

**Prairie Spirit United Church  
Winnipeg, Manitoba  
GOVERNANCE STRUCTURE**

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## Prairie Spirit United Church Governance – 2019

### A. CONTEXT

#### **1. Definition**

Prairie Spirit United Church is a Community of Faith within The United Church of Canada and is part of the Prairie to Pine Regional Council.

#### **2. History**

Our Faith history begins with the Scriptures and the stories of our faith from the time of creation.

Our human history begins with the presence of the first peoples who lived or hunted on land now called Manitoba- Anishinabee, Cree, Oji-Cree, Dene, Dakota and Metis.

The flood of 1852 by the Red River drove many settlers into our area and many stayed. In 1868, Dr. George Young, a Methodist volunteer minister, arrived from Toronto and began services from the settlers' homes.

St. James Methodist Church was constructed in 1906. The name was changed to Sturgeon Creek in 1912.

A fire in 1922 destroyed almost all books and records, but it was rebuilt.

In 1925 it joined the newly formed United Church of Canada.

Many members fought in the Second World War and the local community was involved in several civilian aid groups.

Another flood in 1950 also caused a loss of records.

By 1955, a group of families in Silver Heights created Silver Heights United Church and in 1957, Kirkfield Park United Church was officially formed. In 1992, another fire severely damaged Sturgeon Creek.

By 1997, all three congregations, along with 3 others, began discussions on inter-congregational support.

This led to OPEN DOORS, a direct conversation with the three congregations, along with Crestview, St. Charles and Headingley United Churches about the work of the churches in the area.

In 2018, Silver Heights, Kirkfield Park and Sturgeon Creek met, discussed and, on April 15, voted to amalgamate.

On October 1, 2018, Prairie Spirit United Church was born.

### **3. Mission Statement**

The mission statement of Prairie Spirit United Church was adopted on October 27, 2019:

*Prairie Spirit United Church is an inclusive community of faith walking the path of Jesus, as we worship God.*

*We do this by engaging with our community, by offering our gifts to aid where we can and by telling our faith stories to all generations.*

### **4. Recognition of the Land**

On January 5, 2020, Prairie Spirit United Church approved the following:

#### **AN ACT TOWARDS RECONCILIATION**

For thousands of years Indigenous people have walked on this land.

The relationship with the land is at the centre of their lives. We acknowledge the first peoples and their stewardship of this land throughout the ages.

The land we worship and live on is part of Treaty 1. Our water comes from Treaty 3 and our hydro from Treaty 5 territories.

We acknowledge errors made in the past by those arriving from other lands and we pledge to work towards right relationships with all First Nations people.

### **5. United Church Manual**

All matters considered in this governance, whether stated or unstated, Remain subject to the provisions of the current edition of The Manual of the United Church of Canada, hereafter referred as The Manual.

### **6. Definition of a Member**

Members are those who have joined the United Church of Canada, through confirmation, adult baptism, transfer or Statement of Faith. Adherents are those who support the Church with their time, talent and resources, but have not become members.

## **B. GENERAL ORGANIZATIONAL STRUCTURE**

The work of this Church shall be carried out by three levels of responsibilities:

The Community of Faith will elect a group of its people to the Oversight Council which shall be responsible for the administration and organization of the Church.

The Oversight Council has the powers of the Community of Faith vested in it and shall be responsible for managing the affairs and assets of the Community of Faith, interest groups, Trustees and Teams of the Oversight Council.

All Oversight Council meetings shall be open to all persons as observers. Observers must be made corresponding members in order to speak and must be recognized by the Chairperson of the Oversight Council.

The Executive has the powers of the Oversight Council between Oversight Council meetings.

The Interest Groups and Teams perform the functions as outlined below.

## **C. THE COMMUNITY OF FAITH**

### **1. Membership**

Membership and Voting privileges at any Community of Faith Meeting are subject to the terms of the Manual 2019 (B.3.7) and the Basis of Union, which are as follows:

All full members whose names are on the membership roll have the Right to vote at all meetings of the Community of Faith.

Adherents may vote at meetings of the Community of Faith if the full Members decide to allow adherents to vote. An adherent is defined in Section A.6.of the 2019 Manual.

### **2. Meetings**

The Community of Faith must meet at least annually, as early as possible in the new year. Other meetings may be called as needed and outlined below.

