

# CONSTITUTION

## Collier Street United Church



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### 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 are rooted in the Reformed tradition, of which the United Church of Canada, the former Presbyterian, Congregational, and Methodist churches, were key players. CSUC's Methodist heritage shapes its worship and witness in the 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 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 strategic life and work of CSUC as approved by the congregation in partnership with and oversight of the Shining Waters Regional Council.
- 3.3 The members of the Church Board shall be nominated for their skills and gifts. Desirable skills and gifts for a board team include the ability to be attentive to what's happening around and within church and community life, the ability to reimagine the work of CSUC; good communication and listening skills; focus on the greater good of the community of and around Collier; be a team player with love and hope; good organizational skills and the ability to contemplate the future of CSUC. The Church Board shall consist of eight (8) persons of the congregation and community:
  - **Five (5) full members as Elders:** Ministry and Personnel, Treasurer, and three (3) members at large;
  - **Two (2)** community partners in ministry with CSUC; and
  - **Ministry Personnel** settled at CSUC or **Regional Designate**.
- 3.4 The members of the Church Board shall be recommended to the nominations team. The names will be presented to the congregation for approval at a Congregational Meeting (normally the Annual General Meeting). The Church Board will elect the Co-Chairs. The Church Board members shall have voting rights as indicated in the Manual.
- 3.5 **The Executive** of the Church Board shall be Co-Chair (1), 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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- 3.6 **The Personnel Review Executive** shall be the Ministry Personnel, M&P, and Co-Chair (I). The team shall mainly deal with personnel matters for non-ministry staff.
- 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 by the congregation or the Region. A person who misses two consecutive meetings without adequate reason/cause may be asked to vacate the position. The Board may nominate persons to fill vacant positions as the Manual indicates.
- 3.8 **Board Position Descriptions:**
- a) **Co-Chairs**  
The Co-Chairs shall be elected from among the total members of the Church Board at its first meeting after the AGM. The primary duty of the Co-Chairs is to preserve order, practice consensus discussion and decision, announce decisions, and, when necessary, pronounce censure for meetings of the Board and Congregation. After vacating the Chair, the Co-Chair may introduce any business relevant to the Church Board and express personal views on any business under discussion. The Co-chair will conduct meetings according to the Rules of Debate and Order of *The United Church Manual*. One of the Co-Chairs shall sit on the Personnel Review Executive. [See Appendix D].
  - b) **Ministry and Personnel (M&P)**  
The Ministry and Personnel Team shall be a consultative and supportive team for the staff, members, and adherents of CSUC. The team shall be 2-3 full members of CSUC. [see Appendix C].
  - c) **Treasurer**  
The Treasurer shall present the operational finances to the Church Board six (6) times yearly. The Treasurer works with the Finance Task Force to review cash inflows and outflows, forecast cash needs, ensure the availability of funds to cover operational expenses and debt obligations and guide the Board in operational financial matters. The Treasurer presents the budget prepared by the Finance Task Force. The Treasurer assesses grant opportunities and evaluates the risks associated with different financial instruments. [see Appendix C].
- 3.9 The terms of office for the Church Board Members shall be two (2) years, with a possible second one or two-year term, after which a one-year break shall be taken accepting further election and appointment. The Co-Chairs shall serve for 3 years only. Retirement of board members shall be balanced to ensure no more than 50% of board members retire simultaneously.
- 3.10 The Church Board shall generally meet six (6) times per calendar year (January, March, May, July, September, and November). The meetings shall be in person or online, and holy manners shall be practiced [see Appendix D].
- 3.11 A quorum shall be a majority of the total number of Church Board members, plus Ministry Personnel, or Regional Designate.

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- 3.12 The Decisions shall be made by agreement (consensus) except when the Co-Chair deems a majority vote appropriate [see Appendix D].
- 3.13 The Church Board shall review the Constitution bi-annually (every 2 years). All amendments will be decided at a Congregational Meeting.
- 3.14 The approved minutes of the Church Board meetings, including financial and other submitted reports, shall be available to the congregation and shared through appropriate means (e.g., on the bulletin board or the CSUC website).
- 3.15 The Board meetings shall be opened to any full member(s) of the CSUC to present or support a proposal. A minimum of 7 days' written notice of an intention to attend a meeting, accompanied by the written proposal that requires strategic or missional board consideration, shall be submitted to the Ministry Personnel and Co-Chairs. Following the presentation, the non-board member(s) shall leave the meeting and will subsequently be informed of the Board's decision in a timely manner.

