



SAINT ANDREWS UNITED CHURCH, TRURO

Boards, Committees and Task Groups

Roles & Responsibilities

- Church Council
 - Regional Representative(s)
 - Stewardship Committee
- Christian Development
- Local Outreach and Global Concerns
 - Not Just Bread & Butter
 - Affirming-Open Hearts & Minds
- Ministry and Personnel
- Music and Worship
- Nominating Committee
- Pastoral Care Team
- Stewards & Trustees
 - Wednesday Workers
 - Facilities Task Group
- United Church Women

CHURCH COUNCIL

St Andrews Church Council carries out the duties of Church Council as outlined in the manual of the United Church. This council oversees the work of all church committees and provides support for their activities and objectives. Church Council approves the annual budget, all major expenditures and financial commitments of the church, as well as overseeing the management of human resources, other than ministry personnel. Church Council schedules meetings approximately six times per year. Minutes of council are recorded by a secretary and become an official record of church/church council activities and are distributed by post or by e-mail. Members are also assigned to a Communion team and to a Nursing Home Services team. Members are asked to help serve communion during Church services usually three to four times a year and participate in baptisms as required. Members also volunteer to help organise and serve as ushers during Sunday services

The Council has general responsibility for the oversight of the spiritual life and interests of the congregation of St Andrew's United Church, including financial (through the **Stewards and Trustees**)

Spiritual Matters include Public worship (Planning for such is conducted by the Minister and the Music and Worship Committee)

Administration of the sacraments (Baptisms, communion, and marriages, approved by the Council and conducted by the Minister).

Admitting people as full member.

Removing people as full members

Granting certificates of transfer

Church Council (Cont'd)

Responsible for the following committees and duties:

- **Christian Development** (a committee which oversees plans and works for the Christian growth of the church, looks after the Sunday School and general Christian Education)
- The use of the church building (**Facilities task group**)
- Pastoral care and visiting (**Pastoral Care Team**).
- **Music and Worship**: Plans for the style, order of worship and services schedule
- Outreach in evangelism and social action (Directed and acted upon by **the Local Outreach and Global concerns committee** which leads the congregation in outreach and social action and the **Affirming - Open Hearts and Open Minds committee**)
- Oversees all other groups and committees in the church
- Responsible for communication with the other courts of the UCC (Region & General Council)
- Recommends interested members for consideration as licensed lay worship leaders, sacraments members, inquirers and designated lay ministers.
- Appoints two representatives to the higher court (Region 15)
- Maintains the roll of the congregation, the record of children and adherents and the register of baptisms, marriages and burials. The record keeping is administered by the Church secretary and the Minister with the assistance of members of Council.

CHRISTIAN DEVELOPMENT COMMITTEE

Meets 5 to 6 times per year, supports the Christian mission of St. Andrew's. Made up of Spirit Quest, Scouting Movement, Bible Study, ministry personnel if possible, people interested in the Christian growth of the church, and members of other committees when they have time to attend. Members have no fixed term, but at least one member is asked to organize and chair meetings, and keep records.

This group supports such things as: Spirit Quest activities, Religion in Life training with the Scouting groups, offering special studies, (such as Lenten and Advent), organizing confirmation classes, etc.

LOCAL OUTREACH AND GLOBAL CONCERNS COMMITTEE

MANDATE:

The Local Outreach and Global Concerns Committee (LOGC), accountable to the Church Council, responds to a variety of the basic needs of socially and/or economically marginalized persons in the local and global communities.

The LOGC committee:

- meets approximately 8 times per year
- raises funds to help support the benevolent fund and other outreach expenses
- educates our congregation and church family about various environmental topics, living green and supporting both locally and globally
- the chair of LOGC maintains contact with the Benevolent Fund committee (a sub-committee), as appropriate
- have participated and supported some global initiatives such as the Water of Life project

Supporting community folks in need

Through the Benevolent Fund, St Andrews LOGC committee provides funds, quarterly, to the Colchester Food Bank. We are involved with the monthly Community dinners (held at St John's Anglican Church, Truro) – with our group being responsible to prepare and serve hot meals to those in need, twice per year. Support to congregation and community members is provided, upon request, as required (these requests goes through the Benevolent Fund committee).

Fundraising

Funds raised from LOGC activities support St. Andrew's Benevolent Fund to serve those in need in our community. Typical fundraising activities include soup sales, Seedy Saturday café, Angel Tree, greeting card sales, book lending library, etc. Past fundraising has included Market Christmas Sale, yard sales, hymn sings, FundScrip, cake auctions, themed variety shows and talent auctions.