### **3. Quorum**

A quorum at any Community of Faith meeting shall be the lesser of twenty persons or one-third of the Community of Faith's total membership, plus the appointed or called minister or their representative appointed by the Prairie to Pine Regional Council.

#### **4. Duties and Responsibilities**

- a. The Community of Faith, known as Prairie Spirit United Church, is responsible for defining its mission, vision and purpose and for approving any major decisions that impact the Community of Faith as laid out in the most updated version of The Manual.
- b. An Annual Meeting shall be held as soon as possible after the first of the year to:
  - celebrate the previous year's ministry,
  - approve a budget
  - appoint an auditor
  - elect an Oversight Council, and other positions as required
  - add or remove Trustees
  - review the Mission Statement, Governance document, Prairie to Pine Regional Relationship and Recognition of The Land every four years, on a rotating basis, and
  - deal with any matters that should properly and normally come before the Community of Faith.
- c. An Annual Report is to be available two weeks prior to the Annual Meeting. This should include reports from all Standing Teams, statistics of membership, current elected members on all Standing Teams, Ministry & Personnel Team, Prairie to Pine Regional Representatives, Trustees (indicating beginning and end of each person's term), together with a draft Nomination Team Report.
- d. Other meetings may be called by the Minister(s), the Executive, the Oversight Council, or by 10 persons in full membership. Written notice of a special meeting shall be sent to all members and an announcement shall be made from the pulpit on two consecutive Sundays immediately prior to each special meeting.
- e. When the Community of Faith meets, the Chairperson of the meeting shall be the Chair or Vice Chair of the Oversight Council, or a person designated by the Oversight Council.

In the case of a meeting to discuss the pastoral relationship, the Prairie to Pine Regional Council appointed representative must chair the meeting.

- f. The secretary of the Oversight Council, or a person designated by the Oversight Council, shall be the secretary for all Community of Faith meetings.

## **D. THE OVERSIGHT COUNCIL**

### **1. Membership**

The Oversight Council shall consist of the Chairperson, Past Chairperson, Vice-Chairperson, Treasurer and Secretary, as well as the Chairs of the Standing Teams, one of the Prairie to Pine Regional Representative (chosen from among themselves), one Trustee (chosen by the Board of Trustees) and one United Church Women representative (chosen by the United Church Women).

The Ministry Staff, (defined as members of the Order of Ministry, or a Designated Lay Minister who have been called or appointed to Prairie Spirit, or a supervisor appointed by Prairie to Pine Region), shall serve as an ex-officio member.

Members for the Oversight Council shall be elected at the Annual meeting.

### **2. Meetings**

The Oversight Council will meet at least eight times during the year.

### **3. Quorum**

A quorum shall be Chairperson or Vice-Chairperson, Secretary, four other members and Ministry Staff.

### **4. Duties and Responsibilities**

Subject to the overriding authority of the Community of Faith as expressed at the annual or any special meeting, the Oversight Council generally, is responsible for implementing Community of Faith's decisions, for providing leadership to the life and work of the

Community of Faith, and in all other respects, for governing the affairs of the Community of Faith.

Duties are to:

- a. provide leadership in long range and strategic planning
- b. monitor all policies or the implementation of new policies and the annual budget
- c. facilitate cooperation with neighbouring groups, churches, agencies and the Prairie to Pine Regional Council
- d. discern appropriate responses to the National Church initiatives
- e. appoint a Ministry and Personnel Team responsible for support, review and evaluation of the minister(s) and other staff, plus other matters pertaining to personnel relations and working conditions, consistent with the provisions specified in The Manual as well as Federal and Provincial Labour Standards and Human Rights legislation
- f. approve capital expenditures for any project or asset not previously specified by the Community of Faith
- g. authorize the borrowing of funds for day-to-day operations of the Community of Faith or for any indebtedness ordinarily to be discharged during the current calendar year
- h. approve and present to the Community of Faith all matters requiring its approval including annual financial statements and proposed budget
- i. appoint persons to the Oversight Council positions which become vacant due to resignation or death, such appointees to serve only the remaining term of the person who previously held the position
- j. encourage individuals to propose in writing to the Oversight Council, any program or event they believe will enhance the goals and mission of the Community of Faith

