

GORDON UNITED CHURCH
LANGFORD, BC

CONSTITUTION

2017

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GENERAL STATEMENT OF POLICY

1. The Constitution of Gordon United Church shall be structured within the general guidelines of [*The Manual \(2019\)*](#) of The United Church of Canada (herein referred to as "[*The Manual*](#)"), including the provision that the fiscal year be the calendar year.
2. The work of this church shall be carried out by three levels of responsibility:
 - a) The Congregation shall actively support the Mission Statement, as well as elect a group of its people to the Council and to Ministry Team Leader positions who shall, in turn, be responsible for the administration and organization of the church.
 - b) 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*](#) Section B.
 - c) The Ministry Committees perform the functions outlined under the general mandate and the terms of reference of the Teams.
3. There shall be a Board of Trustees which shall hold the church property in trust as outlined in [*The Manual*](#). A representative from Trustees shall sit on the Property and Finance Team, with power to vote.
4. The Council shall review the Constitution on a periodic basis and report to the congregation.

CONSTITUTION AND AMENDMENTS

1. This Constitution shall be the constitution and administrative structure of the Gordon United Church Pastoral Charge (Langford) from and after the date and year of approval.
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 Regional Council to be approved.
3. This Constitution may be amended by a motion carried by two-thirds majority of voting members present at a regular convened annual or special meeting of the congregation. 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. The Council or any 10 members of the congregation may request an amendment to this Constitution.
4. Amendments requested by the Regional Council or to provide consistency with or additional detail from [*The Manual*](#) may be implemented by Council with notice to the Regional Council and to the congregation.
5. All Teams and administrative structures shall adhere to and be governed by [*The Manual*](#).

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](#) B.3.7.1).
- c) Adherents may vote at meetings of the congregation if the full members decide to allow adherents to vote, and if the vote is on a financial or administrative matter. ([The Manual](#) Section B.3.7.2)
- d) Adherents may not vote on anything involving the pastoral relationship, including searches, calls, and appointments; in elections or appointments of the governing body, Teams, trustees, and Regional Council representatives, and of other bodies and officers; on anything involving the order of worship; on amalgamating, disbanding, or realigning the congregation or pastoral charge; and on property matters needing Regional Council consent. ([The Manual](#) Section B.3.7.2) (For Revision).

1) **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 Leadership Positions

2) **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](#) 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) 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) 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 Teams;
- c) Monitor the Teams;
- 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 Teams;
- h) Create new Teams as needed;
- i) Liaise with BC Conference on matters of petitions and appeals;
- j) Support lay ministry, pastoral relations and the constitution of the Pastoral Charge;
- k) Organize and call congregational meetings at least annually;
- l) Give direction to the Board of Trustees concerning matters of property.

3) Reporting Relationship

Reports directly to the congregation and is accountable to the Regional Council.

4) 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, Regional Council Representative, Communications Liaison, Chair of Property & Finance, Chair of Ministry & Personnel, Treasurer, and Chair of Stewardship. 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.

5) 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.

6) Duties

- a) Plan priorities, set goals and provide spiritual leadership for all aspects of congregational life, ensuring that people and resources are in place to support worship, education, pastoral care and outreach activities.
- b) Act on behalf of the congregation between meetings of the congregation. Bring those matters designated in [*The Manual*](#) to the congregation for their approval.

- c) Provide direction to, and request action by, the Teams. Monitor that the Teams are in place and working according to their approved terms of reference and responding to Council direction.
- d) Define policies in accordance with *The Manual*, consulting with the congregation as needed.
- e) Receive and judge petitions, appeals, etc., from members and transmit same to the Regional Council and/or other bodies in the church or community.
- f) Inform the congregation of the life and work of the church.
- g) Organize and advertise the Annual Congregational Meeting according to *The Manual* directives and the practices of Gordon United Church.
- h) Recommend an annual budget to the congregation.
- i) Council may establish an Ad Hoc Team to address any issue that is outside the terms of reference of any Standing Committee. Ad Hoc Teams should have terms of reference, including duration of existence, and report to Council regularly.
- j) Ensure that the activities of the Teams are consistent with the vision and long-term action plan for Gordon United Church.
- k) Recommend to Regional Council suitable lay members to be Licensed Lay Worship Leaders, Candidates for Ministry, recognized as Designated Lay Ministers, or recognized as Congregational Designated Ministers.
- l) The Council must authorize any borrowing of funds.
- m) At the request of one (or more) Teams, the Council is to make decisions on behalf of the congregation on matters that are beyond the responsibility of any one Team.
- n) Receive a report from any member of the congregation who indicates an interest in addressing the Council, and who provides notification to the Secretary or Chair of the Council in advance of the meeting.
- o) Submit a copy of the Annual Congregational Report and the Annual Statistical report to the Regional Council.
- p) Provide leadership and support in the recruitment of volunteers.
- q) Oversee the conduct of members with power to exercise discipline.
- r) Receive reports from Regional Council, Conference and General Council and make them available to the congregation.
- s) Receive and review Team Annual Reports for submission to the congregation.
- t) 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.
- u) Recognize groups that contribute to the work of the Congregation but are not affiliated with a Team.
- v) 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 Past-Chairperson shall preside.
- w) A Special Council Meeting may be called by the Chairperson, the Minister, any three (3) Council Members, or the Regional Council.
- x) 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.
- y) 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.

