

Model of Governance
Knox United Church, Lower Sackville, Nova Scotia
Recommendations for Updating November 2020
Knox United Church –An Affirming Church
Our Mission, to show God’s love by living the teachings of Jesus:
showing mercy, promoting justice, offering forgiveness, acceptance, and hope.

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The model of governance that is to be followed by Knox United Church is the Church Council Model as outlined in the United Church Manual 2019, with some variations, as specified in this document.

KNOX UNITED CHURCH CONSTITUTION – 2020

CHURCH COUNCIL

001 There is One Church Council for Knox Pastoral Charge. **Manual Pg.65 B.7.2. 1 d/c**

General Statement

002 In the model of the Church Council of Knox United Church, the Church Council shall be the Court of the Congregation. The Congregation has determined and defined the organization and duties of committees so that they shall be responsible and empowered to exercise their particular functions of ministry **2019ManualPg.66 B. 7. 2. 2. a.**

The total ministry of the Congregation is under the authority of the Church Council as outlined in section **ManualPg.67 B.7.4** with specific responsibilities as outlined in this document to the following committees.

- Spiritual Oversight Committee: Responsible for spiritual matters, as outlined in Manual Pg.67 B.7.4.1
- Financial Management Committee Pg.67 B.7.4.2
- The Board of Trustees Pg.68 B 7.4.6

Responsibilities/ Duties:

- 003 Responsible for administering the affairs of the Congregation in keeping with the direction, guidelines and understanding as set forth in the Manual by:
- (a) Setting operating policies with consideration of input received from the Congregation.
 - (b) Coordinating the activities of the committees and providing guidance where necessary.
 - (c) Initiating specific activities to be undertaken.
 - (d) Receiving and considering reports and making rulings on recommendations from the various committees.
 - (e) Overseeing all matters related to church facilities and equipment.
 - (f) Developing and maintaining resource lists.
 - (g) Posting the draft minutes of meetings of the council and its executive to council members.

- (h) Making minutes available to members of the community of Faith.
- (i) The Church Council will have the authority to:
 - i Increase, temporarily, membership on committees if requested by a committee.
 - ii Appoint members to fill vacancies that occur on any committee. or appointed office during the year with the exception of the Spiritual Oversight Committee.
 - iii Create Ad Hoc Committees as required and set out terms of reference for these committees.
- (j) Church Council meeting as a Court shall include: **Manual B.7.4.**
 - i Receipt and transmission of Proposals and appeals.
 - ii Ordering of Formal Hearings.
 - iii Liaison with Region 15.
 - iv Reporting regularly to the Congregation.
 - v Giving directives to the Board of Trustees.
 - vi Giving directives to matters of pastoral relations as directed by the Congregation.
- (k) The Church Council delegates authority to the Spiritual Oversight Committee for the spiritual policies of the congregation. Ie Baptism, Marriage, Funerals

Membership:

004 **Each person selected by the committees to be a member of the Church Council must be a member of Knox United Church or in the process of becoming a member within a six-month period. Manual B.7.3.1.a**

005 **Voting Membership of the Church Council shall consist of:**

- (a) All Ordained or Diaconal Ministry Personnel.
- (b) The Chairperson of the Board of Trustees or their delegate.
- (c) One lay representative to the Region 15 on a rotating basis.
- (d) Officers elected by the Congregation; Chair,(elected for a two-year term (maximum of two (2) consecutive terms)
Vice-Chair and Secretary.
- (e) The chair, vice chair, and one other member of the Spiritual Oversight Committee.
- (f) Treasurer of the Congregation.
- (g) The Chair of the following committees or their delegate:
 - i Financial Management Committee.
 - ii Ministry and Personnel Committee.
 - iii Communication Committee.
 - iv Fellowship Committee.
 - v Outreach Committee& Food Truck Coordinator.
 - vi Property Committee.
 - vii Ways and Means.

- (h) The Chair of the United Church Women.
- (i) One Youth Representative.
- (j) One person from any Ad Hoc Committee.

006 In this Constitutional document the term Elder will be reserved to refer to membership of the Spiritual Oversight Committee exclusively. **Contrary to Manual Pg.65. B.7.2.1.d.c**

007 Resignation or Removal of membership may happen as outlined in the United Church Manual. **Manual Pg.67 B.7.3.5**

EXECUTIVE COMMITTEE OF THE CHURCH COUNCIL

008 **Will Act on Emergent Matters between bi-monthly Council Meetings Manual Pg.69 B.7.5.1.**

Shall be composed of the:

- (a) Minister (s).
- (b) Council Chair, Vice-chair, and Secretary.
- (c) Treasurer.

The Chair or alternate of each of the following committees:

- (e) Spiritual Oversight Committee.
- (f) The Board of Trustees.
- (g) Property.
- (h) Finance.
- (i) Ministry and Personnel.

