

**Prairie Spirit United Church
Governance Structure - Revised
Approved by Community of Faith
16-November-2025**

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A. CONTEXT

1. Definition

Prairie Spirit United Church is a Community of Faith in a covenant of mutual commitment, accountability and support with Prairie to Pine Regional Council of The United Church of Canada.

2. History

Prairie Spirit United Church's faith history begins with the Scriptures and the stories of our faith from the time of creation. For many years the first peoples – Anishinaabeg, Ojibwe/Saulteaux, Rocky Cree, Swampy Cree, Plains Cree, Ojibwe-Cree, Dakota, Dene and Metis who lived or hunted on the land made this area home. Since the mid 1800's, this area is known as Manitoba.

The flood of the Red River in 1852 drove many settlers into the area now known as St. James 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. Unfortunately, a fire in 1922 destroyed almost all books and records, but the church was rebuilt. In 1925, the Sturgeon Creek church community joined the newly formed United Church of Canada.

Many members of the church fought in World War II. This prompted the church community to be involved in several civilian aid groups, both locally and for those fighting abroad.

Although the church was quite some distance from the Red River, the flood in 1950 also caused a loss of records. The St. James community grew after the war and by 1955, a group of families in the Silver Heights community created Silver Heights United Church and two years later, in 1957, Kirkfield Park United Church was officially formed. These three churches along with three other churches in the St. James community flourished for many years serving the needs of the local community and impacting the lives of those less fortunate. Sturgeon Creek United Church suffered another fire in 1992 and fortunately, no records were lost. The church was immediately rebuilt and the new building has been in use since 1994.

By 1997, these three congregations, along with three others (Crestview, St. Charles and Headingley), began discussions on inter-congregational support. Those talks did not result in any decisions but between that time and 2010, two of the churches had closed. As the communities of faith saw decreased numbers of congregants and tighter budgets, a committee was formed in 2009 inclusive of four congregations at the beginning. This committee saw that the challenge that was being presented also brought opportunity and as a result it was called the Open Doors Committee. Over a period of more than 10 years, many meetings were held but progress was slow because facing the realities can be very difficult. After two very involved studies and facilitated conversations, in 2018, Silver Heights, Kirkfield Park and Sturgeon Creek made the decision to come together as one church and, on April 15, voted to amalgamate.

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

In September 2024, with the impending closure of Sparling United Church, a number of their members transferred to Prairie Spirit United Church Community of Faith due to their connection with our new minister, Rev. Scott Macauley.

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.

Tag Line: Jesus welcomed everyone; so do we.

4. United Church Manual

All matters considered in this governance document, 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.

5. Membership and Other Participation in a Community of Faith

The Manual B.3.2

a. Full members:

are those who have joined Prairie Spirit United Church, through confirmation, adult baptism, transfer or Statement of Faith

b. Members of a congregation are:

- children of full members
- children who have been baptized but have not yet become full members

c. Adherents:

are those who support the Church with their time, talent and resources, but have not become full members

d. Members of the order of ministry whose names have been added to the congregation's membership roll

B. GENERAL ORGANIZATIONAL STRUCTURE

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

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

2. 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 of our Community of Faith as observers by request. Observers must be made corresponding members in order to speak and must be recognized by the Chairperson of the Oversight Council.

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

The Standing Teams, inclusive of Ad Hoc Teams and Other Bodies, perform the functions as outlined in Appendices D and E.

C. THE COMMUNITY OF FAITH

1. Membership and Voting

Voting privileges at any Community of Faith Meeting are subject to the terms of the most current Manual Section B.3.7 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 support it through the passing of a motion.

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 in C.4.d below.