7) **Meetings**

- a) The Council shall meet monthly at least 8 times a year on a date agreed upon by a majority of the members. Notice of regular meetings of the Council will be listed in the church bulletins at least one week in advance.

- b) Special meetings may be called by the Chair or by one Ministry Personnel. Special meetings may also be called upon the written request of 3 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.
 - c) 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.
 - d) Agendas will be developed by the Chair and Secretary with input from Council members and distributed to members before the start of each meeting.
- 8) **Quorum**
A quorum of the Council shall be one-half of those entitled to vote, including at least one Ministry Personnel or Regional Council appointed representative.
- 9) **Decision**
In voting, all members will have equal voting rights. The Chair will have the deciding vote on occasion of a tie vote.

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 Regional Council'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 except for Ministry and Personnel and Joint Search Committees.

COUNCIL CHAIR

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

The Chair will:

- a) Take a leadership role to ensure that Council members work as a team to develop and implement the goal-setting work of the Council.
 - b) Preside over regular monthly meetings of the elected Council and communicate the proceedings to the congregation.
 - c) Act on behalf of the congregation when the pastoral charge is the court of accountability, in a wider church matter.
 - d) Assist the Council Secretary in reviewing the upcoming items of business and in the preparation of the agenda for the meetings.
 - e) Assist the Minister with formal duties associated with new members, baptism, christenings, etc.
 - f) Encourage inter-team communications as deemed appropriate.
 - g) To provide mentorship and guidance to the Vice-Chair in preparation for the Council Chair position.
- 4) **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.
- 5) **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 Council, and in the absence of the Chair, is accountable 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) Perform other duties as requested by the Council.
 - d) 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 Council and 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.
- c) Provide advice on planning priorities, setting goals and providing spiritual leadership to the Council.
- d) Ensure the duties of the Chair are carried out in the absence of the Chair and when the Vice-Chair is either absent or the Vice-Chair position is vacant.

e) **Duration of Office**

Two (2) years

COUNCIL SECRETARY

1) **Purpose**

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet the legal requirements, and to enable authorized persons to determine when, how, and by whom the Council's business was conducted.

2) **Accountability**

To the Council

3) **Duties**

- a) Participates in Council and Annual General meetings (AGM) as a voting member.
- b) Records and manages the minutes of the Council and Annual General Meetings.
- c) Maintains effective management of records of the Council and AGM and ensures that a copy is maintained in the Church records.
- d) Ensures minutes are distributed to members and to the Congregation shortly after each meeting.
- e) Assists the Chair in developing the Council agenda.
- f) Meets with the Minister, Council Chair, and Past Chair in a pre-executive meeting to review and discern the agenda for the next Council meeting.
- g) Provides guidance to Council regarding various protocols, e.g., Quorum.
- h) Performs other related duties as directed.

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 and to Council

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 (2017)* B.7.6.3 and C.4.3.
 - b) Responsible for reporting the financial position of the church to the Property and Finance Team and to the Council on a regular basis.
 - c) Attend monthly meetings of the Property and Finance Team and the Council.
 - d) Prepare monthly reports for review by the Property and Finance Team and by Council.
 - e) Prepare annual budgets with input from all Teams and Trustees within the church. Annual budgets will be reviewed and recommended by the Property and Finance Team 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) Provide input into the annual United Church of Canada statistics.
 - h) Under direction of the Trustees, invest short term (less than 2 years) ad hoc funds as directed by Council.
 - 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 Revenue Agency (CRA).
 - l) Prepare monthly reports and monthly payments to CRA regarding income tax and other employer deductions and prepare T4 slips annually.
 - m) Maintain changes to Pre-Authorized Payment (PAR) accounts as requested by donors.
 - n) Twice a year, request GST rebates from CRA.
 - o) Coordinate the minister's salary with ADP to ensure accurate payments and deductions are made.
- 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**
To the Council and to the Regional Council.
- 3) **Membership**
 - a) The congregation is responsible for appointing the trustees at a congregational meeting. One of the following people is automatically a trustee because of their position: (As per [The Manual G.3.3.3](#))
 - i. the member of the order of ministry who has been settled in or appointed to the pastoral charge;
 - ii. the designated lay minister who has been recognized by the appropriate court and appointed to the pastoral charge; or
 - iii. the pastoral charge supervisor.
 - b) The congregation is responsible for deciding on the number of its trustees. There must be a minimum of three and a maximum of 15, including the one person who is automatically a trustee.
 - c) Vacancies: The trustees may continue to act even if there are vacancies, as long as there are at least three trustees.

d) If there are only one or two trustees remaining for any reason, then the chair or secretary of the Regional Council automatically becomes a trustee and continues to serve along with the remaining trustees until the full number of trustees has been appointed, or the Regional Council may give notice to the congregation requiring it to appoint the full number of trustees.