Council Meetings

009

- (a) **Chair-** The duty of the chairperson shall be to preside, preserve order, calling for a vote and announce the decision of the Council.
- (b) **Quorum-** A quorum for the Church Council shall require the attendance of Minister of Knox United Church or an appointee of the Region
A minimum of 51% of the voting membership.
- (c) **Meeting Frequency** – Regular meetings of the Church Council will be held at least bi-monthly. Executive Committee of Council meets on the alternate months.
- (d) Notice of regular meeting must be given at public worship the Sunday prior to the date of the meeting.
- (e) Special meetings may be called by the Council Chair or the Minister.
- (f) Voting – Motions to be approved must receive the majority vote of the Council members attending the meeting. All members of the Council will have a right to vote with the exception of the Council Chair who will only vote in the event of a tie.
- (g) Attendance – All members or adherents of the Congregation may attend meetings of the Church Council, as guests. A guest shall have no vote and must request permission to speak

on a specific topic or topics at the commencement of the meeting. Permission must be approved by the majority of the voting Council members attending the meeting. **The Council reserves the right to discuss confidential matters with members of the Council only.**

010 **Congregational meetings**

- (a) The members of the Congregation shall meet annually in February. The Congregation will elect a chair and secretary to serve for this meeting and any subsequent congregational meetings throughout that year **(Manual Pg.61 B.5.1)**
- (b) **Notice of meeting must be given at public worship two full Sundays prior to the time of the meeting. (Manual Pg. 63 B.5.4.2a)**
- (c) At the annual meeting, all officers shall be appointed for a “term” commencing with the current annual meeting and terminating at the succeeding annual meeting.
Exceptions:
 - i The Church Council Chair shall hold a two-year term.
 - ii The term of office of Elder of the Spiritual Oversight Committee shall be for life.
- (d) Content of Annual Meeting See Page 11 Appendix 2.

BOARD OF TRUSTEES

General Statement

- 011 The responsibilities of the Board of Trustees may not be assigned or delegated. The Board of Trustees shall be responsible for all legal matters including those related to property. All other details as specifically outlined in the United Church 2019 Manual. **(Pg.118 G.3.to Pg.123) and the Trustees Handbook.**

SPIRITUAL OVERSIGHT COMMITTEE

General Statement

- 012 In conjunction with the Minister(s) the Spiritual Oversight Committee shall be responsible and empowered to exercise leadership in the care and oversight of the spiritual life and interests of the Congregation and to formulate relative policies.

Responsibilities/ Duties

- 013 The Spiritual Oversight Committee oversees the Spiritual interests of the Congregation as delegated to them by the Church Council. Those duties not specified here have been retained by the Church Council.
All Elders will participate in at least one of the various teams of the Spiritual Oversight Committee.
 - (a) Responsible for the order of public worship.
 - i Greet members of the congregation before and after worship.
 - ii Provide guidance and offer assistance in the conduct of worship services by groups within the Congregation.
 - iii Purchase and care of Bibles and Hymn books.
 - (b) Oversight of Pastoral Care and Visiting.

- i Initial contact with new members.
- ii Inviting members and adherents to participate in church programs.
- iii Foster Christian fellowship within the congregation.
- (c) The administration of the sacraments.
- (d) Christian Education for children, youth and adults.
- (e) Oversight of the conduct of the members of the congregation with power to exercise discipline.
- (f) Admission of persons into full membership, including certificates of membership.
- (g) Removal of persons from membership.
- (h) Keep the register of Baptisms, Marriages, and Burials. **Manual Pg 68 B.7.4.9.**
- (i) Recommend to Region 15 suitable lay members to be licensed as Licensed Lay Worship Leaders.
- (j) Recognize suitable lay members as Inquirers and recommend them to Region 15.
- (k) Recommend to Region 15 suitable lay members to be appointed as Designated Lay Ministers or Congregational Designated Ministers.
- (l) Upon invitation by Region 15 recommend a suitable lay member to be considered For licensing as a Sacraments Elder.
- (m) Administer memorial bequests.
- (n) Appoint one elder (and an alternate) to attend Church Council meeting with the Chair and Vice Chair.
- (o) Oversee the use of the Sanctuary and of the Narthex.

Membership

- 014(a) Spiritual Oversight Committee shall consist of:
- i All Ministry personnel.
 - ii Body of Members (must be members of the Congregation), specially chosen by the Congregation, elected at the annual meeting and inducted to office.
- (b) Elders are members of the Spiritual Oversight Committee and the term of Office will be for life.
- Exception: The Spiritual Oversight Committee may decide that a person is no longer an Elder if the person:
- i Moves away.
 - ii Leaves Knox United Church.
 - iii Fails to attend three consecutive meetings without valid reasons as determined by Spiritual Oversight Committee.
- (c) Requests for a leave of absence for up to one year will be considered.
 - (d) Chair, Vice Chair and Secretary will be elected by the membership, from the membership, for a term of two (2) years. All three persons can be re-elected for a maximum of two (2) consecutive terms.