3. Quorum

A quorum at any Community of Faith meeting shall be the lesser of twenty full members or one-third of the Community of Faith's total number of full members, 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 Structure document, Prairie to Pine Regional Relationship and Land Acknowledgement as part of a regular self-assessment every four years, addressing each item on a rotating basis
 - 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. Meetings of the Community of Faith may be called when necessary or required, usually by or at the request of the Oversight Council, Ministry Personnel or the Regional Council. In some cases, special conditions apply. See the most current Manual B.5.3 and B.5.4 for details on who, when and how meetings are called.
- e. When the Community of Faith meets, the Chairperson of the meeting shall normally be the Chair or Vice Chair of the Oversight Council, or a person designated by the Oversight Council. In the case of a meeting called by the Prairie to Pine Regional Council (to discuss the pastoral relationship, for example), the Regional Council must decide who will 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(s)
- Past Chairperson
- Vice-Chairperson
- Treasurer
- Secretary
- Standing Team Leads
 - Congregational Wellness
 - Finance and Stewardship
 - Ministry and Personnel (M&P)
 - Property and Building Sustainability
 - Social Justice and Outreach
 - Worship and Faith Formation (Worship & FF)
- Members at Large (2)
- One of the Prairie to Pine Regional Representatives (chosen from among themselves)

- One Trustee (chosen by the Board of Trustees)
- One United Church Women representative (chosen by the United Church Women)
- The Ministry Personnel (defined as members of the Order of Ministry, or a Designated Lay Minister who has been called or appointed to Prairie Spirit, or a supervisor appointed by Prairie to Pine Region) are required to be present in order to hold the meeting and are a **full voting** member

Members for the Oversight Council will be elected at the Annual meeting with the exception of those serving on the Ministry and Personnel Team who are appointed by the Oversight Council.

2. Meetings

The Oversight Council will meet at least four times during the year. These meetings will occur quarterly.

3. Quorum

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

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 the Community of Faith's decisions, for providing leadership to the life and work of the Community of Faith. In all other respects, for governing the affairs of the Community of Faith according to the polity and requirements of the United Church see the most current copy of The Manual, B.7.4.1 to B.7.4.12.

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 who will be available for consultation and support for matters involving Pastoral Charge Staff (Ministry Personnel and others); review working conditions, responsibilities, and compensation of all staff; oversee relationships of staff to each other and to the congregation; conduct annual performance reviews with staff; and other duties as named in the most current Manual B.7.8.5 and related Handbooks.

This Team makes recommendations as needed to the Oversight Council. The Team will carry out their work in ways that are consistent with the provisions specified in The Manual as well as Federal and Provincial Labour Standards and Human Rights legislation.

- f. recording, in its minutes, all decisions to admit people as full members
- g. recording, in its minutes, all decisions to remove a name from the roll
- h. approve capital expenditures for any project or asset not previously specified by the Community of Faith
- i. 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
- j. approve and present to the Community of Faith all matters requiring its approval including annual financial statements and proposed budget
- k. 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
- l. 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
- m. fulfill all tasks assigned to the Community of Faith governing body as mandated by The Manual
- n. 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 (B.1.3 in The Manual)
- o. ensure the recording of baptisms, membership roll, historic role, funerals and weddings
- p. receive and act upon any recommendations from the Executive concerning the conduct of members of the Community of Faith
- q. approve materials that are to be transferred to the United Church Archives, at least every three years
- r. create and maintain a rental policy and a process for Property and Administrative staff to use
- s. affirm persons to be baptized as presented by the Worship & FF Team
- t. 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
- Team Lead of Worship and Faith Formation
- Team Lead of Property and Building Sustainability
- Team Lead of the Ministry and Personnel Team
- Ministerial Personnel

Team Leads of other Standing Teams will receive minutes of the Executive meetings and be considered corresponding members, with the option of attending meetings and participating in discussion, but not as voting members.

2. Meetings

The Executive shall meet as necessary, normally about seven times per year, between Oversight Council meetings.

3. Quorum

Quorum shall be the chairperson, four other council members and one member of the Ministerial Personnel.