4) **Duties**

- a) The trustees are responsible for holding all congregational property for the congregation as part of the United Church.
- b) The trustees must give the same care and attention to congregational property as a reasonable person would give to their own property.
- c) Hold regular meetings (at least annually) of the Trustees and communicate the proceedings to the Council.
- d) Plan priorities, set goals and provide recommendations to the Council on the requirements of maintenance for church property.
- e) Provide oversight of all investments for the Church on behalf of the Council and the Congregation.
- f) Provide input into budget planning for short- and long-term repairs and maintenance of the church building and church property.
- g) Assist with providing input into the annual United Church of Canada statistics.
- h) Ensure all inventory is updated.
- i) Ensure proper insurance policies are in place for the Church and are updated on an annual basis.
- j) Invest funds as defined by a motion from Council for specific purposes that are to be held for more than a two-year period.
- k) Follow up on grants that may be available to the church pertaining to buildings and property.
- l) Trustee meetings may be called by the Minister or by agreement of two or more Trustees.

5) **Duration of Office**

Two (2) years or as decided by the Congregation.

SPIRITUAL LEADERSHIP LIAISON

1) **Purpose**

To be a conduit of information from Council to all Groups who are involved in the spiritual nurture and education of the congregation and vice versa.

For example; Pastoral Care Team, UCW, Adult Study Group, Sunday School, etc.

Please refer to Gordon United Church Structural Chart.

2) **Reporting Relationship**

To the Minister and Council

3) **Duration of Office**

Two (2) years

PASTORAL CARE TEAM

1) **Membership of the Pastoral Care Team**

Chair of Pastoral Care Team, 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.

Reporting Relationship

Through the Spiritual Leadership Liaison to Council

2) **Duties**

- a) Assist the Minister by providing pastoral care: visits, phone calls and greeting cards, to members and adherents of the congregation.
- b) Provide and maintain open lines of communication with those in need of pastoral care. All information is kept confidential.
- c) Keep the Minister informed of the pastoral care needs of the congregation, recommending any requests for visits from the Minister.
- d) Send out greeting cards on behalf of the congregation.
- e) Accompany the Minister on visits when requested.
- f) Arrange for and accompany the Minister for home visits.
- g) Arrange occasional events for seniors for fellowship and spiritual renewal. (Has not been implemented, but members wondering if this could be put into Personal Goals)

COMMUNICATIONS LIAISON

1) **Purpose**

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

2) **Reporting Relationship**

To the Council

3) **Duties**

- a) Assist the Office Administrator, as appropriate, with preparation, coordination and distribution of:
 - Annual Reports
 - Brochures
 - Advertising in local newspapers, special bulletins
 - Distribution of church events and functions to other churches or groups
- b) Assist in maintaining a contact list via telephone, email, etc.
- c) Provide notification and assistance to the Office Administrator to ensure that information is current on the website.
- d) Provide assistance to all church groups related to their communications needs (e.g.: surveys, brochures, pamphlets, etc.)
- e) Liaise between the various means of communication with the congregation and the community (O Live, website, announcements, etc.) to keep communication open.
- f) Connect with newcomers to ensure they have church information, contact information, what groups are available, and to obtain their contact information.
- g) Liaise with Council to determine other communication gaps; consult with Council and other relevant groups to devise a strategy to address those gaps.

4) **Duration of Office**

Two (2) years

STEWARDSHIP TEAM

- 1) **Purpose**
Organizes, develops, and implements a year-round ongoing stewardship program within the congregation.
- 2) **Reporting Relationship**
To the Council
- 3) **Duties**
 - a) Establish or continue a year-round stewardship program in the congregation.
 - b) Work closely with the minister and Council to make stewardship a thread through all of the congregation's worship and work.
 - c) Keep informed of and promote the use of applicable Stewardship resources in the congregation.
 - d) Promote the Mission & Service Fund as our primary way of giving beyond the congregation.
 - e) Promote the Pre-Authorized Remittance program (PAR) and other ways of giving.
 - f) Promote giving from accumulated resources (wills, life insurance, etc.).
 - g) Maintain good communication with all other parts of the local congregation.
- 4) **Duration of Office**
Two (2) years

PROPERTY AND FINANCE TEAM

- 1) **Purpose**
Manage the financial affairs and ongoing maintenance of the church.
- 2) **Reporting Relationship**
To the Council.
- 3) **Membership**
The Team shall consist of Chair, Vice-Chair, Past-Chair, Secretary, Treasurer, up to 3 Trustees and at least 3 other representatives drawn from the congregation as a whole.
- 4) **Duties**
 - a) Hold regular monthly meetings of the Property and Finance Team 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) The Property and Finance Team will appoint all counters of church offerings ensuring that confidentiality is observed.
 - d) Establish budgets and administer finances through the Treasurer with input from Trustees when appropriate.