- 015 **The executive Committee of the Spiritual Oversight Committee shall be composed of Minister(s), Chair, Vice Chair and Secretary and will act on Emergent matters between regular meetings**

Meetings

- 016 The Spiritual Oversight Committee shall meet regularly at least eight times a year.
- (a) **Quorum** – A quorum shall require the attendance of a Minister of Knox United Church or an appointee of Region 15, plus a minimum of 51% of members.
- (b) **Meetings** – Notice of regular meeting shall be given at public worship one Sunday prior to the time of the meeting.

All Other Committees

General Statement

- 017 **The Committees shall be responsible for:**
- (a) Managing policies and responsibilities delegated to them by the Church Council.
- (b) Submitting annual financial requirements to the Financial Management Committee.
- (c) Submitting proposed programs to the Church Council for consideration and approval.
- (d) Implementing approved programs.
- (e) Scheduling and conducting regular meetings. Committee Chairs may call special meetings.
- (f) Ensuring a quorum of 51% of the membership of the committee to approve motions.

Membership

- 018 The Chair of committees (elected annually) will be appointed for a period of not more than three successive terms. If the individual concerned still wishes to retain membership in the committee, he/she would be designated as past-chair. Church Council may approve exception to this general policy. Where possible there should be a vice-chair for each committee. Committee Members may be recommended to the nominating Committee for election at the Annual Congregational meeting.

Committees

- 019 **Ministry and Personnel Committee**
- (a) A committee established by the Church Council to oversee liaison with the church staff as outlined in the United Church Manual. **Manual Pg.72 B.7.8.5**
- (b) Responsibilities/ Duties: as specifically outlined in the United Church Manual.
Manual Pg.72 B.7.8.5

020

Fellowship Committee

- (a) A committee established by Church Council to promote fellowship and friendship among the congregation. This committee will create and organize fellowship opportunities.
- (b) Responsibilities/ Duties: As outlined in the General Statement for Committees as well as:
 - i Hospitality functions within the church such as tea and coffee. following church services, reception for new members etc.
 - ii Providing Greeters for Sunday and special services.
 - iii Folding bulletins for Sunday and special services.

021

Communication Committee

- (a) A committee established by the Church Council to coordinate the sharing of information on various church activities with the congregation and wider community.
- (b) Responsibilities/ Duties: As outlined in the General Statement for Committees as well as:
 - i Producing monthly newsletters. (gathering information formatting and distributing).
 - ii Promoting various church activities through the use of appropriate media.
 - iii Administering the posting of notices on the church sign.
 - iv Maintaining the church web site.

Note: Announcements during the worship service will be the responsibility of the Spiritual Oversight Committee.

022

Financial Management Committee

- (a) A committee established by Church Council to oversee the finances of the congregation. i.e. management of all monies received and disbursed. Manual Pg.123 G.4
- (b) Responsibilities/ Duties: As outlined in the General Statement for Committees as well as:
 - i Preparing budgets and financial reports as directed by Church Council.
 - ii Consulting with other committees regarding the feasibility of costs of proposals.
 - iii Overseeing the duties of Envelope Secretary(s) elected from the membership of the Financial Management Committee.
 - iv Overseeing the duties of the Treasurer, as outlined in Manual Pg.124-125 G.4.2 The treasurer is a member of the committee and elected by the congregation at the annual meeting.
 - v Overseeing the duties of the Offering Counters.
 - vi Serving as the Board of Directors for the Lower Sackville Nursery School.

023

Property Management Committee

- (a) A committee established by the Church Council to oversee the operation and maintenance of the church buildings, equipment, and grounds, in accordance with an approved program.
- (b) Responsibilities/ Duties: As outlined in the General Statement for Committees as well as:
 - i Maintaining church buildings, equipment, and grounds.
 - ii Directing and supervising the duties of the janitor.

024

Outreach Committee

- (a) A committee established by Church Council to provide outreach in evangelism

and social action.

- (b) Responsibilities/ Duties: As outlined in the General Statement for Committees as well as:
 - i Raising awareness of God's unconditional love for all.
 - ii Addressing the needs of the community.
 - iii Addressing social, economic and justice needs throughout the world.
 - iv Providing support to community organizations working on related outreach programs.