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. recommend policies and monitor existing policies 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, seeking guidance of the Regional Council on appropriate ways to address concerns should the need arise, with The Oversight Council being apprised as needed
- e. undertake preliminary spiritual and leadership deliberations on behalf of the Community of Faith on issues, strategic planning and United Church

- consultations with recommendations taken to the Oversight Council for consideration
- f. provide oversight and support for the Treasurer and the Finance Team
 - g. oversee the administration of memorial gifts and memorial garden
 - h. oversee the work of the Nominating Team through the Past Chair's leadership on the Nominating Team
 - i. approve individual un-budgeted expenditures to a maximum of \$10,000.00 per occurrence provided they do not result in an indebtedness of the Community of Faith
 - j. oversee editing and distributing of a Newsletter (as appropriate)
 - k. develop and update the content of the church website
 - l. oversee the management of the church website in the interest of member and community communication
 - m. develop public relations messaging and advertising for community media on behalf of the Community of Faith programming
 - n. other duties deemed appropriate and agreed to at a meeting of the Oversight Council

F. 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 Personnel
- b. prepare the agendas for the above meetings, with assistance from the Secretary and/or minister(s), if required
- c. plan and encourage visioning and long-term planning for the Oversight Council
- d. represent 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 goals identified by 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 Personnel 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 Regional Council and General Council
- 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 Council 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 Stewardship Team in partnership with the Finance Team
- d. in consultation with the Finance Team, 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

Past Chairperson

Duties are to:

- a. assist the Chairperson of the Oversight Council as requested
- b. assume the Chair in the absence of both the Chairperson and the Vice-Chairperson
- c. serve as Chairperson of the Nominating Team

Secretary

Duties are to:

- a. normally takes minutes at regular and special meetings of the Oversight Council, the Executive and the Community of Faith, including records of attendance at these meetings
- b. ensure minutes (draft and signed copies) are made available to members of the Oversight Council and Community of Faith as required after each meeting (The most current Manual, A.6)
- c. ensure the minutes, the membership roll, registers, records and all other documents of the governing body are kept safe
- d. receive notice from the Finance and Stewardship Team of any

substantial memorial donations informing the Oversight Council of the donation and acknowledging in writing the receipt of the donation

- e. co-ordinate with the Oversight Council, Standing Teams, Other Bodies and the Office Administrator to prepare the Annual Report of the Community of Faith.
- f. receive and send correspondence for the Oversight Council
- g. send the Annual Report, Community of Faith meeting minutes and other records, as requested, to the Prairie to Pine Council annually for review
- h. organize materials approved to be transferred to the United Church Archives
- i. assist the Chairperson in preparing agendas for meetings as requested which may include meeting with the Ministerial Personnel
- j. keep and maintain a Devotional Schedule for Oversight Council meetings
- k. provide guidance to Oversight Council, when requested, regarding protocols and procedures such as quorum
- l. perform other duties as directed

Treasurer

Duties are to:

- a. receive and keep records of all funds received for the ministry of the Community of Faith including the Mission and Service Fund and special appeals, whether from weekly offerings, Pre-Authorized Remittance (PAR) and other donations or fundraising
- b. ensure that funds are dispersed as budgeted and required, under the direction of the Oversight Council including any monies due to General Council
- c. work in partnership with the bookkeeper, ensuring that records of all receipts and disbursements are kept
- d. report as required by the Oversight Council or at the request of Standing Teams
- e. receive all financial contributions for Mission & Service and donations for other missions of the wider United Church
- f. ensure that a record of the funds given by each donor is kept for tax purposes
- g. ensure that yearly tax receipts are sent to all known donors

- h. Be familiar with the Financial Handbook for Congregations (<https://united-church.ca/sites/default/files/financialhandbookforcongregations.2017.pdf>) and participate to the extent possible in online United Church Webinars for Church Treasurers

Members at Large

Duties are to:

- a. Serve as a liaison between the Community of Faith and the Oversight Council
- b. Attend Oversight Council meetings in order to stay up to date with the council's activities
- c. participate on the Oversight Council with full voting privileges
- d. Share ideas, guidance and expertise with the Oversight Council
- e. Potentially facilitate special projects and accept duties as duties as needed by the Oversight council
- f. Respect, uphold, and support collective Oversight Council decisions
- g. Maintain confidentiality of all Oversight Council deliberations

G. TERMS OF OFFICE

1. Chairperson(s)

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

2. Vice-Chairperson

The Vice-Chairperson shall be elected for a one year term, renewable for a second term, subject to review at the Annual 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. Members at Large

Term shall be two years, beginning at the Annual meeting or a Community of Faith Meeting. May be extended for one additional term.

