

**BRECHIN UNITED CHURCH
Nanaimo, B.C.**

**BRECHIN UNITED CHURCH COUNCIL
OPERATING TERMS OF REFERENCE**

Adopted by Council on September 19 , 2019

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1.0 MISSION STATEMENT

At Brechin United Church, we seek to know Holy Mystery as shown to us through the life and teachings of Jesus Christ. On our faith journey, we endeavor to nurture spiritual development and growth, and to be a just and loving example of service and discipleship that reaches out to community and all creation.

2.0 CORE VALUES

As people loved by God and as followers of Jesus,
We:

- welcome and accept all who come to Brechin
- grow in our Christian faith through meaningful worship, music, prayer and learning opportunities.
- nurture our faith community with genuine acceptance, through mutual respect, commitment, honesty, forgiveness, and gratitude
- reach out with love and justice to the local community and the world.

3.0 OPERATIONAL PROCEDURES

3.1 The Community of Faith

Brechin United Church is a Community of Faith within the United Church of Canada (Manual, 2019 – Section 5.1) and is part of the Pacific Mountain Region and the Denominational Council (Manual, 2109 – Section 6.1 and 7.1)

3.2 Annual General Meeting:

The congregation or pastoral charge must meet annually. The meeting must be held as early as possible in the calendar year. The congregation or pastoral charge may also decide, to meet more often than annually (Manual. 2019 – Section 8.5.1)

3.2.1 Notice for the meeting must be read during public worship on two Sundays. After notice has been read on the second Sunday, the meeting may take place on the next day (Monday) or on any day after that. (Manual, 2019 – Section 8.5.4)

3.2.2 At the annual meeting, the community of faith or pastoral charge is responsible for;

- (a)** electing a chair and a secretary of the annual meeting;
- (b)** receiving the annual reports from the governing body, committees and other groups in the congregation or pastoral charge;
- (c)** electing the governing body, regional council representatives, and members of the committees; and

(d) considering and making a decision on the draft annual budget (Manual, 2019 – Section B.5.2)

3.2.3 Quorum at a Congregational Meeting.

A meeting of the congregation or pastoral charge may only take place if a minimum number of full members is present, as follows:

(a) for congregations or pastoral charges with 100 or more full members, at least 20 full members must be present, and

(b) for congregations or pastoral charges with between 30 and 99 full members, at least 10 full members must be present.

(Manual, 2019 – Section B.5.5.a & b)

3.3 Membership of the Church Council:

(The Manual, 2019 – Section B.7.3)

Members of Council shall include the following:

1. Order of Ministry personnel (non voting)
2. A representative to the Regional Council
3. Chair
4. Vice Chair
5. Past Chair
6. Secretary
7. Treasurer (member of the Stewardship and Finance Leadership Team)

The above positions must be filled by full members of the Community of Faith (Manual, 2019 – Sections B.7.6.1.i, B.7.6.2.a, B.7.6.3.a)

8. Persons elected by each Leadership Team to be members of church Council:
 - Faith Formation and Spiritual Outreach
 - Ministry and Personnel
 - Mission and Outreach
 - Pastoral Care
 - Property
 - Worship
 - Stewardship and Finance

3.4 Membership on Council and Leadership Teams

3.4.1 Council and Leadership Team members shall be elected from among the members and adherents of the Community of Faith. The majority of Council members shall be members of the United Church of Canada.

4.0 TERMS OF OFFICE FOR COUNCIL MEMBERS:

4.1 Council and Leadership Team Chairs

4.1.1 The Chair of Council shall be a one year term. (From AGM to AGM) to a maximum of three one year terms.

4.1.2 The Vice Chair of Council shall be elected to a one year term, (up to three one year terms) after which he / she shall become the Chair and serve the term as outlined above.

4.1.3 The Past Chair of Council shall be a one year term.

4.1.4 A Leadership Team Chair shall be elected to a Three Year Term.

4.1.4.1 A Leadership Team Chair shall not chair the same Leadership Team for more than two consecutive terms (six years).

4.1.4.2 No member of Council shall hold more than ONE Leadership Team Chair position simultaneously.

4.1.4.3 A past Chair of a Leadership Team may return to their previous Leadership Team as Chair if they have been away from that Chair position for a minimum of three years.

