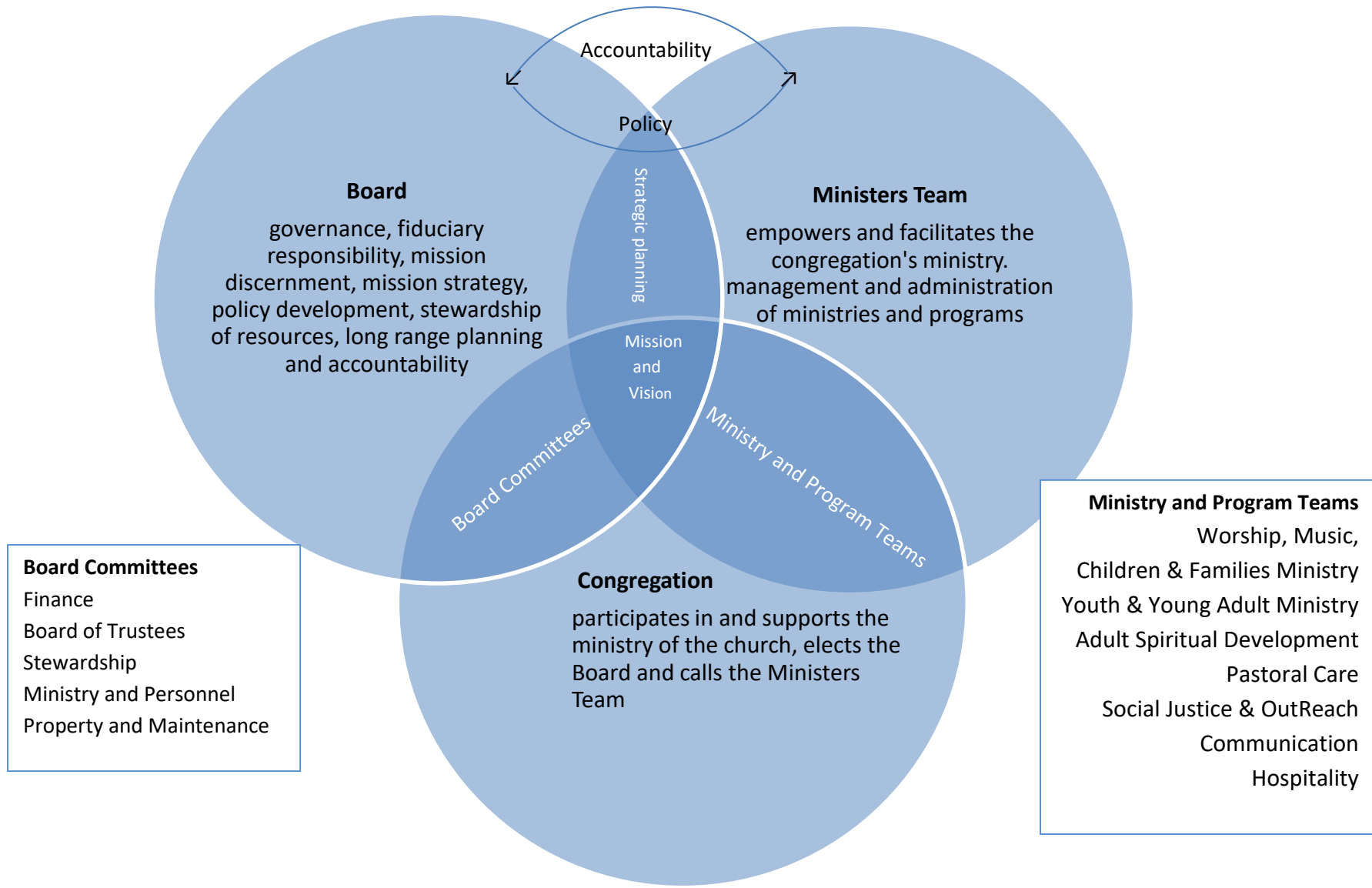


# United Churches of Langley Governance Model



**The United Churches of Langley**  
**Governance Model**

**Mission:**

***Thriving*** congregation

***Vital*** to the community

***Alive*** as followers of Jesus the Christ

***Sustainable*** for the future

**Guiding Principles:**

United Churches of Langley:

- Frees the energy of laity, paid staff and ministers to work with their gifts and passions;
- Engages with and respond to the wider Langley community in service and witness;
- Keeps both our existing and new relationships at the heart of what we do;
- Develops a variety of ministries for a changing world;
- Shares vision, governance and decision making;
- Are good stewards and have financial sustainability

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## **Overview:**

The Board and the Ministers team form the leadership team of the congregation. Both are accountable to the congregation: the Board through elections and the Ministers team through Call. The Board is responsible for governance, it holds fiduciary responsibility for the congregation, and is responsible to create policy. The Ministers Team is responsible to empower and facilitate the congregation to do ministry, and for the day to day management and administration of the ministries and programs of the church.

Together the Board and the Ministers Team guide the congregation in discerning the vision and articulating the mission through a spirit of open conversation and broad participatory decision making practices. The Board and Ministers Team work together in areas of strategic planning, setting goals and overall directions, and stewardship.

United Churches of Langley is a congregation of The United Church of Canada. Unless specified in this governance document, as approved by the congregation and the Pacific Mountain Region, United Churches of Langley abides by the Manual of The United Church of Canada.

## **Congregation Responsibilities:**

The congregation is responsible for deciding on a governance model for the congregation; electing a governing body and the trustees for the congregation; electing representatives to the Pacific Mountain Region; approving a budget for the congregation; calling or requesting settlement of a member of the order of ministry; and requesting the ending of a pastoral relationship.

The Congregation must meet at least once annually and will receive the annual reports from the governing body, committees, and other groups in the congregation.

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## **United Churches of Langley Board**

The Board shall be elected by the congregation, and is accountable to the congregation.

The Board consists of the Chair, Vice Chair, Secretary, Treasurer, Past Chair, Chair of Finance, Chair of Ministry and Personnel, Chair of Property and Maintenance, 3 Pacific Mountain Regional Council Reps., the President of the UCW of United Churches of Langley and 2 Members at Large.

All Elected Board Members must be Members of United Churches of Langley.

The Paid Accountable Ministers are non-voting members of the Board.

### **Roles and Responsibilities of the Board:**

*The spiritual responsibilities of the Board include having an open, consultative and broad-based approach in leadership while making inspired and insightful decisions, creating policy, engaging in the discernment of the Church's direction, and showing reverence and empathy for all members of the congregation in providing vision for the entire congregation.*

The Board is devoted to mission discernment, mission strategy, policy development, ensuring responsible stewardship of resources long range planning and accountability. The Board holds the fiduciary responsibility for the congregation: the Duty of Care and Due Diligence, ensuring that the congregation's people, property and money are kept safe and that the congregation lives in concordance with its Guiding Principles. The Board is responsible to maintain the membership role of the United Churches of Langley and transmit motions to Pacific Mountain Region of The United Church of Canada

### **Chair of the Board responsibilities include:**

- a) Publishing meeting dates, setting the Agenda and presiding over all meetings of the Board and the Congregation;
- b) Preserving order, taking the vote and ensure that the minutes of all meetings are properly recorded, accepted and signed;
- c) Casting the deciding vote when there is a tie;
- d) Communicating the work of the Board regularly to the congregation.

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### **Vice-Chair of the Board responsibilities include:**

- a) Learning and supporting the duties of the chairperson;
- b) Assisting the chair and assuming the duties of the chairperson when the chairperson is unable to carry them out;
- c) It is assumed that the Vice-Chair will stand for election as Chair when the chairperson's term ends;

### **Secretary responsibilities include:**

- a) Acting as a recording secretary for all Congregational and Board meetings, maintaining accurate and complete minutes of all proceedings;
- b) Ensuring the minutes of the meetings are distributed as required;
- c) Handling all correspondence to the Board;
- d) Preserving records and documents and transmitting those documents to Pacific Mountain Region as required.