7. Standing Teams

Elected terms shall be for three years and are renewable.

8. Prairie to Pine Regional Representatives

Terms shall be three years and are renewable.

9. Trustees

Trustees are elected for a five-year term and terms are renewable. The majority of Trustees must be members of the United Church (The most current Manual, G3.3.2). 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 Meetings, who are subsequently elected to the same position, shall be reckoned as beginning their first term at the time of that election.

H. STANDING TEAMS AND OTHER BODIES

1. Standing Teams

List of Standing Teams (see Appendix D for Duties and Responsibilities)

a. Congregational Wellness

Manage the fellowship and pastoral care programs of the Community of Faith

b. Finance and Stewardship

Administer the financial affairs of the Community of Faith as guided by the United Church and the Financial Handbook for Congregations of the United Church

c. Ministry and Personnel

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

d. Property and Building Sustainability

Administer the property of the Community of Faith, ensuring that it is maintained in a safe and secure state

e. Social Justice and Outreach

Assess and initiate social justice and outreach activities within the church, the local community, and beyond

f. Worship and Faith Formation

Plan and provide for worship and sacraments for the Community of Faith; arrange for and supervise all Faith Formation programs of the Church

2. Membership

- a. All Teams must have a minimum of three members

3. Meetings

- a. Teams will meet as required to achieve their mandate

4. Quorum

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

5. Duties and Responsibilities

- a. Team duties can be found in the Appendix D of this document. Ad Hoc Teams can be used to carry out any duties

6. Team Leader

- a. Each Standing Team is to name a Team Leader who will be responsible for conducting meetings and will be the representative from the Team to the Oversight Council

7. Secretary

- a. Each Team shall appoint a secretary to record minutes of its meetings and file signed copies of approved meeting minutes in the Archives binder
- b. If there is no one on the Team with this gift, a corresponding secretary can be appointed

I. LIST OF OTHER BODIES (see Appendix E for Duties and Responsibilities)

- a. Board of Trustees
- b. Roll Clerk
- c. United Church Women
- d. Members at Large
- e. Nominating Team
- f. Stewardship Team
- g. PSUC representatives on Community Boards

J. INTEREST GROUPS

Participants of Prairie Spirit United Church who have a keen interest in an activity or piece of work that does not fall naturally into the work being done by Standing Teams but is within the mission of the Community of Faith are encouraged to form an interest group.

The Interest group will make their intentions known to the Oversight Council along with any budget requests.

Once approved by the Oversight Council Executive, the group will be permitted to carry out their activities in the name of Prairie Spirit United Church.

Reporting and accountability will be required by the Oversight Council.

1. Membership

Any volunteers who want to help out with a specific task

2. Meetings

Interest groups meet as they decide after having been approved by the Oversight Executive or Council

3. Quorum

There is no quorum required of an interest group

4. Duties and Responsibilities

These will vary with each group. Once approval has been given for the initiative, the Interest Group is to carry it out and to report regularly to the Oversight Council and upon completion, provide a written final report.

K. AD HOC TEAMS

Exist only for a particular time or to complete a particular task. (The most current Manual, B.7.8.1a). These Teams may be appointed by the Oversight Council, the Executive or any Standing Team.

1. Membership

The appointing body creating the Ad Hoc Team will determine the membership.

2. Meetings

Ad hoc Teams meet as they decide.

3. Quorum

The quorum will be 50% of the members or as determined by the appointing body.

4. Duties and Responsibilities

These will be determined by the appointing body.

L. THE ROLE OF THE MINISTRY PERSONNEL

Ministry Personnel, 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.

Ministry personnel are members of the Council and the Executive with voting privileges. They are ex-officio members of all Teams except the Ministry and Personnel Team and Nomination Team. Ministry personnel or the pastoral charge supervisor are automatically members of the Board of Trustees.

They are required as part of quorum for all Oversight Council meetings, Executive meetings, Board of Trustees meetings, Community of Faith meetings including the

Annual Meeting.

They are ex officio members of all Standing Teams attending meetings based on the agenda items, but do not vote.