5.0 COUNCIL MEETINGS:

5.0.1 Council may meet once a month on a date and time approved by Council. Council has the authority to call special meetings if deemed necessary. All Council meetings shall include an Order of Ministry staff

All Ministry Personnel who have been called or appointed to a pastoral charge shall be ex-officio members of all Leadership Teams and Council.

5.0.2 Council meetings are open to any member of the congregation to attend. Non-members, attending any Council meeting, can participate in the discussion but may not vote.

5.0.3 If Council is going into an In-Camera meeting, non-members shall be asked to leave the meeting. A motion, without debate, is required for Council to go into an In-camera meeting. Any motions made during In-Camera meetings shall be ratified without further debate in an open Council meeting.

5.1 Voting:

At any time, more than one member of any Leadership Team (including the Board of Trustees) can attend Council meetings and participate in the discussions. However, when the matter comes to a vote, only ONE member of that Leadership Team shall vote.

The Chair of Council shall cast her/his vote only in the event of a tie.

5.2 Council Meetings Quorum:

A meeting of the governing body may take place only if at least 1/3 of its members are present. (Manual,2019 – section B.7.7.4.a). A meeting may only take place if the following person is present – a member of the order of ministry who has been called or appointed to the pastoral charge, or another person appointed by the regional council to attend the meeting. (Manual 2019 – B.7.7.4.b)

6.0 RULES OF DEBATE AND ORDER

Council shall use the **21st Century Robert's Rules of Order** System for all Meetings.

7.0 DUTIES AND RESPONSIBILITIES OF COUNCIL

CHAIR, VICE CHAIR, PAST CHAIR, and SECRETARY:

7.1 Council Chair:

7.1.1 Chair all congregational meetings, including Annual General Meetings

7.1.2 Chair all Council meetings, including special meetings.

7.1.3 Set Agendas for Congregational and Council meetings.

7.1.4 Whenever desirable or necessary, attend Leadership Team meetings as an ex-officio member, except the M&P Leadership Team meetings.

7.1.5 Be the primary person to communicate matters on the life and work of the congregation

7.2 Vice Chair:

- Act as Chair in the absence of the Chair or if the Chair has to excuse himself/herself from the Chair because of a possible conflict of interest.
- Like the Chair, the Vice Chair may attend certain Leadership Team meetings as an ex-officio member except the M&P Leadership Team meetings.
- Become the Chair of the Nominating Leadership Team.
- Become the Council Chair at the end of his / her term.

7.3 Past Chair:

- Assist the new Chair in the transition.

7.4 Secretary:

- Attend all Council and congregational meetings.

- Receive and distribute Minutes of the previous meeting(s) together with the upcoming meeting Agenda to Council members.
- Receive and distribute Leadership Team reports to Council in advance of meetings.
- Be the Secretary of all Council and congregational meetings.
- After meetings, prepare minutes and where applicable, attach reports to the Minutes and distribute them to Council members.
- Ensure that the minutes are posted in a place accessible to the congregation within a reasonable time after each Council meeting.
- Where and when deemed necessary, assist the Chair in preparing correspondence on behalf of the Council or congregation.
- Keep a current record of the terms of each member of Council, including Leadership Team Chairs so that the Nominating Leadership Team can monitor which positions are expiring and therefore need a new member and which members are eligible for re-appointment to the Leadership Team they are currently Chairing.

8.0 DUTIES and RESPONSIBILITIES OF STANDING LEADERSHIP TEAMS OF COUNCIL

8.1. Stewardship and Finance Leadership Team

The Leadership Team is charged with the responsibility of ensuring that members and adherents are encouraged to give of their time, talents and gifts in support of Brechin United Church and the wider church through the Mission and Service Fund and to disburse the funds within the priorities set out in the Manual, 2019 – Section G4

8.1.2 Responsibilities

- The primary responsibility of this Leadership Team is the use and administration of resources of the congregation, i.e. finances, talents, time and membership, in accordance with the Mission Statement and Core Values of Brechin United Church.
- To assist Council in securing contributions or donations for the livelihood of the congregation.
- Through the Treasurer, the Leadership Team shall present to the AGM detailed financial statements for the past year and proposed budget for the coming year.
- It is within the mandate of this Leadership Team to bring to the attention of Council and the congregation any concerns it may have concerning the financial life or condition of the congregation.
- Oversee stewardship education of the congregation.
- Oversee the financial management of the Mission and Service fund and any other funds that are in trust.