- k. fulfill all tasks assigned to the Community of Faith governing body as mandated by The Manual
- l. fulfill the agreement, called a covenant, with the Prairie to Pine Regional Council, which outlines the mutual responsibilities for the life and mission of Prairie Spirit United Church within the Region
- m. ensure the recording of baptisms, membership roll, historic role, funerals and weddings
- n. receive and act upon any recommendations from the Executive concerning the conduct of members of the Community of Faith
- o. approve materials that are to be transferred to the United Church Archives, at least annually
- p. create and maintain a rental policy and a process for Property and Administrative staff to use
- q. affirm persons to be baptized as presented by the Worship Team
- r. attend to any other matters affecting the Community of Faith not assigned to any of the other bodies.

## **E. EXECUTIVE**

### **1. Membership**

The Executive shall consist of: the Chair, Past Chair, Vice Chair, Secretary, Treasurer, the Chair of the Ministry and Personnel Team, two representatives of the Standing Teams, appointed by the Oversight Council, the Prairie to Pine Regional Representative, and Ministerial Staff (ex-officio).

### **2. Meetings**

The Executive shall meet as necessary between Oversight Team meetings.



### **3. Quorum**

Quorum shall be four members and one member of the Ministerial Staff (ex-officio).

### **4. Duties and Responsibilities**

The Executive shall exercise such governing authority as may be assigned by the Oversight Council or as provided to the Executive according to the United Church Manual.

Duties are to:

- a. manage the day to day affairs of the Community of Faith between meetings of the Oversight Council
- b. develop relevant policies and monitor compliance – as delegated and on behalf of the Oversight Council
- c. ensure that the Teams are functioning properly and efficiently
- d. oversee the conduct of members of the Community of Faith and bring any concerns and issues to the Oversight Council (see The United Church Manual re: process)
- e. undertake preliminary spiritual and leadership deliberations on behalf of the Community of Faith on issues, strategic planning and United Church consultations. Recommendations will be taken to the Oversight Council for consideration
- f. provide oversight and support for the Treasurer and the Finance Team
- g. accomplish the Nominating Team's mandate under the leadership of the Vice-Chair
- h. approve individual unbudgeted expenditures to a maximum of \$10,000.00 per occurrence provided they do not result in an indebtedness of the Community of Faith

- i. oversee editing and distributing of a Newsletter (as appropriate) as well as develop and update the content of the church website
- j. oversee the management of the church website in the interest of member and community communication
- k. other duties deemed appropriate and agreed to at a meeting of the Oversight Council.

## **5. Position Descriptions**

### **Chairperson**

Duties are to:

- a. chair the Oversight Council, Executive and Community of Faith Meetings, other than those dealing with the call or appointment of Ministerial staff
- b. prepare the agendas for the above meetings, with assistance from the Secretary and/or ministers, if required
- c. plan and encourage visioning and long term planning for the Oversight Council
- d. represents Prairie Spirit at public events and interviews
- e. encourage the Oversight Council members to communicate with each other and to work as a team to develop and implement the goal-setting work of the Council
- f. adhere to the timelines established by the church calendar and to act on responsibilities in a timely manner
- g. liaise with the ministerial staff and assist as requested at Community of Faith services and events (example. Confirmation, transfer of membership, baptisms, etc.)
- h. support the Oversight Council members in their responsibilities, as requested
- i. communicate with the Community of Faith decisions made that will impact individuals, the Community of Faith and the greater church
- j. liaise with the Prairie to Pine Region and National Church

- k. represent the Community of Faith when Prairie Spirit is the court of accountability in any wider church matter
- l. provide mentorship and guidance to the Vice-Chair in preparation for the Oversight Chair position
- m. vote if there is a tie
- n. other duties as required

### **Vice-Chairperson**

Duties are to:

- a. assist the Chairperson of the Oversight Council as required
- b. assume the chair in the absence of the Chairperson
- c. serve as Chairperson of the Nominating Team

### **Past Chairperson**

Duties are to:

- a. assist the Chairperson of the Oversight Council if requested
- b. assume the Chair in the absence of both the Chairperson and the Vice-Chairperson

### **Secretary**

Duties are to:

- a. maintain all records of Oversight Council, Executive meetings and Community of Faith meetings, including attendance, and both the draft and signed approve copies according guidelines to Archival provisions as per the United church Manual
- b. co-ordinate and prepare the Annual Report of the Community of Faith
- c. receive and send correspondence for the Oversight Council

- d. insure that minutes of the Oversight Council and Executive are distributed to members and a copy posted for the Community of Faith in a timely matter after each meeting
- e. ensure the minutes, the membership roll, registers, records, and all other documents of the governing body are kept safe
- f. send the Annual Report, Community of Faith meeting minutes and other records, as requested, to the Prairie to Pine Council annually for review
- g. organize materials approved to be transferred to the United Church Archives
- h. assist the Chairperson in preparing agendas for meetings as requested. This may include meeting with the Ministerial staff.
- i. keep and maintain a Devotional Schedule for Oversight Council meetings
- j. provide guidance to Oversight Council, when requested, regarding protocols and procedures such as quorum
- k. perform other duties as directed.

### **Treasurer**

Duties are to:

- a. receive all funds for the ministry of the Community of Faith from offerings and other sources
- b. disburse these funds under the direction of the Oversight Council
- c. keep records of all receipts and disbursements
- d. report on the funds as required by the Oversight Council or a Standing Team responsible for certain funds
- e. receive all funds given for the Mission & Service fund and other funds for mission of the wider United Church

- f. keep a record of the funds given by each donor in an account separate from the other funds of the Community of Faith
- g. send the funds to the appropriate General Council working unit monthly
- h. send out yearly tax receipts to all known donors.

## **F. TERMS**

### **1. Chairperson**

The Chairperson shall be elected for one year term, renewable for a second term, subject to review at the Annual General Meeting.

### **2. Vice-Chairperson**

The Vice-Chairperson shall be elected for one year term, renewable for a Second term, subject to review at the Annual General Meeting.

### **3. Past Chairperson**

This is not an elected position. The Past Chairperson shall serve one or two years, depending on the term of the elected Chairperson.

### **4. Secretary**

The Secretary shall be elected for a three year term which is renewable.

### **5. Treasurer**

The Treasurer shall be elected for a three year term which is renewable.

### **6. Standing Teams**

Elected terms shall be for three years and are renewable.

### **7. Prairie to Pine Regional Representatives**

Terms shall be three years and are renewable.

### **8. Trustees**

Trustees are elected for a five year term and terms are renewable. They serve until they resign or leave the Community of Faith prior to the expiry of their term. Trustees can only be added or removed at a Community of Faith meeting.

## 9. Vacancies

Persons filling vacancies, other than Trustees, that occur between Annual General Meetings, who are subsequently elected to the same position, shall be reckoned as beginning their first term at the time of that election.

## **G. STANDING TEAMS AND INTEREST GROUPS**

### **1. Standing Teams**

#### a. List of Standing Teams

Congregational Life  
 Christian Education  
 Finance  
 Ministry and Personnel  
 Pastoral Care  
 Property  
 Social Justice  
 Stewardship and Sustainability  
 Worship

#### b. Membership

With the exception of the Nominating Team, all Teams must have a minimum of three members.

#### c. Meetings

Teams will meet as required to meet their mandate.

#### d. Quorum

Quorum shall be a minimum of two or 50% if membership is more than four.

#### e. Duties and Responsibilities

Team duties are stated below. Interest groups and Ad Hoc Teams can be used to carry out any duties.

#### f. Secretary

Each Team shall appoint a secretary to record minutes of its meetings.

If there is no one on the Team with this gift, a person from outside

of the Team can be asked to do this task without having to take other Team responsibilities.

The secretary will also file signed copies of approved meeting minutes in the Archives binder.

## **2. Interest groups**

### a. Membership

Any volunteer who wants to help out with a specific task.

### b. Meetings

Interest groups meet as they decide.

### c. Quorum

There is no quorum required of an interest group.

### d. Duties and Responsibilities

These will vary with each group.

## **3. Ad Hoc Teams**

### a. Membership

The Standing Team creating the Ad Hoc Team will determine the membership.

### b. Meetings

Ad hoc meet as they decide.

### c. Quorum

The quorum will be 50% of the members or as determined by the Standing Team.

### d. Duties and Responsibilities

These will be determined by the Standing Team.

