

Trinity United Church Structure and Governance

Official Board

The Official Board is comprised of:

- Chairperson
 - Deputy Chairperson
 - Past Chairperson
 - Ministers
 - Recording Secretary
 - Treasurer
 - 4 Lay representatives to the Presbytery
 - Chairs/ reps of the standing committees
 - A maximum of 3 Members at Large (one preferably being a person under 35 years of age)
 - 1 Trustee representative
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- The Official Board calls congregational meetings as required, including the annual meeting that is called as early as possible in the new calendar year.
 - Each fall, the Official Board will vision its objectives for the upcoming year.
 - The Official Board can amend its own rules and procedures, as long as it does not violate the United Church's *The Manual*.
 - If major changes are proposed to Trinity's *Structures and Governance* document, the new document must be approved by the Official Board and then by the congregation at the annual meeting, and by the Winnipeg Presbytery.
 - Ideally, members of the Official Board serve for a 3-year term. Members of the Official Board are eligible to serve a second 3 year term without a break.
 - The Official Board shall establish and elect the members of a Ministry and Personnel committee, as detailed The Manual 2013 UCC, Section B Local Ministry 7.8.5.

Meetings, Quorum and Voting

- The Official Board meets at least 10 months of the year
- A quorum of the Official Board is 1/3 of those entitled to vote
- A quorum for the Official Board shall require the attendance of one of the ministers or an appointee of the Presbytery (The Manual 2013 UCC. Section B 7.7.4)
- If a motion refers to a personnel matter, voting on it shall be by ballot. Two Official Board members shall be selected to count the ballots and declare the decision.

Official Board Executive

The Official Board Executive consists of the Chairperson, Deputy Chairperson, Past Chairperson, Secretary, Treasurer and at least one of the ministers. The Official Board Executive

plans the monthly meeting agendas and deals with emerging issues as they arise. Any decisions made will be reported to the Official Board in the same manner as the committees report.



Duties of Board Members

Chairperson

At the final Board meeting before the TUC annual meeting, the Deputy Chairperson will be elected Chairperson for the upcoming year. The chairperson serves a 1-year term, commencing at the conclusion of the congregation's annual meeting and terminating after the next annual meeting.

Duties shall include:

- Chairs Official Board meetings
- Chairs meetings of the Official Board Executive and plans the monthly agendas with them
- In case of a 'tie' vote on a motion, casts the deciding vote
- Verbally reports to congregation on a regular basis
- Attends the initial meeting of the Nomination Committee
- May call upon the Deputy Chairperson and/or the Past Chairperson for assistance
- Is an Ex Officio* member of the committees of the Official Board, excluding the Ministry and Personnel Committee

Deputy Chairperson

At the final Official Board meeting before the TUC annual meeting, the Official Board will elect its Deputy Chairperson for the coming year. The Deputy Chairperson serves a 1-year term, commencing at the conclusion of the congregation's annual meeting and terminating after the next annual meeting.

Duties shall include:

- Co-Chairs the Nominating Committee with the Past Chairperson
- Recommends to the Official Board a slate of committee assignments for members of the Official Board, keeping in mind their stated preferences, in consultation with the ministers
- Chairs meetings of the Official Board or its Executive in the absence of the Chairperson
- Reports to congregation on a regular basis, via print and electronic means (for example, the Trinity Times, webpage, weekly announcements)
- Is an Ex Officio* member of the Official Board committees, excluding the Ministry and Personnel Committee

Past Chairperson

The retiring Chairperson shall serve one year as Past Chairperson.

Duties shall include:

- Co-Chairs the Nominating Committee with the Deputy Chairperson
- Mentors new board members
- Chairs meetings of the Official Board or its Executive in the absence of the Chairperson and the Deputy Chairperson
- Is an Ex Officio* member of the Official Board committees, excluding the Ministry and Personnel Committee

Chairperson and Deputy Chairperson and Roles

- If a person is filling a role as Chairperson or Deputy Chairperson, he/she shall not be a member of a committee.

