

# CONSTITUTION

## Collier Street United Church



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## Collier Street United Church

### 1. Name

**The name of the community of faith/congregation shall be Collier Street United Church (CSUC).**

### 2. Preamble

- 2.1 The ministry and mission of CSUC is rooted in the Reformed tradition of which the United Church of Canada, the former Presbyterian, Congregational and Methodist were key players. CSUC's heritage of Methodist shapes its worship and witness in community.
- 2.2 The Constitution of CSUC is intended to liberate and enable the people of God, the privilege of exercising ministry as the body of Christ, through worship, connecting, community, leadership, mentorship, growth, and stewardship. The Constitution shows how we organize and operate through the leading of God's Spirit in Barrie and beyond.

### 3. The Church Board

- 3.1 The Church Board shall serve as the governing body of CSUC, in order to fulfill its mission and ministry as outlined in the Manual of the United Church of Canada.
- 3.2 The Church Board shall oversee and guide the life and work of CSUC as approved by the congregation in partnership with and oversight of the Shining Waters Regional Council.
- 3.3 The membership of the Church Board shall consist of fifteen (15) members of the congregation, plus any settled Ministry Personnel or Regional designate, as follows:
  - **Six (6) Elders, comprising of the following:** Chair (1), Chair-Elect (1), Secretary (1), Regional Council Delegation (1), Trustees (1) and M&P Representative (1);
  - **Nine (9) Elders** representing the teams: Worship, Connecting and Community (4), Leadership, Mentorship and Growth (3) and Time, Treasure and Talents (2); and
  - Any settled **Ministry Personnel settled in the congregation or Regional designate.**
- 3.4 The members of the Church Board shall be recommended to the nominations team by groups: (e.g. Worship, Connecting and Community; UCW; Leadership, Mentorship and Growth; Time, Treasure and Talents). The names will be presented to the congregation for approval at a Congregational Meeting (normally the Annual General Meeting). The Chair-Elect/Chair, Secretary and Treasurer will be nominated by the Church Board.
- 3.5 All Church Board members shall have voting rights as indicated in the Manual.
- 3.6 **The Executive** of the Church Board shall be the Chair, Secretary, Ministry and Personnel Chair or representative and the Minister, who shall make decisions on behalf of the Board when it does not meet [see Appendix A].

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3.7 **Vacancies** on the Church Board – vacancies may be created when a member resigns from the office, whether on personal grounds or when requested to do so by the congregation, or by the Region. A person who misses three consecutive meetings without adequate reason/cause may be asked to vacate the position. The Board may nominate persons to fill vacant positions as indicated in the Manual.

### 3.8 **Board Position Descriptions:**

#### 3.8.1

a) **Chair** (1 year as Chair-Elect, 2 years as Chair)

The main duty of the Chair is to preserve order, take the vote, announce decision and when necessary, pronounce censure for meetings of the Board and Congregation. The Chair may introduce any business relevant to the Church Board, and express personal views on any business under discussion, after vacating the Chair. The Chair will conduct meetings in accordance with the Rules of Debate and Order of *The United Church Manual*. (See terms and meanings for more information).

b) **Secretary**

The Secretary will record the minutes of Church Board and Congregational Meetings, receive and write correspondence on behalf of those two bodies as well as prepare and circulate or make available agendas, reports prior to those meetings and preserve all papers. The Secretary shall submit to the Region appropriate information annually.

c) **Regional Council Representative**

S/he will be CSUC's representative at the meetings of the Region. S/he will provide a report of Shining Waters Regional Council matters to the Church Board including a summary report following each meeting of Shining Waters Regional Council and, as needed, assist the Secretary in communicating to the courts of the United Church.

d) **Trustee Representative**

The Trustee Representative will support the work of the Church Board with the Secretary/Treasurer or designate attending meetings; may be invited to provide a quarterly summary of investments or financials [see Appendix B].

e) **Ministry and Personnel (M&P) Representative**

The Ministry and Personnel Committee shall be a consultative and supportive team for the staff, for members and adherents of the Congregation. Its membership of 3 to 5 persons shall be full members of the Congregation. One of its Co-team leaders shall sit on the Church Board [see Appendix C].

#### 3.8.2 **Teams of the Board**

a) **Worship, Connecting and Community Team**

The team shall consist of 4 to 10 members, with two (2) Co-team leaders; the team shall have four (4) representatives/elders on the Board; two (2) Co-team leaders; one (1) UCW representative and one (1) other.