8.1.3 Treasurer:

As a member of the Stewardship and Finance Leadership Team, the Treasurer is a voting member of the Leadership Team and Council.

8.1.3.1 Responsibilities:

- Keep financial records related to the finances of Brechin United Church.
- Assist the Office Administrator with the bookkeeping functions.
- Make authorized payments of accounts payable, payroll and requisitions from staff or members of the congregation. Prepare financial statements and present the statements to Council at its meetings.
- Establish procedures for the care and handling of offerings received at regular worship services, fund raising events, and all other donations to ensure that accurate recording and safe deposits at the bank are made.
- Assist the Budget Sub-Group in the preparation of annual budgets.
- On behalf of the Stewardship and Finance Leadership Team, present the annual budget at the Annual General Meeting (AGM).
- Prepare annual tax receipts in accordance with the Canada Revenue Agency rules.

8.1.4. Budget Sub-Group:

The Budget Sub-Group shall be established in the fall of each year. The Sub-Leadership Group shall commence its work to prepare a draft budget for the next fiscal year.

8.1.4.1 Membership:

The Budget Sub-Group shall be comprised of the Treasurer, Chair of the Property Leadership Team, Chair of the M&P Leadership Team plus one member/adherent of the Pastoral Charge appointed by Council.

8.1.4.2 Responsibilities:

- Review the past and current financial statements and review major expenditures.
- Advise Council of its findings with full explanation of the financial position.
- All Leadership Teams of the church shall be consulted about their financial requirements.
- Present the draft budget to the Stewardship and Finance Leadership Team for its consideration before presenting it to Council.
- Finalize the draft budget for the Stewardship and Finance Leadership Team for presentation to Council for its approval before taking it to the Annual General Meeting.

8.2 Ministry and Personnel Leadership Team

The Ministry and Personnel Leadership Team (the M&P) is a mandatory Committee of every pastoral charge, required by the United Church of Canada

Manual, 2019 – Section B.7.8.5) *The Manual* sets basic minimum requirements for the work of the M&P.

8.2.1 Membership:

The Leadership Team shall consist of not less than three (3) and not more than seven (7) representatives of the congregation. Members of the pastoral charge staff, including the settled Ministry personnel or their families, shall not be members of this Leadership Team

8.2.2 Ministry and Personnel Responsibilities

- Provide consultative and supportive role for staff and the congregation
- Review working conditions and remuneration for the staff and make appropriate recommendations to the Church Council.
- Oversee the relationship between the staff and the Congregation.
- Oversee the relationship between the staff.
- Perform annual reviews of all staff, including clergy, seeking input from others who may have working relationships with staff.
- Consult with members of the staff about their plans for continuing education.
- Review regularly the position responsibilities of all staff and revise the job descriptions as required or requested.
- Maintain a close contact with the regional council Pastoral Relation Committee or equivalent.
- Attend M&P training workshops offered by PMR Council when able

8.2.3 Meetings:

- The Leadership Team shall meet at least quarterly.
- Personnel will be invited to meet with the team regularly.

8.3 Pastoral Care Leadership Team

This Leadership Team concerns itself with fostering the general health and welfare of the congregation.

8.3.1 Responsibilities

- Welcome worshipers at each and every Sunday.
- Identify new-comers and make them feel warmly welcomed.
- Identify the pastoral needs of the congregation and take whatever initiative is required to meet those needs, including phone calls, visits, greeting cards, flowers, and prayer shawls.
- Keep a list of greeters and coffee servers for each Sunday and special events.
- Oversee visitation in hospital, care facilities or people's own homes.
- Assist with memorial teas, weddings and other events, as requested.

8.4 Property Leadership Team:

The Property Leadership Team is responsible for the on-going upkeep of the church physical property.

The Leadership Team shall oversee the use of the building in accordance with current building use policy.

8.4.1 Responsibilities

- Oversee the general upkeep of the property, including land, building, furnishings, and equipment.
- Coordinate the work of volunteers in the continuing maintenance of the building and grounds.
- Maintain an inventory of physical assets and advise the Stewardship and Finance Leadership Team of changes.
- Establish procedures to ensure security measures are in place, especially the distribution of keys into the building.
- Assist the Office Administrator in the administration of the building use policy.
- Review the Building Use Policy periodically and recommend amendments as required.
- Maintain up to date appraisal of the church property and make sure property insurance coverage reflects the true value of the property, which includes all furnishings and equipment against loss through fire, vandalism or disasters such as earthquakes.
- Ensure that there is adequate supplementary liability coverage for the congregation, visitors to Brechin, staff, and members of Council and Leadership Teams.
- Set the expectations for and monitor the work of the contracted caretakers.
- Co-ordinate recruitment of volunteers and/or replacement contractors when the contracted caretakers are unavailable during holidays.