*Definition: *Ex Officio membership* means full membership by virtue of office for all purposes unless otherwise specifically restricted.

Recording Secretary

- The recording secretary takes the minutes of the Official Board and the Official Board Executive meetings.
- The recording secretary distributes the committee reports prior to the Official Board meetings, and maintains records.

Treasurer

The Treasurer is a member of the Official Board and the Official Board Executive. The term of service is not specified.

Presbyters to Winnipeg Presbytery

The Trinity United Church Presbyters include:

- both ministry personnel
- 4 lay representatives

The responsibilities of the Presbyters are:

- to report to the congregation on a regular basis
- to commit to attending and participating in the reflections and decision making of all Presbytery meetings
- to decide upon an area of interest in which to become involved in the work of the Presbytery, i.e. be a part of one of the committees or task groups of Presbytery (terms vary in length but are normally renewable for a three year period)

The lay reps:

- are elected for a 3 year term of office at the Annual Meeting. This term may be renewed. They are responsible to the Official Board of TUC and to the Presbytery.
- are members of the Church and sit on the Official Board. They will take turns preparing the Presbytery report to the Board.

Chairs/Reps of Standing Committees

- Ideally, chairs/ reps of Standing Committees serve for a 3-year term. Chairs/ reps of Standing Committees are eligible to serve a second 3 year term without a break.

Members at Large

- Preference shall be given to one of these three members being a rep under 35 years of age
- Members at Large will serve on the Nominating Committee
- Other Members at Large will be assigned to task groups as needed.

Trustee Rep

- This person is elected by the Trustees and reports quarterly to the Official Board.

Board of Trustees

The Board of Trustees is a body of members and adherents of the congregation (of which the majority must be members), elected by the congregation, who hold, in trust for the entire United

Church of Canada, all property (land, buildings, and investments) for the purposes of the congregation. (*Congregation Organization Handbook*, UCC, p. 11; *The Manual 2013*, UCC, Congregational Life Section G-3)

The term of office is not specified. Trustees are intended as long-term positions. The Board of Trustees reports quarterly to the Official Board, and reports annually to the congregation. The Trustees will appoint one of their members to serve as their representative on the Official Board. Refer to pages 22-25 *Congregation Organization Handbook*, UCC.

Committees

Committees may be either standing committees or ad hoc committees.

Definitions:

- a) Standing Committee – serves on a continuing basis
- b) Ad Hoc Committee – exists either for a specified time or until the completion of the tasks assigned

Each committee will select its Chair, and the Chair will be the Board Rep. If the Chair cannot be the Board Rep, the committee will select a Board Rep. Ordered ministry personnel are Ex Officio members of all committees, except Ministry and Personnel.

The committee representative ensures that a written report no longer than 1 page in length is sent to the Board Secretary for distribution to the Official Board, including:

- a) a point form outline of the committee's work, using a FYI (For Your Information) heading and
- b) any motions for Official Board action

The committee representative will report back to the committee.

The TUC Standing Committees are:

- Christian Education
- Fellowship
- Fund Raising
- Ministry and Personnel (mandated)
- Nominations
- Outreach
- Property
- Stewardship
- Worship

Standing Committee Functions

Christian Education

The Christian Education Committee is primarily a policy-setting and decision-making body for the educational programming for the congregation of Trinity United Church, by:

- Exploring the Christian Education needs of the community
- Setting Christian Education goals
- Planning and promoting educational activities
- Supporting and evaluating programs

The Christian Education Committee consists of:

- a minister
- a Sunday School coordinator
- a library coordinator
- a Board Rep
- member(s) of the congregation

Mandate

- provide and promote Christian education for all ages
- support the Sunday School Coordinators
- support the youth group
- plan and promote leadership opportunities/training
- update, promote and maintain the church library and its resources
- prepare and oversee a budget
- work in partnership with other committees as required
- report regularly to the Board and prepare a CEC annual report for the congregation