The work of the team includes:

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- Worship
  - Provide oversight for the effective and meaningful worship life of the community.
- Connecting and Community:
  - Research, determine needs, create strategies and provide support to group and fellowship interaction;
  - Ensure appropriate and relevant curricula for the spiritual needs of various groups;
  - Support the caring of our church family;
  - Organize social events to build community and maintain connectedness.
- United Church Women (UCW)
 

The UCW is one of the groups in the life of our church with representation on the Church Board; the Representative will be recommended by UCW to support the work of the Church Board; may be invited to provide an update on its work through the appropriate team.

[See Appendix D(a)]

#### **b) Leadership, Mentorship and Growth Team**

The team shall consist of 4 to 10 members, with two Co-team leaders; the team shall have three (3) representatives/elders on the Board; two (2) Co-team leaders; one (1) other team member. The team members may include the Board Chair, Chair Elect, Board Secretary, Minister, and M&P.

The work of the team includes:

- Strategic Planning
  - Coordinate the planning and implementation of goals and objectives of CSUC in keeping with the vision.
- Leadership
  - Enable and empower people to participate in the life of the church (local and UCC);
  - Implement activities and actions to support Leadership Development, Coaching and Mentoring.
- Communication and Publication
  - Create communication strategies (internal and external) that support the Mission and Vision of the church.
- Growth
  - Increase and improve through engagement the spiritual, social well-being and numerical and physical presence.

[See Appendix D(b)]

#### **c) Time, Treasure and Talents Team**

The team shall consist of 4 to 10 members, with two Co-team leaders; the team shall have two (2) representatives/elders on the Board; one (1) Treasurer and one (1) Property.

The work of the team includes:

- Guide, motivate and educate the congregation on its responsibility of stewardship of time, treasure and talents, using methods as inspire, ask, and thanks.



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- **Finance:**
    - Set financial objectives, oversee church funds and prepare the budget for CSUC based on the Mission and Vision.
    - Determine strategies and coordinate fundraising events through various groups to ensure the financial and communal viability and stability.
    - Provide financial report(s) at each Church Board Meeting and annually for the Annual General Meeting.
  - **Property:**
    - Coordinate the cleaning, maintenance, upkeep of the equipment and property (inside and outside); collaborate with the relevant persons/staff to implement activities.
    - Support the review and implementation of policies relating to the use of the building and property.
  - **Serving Others:**
    - Serve others in our local congregation, community and beyond; and
    - Serve creation – air, land and sea and humanity (e.g. social justice).
- [See Appendix D(c)]

#### 3.9 **Board of Trustees**

The Board of Trustees shall be responsible for the assets (property, trusts, endowments, memorial funds etc.) of CSUC. There shall be 3 to 6 full members of the congregation plus the Minister. The members shall serve for a term of four (4) years. The member shall be eligible for another term after a one-year break. Structure and functions of the Board of Trustees are indicated in Appendix B.

#### 3.10 **Regional Council Representatives** – CSUC shall appoint up to four (4) Regional Council Representatives, one of which shall sit on the Church Board.

3.11 The terms of office for the Church Board Members shall be two (2) years, with the exception of the Chair which shall be three (3) years (one as Chair-Elect and two as Chair). For those in two-year appointments, a one-year extension may be possible, after which a one-year break shall be taken before accepting further election or appointment. Retirement of board members shall be balanced to ensure no more than 50% of board members retire at the same time.

3.12 The Church Board shall normally meet nine (9) times per calendar year (every month except July, August and December). The Teams of the Board shall meet at least four (4) times per calendar year.

3.13 A quorum shall be the majority of the total number of Church Board members plus Ministry Personnel or Regional designate.

3.14 The Church Board shall review the Constitution bi-annually (every 2 years). Any amendments will be decided at a Congregational Meeting.

3.15 The Church Board shall receive reports from the Teams of the Board as needed.

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3.16 The approved Minutes of the Church Board meetings, including financial and other submitted reports, shall be available to the congregation, shared through appropriate means (e.g. on bulletin board, CSUC website).

#### **4. Congregational Meetings and Annual General Meeting (AGM)**

4.1 The Chair of the Church Board shall chair Congregational Meetings except when called by the Shining Waters Regional Council. The Secretary of the Church Board shall record the minutes of these meetings. In their absence the gathered congregation shall nominate replacements.