## **H. STANDING TEAMS DUTIES AND RESPONSIBILITIES**

### **1) Congregational Life**

Duties are to:

- a. nurture and strengthen fellowship and relationships within the Community of Faith
- b. research and promote new groups within our church and sustain existing groups for the purpose of fellowship, growth, nurture, and service
- c. organize the welcoming of newcomers and new members
- d. coordinate and assist with Church fellowship activities
- e. liaise with other Teams in developing methods and programs for improving relationships within the Community of Faith
- f. maintain the historic roll and Community of Faith directory
- g. file signed copies of approved meeting minutes in the Archives binder
- h. engage in a long range planning exercise at least once each year
- i. administer the annual Congregational Life budget.

### **2) Christian Education**

Duties are to:

- a. arrange for and supervise all Christian Education programs of the Church
- b. explore the Christian Education needs of all levels of the Community of Faith and determine and promote programs necessary to meet these needs
- c. oversee and encourage programming for children, including the Sunday Church School
- d. oversee and encourage programming for youth
- e. oversee and encourage programming for adults



- f. recruit and train leaders for all Christian Education programs of the Church
- g. study the curriculum and program materials, including those recommended by the United Church, assess resource materials such as audio-visuals, keep informed of new developments in curricula and policy, and select and provide those materials best suited to the needs of the education programs adopted
- h. promote literature made available by the United Church of Canada, and maintain a current library
- i. liaise with the Ministry and Personnel Team in the implementation of a screening protocol, inclusive of a child abuse registry and criminal records check for Christian Education leaders and staff working with vulnerable persons; including children, youth and seniors
- j. assist the Ministerial Staff in the preparation and training of persons for Confirmation
- k. recommend to the Oversight Council admission of persons into full membership in the Community of Faith and grant certificates of transfer
- l. file signed copies of approved meeting minutes in the Archives binder
- m. engage in a long range planning exercise at least once each year
- n. administer the annual Christian Education budget.

### **3) Finance**

Duties are to:

- a. administer the financial affairs of the Community of Faith as guided by the United Church Manual and the Financial Handbook for Congregations of the United Church
- b. provide support for the Treasurer and Bookkeeper

- c. ensure the Prairie Spirit United Church Oversight's financial policies are in place and followed
- d. ensure that regular reviews of procedures are done to ensure policies are followed
- e. review with the Treasurer all financial statements to:
  - identify inconsistencies or concerns with the reports
  - identify trends and report to Executive
  - prepare cash-flow analysis, if requested
- f. arrange to receive and record the weekly monetary contributions
- g. be responsible for the handling and counting of the offering
- h. notify the Stewardship and Sustainability Team of any gifts to Prairie Spirit that need to be acknowledged by the Team
- i. arrange for prompt banking of contributions and other income
- j. arrange for prompt payment of all debts and obligations such as mortgage, salaries, honoraria, utility and other bills
- k. prepare the Annual Budget for preliminary approval by the Oversight Council and subsequent approval by the Community of Faith at the Annual General Meeting
- l. arrange for appropriate loans and their repayment in accordance with the authorization of the Community of Faith
- m. review regularly, at least once each year, financial items such as debt retirement, and in consultation with Ministry and Personnel, salaries/honoraria
- n. publish information regularly on the financial status of the church for the Community of Faith

- o. comply with all pertinent governmental legislated requirements e.g., Canada Revenue Agency
- p. arrange annually for a review or audit of the financial records
- q. recommend to the Annual General Meeting the appointment of auditors to perform the audit or review
- r. prepare the annual covenant for the Mission and Service Fund, in consultation with the Mission Enthusiast or Social Justice Team
- s. recommend investment plans to the Trustees
- t. file signed copies of approved meeting minutes in the Archives binder
- u. engage in a long range planning exercise at least once each year
- v. administer the annual Financial budget

#### **4) Ministry and Personnel**

Duties are to:

- a. assume the responsibility for all matters pertaining to personnel administration, as guided by the United Church Manual and the Ministry and Personnel Handbook of the United Church of Canada
- b. provide a consultative and supportive agency for church staff members
- c. define, in consultation with appropriate Teams, the responsibility and authority of Church staff under its jurisdiction and ensure that any major change in a position description complies with the United Church Manual