Fellowship

Fosters pastoral care by setting policies and procedures for programs such as those listed below, also ensuring a coordinator is in place. (See Appendix A)

- Funeral receptions – coordinating lunches as requested
- Caring Connections – a program done in consultation with ministerial staff, that includes visiting, sending cards of support and ensuring that personal visitors have police record checks
- Candles with Care – delivery of candles to those that are grieving or critically ill as requested by the ministerial staff
- Prayer Shawl Ministry – delivery of shawls to those in need as requested by the ministerial staff

Fosters fellowship within Trinity Congregation (see Appendix B)

- Coordinates dates & oversees volunteers to prepare & serve fellowship coffee following worship
- Encourages the use of name tags and places orders as necessary

Welcomes Newcomers_(see Appendix C)

- Coordinates Hospitality Ambassador's program, recruiting and training of volunteers
- Coordinates Newcomer Welcome Events
- Maintains communication with Church Office identifying newcomers

Maintains Kitchen

- Purchases & maintains supplies of consumables
- Supports other church groups in organizing special events by providing information re kitchen policies, supplies, and procedures
- Does the spring cleaning of kitchen (usually in June)

Liaison_for independently run programs such as:

- South Side Seniors
- Monthly worship services at St. Norbert Personal Care Home and Southeast Personal Care Home
- 2900 Pembina Hwy – Serving Christmas dinner and doing a monthly communion service for residents

Reports regularly to the Official Board and prepares an annual report for the congregation

A budget will be determined annually and allocated to the Fellowship committee for:

- purchase of fellowship cakes, coffee, tea, sugar, fruit drink crystals, kitchen dish soap, bleach, rubber gloves and other kitchen supplies for Fellowship coffee events as required
- Purchase of candles/bags/tissue paper, etc. for Candles with Care; Estimated \$200.00/year
- Purchase of gift bags/tissue paper for the Prayer Shawl Ministry
- Purchase of stamps – Caring Connections

Detailed job description and resourcing Appendices available: Trinity Office, Fellowship Committee

Fundraising

Purpose: The overall goal of the committee is to promote, support and undertake fundraising activities that provide Trinity with financial resources while ensuring fun, camaraderie, fellowship and accord among congregational members.

Objectives:

1. Identify, coordinate and undertake fundraising events for the church as needed or requested.

2. Seek the assistance of other committees and congregational members for help with fundraising events as needed.
3. Canvass the congregation for ideas for fundraising activities and events when required.
4. Act in an advisory capacity for fundraising events planned and delivered by other committees/groups in the church.
5. Coordinate the timing of all church fundraising events to promote timing balance and prevent timing overlap.
6. Keep comprehensive, detailed records of the planning, delivery, evaluation and finances related to all fundraising events undertaken by the committee.
7. Ensure that, in joint fundraising events with the Church of the Good Shepherd (GSA), records clearly delineate what earnings go to Trinity and what earnings go to GSA.
8. Provide the church office with the necessary information needed to notify the congregation and others about fundraising events in a timely manner.
9. Seek advice, input and approval from the Board regarding the fundraising endeavors of the committee as required.
10. Submit an annual report regarding committee activities for inclusion in the Church's annual report.

Ministry & Personnel

The Ministry and Personnel Committee is a mandatory committee required by the bylaws of The United Church of Canada (The Manual 2013 UCC, Section B Local Ministry 7.8.5) in every Pastoral Charge. The Ministry and Personnel Committee do not have the power to act, but recommends particular action to the Official Board.