4.2 The congregation shall meet annually to:

- receive the annual report;
- elect new members to fill vacancies for the Church Board, Trustees, Regional Council Representatives and Ministry and Personnel Committee members;
- vote on the proposed budget; and
- set general policy.

4.3 Newly elected Church Board members shall normally begin their responsibilities immediately after the Annual General Meeting.

#### **5. Guiding Principle**

5.1 The bylaws in this document and all other matters relating to the operation of this church are governed by *The Manual* of the United Church of Canada.

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### Appendix

#### **A – Church Board Executive**

- The Executive of the Church Board shall be the Chair, Secretary, Ministry and Personnel Chair or representative, and the Minister, who shall make decisions on behalf of the Board during the months when the Board is not scheduled to meet. The quorum is any 3 including the Minister.
- The Board member with responsibility for the decision area may be a resource to the Executive (provide background information, be available to answer questions, etc.).
- Decisions of the Executive are reserved for urgent, important matters or those that require a timely response.
- The financial implications of decisions will not exceed \$10,000.
- The decisions will be communicated to the Church Board at its next meeting.

#### **B – Board of Trustees**

The Structure and functions of the Board of Trustees are indicated in the UCC Manual:

- *Chairperson* – This Board shall be chaired by the Minister or Regional designate or any other elected Trustee. The Minister reserves the right to Chair this Board.
- *Organization* – If the person decides not to be the Chair, they may appoint another trustee as deputy Chair. If the chair and the deputy chair are both unavailable for a meeting, the trustees at the meeting may elect a chair.
- *Membership* – The membership shall be 3 to 6 members of the congregation of CSUC who are in good standing, appointed at the AGM, plus the Minister, or regional designate.
- *Police Record Checks* – All members shall provide a police record check every 2 years. The Ministry and Personnel Team through the Chair and Board Secretary shall manage this process.
- *Terms of Office* – Shall serve for a period of 4 years only, requiring a one-year break before being eligible for re-election.
- *Responsibilities:*
  1. To hold congregational property;
  2. To comply with all decisions of the Church Board;
  3. To maintain all books and records;
  4. To manage Endowments and Memorial Funds;
  5. To maintain Insurance policy; and
  6. To not be liable for any loss or damage to any congregational property.
- *Meetings* – Called by the Minister, Regional designate or two Trustees.
- *Quorum* – Shall be most of the trustees.
- *Decisions* – All decisions of the Board of Trustees are final, once the Board has been consulted.
- *Voting* – Decisions are made by consensus or majority vote through secret ballots. The Chair votes only in a tie situation.

See UCC, “Trustee Handbook” for further information about duties and responsibilities.

#### **C – The Ministry and Personnel (M&P) Team**

Governing Responsibilities of this team include:

- One of the Co-Team Leaders shall sit on the Board and serve on the Executive;
- Review working conditions and remuneration for the staff of the CSUC and make appropriate recommendations to the Church Board;
- Oversee the relationship of the staff of CSUC to members of the congregation and others;
- Oversee the relationship between and among different members of the staff of CSUC with respect to their responsibilities and authority;

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- Follow up with Ministry Personnel settled in or appointed to CSUC, to confirm that yearly police records update has been made online with the Office of Vocation of the UCC;
- Report quarterly or as needed to the Church Board, and annually to the congregation;
- Review and maintenance or update of all polices that relate to this team in keeping with the Mission of CSUC;
- Submit proposed budget for areas of team’s responsibility to the Time, Treasure and Talents Team annually;
- Responsible for supporting the team building capacity (including mentorship and coaching) of ministry and non-ministry staff, leaders and volunteers of CSUC.
- Encourage yearly and timely spiritual and intellectual nurture of ministry and non-ministry staff through continuing education;
- Consult, develop and maintain Job Descriptions;
- Oversee the complaints of the Workplace Violence and Harassment Policy;
- Coordinate the celebration of milestones in the life of CSUC;
- Ensure bi-annual performance reviews are conducted and appropriate documents submitted to the region; and
- Encourage faithful and healthy life in the congregation.

See UCC, “Ministry and Personnel Handbook” for further information about duties and responsibilities.