#### 4. Teams

- 3.16 There shall be two teams of CSUC: Ministry and Personnel and The Board of Trustees. The Board of Trustees shall be responsible for the assets (property, trusts, endowments, memorial funds, etc.) of CSUC. There shall be 2-5 full members plus the Ministry Personnel. The trustee's term shall be four (4) years. The structure and functions of the Board of Trustees are indicated in Appendix B. [See Appendix D for M&P].
- 3.17 The Church Board may appoint a task force or working group to carry out its work, determining the number of task forces or working groups, scope of work, and timeframes. The Church Board shall appoint the Co-Chair(s) with the rest of the members appointed by the task force/working group. Their work shall be done by consensus, and the group shares responsibility for the work/task. [see appendix D].

#### 5. Congregational Meetings and Annual General Meetings (AGM)

- 4.1 The Co-chair of the Church Board shall chair Congregational Meetings except when the Shining Waters Regional Council calls. The Congregation shall appoint a Secretary to record the minutes of these meetings.
- 4.2 The congregation shall meet annually to:
  - receive the annual report;
  - elect new members to fill vacancies for the Church Board, Board of Trustees, Regional Council Representatives and Ministry and Personnel team 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.

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### 6. 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 Co-Chair, Ministry and Personnel Chair or representative, and the Ministry Personnel, who shall make decisions on behalf of the Board during the months when the Board is not scheduled to meet. The quorum is all persons.
- The Board member responsible 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 \$15,000.
- 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* – The Ministry Personnel or Regional Designate shall 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 2-5 members of the congregation of CSUC who are in good standing, appointed at the AGM, plus the Ministry Personnel or Regional Designate.
- *Secretary* – shall be appointed from the group.
- *Police Record Checks* – All members shall provide a police record check every 2 years. The Ministry and Personnel Team, through the Co-Chair, 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:

- The Co-Chair shall sit on the Board and serve on the Executive and Personnel Review 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 maintain or update of all policies that relate to this team in keeping with the Mission of CSUC;
- Submit a proposed budget for areas of team’s responsibility to Treasurer 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 a faithful and healthy life in the congregation.

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

#### **D – Terms and Meanings**

##### adherent

This person is attached to a congregation and contributes regularly to its life. The person is not formally a member of the United Church of Canada.

##### church board

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

##### church board members

A Board member is an Elder, or Community Partner (see below), who maintains oversight of all the congregation's affairs. The work includes discussion and decisions 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 the United Church of Canada Manual for more information.



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#### church court

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

#### church board co-chairs

- The Board Co-Chairs maintain and facilitate good board leadership and governance; setting the meeting tone. The Co-Chairs work collaboratively with the Ministry Personnel to model and mould the board's culture and work, influencing the direction and priorities of the board and focusing on what is best for the CSUC family. The Co-Chair's role is an active role that engages the board members, building upon each member's strengths and supporting the congregation's well-being.
- Leadership and Agenda – The Co-Chair keeps the whole board work focused on the CSUC's mission, vision, and strategic direction.
- The Co-Chair collaborates with the Ministry Personnel to establish meeting agendas.
- Meeting management – serving as leaders and facilitators, the Co-Chairs preside over the board and congregational meetings and call special meetings with appropriate consultation with the minister. The Co-Chair actively engages the board members, encouraging them to participate, share information, and move toward a decision that is in keeping with vision, mission and core values of CSUC.
- team's direction – the Board Co-Chair guides the leaders to align work with the congregation's vision and goals.
- board conduct – the Board Co-Chair sets a positive, energized tone for board meetings by modelling, articulating, and upholding the rules of conduct outlined in the by-laws, setting a high standard for board conduct. The Board Co-Chair appropriately and promptly addresses issues regarding confidentiality, conflict of interest, and other pertinent board policies.
- Board learning and development – The Board Co-Chair assists the Ministry Personnel in orienting new board members and helps facilitate board development by helping board members assess their knowledge and strengths. The Co-Chair helps organize continuing education opportunities for board members to develop their individual or collective skill sets.
- beyond meetings – Outside meetings, the Board Chair has more responsibilities, including working with teams and the Ministry Personnel, 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 Co-Chair leading the meeting only votes in a tie situation.

#### community partner

Community Partner(s) will help ensure our CSUC Church Board structure is inclusive and well-rounded. Select individual(s) within the Barrie and area community will be invited by the Nominations Team, focusing on individuals with special skill sets, including those who are racialized and those who are partnering with CSUC via our Re-Imagining. Community partner(s) are expected to be active volunteer member(s) of the CSUC Church Board, adhering to the Constitution and as defined under "Collier Church Board."

#### consensus

Consensus is where all board members' opinions are heard and understood, and a solution is created that respects those opinions. It is not what everyone agrees to or the majority's



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preference. The focus is on establishing a general agreement that everyone can actively support or at least can live with. The goal of consensus is to create a decision that is consented to by all Board members through the process of going for the highest good of all concerned and the greater good of the CSUC.