The Ministry and Personnel Committee:

- Consists of not less than three and not more than seven members, representative of the church. Names of prospective members shall be shared in confidence with the ministers for vetting purposes. Members of staff shall not be members of this committee and it shall not replace the Joint Search Committee in the event of a change in pastoral relationship or a vacancy.
- Is a confidential, consultative body that supports and supervises the ministry staff, as well as other paid staff
- Reports to the Official Board as often as circumstances warrant
- Working together with appropriate committees, shall take lead on, and recommend hiring of non-ministry personnel
- Provides a consultative and supportive agency for the staff of the church and for members of the congregation
- Reviews working conditions and remuneration for staff and makes appropriate recommendations to the Official Board
- Oversees the relationship of the staff to members of the congregation and others
- Oversees the relationship between and among members of the staff with respect to their responsibilities and authority

- Consults with all members of staff about plans for continuing education and ensures that those eligible avail themselves of the provisions for continuing education and that money and time are made available
- Annually reviews and evaluates the effectiveness of staff
- Reviews responsibilities of staff and revises position descriptions when required or requested
- Receives current police records check from each member of staff. Ministry staff is also asked to provide a Child Abuse Registry check. These checks are at the expense of the church and shall be done every three years.
- Liaises with Presbytery Pastoral Relations Committee.

Nominating Committee

The Nominating Committee is composed of:

- The Deputy Chairperson (as a Co-Chair)
- Past Chairperson (as a Co-Chair)
- Members at Large from the Official Board
- Other members from the congregation

The Nominating Committee works throughout the year. The ministerial staff may serve as a resource to the Nominating Committee. The Nominating Committee shall review the leadership needs of the church. They shall encourage congregants to express their faith through the life and work of the church, by participating on its committees and the Official Board. The Nominating Committee shall seek to maintain an equal number of male and female members on the Official Board, with an age distribution that is representative of the membership of the congregation. They shall especially seek out a member who is under 35 years of age to serve as a Member at Large of the Official Board. A completed list of nominees for members on the Official Board shall be presented first to the Board, and then to the annual meeting.

Official Board members and committee members are recruited by the Nominating Committee. Recommendations are brought to the annual meeting for official acceptance for service during the upcoming year. Between annual meetings the Nominating Committee shall bring to the Official Board updates for consideration, for example resignations or new appointments. Committees are encouraged to help in the recruiting of potential members for their committee, but these potential members are referred to the Nominating Committee and the above described protocol shall be followed. The Nominating Committee shall carry out its role in keeping with the length of tenure for any office outlined in the most recent Trinity United Church's "Structures and Governance" document.

Persons eligible to be considered to serve as members of the Official Board and committees are those who have demonstrated their commitment to TUC by:

- Regularly attending worship
- Contributing time, talent and treasure to TUC

These persons may be:

- United Church members who are members of TUC
- United Church members who are presently members of another congregation but are now attending TUC
- Adherents of TUC

Adherents serving on the Board will be regularly challenged to consider membership at TUC. There can be no more than a maximum of three adherents serving on the Official Board at any one time.

Outreach

- Acts as a liaison between the congregation and the larger community, reaching out to people in need, participating directly when possible, and by providing information to the congregation.
- Promotes The Mission and Service Fund.
- Promotes global outreach activities.
- Promotes and encourages congregational involvement in national outreach activities.
- Develops and participates in local outreach activities.
- Provides a process by which emergency assistance is available for individuals in need.
- Reports regularly to the Official Board and prepares a submission for the Annual Report for the congregation.

Property

The Property committee is responsible for the following:

- Physical maintenance of the church
- Maintaining contracts for custodial services, lawn care service and snow removal service
- Maintaining / negotiating lease with RKNS
- Approving User group requests (for multiple usage requests – not ‘one-time only’ requests)
- Reporting to the Board and preparing an annual report

Stewardship

The Committee will be responsible for the overall stewardship of the congregation so that its full potential may be realized. To this end, the committee shall:

- After consultation with other Official Board committees, prepare and recommend to the Official Board an annual budget, and a Mission and Service Fund objective for Trinity United Church.
- Interpret to the congregation, by way of the Stewardship campaign, why the funds are needed and how they will be used.