#### **D – Teams of the Board**

##### **a) Worship, Connecting and Community Team**

The work of the team includes:

- **Worship Life:**
  - To assist with having effective and meaningful worship (e.g. worship planning, music, marriage, funerals, confirmation and other spiritual practices).
  - To support the music life of the worshipping community.
  - To support the holding of the Sacraments of Communion and Baptism.
  - To work with Time, Treasure and Talents Team on the use of equipment (A/V).
- **Connecting and Community:**
  - Improve opportunities for group and community interaction (e.g. children, youth, young adults, adults including UCW and Men’s Group, couple’s club, cooking classes, computer lessons, bible study, dance lessons, games nights)
  - To support the sharing of our church life through newsletters (i.e. the Link, e-newsletter, etc.) with members/adherents.
  - To coordinate and encourage visitation by lay and clergy to ensure congregational care.
  - To maintain the member and adherents’ lists.

##### **b) Leadership, Mentorship and Growth Team**

The work of the team includes:

- **Strategic Planning**
  - Give clarity to broad visionary activity;
  - Create short and long-term goals for ministry areas;
  - Engage in SWOT Analysis [strengths, weaknesses, opportunities, threats]; use the appropriate tools to track and assess the plans.
- **Leadership**
  - Equipping leaders with the tools to make good and faithful decisions;



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- Capacity building through Leadership Development – to inspire the team to lead and remain God centred:
  - Coaching – encouraging team members to learn the appropriate skills and tools to reach their full potential.
  - Change Management – using appropriate methods and strategies to facilitate change within CSUC (e.g. to use Zoom Meeting in appropriate times).
  - Influence – using appropriate methods and strategies to positively inspire, persuade and encourage the team to be faithful in love and justice within CSUC and to Barrie and beyond.
- Mentoring – ensuring future leaders are in place and equipped to take over from current leaders:
  - Training – coordinate training of persons for roles in mentorship. Helping volunteers understand the best practices for mentorship.
  - Evaluation – arrange appropriate strategies for assessing the effectiveness of mentorship. Give people the opportunity to grow to new levels by reinforcing positive outcomes OR identifying areas for improvement.
  - Thanks – ensure expressions of gratitude to all involved in the mentorship through various means, that is helping volunteers to feel like “one of the family” and at home in our Church family.
- Communication and Publication – to create communication strategies to optimize and remain relevant (internal and external); develop communications media (newsletters and social media).
- Growth:
  - Focus all programs around the Vision and Mission.
  - Engage in training that helps to drive programs that make a difference.
  - Encourage and challenge people to serve while providing a clear path towards involvement.
  - Engage in intentional reaching and inviting of others to Church programs.
  - Encourage the preaching of action as a spiritual practice.
  - Celebrate progress, quality and effective leadership.

#### **c) Time, Treasure and Talents Team**

The work of the team includes:

- **Finance:**
  - Inspire and encourage persons to support local operations, and Mission and Service (locally and nationally).
  - Oversee and present financial statements: support the financial review/audit process for CSUC.
  - Communicate regularly with appropriate staff and the congregation about the health of CSUC.
- **Property:**
  - Collaborate with the custodian and caretakers to support the safety and maintenance of the church property (inside and outside).
  - Identify and implement relevant projects to improve the well-being of the church property.
  - Support the review and implementation of policies relating to the use of the building and property (i.e. Rental Policy, use of space, etc.).

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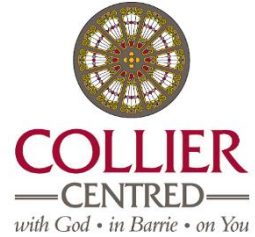
- **Serving Others:**
  - Identify and implement ways of meeting the needs of others.
  - Collaborate and coordinate the work of justice in our community and beyond.

### E – Vision, Mission and Core Values

#### OUR VISION

Our dream is to be a community with open hearts,  
open minds and open will as we become:  
stronger through various styles of worship;  
deeper through discipleship;  
warmer through unconditional welcome, fellowship  
richer through radical inclusion;  
broader through ministry to all ages and stages of life; and  
larger through intentionally inviting others on this journey of faith.

#### OUR MISSION



#### CORE VALUES

Connection    Community    Creativity    Inclusion    Love    Transformation    Hope

### F – Terms and Meanings

#### adherent

A person who is attached to a congregation and contributes regularly to its life and work but is not formally a member of the United Church of Canada.

#### church board

The Church Board is the unified governing model of the Collier Street United. It makes decisions on behalf of the congregation and recommends to the congregation matters of ministry and mission.

