss plans for upcoming services.
- b) Receive and consider written feedback from the congregation on worship matters and request feedback where necessary.
- c) Advise the Council on issues related to the administration of Sacraments (e.g. baptism requests, changes in practice, etc.).
- d) Participate from time to time in meetings with those requesting baptism/confirmation.
- e) Coordinate pulpit supply for the Minister's continuing education leave and holidays and ensure that the individual is introduced to the Congregation.
- f) Assist in planning and leading worship, including but not limited to: arranging readers, coordinating communion and baptisms, bringing ideas for worship practices, providing feedback to the Minister and Music Director, and participating in worship leadership.
- g) Coordinate the Team/Committee of ushers/greeters.
- h) Attend worship regularly.

MEMORIAL TEAM/COMMITTEE

1) **Purpose**

To keep a record of all Memorial gifts and donations received by the Congregation

2) **Reporting Relationship**

To the Congregation

3) **Duties**

- a) Receive and keep records of all gifts and bequests.
- b) Respond by letter or visit immediately upon receipt of the gift.
- c) Report and bring a recommendation to the Church Council for use of the gift.
- d) Keep an inventory of priorities of suggestions for the use of gifts.
- e) Keep the memorial book up to date.

PASTORAL CARE TEAM/COMMITTEE

1) **Purpose**

To assist the Minister in providing pastoral care for the congregation.

2) **Reporting Relationship**

To the Minister and Council

- 3) **Membership**
Chairperson, Council representative (who may be the same person), the Minister (*ex-officio*), and members and adherents who want to share the love of Christ by providing pastoral care to the members and adherents of the congregation.
- 4) **Duties**
 - a) Assist the Minister by providing pastoral care to members and adherents of the congregation.
 - b) Maintain good communication by telephone with those in need of pastoral care.
 - c) Keep the Minister informed of the pastoral care needs of the congregation recommending when visits are needed.
 - d) Send out sympathy cards on behalf of the congregation.
 - e) Arrange for and accompany the Minister for home Communion services.
 - f) Arrange occasional events for seniors for fellowship and spiritual renewal.

LAY PRESBYTERY REPRESENTATIVE

- 1) **Purpose**
To represent Gordon United Church at Victoria Presbytery as a voting member.
- 2) **Reporting Relationship**
To the Council and to the congregation of Gordon United Church.
- 3) **Membership**
Each congregation within the United Church names at least one layperson (depending on the number of congregational members) as its representative to the Presbytery. The lay person must be a 'full' member of Gordon United Church.

Presbytery Representative Alternate: Council may ask any other 'full' member of the congregation to attend a Presbytery meeting in the representative's absence as an Alternate.

- 4) **Duties**
 - a) Attend Presbytery meetings.
 - b) Participate in the work of Presbytery.
 - c) Report to Presbytery regarding their home congregation.
 - d) Report to their home congregation regarding Presbytery discussions and decisions.
 - e) Discern the Spirit and call of God during Presbytery meetings and vote on issues according to that discernment.
- 5) **Duration of Office**
Two (2) years

OUTREACH TEAM/COMMITTEE

- 1) **Purpose**
To develop programs to assist members of the community and beyond.

2) **Reporting Relationship**

To the Council

3) **Membership**

Chairperson, the Minister (*ex-officio*), and members and adherents who are willing to serve and have an interest in promoting the mission of the congregation in the community and throughout the world.

4) **Duties**

- a) Promote the work of the United Church of Canada through the support of its Mission and Service Fund, the United Church World Development and Relief and other special projects as are being promoted by the United Church of Canada.
- b) Conduct mission education in the congregation.
- c) Encourage outreach in the local community, to recommend special projects for the congregation's support, normally during Lent.
- d) To offer the congregation opportunities to promote justice through political action, signing petitions, writing letters, and other forms of social action.

UNITED CHURCH WOMEN (UCW)

1) **Purpose**

To unite all women of the congregation for the total mission of the church and to provide a way for them to express their loyalty and devotion to Jesus Christ in Christian witness, fellowship and service.

2) **Membership**

All the women of the congregation are members of the United Church Women. The UCW shall maintain its own organizational structure and work to promote the mission of the congregation. The Chair of the UCW or designate shall be a member of Council.

AMENDMENT OF CONSTITUTION AND BYLAWS

Amendments to the Constitution and Bylaws of Gordon United Church may be made by:

- 1) The congregation in a duly called Congregational meeting on approval by a 2/3 majority vote of members.
- 2) Notice of proposed amendments must be provided at least two weeks in advance of the Congregational meeting at which they will be voted on. This notice may be waived by unanimous consent of those present at the Congregational meeting.
- 3) The Council or any 10 members may request an amendment and a Special General Meeting shall be called in accordance with these bylaws, or with the consent of the requester, at the following Annual General Meeting,
- 4) Notice of motion of a bylaw amendment may be given at any Congregational Meeting to be voted on at a future Congregational Meeting called in accordance with these bylaws.
- 5) Proposed amendments may be debated and further amended at the Congregational Meeting called to consider them.