Ministry Personnel also have the ability to discern and carry out Benevolent Actions such as provision of support to Community of Faith members; those in need by notification of a Team lead; or a wider community member, working within the Council approved budget and process.

M. 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.

Substantive changes (amendments) will be highlighted and taken 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.

N. 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

Revised and presented to the Community of Faith on November 27, 2022 where it was approved.

Approved by the Prairie to Pine Committee on Community of Faith Support

Revised and presented to the Community of Faith on April 2, 2023 where it was approved.

Revised, presented to and approved by the Community of Faith on Sunday September

24th, 2023.

Final document was sent to the Prairie to Pine Committee on Community of Faith Support for review and approval.

Revised, presented to and approved by the Community of Faith on Sunday November 16th, 2025

APPENDICES:

A. 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.

B. HOLY MANNERS

The Very Reverend Marion Pardy 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.

C. LAND ACKNOWLEDGEMENT

On April 23rd, 2023 a new land acknowledgment was adopted:

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 the land throughout the ages.

We acknowledge the treaties of Manitoba – Treaties 1, 2, 3, 4, 5, 6, 9 and 10. These are the traditional and ancestral lands of many Indigenous Peoples, including Anishinaabeg, Saulteaux, Rocky Cree (Nehethowuk), Swampy Cree (Ininiwak), Plains Cree (Nehiyawak), Ojibwe-Cree (Anishininewak), Dakota, Dene; and the homelands of the Métis Nation.

The Treaties are living documents that include all of us and so we are all Treaty People. We acknowledge that five Dakota communities in Manitoba are not signatory to any treaty with Canada.

The land we worship and live on as the Prairie Spirit Community of Faith is part of Treaty 1. Our water comes from Treaty 3 and our hydroelectricity from Treaty 5 territories.

As non-Indigenous people who call this land home with Indigenous people, we know that the mistakes which are part of our history of colonization have caused deep and lasting harm. We commit ourselves to the truth-telling that needs to continue to happen as we seek reconciliation and healing toward a better future with Indigenous Peoples.

These are living words that will change and grow over time.

D. STANDING TEAM DUTIES AND RESPONSIBILITIES

1) Congregational Wellness Team

Representative members of this team sit on the Nominating Team which is chaired by the Past Chair of the Oversight Council

Duties are to:

- a. nurture and strengthen fellowship and relationships within the Community of Faith by such actions as:
 - i. researching and promoting new groups within our church and sustaining existing groups for the purpose of fellowship, growth, nurture, and service
 - ii. organizing the welcoming of newcomers and new members
 - iii. coordinating and assisting with Church fellowship activities
 - iv. liaising with other Teams in developing methods and programs for improving relationships within the Community of Faith
 - v. maintaining a Community of Faith directory
- b. co-ordinate and oversee a Pastoral Care Program that aims to do some or most of the following by:
 - i. consulting with the minister(s), offer a supportive pastoral care program available to all persons of the Community of Faith, their families and members of the community
 - ii. apprising the Ministerial Personnel of cases requiring ministerial attention and assist as needed, and act on cases referred to the Team by the Ministerial Personnel
 - iii. providing a structured, comprehensive approach to visitation, coordinating this with Ministerial Personnel and other pastoral care resources
 - iv. maintaining ongoing records of visitation, while respecting confidentiality

- v. liaising as needed with the Finance and Stewardship Team, exchanging pertinent information while respecting confidentiality
 - vi. discerning the possibility of arranging/coordinating transportation to attend church services and other church activities, for those requiring and requesting this service
 - vii. liaising 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
- c. Administrative responsibilities:
- i. file signed copies of approved meeting minutes in the Archives binder
 - ii. engage in a long range planning exercise at least once each year
 - iii. administer the annual Congregational Wellness budget.