#### 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.

#### elder

A person elected by the pastoral charge is entrusted with leadership among the 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 2-4 congregation members plus the Ministry Personnel appointed by the Church Board and will be active when necessary.

#### task force or working group

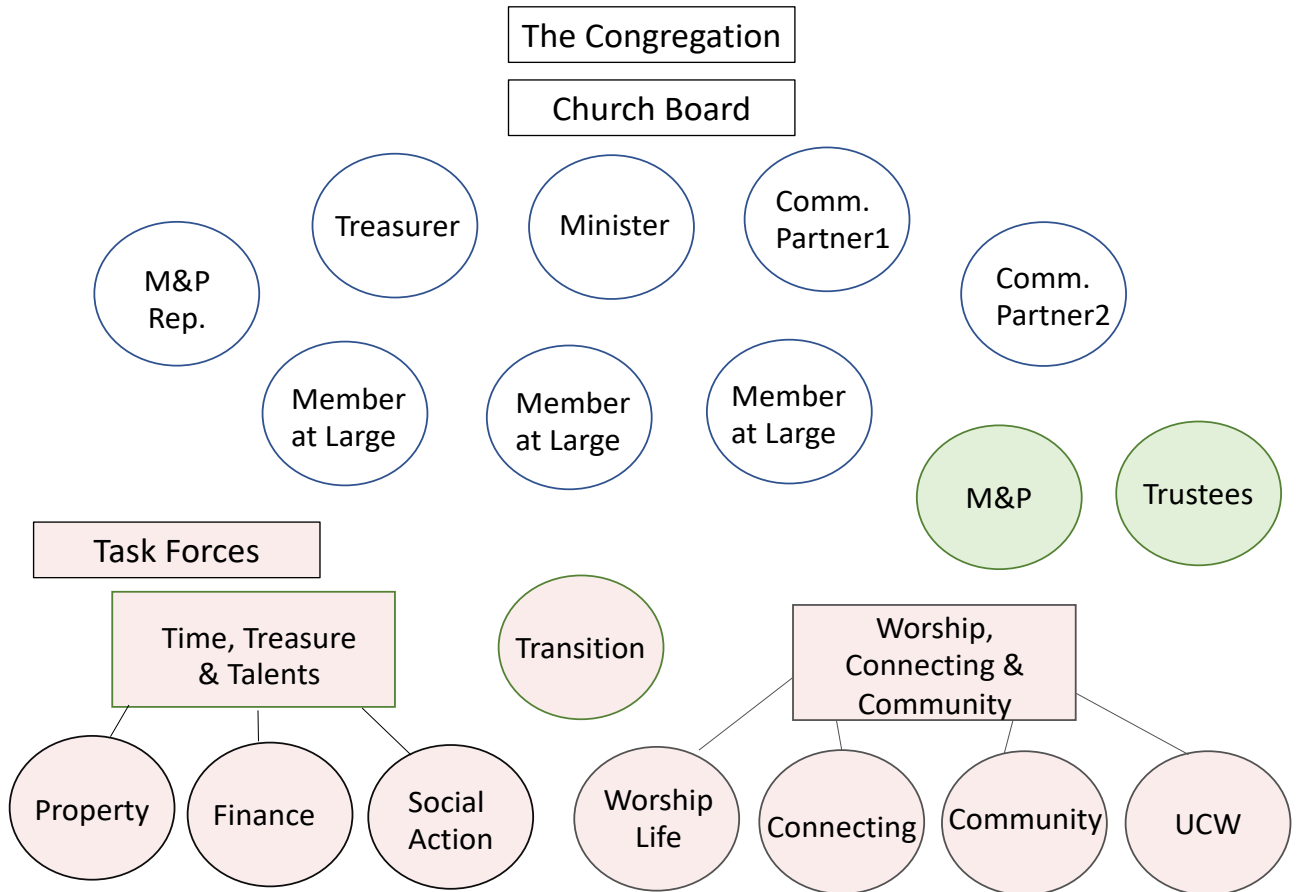
This group has specific work done in an outlined timeframe (*generally 6 to 12 months*). The Board or teams can establish it. The establishing group determines its work and sets its guidelines. It reports to the group or body, which establishes its work. This group/body works intentionally to fulfil the mission and vision of CSUC. It can have at least 2-6 members/adherents/community partners.

#### holy manners

This is to keep God at the centre of everything we do, speak for self with 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, interculturally sensitive, 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 feel.

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**CSUC Governance Structure – Visual Worksheet #1 – 2024 02**

**D – 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.

CORE VALUES

Connection **Community** Creativity **Inclusion** Love **Transformation**

Hope

OUR MISSION