Education

LOGC strives to educate its own members, as well as those in the church community about living and supporting 'green'. We have provided information to congregation members during Sunday services, have brought in guest speakers, have encouraged and sold reusable shopping bags, have encouraged use of re-usable water bottles etc. In addition, because LOGC has participated in a many fund raising events that raise funds through food sales, several members have taken the Food Safety Course to ensure appropriate food handling in our cooking and food prep endeavours.

AFFIRMING –Open Hearts and Minds Committee

In October 2007, an Affirming Committee was created as a sub-committee of the Local Outreach and Global Concerns Committee, for the purpose of exploring the process and implications of becoming an “affirming ministry”.

The main focus would be ensuring that our Church community is a place that is both welcoming and inclusive to all who seek to be part of it, whether for a single Sunday morning or for life.

Such a ministry designation means that our Church and its people promise to be a safe and welcoming place to individuals who are lesbian, gay, bisexual, transgender.

We indeed celebrated becoming such a community of the United Church of Canada in October 2009, after two years of study, discussion, story telling and prayer.

We work toward our mandate of making St. Andrew’s as open and inclusive as possible in a number of ways –by making space neutral and accessible to all ages and all walks of life -by encouraging the use of inclusive language and subject matter in worship and meetings- by promoting attitudes of acceptance and welcome to everyone in all that we are about.

In order to become an Affirming ministry of the United Church of Canada there are four requirements

1. Preparation of a Statement of Faith for our ministry
2. Continuing plans for that ministry
3. Commitment to national Affirming Committee
4. An inclusive marriage policy

Our Statement of Faith for St. Andrew’s

“We reach out , as Jesus taught us, with a love without borders that embraces all those who come through our doors, regardless of sexual orientation, age, gender, identity, racial or ethnic heritage, differing abilities, economic or cultural backgrounds.

“As a community of faith we strive to make St. Andrew’s a safe and celebratory home for all and a strong voice for social justice.”

Affirming – Open Hearts & Minds (Cont'd.)

Our continuing plan is to remind members of our history and continue to celebrate that to which we have committed by holding events that keep our promise in view.

Our commitment to National has been to allot \$100.00 per year to that organization and to assist in Truro Presbytery becoming an Affirming Presbytery.

An inclusive marriage policy has been prepared

The Open Hearts and Minds designation came from the achievement of becoming Affirming to focus on empowering and thriving as an Affirming Ministry.

PUBLIC INTENTIONAL EXPLICIT key concepts

MINISTRY AND PERSONNEL COMMITTEE

Following the 2019 Manual, B.7.8.5

The Ministry and Personnel Committee (M & P) is the body with which persons or groups may share their questions or concerns regarding ministry personnel and staff and their work. These questions and concerns may be raised by:

- members of the congregation, or
- the ministry personnel, or
- staff of the congregation.

M&P Membership:

--must demonstrate:

- good communication and listening skills,
- knowledge of the pastoral charge,
- and maintain confidentiality, and
- an overall caring for the life and work of St Andrew's United Church.

--have an understanding of UCC and CRA polity in regards to employment.

--must be approved by Council BEFORE allowing their names to stand for election by the congregation at the Annual Meeting.

--the staff, including ministry personnel, shall not be members of this committee.

M&P committee:

- shall consist of (ideally) six members, representative of the pastoral charge, for a three year term each. This allows for one liaison per staff and a chair person. Ideally, two members retire each year and are replaced by the Nominating Committee.
- shall meet quarterly or as needed,
- maintains files:
 - of meeting notes and correspondence,
 - on each staff member, and
 - are kept in a confidential place as designated by the M&P committee in perpetuity.
- does not consider anonymous or undocumented complaints. A form is available for comments of both a positive and/or negative nature. Careful and confidential consideration is given to each and every written issue. All parties concerned are consulted, when action is recommended.

Specific functions/responsibilities of the Ministry and Personnel Committee:

- Available for consultative and support for matters involving the staff and for the congregation of St. Andrew's United Church.
- Oversee the relationship between and among different members of the staff of the pastoral charge with respect to their responsibilities and authority.
- Liaison notifies staff member of a pending M&P meeting and any recent documents (monthly logs, updated certificates, etc) are secured for the appropriate files.
- Review, update and/or revise job descriptions with all staff: review working conditions, vacation, continuing education, salary, and benefits.
- make appropriate recommendations needed as a result of the reviews to the St Andrew's Council.
- Make appropriate recommendations to the Board of Stewards/Trustees for each year's budget.
- Conduct annual staff performance reviews, evaluating the effectiveness of the staff of the pastoral charge as those persons and positions relate to the mission of St. Andrew's.
- Receive from each staff, a current (level 2) police records check, at their own expense, every two years.
- shall report to and/or make any recommendations to the St Andrew's Council when it meets or more often as circumstances warrant.
- Consult with Region 15 Pastoral Relations Committee when necessary.