2) Finance and Stewardship

One member of the Finance team will serve on the Stewardship Team, under the leadership of the Vice-Chair

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. coordinate the handling and counting of the offering
- h. notify the Oversight Council Secretary of any significant gifts to Prairie Spirit that need to be acknowledged
- 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, utilities 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 Meeting
- l. collaborate with the Board of Trustees, to 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 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 and/or Social Justice and Outreach Team
- s. recommend investment plans to the Trustees
- t. promote and administer the receipt of Memorial Gifts
- u. respond to requests from Teams, groups, or individuals within the Community of Faith for specific items to be paid for from Memorial Fund
- v. keep a record of receipts and expenditures for the Memorial Fund

- w. file signed copies of approved meeting minutes in the Archives binder
- x. engage in a long-range planning exercise at least once each year
- y. administer the annual Financial budget

3) Ministry and Personnel

The Chair of the Ministry and Personnel Team must be a member of the Community of Faith.

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. conduct annual performance reviews with staff, in consultation with appropriate Teams, regarding the effectiveness of the church staff in meeting the requirements of their position description
- g. participate in the annual performance reviews of all remunerated positions in partnership with Property and Worship & FF Teams
- h. meet regularly with church staff (at least four times a year) for discussion on personal development and job responsibilities
- i. ensure satisfactory working relationships and working conditions for all staff engaged by the Community of Faith
- j. consult with other Teams on personnel matters as occasion demands

- k. implement a screening protocol, inclusive of a child abuse registry and criminal records check for members of the Faith Formation leaders, Pastoral Care workers and staff working with vulnerable persons; including children, youth and seniors
- l. ensure ministerial and administration staff make use of opportunities for continuing education as part of their employment agreements
- m. file signed copies of approved meeting minutes, as defined by The UCC M&P Policy, Procedure and Practice Guidelines, in the Archives binder
- n. engage in a long range planning exercise at least once each year
- o. administer the annual Ministry and Personnel Team Budget.

4) Property and Building Sustainability

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 or a representative of the music leadership
- e. consult with the Ministry and Personnel Team in the performance review of custodial staff
- f. assist and support the planning and organization of fundraising events and projects
- g. comply with pertinent governmental legislation
- h. ensure a person serves as the Rental Coordinator who is accountable to the Property Team
- i. ensure the Rental Policy is reviewed and recommend updates annually
- j. assist staff/volunteers in implementing the rental policy
- k. consult with Worship and Faith Formation, to recommend guidelines for use and rental of the sanctuary

- l. meet with custodial and administrative staff quarterly
- m. oversee the maintenance and care of the Memorial Garden, and other gardens on the property, in consultation with the gardening interest group
- n. ensure that the audio/visual in the Sanctuary is equipped with the necessary hardware, software and equipment and operated by qualified persons as required for services and other functions in partnership with Worship and Faith Formation
- o. file signed copies of approved meeting minutes in the Archives binder
- p. engage in a long-range planning exercise at least once each year
- q. administer the annual Property and Building Sustainability Team budget.

5) Social Justice and Outreach

Duties are to:

- a. assess social justice and outreach opportunities in the local community and initiate any action that might be taken by the Community of Faith
- b. appoint a Mission Enthusiast
- c. assess and initiate, in consultation with the Mission Enthusiast, mission and social outreach beyond the local community
- d. promote activities to inform the Community of Faith of issues related to becoming an inter-cultural church and the commitments to Truth and Reconciliation
- e. partner with the Worship and Faith Formation Team, to establish and maintain a set of land acknowledgements that are culturally respectful, socially relevant and current with the progress of reconciliation efforts nationally
- f. assume responsibility for ecumenical discussion and action
- g. 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
- h. promote mission education and the need for contributions to the Mission and Service Fund and the local church's outreach projects

- i. Outreach and Benevolent Support to Refugees: Prairie Spirit United Church commits to extend compassionate outreach and benevolent support to refugees and displaced persons from the greater community but primarily from St. James and Weston/Brooklands who are seeking to embody Christ's call to welcome the stranger.
- j. Refugee Sponsorship: Prairie Spirit United Church may engage in formal refugee sponsorship initiatives, individually as a community sponsor or in partnership with recognized sponsorship agreement holders, such as The United Church of Canada, to provide support for the resettlement and integration of refugees into Canadian society. Any such sponsorship will be under the guidance of the rules and process set forth by Immigration Canada.
- k. file signed copies of approved meeting minutes in the Archives binder
- l. engage in a long range planning exercise at least once each year
- m. administer the annual Social Justice and Outreach Team Budget.