#### church board members

A Board member is an Elder who maintains oversight of all the affairs of the congregation. The work includes discussion and decision on mission priorities, projects, committees, building, finances, retreats, etc., with each decision seeking to fulfill the mission/core values of the Church.

In summary, the Board member will:

1. Pray and participate in the life of the governing body, the Board.
2. Clarify issues and directions;
3. Discuss and decide on plans/strategies for projects/priorities etc.;
4. Ensure accountability and good stewardship of resources (building and personnel);
5. Provide oversight (especially through M&P);
6. Drive continuous improvement within CSUC;
7. Maintain integrity and equanimity (composure) in honest and respectful sharing;
8. Respect and honour confidentiality including board deliberations and decisions; and
9. Support and encourage faithful leadership.

The main requirement would be “to participate intentionally” in the life of the governing body of CSUC. See, United Church of Canada Manual for more information.

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#### church court

One of the three organizational bodies in the United Church that have deliberative and decision-making powers. The three courts are the pastoral charge/communities of faith (CSUC), regions, and General Council.

#### church board chair

- The Board Chair maintains and facilitates good board leadership and governance; setting the tone for the meetings. The Board Chair works collaboratively with the Minister, Board Secretary to model and mold the board's culture and work, influencing the direction and priorities of the board, focusing on what is best for the CSUC family. The Board Chair is an active role that engages the board members, building upon each member's individual strengths and supports the well-being of the congregation.
- Leadership and Agenda – The Board Chair is a leader who keeps full board work focused on the CSUC's mission, vision, and strategic direction.
- The Board Chair works collaboratively with the Minister and the Secretary to establish meeting agendas.
- meetings management – serving as leader and facilitator, the Board Chair presides over the board and congregational meetings and calls special meetings with appropriate consultation with the minister. The Board Chair actively engages the board members, encouraging them to participate, share information, moving toward a decision that is in keeping with vision, mission and core values of CSUC.
- team's direction – the Board Chair guides the co-team leaders to align committee work with the congregation's vision and goals and serves as ex-officio member of all committees.
- board conduct – the Board Chair sets a positive, energized tone for board meetings by modeling, articulating, and upholding the rules of conduct that are outlined in the by-laws; setting a high standard for board conduct. The Board Chair addresses issues regarding confidentiality, conflict of interest, and other pertinent board policies in an appropriate and timely manner.
- board learning and development – The Board Chair assists the Minister in orienting new board members. The Board Chair helps to facilitate board development by helping board members assess their knowledge and strengths. The Board Chair helps to organize opportunities for continuing education for board members to develop their individual or collective skill sets.
- beyond meetings – Outside of meetings, the Board Chair has more responsibilities including working with teams and the Minister, in developing the board members' skills, and planning for succession. In these settings the Board chair embodies the spirit of the organization and continually keeps the integrity and goals of the organization at the forefront of every suggestion or recommendation.
- vote – the Board Chair only votes in a tie situation.

#### conciliar

This is the governance structure of the United Church of Canada, where the Church Board is related to and accountable to the congregation and vice versa. This also means that representatives from one body (e.g., the congregation) are members of the next body (e.g., the region). Likewise, the region consists of representatives from congregations, and the General Council consists of representatives from the regions. Each council (body) holds meetings for the purpose of common agreement in faith and practice.

#### co-team leader

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This is two people sharing the leadership of the team. The main goal is to organize the team, conduct the meetings and follow through on matters relating to the roles and responsibilities of the team. The Co-Team Leader shall:

- In consultation with the Minister or Board Chair or Board Secretary or Team members, schedule dates, times and location for meetings;
- Ensure meetings are called (at least 4 times a year) and held in accordance with CSUC's mandate and mission priorities; and agendas are prepared for each meeting;
- Ensure the meeting agenda and relevant documents are circulated to the members of the team 3 to 5 days in advance of the meeting or in a timely manner;
- Officiate and conduct meetings;
- Provide leadership and ensure team members are aware of their obligations and that the team is faithful with its responsibilities;
- Ensure there is enough time during the meeting to fully discuss and decide on items on the agenda;
- Ensure that discussion on agenda items is on topic, productive, and professional;
- Ensure minutes are complete and accurate, retained, included, reviewed at the next meeting and signed;
- Chair in camera meetings as required; and
- Be a full member who attends Church Board as indicated in the constitution.