- d. recommend to the Oversight Council regarding the appointment, supervision and termination of employment of all staff (salaried, volunteer and/or receiving honoraria), except in the case of a Search Team recommending to the Community of Faith the call or appointment of an Ordained/Diaconal/Designated Lay Minister
- e. review annually all salaries and honoraria and make recommendations to the Oversight Council and the Finance Team for appropriate adjustments taking into consideration the United Church National salary scale and Provincial and Federal salary requirements
- f. review and evaluate annually, in consultation with appropriate Teams, the effectiveness of the Church staff with respect to the requirements of their position description
- g. meet regularly with Church staff (at least four times a year) for discussion on personnel development and job responsibilities
- h. ensure satisfactory working relationships and working conditions for all staff engaged by Community of Faith
- i. consult with other Teams on personnel matters as occasion demands
- j. implement a screening protocol, inclusive of a child abuse registry and criminal records check for members of the Christian Education leaders, Pastoral Care workers and staff working with vulnerable persons; including children, youth and seniors
- k. ensure ministerial and administration staff make use of opportunities for continuing education that they have been given
- l. file signed copies of approved meeting minutes in the Archives binder
- m. engage in a long range planning exercise at least once each year

n. administer the annual Ministry and Personnel Team Budget.

## **5) Pastoral Care**

Duties are to:

- a. co-ordinate and oversee a Pastoral Care Program
- b. offer a supportive pastoral care program available to all persons of the Community of Faith, their families and members of the community
- c. apprise the ministerial staff of cases requiring ministerial attention and assist as needed, and act on cases referred to the Team by the ministerial staff
- d. provide a structured, comprehensive approach to visitation, co-ordinating this with ministerial staff and other pastoral care resources
- e. maintain ongoing records of visitation, while respecting confidentiality
- f. liaise with the Stewardship and Sustainability Team, exchanging pertinent information while respecting confidentiality
- g. discern the possibility of arrange/coordinate transportation to attend church services and other church activities, for those requiring and requesting this service
- h. liaise with the Ministry and Personnel Team in the implementation of a screening protocol, inclusive of a child abuse registry and criminal records check for Pastoral Care visitors working with vulnerable persons; including children, youth and seniors
- i. file signed copies of approved meeting minutes in the Archives binder
- j. engage in a long range planning exercise at least once each year
- k. administer the annual Pastoral Care Team Budget.

## **6) Property**

Duties are to:

- a. administer the property of the Community of Faith
- b. arrange for the use and maintenance of all Church property, including electronic communication systems
- c. ensure that all Church properties are safe, secure and accessible
- d. arrange for the regular maintenance and repair of the church's musical instruments under the guidance of the music director
- e. consult with the Ministry and Personnel Team to provide direction and evaluation of custodial staff
- f. assist and support to the planning and organization of fundraising events and projects
- g. comply with pertinent governmental legislation
- h. assist staff in implementing the rental policy
- i. meet with custodial and administrative staff quarterly
- j. maintain and care for the Memorial Garden, in consultation with the Stewardship and Sustainability Team
- k. ensure that the audio/visual sound booth is operated by qualified persons as required for services and other functions
- l. file signed copies of approved meeting minutes in the Archives binder
- m. engage in a long range planning exercise at least once each year
- n. administer the annual Property Team Budget.

## **7) Social Justice**

Duties are to:

- a. assess and initiate the mission and social outreach in the local community
- b. assess and initiate, in consultation with the Mission Enthusiast, mission and social outreach beyond the local community
- c. assume responsibility for ecumenical discussion and action
- d. assume responsibility for keeping the Community of Faith membership informed of political and social issues pertinent to the work of the United Church and the broader community
- e. assess the needs of the community and initiate any action that might be taken by the Community of Faith
- f. promote mission education and the need for contributions to the Mission and Service Fund and the local church's outreach projects
- g. file signed copies of approved meeting minutes in the Archives binder
- h. engage in a long range planning exercise at least once each year
- i. administer the annual Social Justice Team Budget.