6) Worship and Faith Formation

Duties are to:

- a. plan and provide for worship and sacraments for the Community of Faith by such actions as:
 - i. advise and review with the Ministerial Personnel the orders of service for worship
 - ii. partnering with the Social Justice and Outreach Team, to establish and maintain a set of land acknowledgements that are culturally respectful, socially relevant and current with the progress of reconciliation efforts nationally
 - iii. coordinate and provide instruction for worship support roles such as ushers, readers and communion servers
 - iv. oversee the preparation of the Sanctuary for worship
 - v. support the music ministry in consultation with a representative of the music leadership, who is a non-voting member of the Team
 - vi. provide worship leaders when minister(s) is away
 - vii. ensure the baptism, wedding and funeral policies are reviewed and recommend updates annually

- viii. ensure a person serves as the Wedding and Funeral Coordinator who is accountable to the Worship Team
 - ix. provide for the preparation of all details relating to the sacraments of communion and baptism
 - x. discern with the Ministerial Personnel acceptance of candidates for Baptism and recommend to the Oversight Council names of persons to be baptized
 - xi. recruit, train and schedule the Production Team, including a Production Manager, who provide remunerated support to worship services and other functions through sound, assistive hearing devices, video and recording services, plus live streaming and YouTube posting and maintenance of the PSUC YouTube channel
 - xii. receive suggestions and concerns from the Community of Faith regarding worship
- b. arrange for and supervise all Faith Formation programs of the Church ensuring as much as possible, that the curriculum resources are recommended by the United Church and suited to the needs of the congregation by such actions as:
- i. exploring the Faith Formation needs of the Community of Faith and determine and promote programs necessary to meet these needs
 - ii. overseeing and encouraging programming for children, youth and adults
 - iii. recruiting and training leaders for all Faith Formation programs
 - iv. encouraging, supporting and recommending candidates for discernment toward ordered Ministry to the Oversight Council
 - v. arrange an annual acknowledgement for those PSUC Ministry Candidate(s) studying in a United Church recognized theology program working toward ordered Ministry within The United Church of Canada
 - vi. studying the curriculum and program materials, including those recommended by the United Church, assessing resource materials such as audio-visuals, keep informed of new developments in curricula and policy, and selecting and providing those materials best suited to the needs of the education programs adopted
 - vii. promoting literature made available by The United Church of Canada, and maintain a current library

- viii. liaising with the Ministry and Personnel Team in the implementation of a screening protocol, inclusive of a child abuse registry and criminal records check for Faith Formation leaders and staff working with vulnerable persons; including children, youth and seniors
 - ix. assisting the Ministerial Personnel in the preparation of persons for confirmation
 - x. recommending to the Oversight Council admission of persons into full membership in the Community of Faith and grant certificates of transfer
- c. administrative responsibilities
- i. provide guidelines for use of Sanctuary, in partnership with the Property Team
 - ii. authorize use of our worship space when purposes are in question
 - iii. consult with the Property Team to design and maintain the furnishings and décor of the Sanctuary, Chapel and Narthex
 - iv. in consultation with the minister, keep records of ashes scattered in the Memorial Garden
 - v. ensure records of baptisms, marriage and burial are completed and signed as required
 - vi. in consultation with the minister, update the Memorial Plaque in the Narthex
 - vii. undertake annual performance reviews of the Music Director, Wedding/Funeral Coordinator and Production Team Manager in partnership with Ministry and Personnel
 - viii. file signed copies of approved meeting minutes in the Archives binder
 - ix. engage in a long range planning exercise at least once each year
 - x. administer the annual Worship and Faith Formation budget.