- Liaise with the congregation about the budget status periodically.
- Inform the congregation about the mission of Trinity United Church, the United of Canada and the work of the Mission and Service Fund through a variety of media available to us.
- Review the material issued through the Philanthropy Division of the UCC and makes such material available to the congregation when deemed appropriate.
- Using approved methods of church finance, secure commitment and participation in the mission of the church by the congregation through an annual Stewardship campaign that may include visitation.
- Review all income generating activities, including Stewardship campaign, special appeals, fund raising, rental arrangements and others as determined and recommend to the Board any action to be taken.
- Offer to the Official Board a nomination for the position of Church Treasurer.
- Provide support to the Treasurer in the fulfilling of duties.
- Receive and review regular financial reports from the Church Treasurer, and together with the Treasurer make recommendations concerning the same to the Official Board.
- Ensure necessary arrangements for the banking and financing needs of the congregation are in place.
- Liaise with Trustees about investments held by Trinity.
- Recruit, organize, train and support teams of volunteers (cashiers) to count and deposit worship service offerings.
- Recommend to the congregation at its Annual Meeting, a Reviewer for the financial records of the congregation, whose report will appear in the next annual report.
- Report regularly to the Official Board about the financial status of the church and
- Prepare an annual Stewardship Committee report for the congregation.
- Ensure that the Treasurer's Report and financial reports are included in the Annual report to the congregation

Worship

The committee along with the ministers is responsible for the organization of worship services within the guidelines of the United Church theology.

1. Evaluating Existing Methods

- critiques services
- reviews congregational ideas
- communicates concerns and wishes of the congregants directly to the ministers
- creates implementation plans

2. Generating New Ideas & Directions

- gathers ideas about how worship might be conducted, evaluate & prioritize them
- considers the presence and involvement of children in worship

- decides on new directions
- creates implementation plans

3. Worship Services

- Planning
 - a) Ministers – Ensures that a worship service takes place when the ministers are absent. This includes finding a guest preacher.
- Music – Oversees the work of the Music Teams. Receives monthly reports from the Music Liaison.
- Assistants - Organizes greeters, ushers, and readers. Locates communion stewards and server coordinators. Secures a baptismal sponsor coordinator.
- Transfers and Confirmation – Represents the congregation in the formal welcoming of new members by transfer and confirmation.
- Reviewing the past month's music programme: what worked, what could have been better, lessons learned, etc.
- Creates ways to get regular feedback about the music programme from participants and the congregation at large (i.e. focus groups, surveys, suggestion box, etc.) to determine any issues arising from music at Trinity
- Oversees the sound system in the sanctuary and coordinate operators for Sunday services
- Sanctuary – Sets the atmosphere (banners, seasonal decorations, candles, plants, etc.)
- Purchases (Bibles, crosses, baptism candles, etc.)

4. Reaching Out - Public Relations

- advertises special services in local papers, web page, wondercafe.ca, congregational Worship Feedback forms, annual report, special bulletin covers, thank you notes
- updates information brochures regarding weddings, funerals and baptisms

5. Being Accountable

- Board rep reports to and plans with the other committees
- prepares a report for annual congregational meeting
- maintains a Worship Committee binder

6. Budget

- prepares an estimated budget for the year
- oversees the spending of the budget

7. Maintaining Records

- takes a motion to the Official Board when there is a change to the congregation's Historic Roll
- takes motions to the Official Board for baptism, confirmation and transfer of membership

8. Music Liaison

- Reports to the Worship Committee monthly
- Communicates between the Worship Committee and music providers

- Provides information to help Ministry and Personnel Committee for hiring and may participate in the interviews.

9. Music Teams

- Two music teams are made up of: the ministers, the choir director, accompanist, a member of Second Chance, Trinity Tones, the choir and worship committee.
- Plans for music for as much as three months at a time or for a liturgical season. This may include the selection of themes in music related to the season or themes for worship from ministry staff; selecting pieces and styles of music for use in services such as a call to worship, offering hymn etc.; hymns for congregational singing.
- Determining the overall music programme for all music providers for the next month taking into account elements of a worship service (prelude, introit, etc.), the liturgical season, community events, sacramental Sundays, themes developed by ministry.

Modifications to the Official Board's Structures and Governance document were adopted at the Official Board Meeting of May 28th, 2014