## **8) Stewardship and Sustainability**

Duties are to:

- a. promote and foster Christian stewardship in the Community of Faith
- b. promote and administer the Memorial Fund and record Memorials
- c. provide opportunities for members to volunteer in the work of the church

- d. plan an annual stewardship campaign to encourage members and adherents to review their support of Prairie Spirit by assessing their contribution of time, talent and treasure
- e. receive and acknowledge all gifts (financial and items)
- f. respond to requests from Teams, groups, or individuals within the Community of Faith for specific items to be paid for from Memorial Fund
- g. keep a record of receipts and expenditures
- h. maintain and care for the Memorial Garden, in consultation with the Property Team
- i. keep a record of all ashes scattered in the Memorial Garden
- j. file signed copies of approved meeting minutes in the Archives binder
- k. engage in a long range planning exercise at least once each year
- l. administer the annual Stewardship and Sustainability Team Budget.

## **9) Worship**

Duties are to:

- a. plan and provide for worship of the Community of Faith
- b. advise and review with the Ministerial Staff the orders of the service for worship
- c. receive suggestions and concerns from the Community of Faith regarding worship
- d. establish and review policy regarding guidelines for baptism, weddings and funerals



- e. provide for the preparation of all details relating to the Sacraments of Communion and Baptism
- f. discern with the Ministerial Staff acceptance of candidates for Baptism
- g. recommend to the Oversight Council names of persons to be baptized
- h. designate ushering responsibilities
- i. designate responsibilities to provide readers and communion servers
- j. support the ministry of music in worship through the Music Director, who is a non-voting member of the Team
- k. oversee the preparation of the Sanctuary for worship
- l. provide guidelines for use of Sanctuary, and in conjunction with the Property Team, authorize use of our worship space when purposes are in question
- m. consult with the Property Team to oversee the furnishings and décor of the Sanctuary, Chapel and Narthex
- n. recommend candidates for discernment toward ordered Ministry to the Oversight Council
- o. provide worship leaders when minister(s) is away
- p. file signed copies of approved meeting minutes in the Archives binder
- q. engage in a long range planning exercise at least once each year
- r. administer the annual Worship Team Budget.

## **I. OTHER BODIES**

### **1. Board of Trustees**

Duties are to:

- a. hold in trust and administer all properties, real and personal, on behalf of the Community of Faith for the United Church of Canada
- b. hold the real and personal property of the Community of Faith as the Community of Faith may direct
- c. lease, mortgage or sell trust property as directed by the Community of Faith with written consent of the Prairie to Pine Regional Council
- d. ensure the Community of Faith maintains adequate property, liability, and any other necessary insurance at all times
- e. insure that books of accounts are maintained
- f. receive recommendations from the Finance Team concerning investment actions
- g. comply with all appropriate Provincial, National and Denominational regulations (denominational guidelines may be found in Trustees Handbook with Concordance (October 2016) on United Church website)
- h. file signed copies of approved meeting minutes in the Archives binder.

### **2. United Church Women**

Duties are to:

- a. Promote unity for women of the congregation for the total mission of the church and to provide a means through which loyalty and devotion to Jesus Christ in Christian witness, study, fellowship, and service may be expressed
- b. Meet as a unit regularly throughout the church year

- c. Liaise with other women and UCW groups in the extended United Church community in fellowship and service
- d. Support the Congregational Life Team including planning the consolidated budget
- e. Liaise with the other teams to support fellowship, outreach and pastoral care particularly to current and past UCW members and their families
- f. Recognize the exceptional service of a member, by presenting a UCW Life Membership
- g. assign chair and secretary duties as they decide
- h. file signed copies of approved meeting minutes in the Archives binder.

### **3. Nominating Team**

#### **a. Membership**

The Vice Chair of the Oversight Council will act as Chairperson. The Oversight Council will appoint three to five members from the Council or from the Community of Faith to serve on the Team.

#### **b. Meetings**

The Team will meet as necessary to fulfil its duties.

#### **c. Quorum**

Quorum shall be 50% of the members.

#### **d. Term**

The Team members will serve for a year.

#### **e. Duties and Responsibilities**

Duties are to:

1. prepare a slate of candidates for the Annual Meeting to fill any vacancy in the following positions:  
Chair of the Oversight Council

Vice Chair of the Oversight Council  
 Secretary of the Oversight Council  
 Treasurer of the Oversight Council  
 Chair and members of each Team  
 Trustees  
 Prairie to Pine Regional Representatives

2. report to the Annual General Meeting the beginning and ending of each person's term
3. recommend to the Oversight Council volunteers to fill all Vacancies, other than Trustees, that occur between Annual General Meetings.