E. OTHER BODIES

1) Board of Trustees

The majority of those serving on the Board of Trustees are to be members of The United Church of Canada

Duties are to:

- a. hold all Community of Faith properties, real and personal, in trust for the Community of Faith as part of The United Church of Canada and comply with decisions made by the Oversight Council and Regional Council. See The most current Manual G.3.4.1 and B.3.4.2.a.
- b. lease, mortgage or sell trust property as directed by the Community of Faith with written consent of the Prairie to Pine Regional Council
- c. ensure the Community of Faith maintains adequate property, liability, and any other necessary insurance at all times
- d. ensure that books of accounts are maintained
- e. receive recommendations from the Finance Team concerning investment actions
- f. comply with all appropriate Provincial, National and Denominational regulations (denominational guidelines may be found in the Congregational Board of Trustees Handbook (April 2021)
<https://united-church.ca/sites/default/files/2021-04/trustees-handbook.pdf>
- g. file signed copies of approved meeting minutes in the Archives binder.

2) Roll Clerk

Bylaws B. Community of Faith

The Manual, 2023, page 60, The United Church of Canada

Duties are to:

Keep Accurate Up to Date Records of Membership

- a. ensure a record of all baptisms in the Community of Faith is kept
- b. keep the membership roll of the Community of Faith current
- c. keep the historic membership roll of the Community of Faith
- d. at least yearly, present names for removal from the Historic Roll to the Oversight Council for approval and inclusion in the minutes
- e. ensure the membership roll is revised at least annually
by removing the names of members who:
 - i. have died
 - ii. have transferred to other congregations
 - iii. have resigned
 - iv. in the governing body's opinion, have been absent for too long without a

reasonable cause

- f. as necessary, present names to the Oversight Council for approval and inclusion in the minutes, of people to be added to the Historic Roll through baptism, confirmation or transfer of membership

Restoring Names to the Roll

A person whose name has been removed from the membership roll or who is under discipline may ask to become a full member in good standing again. The governing body is responsible for making a decision on the request.

Historic Roll

The governing body is responsible for keeping the historic roll, which includes the membership roll and the names of members removed

3) 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 Wellness 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 team leader and secretary duties
- h. file signed copies of approved meeting minutes in the Archives binder.

4) Nominating Team

a. **Membership**

The Past Chair of the Oversight Council will act as Chairperson. The Oversight Council will appoint up to four other members, normally chosen from among members of the Standing Teams 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. **Scope**

The Nominating Team prepares a slate of candidates to serve on the Oversight Executive, Council and Standing Teams for the Annual Meeting with the exception of the Ministry and Personnel Team. Ministry and Personnel Team members are appointed by the Oversight Council Executive.

f. **Duties and Responsibilities**

Duties are to:

- i. 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

Standing Team members

Trustees

Prairie to Pine Regional Representatives

- ii. recommend to the Oversight Council volunteers to fill all vacancies, other than Trustees, that occur between Annual Meetings.

5) Stewardship Team

a. Membership

The Vice Chair of the Oversight Council will act as Chairperson. The Oversight Council will appoint up to four other members, normally chosen from among members of the Standing Teams or from the Community of Faith, with at least one being from the Finance and Stewardship 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:

- i. 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

6) 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 the most current Manual, B.2.1.6.

Participate to the extent possible in the life and work of the Regional Council through meetings and committees, report regularly to the Oversight Council and the Community of Faith with highlights of Regional Council activities and news.

7) PSUC representatives on Community Boards

Due to PSUC involvement in social justice and outreach projects as well as

participation in community initiatives/events, the church Oversight Council may be asked to nominate a member/adherent to serve on a Community Board. This request would be fulfilled given:

The community board's mandate, mission, values and initiatives did not contravene any of PSUC's religious underpinnings including values, mission and ways of expressing our faith.

The person nominated to the position would serve the Community Board as a representative of PSUC; matters relevant to PSUC would be brought to the Oversight Council, as required. If any motions where PSUC was cited, by the community board, they would be shared with the Chairperson of the Oversight Council who would determine the need to share information with the members of the Council. All meeting minutes of the community board are shared with the Chair of the Oversight Council and the Minister.

The representative on the Community Board sits as a member on the PSUC Oversight Council. They could occupy the position of "Member at Large" on the Oversight Council. (terms of office in this role are found in this governance document).

If a matter were being discussed on the community board that did not reflect the tenets of The United Church of Canada, the member would abstain from the vote.