#### elder

A person elected by the pastoral charge who is entrusted with leadership among the whole congregation. Elders are members of the Church Board and are full members of the United Church of Canada.

#### governance

The structure of authority and processes of decision-making used by a congregation.

#### nominations team

This team shall comprise of three (3) to four (4) members of the congregation appointed by the Church Board and will be active when necessary.

#### task force or working group

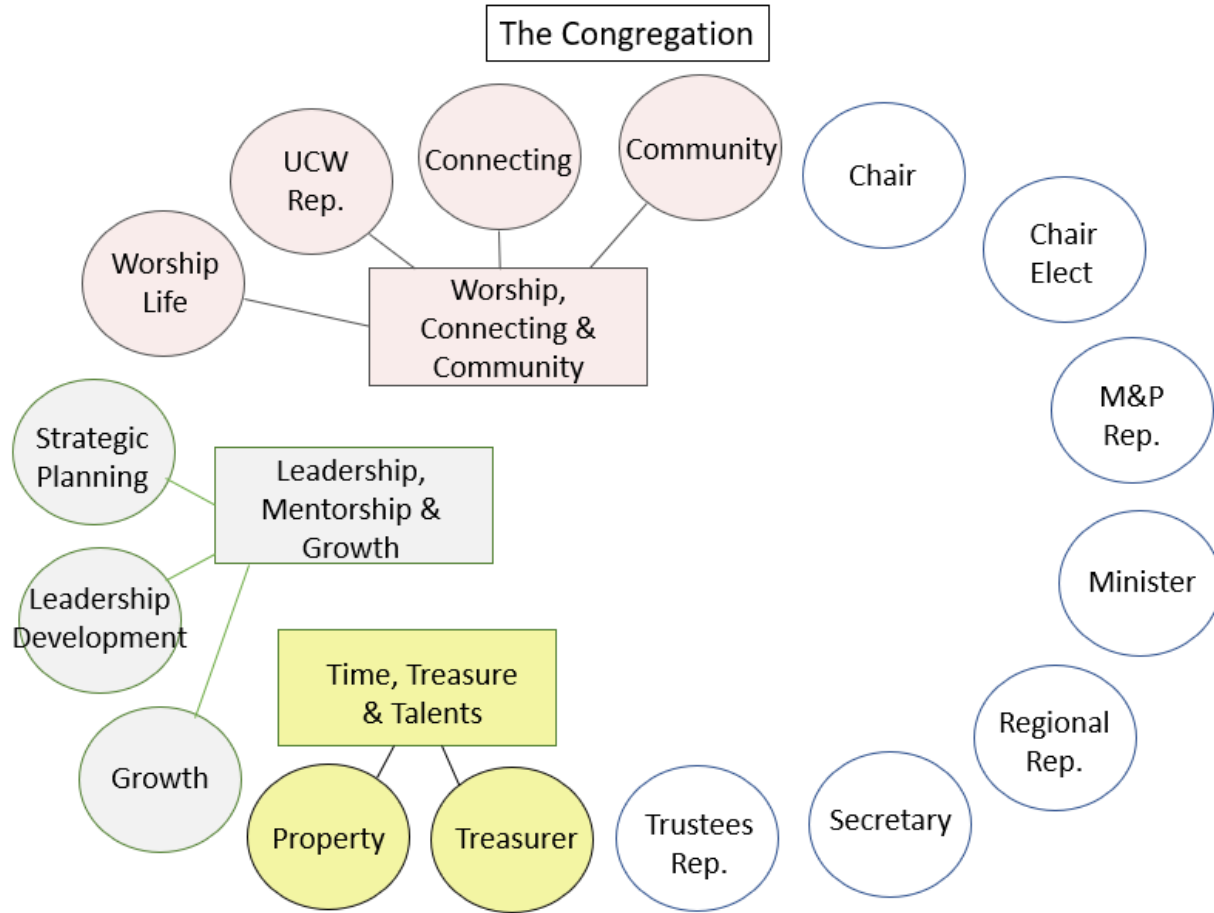
This is the group that has specific work done in an outlined timeframe (*generally not more than 6 months*). It can be established by the Board or teams. The establishing group determines its work and sets its guidelines. It reports to the group or body which establishes its work.

#### team

This is the group/body that is working intentionally to fulfil the mission and vision of CSUC. It can have at least 3 to 10 members/adherents.

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**CSUC – Church Board Structure – Visual Worksheet #1 – 2020 04**