THE MUSIC AND WORSHIP COMMITTEE

The Music and Worship Committee is a subcommittee of the Church Council. It meets 5 times a year, usually January, March, May, August and October to plan worship service schedules as well as other events related to Music and/or Worship. The Committee has as its members, the Minister, the Choir Director and the Organist(s) as well as members elected from the congregation. Special services such as at Christmas, Easter, and St Andrew's Anniversary are also planned for. Selection of communion dates are included in planning processes. Communion teams set up by this committee work with the Minister to deliver communion as required.

This committee is responsible for arranging for pulpit supply when needed. The committee also is responsible for securing an Organist and/or accompanist musicians, either by contract (approved by the Church Council) or by other means. A modern electronic organ and a baby grand piano are available to musicians.

Exchange services with other congregations during the year and during summer vacations are often arranged by this committee.

Music is a vital part of our ministry at St Andrew's. Voices United and More Voices are used for congregational singing. A variety of music styles available in the extensive music library are used for anthems and musical presentations during services. There is a 20 member senior choir covering the four voices of soprano, alto, tenor and base. Occasionally a junior choir of Sunday School children present songs and plays for special events.

The revised Common Lectionary is employed in worship services. Lay participation is encouraged and is a regular occurrence. A CD Ministry (recordings of Sunday Services) is available to our shut-ins on a weekly basis.

Members of this committee, including the Minister, and members of the Church choir provide Sunday services to local retirement homes during the year.

Other than the Minister, the Choir Director and the Organist, members of this committee, are elected from the congregation on an annual basis as required. The Chair of the committee is elected by and from Committee members as is a committee note taker. The Chair reports on committee activities to the Church Council when the Council meets. The Chair and one other lay committee member are representatives to the Church Council.

The Church Web master is a member of this committee.

NOMINATING COMMITTEE

The mandate of the Nominating Committee is to fill vacancies on committees as they occur due to retirements, resignations or the expiry of a fixed term of office. (Members of Church Council, the Committee of Stewards and Trustees, and the Nominating Committee have fixed terms.) The Nominating Committee may be approached by Church Council to periodically update the St. Andrew's Handbook.

This committee does the bulk of its work in late fall and up to the annual meeting. The Committee Chair contacts church committees to determine the vacancies to be filled through election by the Congregational Annual Meeting. The committee then contacts members of the congregation who are willing and have the appropriate skills to fill these positions. The Nominating Committee is not responsible for the membership of Church Council.

Due to the sensitive nature of its role, nominees to the Ministry and Personnel Committee are first submitted for the approval of Executive Council. The slate of all committee members, as well as the nominees for Chair, Vice Chair and Secretary of Executive Council are submitted to the Congregational Annual Meeting for approval. The Committee report is submitted to the Church for inclusion in the Annual Report.

The members of the Nominating Committee, ideally from four to six in number, are elected by the congregation at its annual meeting, from which one member is chosen by the committee as is the committee chair. The chair of this committee (or designate) sits on Executive Council. The term for this committee has been three years, but in today's church reality, two years is acceptable as well, and members who wish to remain longer will be also considered.

PASTORAL CARE COMMITTEE

The Pastoral Care Committee was formed by the Session of St. Andrew's in January 1997 to assist with the ministry of those unable to participate in regular worship and other church activities. Although the ministry has retained its original focus, the scope has broadened to concern for our entire church family. The Pastoral Care Team (PCT) works in cooperation with our administrative assistant and minister; meets as needed, often in member's homes, and reports directly to Church Council.

Initially, this committee organized a Friendly Visitor Program for the shut-ins of our congregation. Visitors, including PCT members, are matched with shut-ins and contact is maintained to ensure all is going well. Although this program has continued to be the main focus of the PCT, the scope has broadened to include the following:

- CD Ministry: delivery of CDs of the worship service to shut-ins
- Visits and flowers for those celebrating birthdays, 85 and older, in increments of five years; and for 50th wedding anniversaries and beyond, also in five year increments
- Mail Ministry: cards/notes of sympathy, support and celebration to church family members
- Organize Cold Pot Luck Luncheon following our Anniversary Service each November
- Organize and host annual Luncheon for all newcomer's to St. Andrew's (usually Winter or Spring)
- Host Fellowship Time once yearly, usually at the end of our summer exchange with Brunswick St./North River
- Support for people in crises – usually food
- Support with Communion for shut-ins

BOARD OF STEWARDS AND TRUSTEES

The St. Andrew's Board of Stewards and Trustees functions under the mandate of the United Church of Canada. All members of the combined Board are considered to be both Stewards and Trustees. Trustees hold ownership of the land, building, and the physical and financial assets of the congregation. In their role as Stewards, the Board members oversee the revenue and expenses of the operation and maintenance of the building.