8.5 Worship Leadership Team:

Together with the Minister and the Music Director, the Worship Leadership Team plays the lead role in taking responsibility for worship services.

8.5.1 Membership:

The Music Director and the Minister are ex-officio members of this team.

8.5.2 Responsibilities:

- Assist the Minister in planning for worship, the administration of the Sacraments, and special celebrations.
- Arrange for pulpit supply and/or lay leaders and arrange with the treasurer for their honorarium.
- Consult with other Leadership Teams when planning special services or events.
- Maintain the schedule of lay worship leaders and notify the office of any changes.

- Ensure that the sanctuary is cared for.
- Communicate with the office administrator when a wider distribution of information is required.
- Develop policy concerning baptism, marriage and funerals.
- Maintain the membership roll (including the recording of baptisms, weddings and funerals) in consultation with the minister and office administrator.

8.6 Faith Formation and Spiritual Development

The purpose of this Leadership Team is to provide life long learning for all ages.

8.6.1 Responsibilities

- Provide nursery care as needed during worship or other occasions, for 0-3 year olds.
- Provide support for church school.
- Enable participation in training workshops for church school leaders.
- Ensure that curriculum for church school is ordered.
- Research current adult study materials.
- Create opportunities for adult study.
- Approve requests for financial support from the Spiritual Growth Fund.
- Plan alternate services of worship in consultation with the Worship Leadership Team.
- Manage the operation of the church library.

8.7 Mission and Outreach

The purpose of this Leadership Team is to increase the congregation's awareness of social, environmental and justice issues - local, provincial, national and international, and take appropriate action when possible.

8.7.1. Responsibilities

- To increase awareness of social, environmental & justice issues.
- To recommend individual and/or congregational action on these issues.
- To promote the Mission and Service Fund within the congregation.
- To seek ways of co-operation with social agencies to meet the needs in our community.
- To develop a liaison with other churches and the broader community in Nanaimo, around joint outreach possibilities and programs.

8.8 Nominating Leadership Team:

The Nominating Leadership Team is an Ad-Hoc Leadership Team which monitors the positions which are becoming vacant at the end of each year, and those members who may stand for nomination.

8.8.1. Membership:

The Vice Chair shall be the Chair of the Nominating Leadership Team and assisted by the Past Chair and one member at large appointed by Council from the congregation. The Order of Ministry personnel can be an ex-officio member.

8.8.2. Responsibilities:

- This Leadership Team shall keep a current list of all Leadership Team Chairs and their terms of membership on Council and at what stage those terms end.
- Work with other Leadership Team Chairs and members of Council to identify suitable people to fill positions which may be coming vacant.
- Make personal approaches to people and encourage them to serve on Leadership Teams.
- Advise Council of the slate of Nominees to be presented at the AGM.

9.0 FUNCTION and RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The major thrust of the Trustees' work is to protect the interest of the congregation in property and financial matters, including the holding of real and personal property upon the trust set out in the United Church of Canada Manual, 2019 – Section G.3.

9.1 Membership:

The Board of Trustees shall consist of not fewer than three (3) or more than fifteen (15) members (including an Order of Ministry staff) and appointed by the congregation at the Annual General Meeting or a special meeting duly called to appoint members. A majority of the members shall be members of the United Church of Canada.

9.2 Responsibilities:

9.2.1 To hold, use and administer the real and personal property acquired by and for the use and benefit of the congregation, as required by the United Church of Canada.

9.2.2 To comply with the lawful orders and directions of the congregation, the governing body (Pastoral Charge Council), and the Regional Council, and all other United Church requirements for trustees and congregational property. (Manual, 2019 – Section G.3.4.2)

9.3 Election:

9.3.1 The Trustees shall be elected by the congregation at the Annual General Meeting.

9.3.2 If a vacancy occurs, Council shall appoint a member, who has not been a member for the minimum of three years as outlined above, to complete the remainder of the vacant Trustee's term. (Manual, 2019 – Section G.3.3.6)

9.4 Meetings:

Meetings may be called by the settled member of the Order of Ministry or pastoral charge, or by at least two (2) of the trustees.