### **Treasurer responsibilities include:**

- a) Receiving all funds for the ministry of the congregation from offerings and other sources;
- b) Disbursing these funds under the direction of the board;
- c) Keeping records of all receipts and disbursements;
- d) Reporting monthly to the Board;
- e) Presenting an independently reviewed financial statement to the congregation or pastoral charge at the annual meeting for all of the funds described in (a), (b) and (c) above;
- f) Ensuring the Registered Charity Information Return is completed and submitted to the Revenue Canada Charities Division no later than six months after the end of the fiscal period;
- g) The Treasurer shall be a member of the Finance Committee.

### **Past Chair responsibilities include:**

- a) Serve as chair of the Nominating Committee;
- b) Assume the duties of the chair if the both the chair and the vice-chair are unavailable.

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### **Signing Officers**

The Board Chair, the Vice Chair, the Past Chair, the Secretary, the Treasurer, and the Chair of the Finance Committee shall be the official signing officers for banking transactions. The signature of any two of the official signing officers shall be required on each cheque issued by United Churches of Langley and on any other financial transaction requiring Board or congregational approval.

### **Pacific Mountain Regional Council Representatives (3):**

All Pacific Mountain Regional Council representatives are elected by the congregation. Elected Pacific Mountain Regional Council representatives will sit on the Board. The representatives are expected to attend Pacific Mountain Regional Council meetings, participate in the work of Pacific Mountain Region and participate in Pacific Mountain Region decision making. They shall attend the general meeting of Pacific Mountain Region as lay delegates. The Pacific Mountain Regional Council representatives will bring reports of the work of Pacific Mountain Region to the Board and congregation.

### **Terms of Office for Board:**

All Board members (except Trustees) are elected for a 2 year term with a maximum of 2 consecutive terms. In order to maintain experienced members on the Board, terms will be staggered. Trustees shall be elected for a 3-year term with no maximum limit to consecutive terms. Mid-term vacancies may be appointed by Board.

### **Quorum:**

A quorum of the Board shall consist of at least one Minister (or an appointee of the Pacific Mountain Region) and 7 of the elected members. The Board shall meet a minimum of 10 times per year.

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## **Board Committees**

The Board delegates some of its work to Board Committees. Board committees include (but are not limited to) Finance, Board of Trustees, Ministry and Personnel, Stewardship, and Property and Maintenance. Detailed committee duties and responsibilities can be found in the Policy Book of United Churches of Langley. All members and adherents are encouraged to participate on committees as per their gifts and passions.

### **Finance Committee Responsibilities:**

*Spiritual Responsibilities: Careful, responsible supervision and management of finances entrusted by the congregation of United Churches of Langley to fulfill our ministry.*

The Chair of the Finance Committee is elected by the congregation; all other members are appointed by the Board.

### **Finance Committee responsibilities include:**

- a) Providing for counting, receiving, recording & banking of all gifts, offerings and income received by United Churches of Langley and issuing receipts for income tax purposes to all identifiable contributors;
- b) Preparing and submitting a budget to the Board and the congregation at the Annual General Meeting for approval;
- c) Maintaining adequate insurance in cooperation with the Board of Trustees on all property owned or held by the church;
- d) Providing a comprehensive statement of receipts and disbursements at the conclusion of each fiscal year for publication in the Annual Report;
- e) Administering designated Funds as delegated by the Board through written policy;
- f) Responsible for all bequests to United Churches of Langley.

## **Board of Trustees**

*Spiritual Responsibilities: Instrumental in providing a place adequate to meet the spiritual needs of the congregation by demonstrating concern for property and understanding the place that facilities and programs have in serving the church as well as the larger community.*

The Board of Trustees shall abide by The United Church of Canada Manual and ensure The United Church of Canada official requirements are met. All members of the Board of Trustees are to be elected by the congregation. The majority of the Members of the Trustees must be members of United Churches of Langley.

