



Constitution

(approved at AGM on, _____ 2014)

It is intended that all duties and responsibilities of the Pastoral Charge as defined in The Manual of the United Church of Canada, specifically that portion entitled "The Church Council" be fulfilled by the standing committees of the Council described in the Council Handbook. Any duties and responsibilities not specifically addressed in a committee description shall be the responsibility of the Church Council to attend to and/or to delegate.

It is expected that committees will make decisions within the parameters of responsibility for that particular committee. Should a committee decide a wider audience is required to deal with an issue under discussion, the committee has the responsibility to bring the issue forward to the Church Council. Any decision may be appealed to a higher court of the church. Such appeals may be made by committees or by any individual member in accordance with the procedures outlined in The Manual.

Duties/Responsibilities:

1. Establish policy on all matters relating to the well-being of Faith United's congregation.
2. Receive reports and recommendations from committees of council, acting on those recommendations as appropriate.
3. Deal with correspondence, information and reports from Conference, Presbytery and other sources.
4. Receive, approve and recommend to the congregation the annual budget of the church.
5. Report to the congregation at least annually on the current affairs and future plans of the church. This report is to include a printed presentation of all church committees.
6. Hold the Annual Congregational Meeting no later than the last Sunday in



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February. The Annual Report is to be available the Sunday prior to the Congregational Meeting.

7. Have the Church Council minutes printed and available within one month after each meeting.
8. Approve the expenditure of money beyond established budgets.
9. ****Initiate appropriate** stewardship visitation programs.
10. Ensure long range planning is initiated and encouraged.
11. Ensure all committees are aware of their various stewardship responsibilities and opportunities.
12. Elect representatives to Presbytery.
13. ****Appoint a Board of Trustees to undertake responsibility for trusteeship of property and investments. This Board of Trustees shall execute its responsibilities in accordance with The Manual, and shall also report to and take direction from the Church Council for matters of common concern.**
14. ****The Executive of Church Council shall consist of the Minister, Chair, Vice Chair, Past Chair, Secretary and Treasurer who shall be empowered to make emergency decisions between Council meetings and to report fully at the next scheduled meeting of Council.**
15. Council will receive suggestions and/or concerns in writing from congregants for consideration.
16. ****The Church Council has the authority to create new standing committees and short term task groups as needed.**
17. **** All council and committee decisions must be made with members in live and simultaneous contact.**



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Membership and Terms of Office:

1. ****All Council positions shall be held by full members** in good standing of Faith United.
2. The Chair, Vice Chair and Secretary are to be elected biannually from the congregation at large at the Annual Meeting.
3. ****The Chairs of each standing committee (see Council Handbook) the Minister, the Presbytery Representatives, the Vice Chair, the Past Chair, the Treasurer, the Secretary, the President of the UCW, the three (3) Members-at-Large and the Chair of the Board of Trustees are voting members of the Council. Chairs of committees should send alternates in the event of absences or dual roles.**

General Guidelines for Committees:

1. The members of committees and the Treasurer shall be elected for a term of 3 years and may be re-elected for additional years in 1 year increments. Following a second 3year term of office, an elected member is encouraged to have a minimum of 1 year off of the committee. Terms of office for committee members should be arranged to ensure continuity of decision/programs. The term of office for committee chairs shall be 3 years extendable for additional years annually if needed and will be arranged to ensure that a third of the Council shall change annually if possible.
2. Committees are expected to meet as often as needed to fulfill their function.
3. Recommendations for all positions will be made to the Annual Congregational Meeting (or the Church Council between Annual Meetings) by the Nominating Committee with assistance from the committee concerned.
4. ****A quorum for any committee, Church Council or Congregational Meeting is 1/3rd or 20 (the lower of these) eligible voting members (ref. The Manual, 2013, B.5.5) excepting Trustees which is simple majority (ref. The Manual, 2013, G.3.6.4).**



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5. All committee meetings with the exception of the Ministry and Personnel Committee are open to attendance by any interested persons of the congregation. Visitors will be granted "corresponding privileges" i.e. may speak to issues, but cannot vote.
6. For a description of the duties and responsibilities of all standing committees, see the Council Handbook.
7. Committees will receive suggestions and/or concerns relating to matters relevant to the committee in writing from congregants for consideration. These will be part of the minutes and the communication entered into meeting records. All matters relating to a personnel issue and/or interpersonal relations issues should be submitted to the Ministry & Personnel committee to maintain confidentiality.

Meetings:

****The Council will meet monthly from September to June, (minimally quarterly).** The Chair of Council can call a special meeting in addition to regular meetings.

Amendments and Review Schedule:

1. Any structural changes/amendments to the Constitution which may be required may be carried out only with a majority consent at a congregational meeting. The changes/amendments shall be communicated and posted at least one week prior to the congregational meeting.
2. ****The Church Council Constitution should be reviewed at least every 5 years.**
3. The job descriptions of the standing committees may be changed/amended by the Church Council.



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