10.0 AMENDING THE OPERATING TERMS OF REFERENCE

- Amendments shall be passed by Council for adoption by congregation by a simple majority vote. The Council shall develop and implement minor changes to the Operating Terms of Reference, leaving major amendments to the Congregation to decide.
- Amendments to the by-laws shall be announced at least two weeks prior to the congregational meeting(s) at which time the vote shall be taken. Notice of the meeting shall be given two weeks in advance of the meeting, including the meeting date, and stating the place and time of the meeting.
- The congregation may delegate to Council the authority to establish an Ad Hoc Bylaws Leadership Team as needed.

11.0 APPENDIX I

Workplace Violence and Harassment Policy

Purpose

The United Church of Canada is committed to providing safe environments for work, worship, and study, free from harassment and violence.

The church will not tolerate any behaviour by any person—including but not limited to its members, adherents, lay employees and ministry personnel, and elected members or volunteers—that constitutes harassment, or is violent or threatens violence.

Harassment and violence in the workplace are prohibited by federal and provincial law and the laws of the church.

Policy

All complaints of harassment or violence toward anyone within the church—including lay employees or ministry personnel, and elected members or volunteers—will be taken seriously and dealt with in a spirit of compassion and justice.

Harassment is defined as any unwanted physical, sexual, or verbal conduct that is known or ought reasonably to be known to be unwanted, and is a form of **discrimination**. Harassment may involve a wide range of behaviour, from verbal innuendo and subtle suggestions to overt demands and physical abuse, and it includes psychological harassment.

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, or to punish a refusal to comply.

Violence is defined as the exercise of physical force or attempt to cause physical force by a person against a worker in a workplace that causes or could cause injury. It also includes statements or behaviours that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury.

It is everyone's responsibility to raise concerns about harassment, violence, and discrimination within the workplace. It is also everyone's responsibility to take steps to address harassment, violence, and discrimination in the workplace.

Procedures

1. All complaints of harassment or violence will be taken seriously and will be investigated.
2. If the person complaining (the complainant) is able to do so, they should communicate directly with the person who is behaving inappropriately, to tell them that their behaviour is unacceptable and is being experienced as unacceptable by the complainant.
3. If the behaviour does not stop or the complainant is unable to speak to the respondent (the person behaving inappropriately), then a complaint should be provided in writing with detail as to the date of the incident(s), location, any witnesses, and a description of the incident(s).
4. The complaint should be sent to the appropriate regional executive minister where the incident occurred.
5. The regional executive minister will assess the complaint and the applicability of this policy to respond to the complaint. If there are other processes available to address the complaint, those may be recommended. Such other options could include mediation, a facilitated conversation, or other forms of dispute resolution.
6. The complaint will be provided to the respondent at the earliest possible opportunity by the regional executive minister or appointee.
7. If the complaint is being made about the regional executive minister, the complaint will be made to the Ministry and Employment Unit, General Council Office (pursuant to Human Resources policy 3.4).
8. The regional executive minister will inform the executive or sub-executive of the region that a complaint has been received. The regional executive minister will also inform the pastoral charge or faith community that a complaint has been made, and of the process to be used to address the complaint.
9. Pastoral care will be offered to the parties.
10. The regional executive minister will assign an investigator to the complaint in consultation with the appropriate staff person in the Office of Vocation.

11. The investigator will meet with the parties to the complaint in person; if there are any witnesses, conversations with the witnesses may be conducted in person or over the phone.

12. The investigator will prepare a report with recommendations to resolve the complaint, and the report will be provided to the regional executive minister, who will communicate the resolution and recommendations, as appropriate, to the parties and to the pastoral charge or faith community.

13. The parties will be provided with information about the outcome as appropriate in the circumstances. Personal information will not be provided about any party, and all information will be held in as much confidence as is possible while still ensuring fair process.

12.0 APPENDIX II

Sexual Misconduct Prevention and Response

The United Church Manual, 2019

Bylaws J – Oversight, Conflict Resolution and Discipline

J.12.2 – Sexual Misconduct Prevention and Response

Policy and Procedures –

The United Church will not tolerate, and will seek to eradicate, any behaviour by its members, lay and order of ministry, adherents, or employees that constitutes sexual misconduct, sexual abuse, or child abuse.

The Policy Handbook is available at www.united-church.ca/handbooks.