025 **Nominating Committee**

- (a) Committee established by Church Council to bring forward to the Congregation a list of people who are eligible, suitable, and willing to serve on various committees.
- (b) Responsibilities/ Duties:
 - i. Maintaining a member's inventory of skills, abilities, and areas of interest and willingness to volunteer.
 - ii. Ensuring before Programs start and before the annual meeting that all committees are at full membership complement.
 - iii. Presenting for nomination at the annual meeting a full complement of officers for church council, Committee Chairs and members for election by the congregation.

026 **Ways and Means Committee:**

- (a) Committee established by Church Council to provide the structure for determining the feasibility of fundraising opportunities.
- (b) Responsibilities / Duties:
 - i. Evaluate fundraising proposals ie resources required to implement
 - ii. Receive report of outcomes
 - iii. Evaluate what worked, what didn't and what improvements are necessary

027 **Ad Hoc Committees**

- (a) Church Council may create an Ad Hoc committee to undertake a special project
- (b) Responsibilities and Duties.
 - i. Preparing plans, strategies, and budgets for completion of assigned projects to report to Council for approval.
 - ii. Consulting with other committees as required to implement the projects.
 - iii Reporting back to council periodic updates and the final outcome of projects.

It is an expectation that all members, volunteers, and adherents of Knox United Church will respectfully follow the policies of the United Church of Canada and Knox United.

**Background Knox United Church previous Model of Governance: Church Council (Modified)
Approved by Congregational Meeting April 22,2007 With Modifications Recommended by Presbyter
Nov 2007. Final Approval by Pastoral Oversight executive March 2008**

Appendix I

Council's Committees

Board of Trustees

Ministry & Personnel

Nominating

Property

Communication

Outreach

- COME Meal
- No One Dines alone
- Pancake Supper
- School Breakfast Program
- Beacon House
- Anniversary Dinner
- Breakfast with the Clauses
- White and Pink Gifts
- Christmas Silent Auction and Sale
- Collect for Elizabeth Fry Society
- Collect for Breadbasket Fall and Spring
- Clothing to Brunswick St. Mission
- Exception: Food Truck – Coordinator reports directly to Council

Fellowship

- Time Out for Ladies

Financial Management Committee

- Lower Sackville Nursery School

Ways and Means Possible Events:

- Turkey dinner
- Lobster dinner
- Musical Events
- Yard Sales
- Auction
- Waste Management Dinners

United Church Women

- Turkey Soup Luncheons
- Christmas Worship service

Region 15 Representatives

Spiritual Oversight Committee

Teams of Spiritual Oversight Committee

- | | | | |
|------------------------|-------------------------------|---------------|-------------|
| 1. Worship | Nursing Home Worship Services | | |
| 2. Christian Education | Sunday School | Bible Studies | Youth Group |
| | Lenten /Advent Studies | | |

Appendix 2

Format for Congregational Meeting

The Annual Report is to be made available in printed form to the Congregation at least one week prior to the meeting.

The agenda is to be circulated at the commencement of the meeting.

Attendance is to be recorded: 51% of those members present constitute a majority.

Open with a Prayer

Light the Christ Candle

Council Chair convenes the meeting

Council Secretary records minutes initially

Setting Meeting Time Frame

Recommending 1 ¼ hour meeting time frame: extension of time frame requires a motion, voting and approval by members present.

Election of Officers

Council Chair calls for:

First Call for Nominations from the congregation for the Chair of this meeting and all Congregational meetings for the next year.

Second Call for Nominations from the congregation for the Chair of this meeting and all Congregational meetings for the next year.

Third call for Nominations from the congregation for the Chair of this meeting and all Congregational meetings for the next year.

**Selected individuals are to leave the room Congregation votes by show of hands, Majority rules
The elected individual assumes the Chair.**

The process is repeated to elect a secretary.

At this time the elected secretary records the remaining business of the meeting

Approval of the Agenda; Any additions to the agenda must be moved and approved by a majority
Review and Approval of the previous Congregational Meeting Minutes.

Business arising from the minutes:

New Business:

- Approval of Nominating Committee Report:
(Council Members, Region 15 Representatives and members of all Committees)
- Approval of Spiritual Oversight Committee's Recommendations for new Elders
- Financial Overview – Treasurer and Chair of Finance Committee
- Proposed Budget – includes discussion and approval?
- Approval of Committee Reports as received in the Annual Report

Questions /Comments from the floor re the life and work of our Church: **20 min max**

Adjournment: Requires a motion, a seconder and approval

Rationale for the 2020 recommended revisions of the Constitution of Knox United Church without change to our Model of Governance

- To align references with the United Church Manual of 2019
- To clarify the structure, function, and the reporting mechanism of each committee
- To make the decision- making process more efficient and effective by reducing the number of members on the council

Number of meetings

Number of hours

Extra hours spent reviewing and wordsmithing

Sept. 2020