#### **4. Prairie to Pine Regional Representatives**

The Community of Faith is responsible for electing representatives to the Prairie to Pine Regional Council. Representatives must be members of the community of faith.

The number of representatives depends on the size of the community of faith as outlined in B.2.1.6 in the 2019 Manual.

### **J. THE ROLE OF THE MINISTRY STAFF**

Any members of the Order of Ministry or Staff Associates called or appointed to Prairie Spirit United Church have a special responsibility to provide theological reflection on all aspects of the church's life, to speak for and to the wider church and to give the kind of leadership which encourages and enables the total ministry of the church to be fulfilled.

Members of the Ministry Staff are ex-officio members of all Councils, Boards and Teams except the Ministry and Personnel Team and Nomination Team.

They are required as part of quorum for all Oversight Council, Executive meetings and regular Annual General Meeting.

They are entitled to be present and participate fully at other Teams, but do not vote.

**K. AMENDING THIS DOCUMENT**

Non-substantive changes to wording for the sake of clarity of interpretation may be approved by the Oversight Council, and included in subsequent printings. Such changes should be highlighted in the Oversight Council Annual Report to the Community of Faith.

Any person of the Community of Faith may give to the Oversight Council notice of motion to amend the Constitution.

Amendments must be made by a majority vote at a meeting of the Community of Faith.

The Community of Faith must be given notice of the proposed amendment at least two weeks in advance of the date of the meeting at which the vote will be taken.

**L. DATE GOVERNANCE DOCUMENT EFFECTIVE**

Approved by Prairie Spirit United Church Community of Faith:  
Sunday, January 5, 2020

Approved by Prairie to Pine Regional Council: January 23, 2020

## Appendix

### Procedures for Holding a Meeting and Decision-Making

#### 1. A Whole People's Covenant

*The 41st General Council 2012 used A Whole People's Covenant to help define the way in which the members of the General Council sought to work together. It has been adapted here for use as a resource by all councils and church bodies.*

Each of us comes as a pilgrim to this gathering of siblings in Christ. Each of us comes with our own cultural values, assumptions, and world views. Each one of us, and the cultures we represent, are God's living letters of faith, hope, love, and beauty. Therefore, we embrace the following Christian virtues that honour God and promote right relationship between us as we gather together and learn from one another:

We promise to relate to one another with

- respect;
- humility;
- patience;
- open-mindedness;
- courage; and
- the spirit of grace and forgiveness we have received in Christ Jesus.

We acknowledge the land that we stand upon by

- remembering that Indigenous peoples have walked these paths;
- understanding that we are one part of God's creation; and
- honouring future generations by preserving this land as they find their own paths.

In our Christian love for one another we will

- invite the Spirit into both our worship and business;
- attend to others with our whole selves: our physical senses, intuition, imagination, and intellect;
- speak for ourselves in the spirit of truth and gentleness, avoiding unhelpful generalizations and racial stereotypes;
- not interrupt when others are speaking;
- be mindful of language that is not inclusive;
- affirm the deep wisdom of silence and pause, as necessary, to ponder what others have said;
- seek to understand rather than win arguments and assume best intentions;
- hold our beliefs and opinions lightly; and
- hold one another in prayer.

Today this pilgrimage will lead us to becoming a whole people. With God's help, I will leave behind what I must to make this journey. Thanks be to God.

## 2. Holy Manners

*The Very Reverend Marion Parry introduced Holy Manners as a resource for the 38th General Council 2003. Holy Manners has been used as resource for the conduct of meetings by subsequent General Councils and their executives. It has been adapted here for use as a resource by all councils and church bodies.*

### We will

- keep God at the centre of everything we do;
- each speak for ourselves;
- speak for a purpose;
- separate people from problems;
- allow for full and equitable participation;
- attend to others carefully without interruption;
- welcome the conflict of ideas;
- take a future orientation;
- demonstrate appreciation;
- honour the decisions of the body;
- commit to holding one another to account when we do not keep our holy manners;
- keep the discussion at the table;
- be mindful of our body language;
- check in about good use of time;
- allow the quiet people to speak, with an invitation to speak; and
- sincerely say what we really feel.