- e) Advise and assist the Treasurer in the preparation of the annual budget and periodic financial reviews.
 - f) Prepare reports for the Council and for the Annual General Meeting.
 - g) Oversee tenant contracts and their renewals.
 - h) Authorize service contracts.
 - i) Each year, a designated amount will be included in the budget for discretionary use of unexpected expenses by the Team of Property and Finance.
 - j) Approve all fundraising activities.
- 4) **Duration of Office**
Two (2) years

MINISTRY AND PERSONNEL TEAM

- 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.
- 2) **Reporting Relationship**
Recommending body to Council under the guidance of the Regional Council if necessary.
- 3) **Membership (added)**
 - a) Three to seven members;
 - b) Representation of all aspects of the congregation;
 - c) Those who hold other offices in the church, e.g., Team Chairs, are not eligible;
 - d) Ministry personnel, staff, or their family members are not eligible
 - e) An individual who is in conflict with a staff member is not eligible.
- 3) **Duties**
 - a) Being available for consultation and support for matters involving staff;
 - b) Overseeing the relationship of the staff to each other and to people in the congregation;
 - c) Regularly reviewing the working conditions, responsibilities, and compensation of all staff;
 - d) Making any recommendations needed as a result of these reviews to the Council;
 - e) Revising position descriptions of staff as needed;
 - f) Conducting annual performance reviews of the staff;
 - g) Ensuring staff make use of opportunities for continuing education that they have been given; and
 - h) Maintaining close contact with the Regional Council Pastoral Relations Committee or equivalent.
([The Manual](#) B.7.8.5)
- 4) **Duration of Office**
Two (2) years

NOMINATING TEAM

- 1) **Purpose**

To oversee a nomination process that ensures all members of the congregation of Gordon United Church are appropriately represented on the Council.

2) **Reporting Relationship**

To the Council.

3) **Membership**

The Nominating Team shall consist of two members of Council (excluding the Minister) and two members of the congregation.

4) **Duties**

The Nominating Team shall meet as necessary to fill vacancies on Council, the Board of Trustees, and the Standing Teams, as well as recommend a Regional Council Representative and Chair of Council. Their report shall be presented at a congregational meeting to be voted on. Nominations must be done and approved by Council prior to the nominations being confirmed at the Annual General Meeting. Between congregational meetings, the Council may add to its number to fill vacancies.

WORSHIP PLANNING TEAM

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. All Team leaders must be participating members of Gordon United Church and have a passion and excitement about worship. The Minister may function as Team Leader, though a lay member would be preferable.

3) **Reporting Relationship**

To the Council.

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.

MEMORIAL TEAM

- 1) **Purpose**
To keep a record of all Memorial gifts and donations received by the Congregation
- 2) **Reporting Relationship**
To the Council
- 3) **Duties**
 - a) Receive and keep records of all gifts and bequests.
 - b) Respond by letter upon receipt of the gift.
 - c) Report and bring a recommendation to the Council for use of the gift, if specified by the donor.
 - d) Prioritize, if necessary, any requests received from Council.
 - e) Keep the memorial book up to date.

REGIONAL COUNCIL REPRESENTATIVE

- 1) **Purpose**
To represent Gordon United Church at the Regional Council 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 Regional Council. The lay person must be a ‘full’ member of Gordon United Church.

Regional Council Representative Alternate: Council may ask any other ‘full’ member of the congregation to attend a Regional Council meeting in the representative’s absence as an Alternate.
- 4) **Duties**
 - a) Attend Regional Council meetings as called.
 - b) Participate in the work of the Regional Council.
 - c) Report to their home congregation regarding Regional Council discussions and decisions.
 - d) Discern the Spirit and call of God during Regional Council meetings and vote on issues according to that discernment.
- 5) **Duration of Office**
Two (2) years

OUTREACH TEAM

- 1) **Purpose**
To develop programs to assist members of the community and beyond.
- 2) **Reporting Relationship**
To the Council
- 3) **Membership**

Chairperson, 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) Encourage outreach in the church, in the local community, and to recommend special projects for the congregation's support.
- b) 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.

3) **Reporting Relationship**

To the Council