Board responsibilities:

- Secures regular financial contributions from members by promoting the use of Pre-Authorized Remittance (PAR), or weekly envelopes. The Board may also initiate special fundraising actions.
- Disburses funds and oversees expenditures, including salaries, and Region and General Council expenses as mandated in the current budget.
- Prepares a detailed statement of its receipts and expenditures, for which an audit and/or examination has been performed, to be presented to the annual meeting of the congregation.
- Prepares an annual budget, to be recommended to Church Council and presented to the annual meeting of the congregation along with recommendations for securing the necessary funds.
- Makes recommendations to Church Council regarding major expenditures over \$25,000.
- Oversees and manages the long and short term investments of the congregation's financial resources.
- Regularly reports the financial condition of the congregation to the Church Council, and the congregation itself.
- Responsible for the maintenance and upkeep of the church property, legal requirements regarding ownership, security, insurance, etc.
- Responsible for the employment of support staff including: the setting of employment policy, recommending salary and benefit increases, setting work schedules, and supervising work performance.

Board of Stewards & Trustees (cont'd.)

Membership:

The Board shall consist of a minimum of six members plus the Treasurer. The quorum needed to hold a meeting shall be 50% of its members

The Chair, who votes only in the event of a tie, is elected from the Board members annually, as is a Vice Chair and a Secretary. The Treasurer must be appointed annually by the congregation.

The Board members are approved each year at the Annual Meeting. Membership is to include a representative of the United Church Women (UCW) appointed by the UCW.

Members should have a commitment to the ongoing and future welfare of St Andrew's.

Members should have an interest in financial management, an interest in property management and an interest in fundraising.

The term of office is three years, renewable. Meetings are scheduled monthly throughout the year, with a hiatus in July and August. A commitment is expected of Members to attend meetings and to assist in other duties from time to time as needed.

Sub Committees:

The “**Wednesday Crew**” is officially a subcommittee of the Board. The Wednesday Crew is a small group of volunteers who meet weekly to carry out maintenance tasks and to carry out janitorial duties when the Sexton is not available.

The “**Not Just Bread and Butter**” catering group is also a subcommittee under the auspices of the Board. This group holds several fundraising events over the year.

The “**3rd Sunday Breakfast**” group also falls under the auspices of the Board. Fundraising breakfasts are prepared and served by this group several months of the year.

The **Facilities Task Group** supervises the use of the building by various groups. This task is carried out through its policy document, administered by the office staff.

Stewardship Committee: The basic premise of the Stewardship Committee is it should initiate and / or support programs that enable the congregation to be more aware concerning paying attention to God, to ourselves, to others, and to all the world.

Everything we have is ours only in trust from God. The Stewardship Committee works to educate, through various means, in order to positively influence: our spiritual nature, the use of our time and talents, as well as our physical and fiscal assets.

The committee should be active in initiating programs formally or informally to promote healthy development of the spirit, mind, and body.

Topical areas for example could include: environmental issues, healthy lifestyles, time management, management of money, personal development, and developmental giving.

The committee meets approximately four times per year. Meeting times will not exceed 1.5 hours. Tasks between meetings will be assigned as deemed appropriate.

The committee consists of five to seven members, elected at the Annual Meeting. There are no fixed terms for members. The chair or designate attends all Church Council meetings.

Not Just Bread and Butter

A catering group which helps raise funds and caters to events when there is a demand, although their primary mandate is to offer opportunities for members of St. Andrew's to build community through food and camaraderie. Reports to Stewards. (Such things as *Blueberries on the Lawn*, *Cookies and Crèches*, *Dessert Theatre*, *Talent Show and Auction*, *Guess Who's Coming to Dinner*, *catering to the Watoto Children's Choir*, *offering canteens for visiting groups*, *coffee houses*, etc) Five people run this at present, but are always open to more, and there is a list of 30ish people who are willing to bake, assist, etc

Hilda Wright Unit – United Church Women

Women, following their vision and purpose while raising funds for the church, meeting and sharing and helping out where they can.

The unit provides funeral receptions when requested, visits shut-ins, and through its Community friendship Convenor, remembers members with cards for various occasions.

The Unit meets approximately 10 times per year. Many members attend the UCW Presbyterial Rallies held at various churches the area traditionally served by the Truro Presbytery.