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### **Trustees' responsibilities include:**

- a) Reviewing regularly and maintaining adequate insurance on all church properties;
- b) Ensuring prompt payment of all taxes on all taxable church properties;
- c) Selling, mortgage or exchange or lease real or personal property of United Churches of Langley, only with the consent in writing of the Pacific Mountain Region and approval of the Board of United Churches of Langley as evidenced by the minutes of a motion duly carried at a meeting thereof;
- d) Providing semi annual written reports to the Board of United Churches of Langley;
- e) Ensuring an inventory list of church assets.

### **Ministry and Personnel Committee (M&P)**

*Spiritual Responsibilities: To encourage good communication between staff members, the Board and the congregation while maintaining absolute confidentiality and neutrality while supporting conflict resolution and follow up on any issues that may arise.*

The Chair of the Ministry and Personnel Committee is elected by the congregation; all other members are appointed by the Board.

### **M&P responsibilities include:**

- a) Being available for consultation and support for matters involving the congregational staff;
- b) Overseeing the relationship of the congregational staff to each other and to people in the congregation;
- c) Reviewing the working conditions, responsibilities, and compensation of all congregational staff regularly;
- d) Making any recommendations needed as a result of these reviews to the Board;
- e) Revising position descriptions of pastoral charge staff as needed;
- f) Conducting annual performance reviews of the congregational staff;
- g) Ensuring congregational staff make use of opportunities for continuing education that they have been given;
- h) Maintaining close contact with the Pacific Mountain Region pastoral representative for United Churches of Langley.
- i) Support staff are accountable to the Ministry and Personnel Committee.



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## **Stewardship Committee**

*Spiritual Responsibilities: Cultivating knowledge and conviction concerning the mission of the church among all age groups, as well as realizing our fullest financial potential, knowing that everything we have is from God and generously sharing with all of God's children.*

Chair and all members appointed by the Board

### **Stewardship Committee responsibilities include:**

- a) Responsibility for the overall Stewardship of United Churches of Langley, including time, talents and money.
- b) Educating the congregation on the mission of The United Church, both locally and in the wider church;
- c) Educating the congregation on the funds needed for this mission and how they will be used;
- d) Ensuring commitment and participation from the congregation in this mission;
- e) Reviewing regularly the balance of funds given for local purposes and funds given for the Mission and Service Fund or other wider church purposes, reporting at least three times a year to the Board and preparing a report to be included in United Churches of Langley Annual Report.
- f) Make recommendations to the Board regarding an annual plan for encouraging the stewardship of time, talent and money among the congregation

## **Property and Maintenance Committee**

*Spiritual Responsibilities: To ensure that the physical context in which the congregation's life, ministry and mission is lived out in a safe, clean and beautiful environment that is hospitable and welcoming to all while being well managed and respectful of God's creation (the planet) in accordance with the mission and goals of our Church.*

Chair of Property and Maintenance shall be elected by the congregation and all other members appointed by the Board.

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## **Property and Maintenance Committee responsibilities include:**

- a) Arranging for and overseeing the Maintenance & Repair of the all church properties including rental properties and the parking lots of United Churches of Langley;
- b) Ensuring custodian care for all United Churches of Langley properties has been maintained;
- c) Reviewing and updating rental policy & rates annually or as required;
- d) Receiving and processing all requests for alterations of church properties.

## **Nominations Committee**

The Nominations Committee includes the Past Chair, Vice Chair and one member appointed from the congregation.

## **Nominations Committee responsibilities include:**

- a) Recommending to the Board people who are eligible, suitable, and willing to serve in elected positions in the congregation;
- b) Ensuring all nominees are informed of duties and responsibilities of elected positions.

## **Board Relationship to Minister Team:**

The Board empowers the Ministry Team by providing overall direction and boundaries for action through policy, while freeing Ministry Team to manage the ministry and programs as they see fit. It delegates authority to those who direct the daily work and requires them to be accountable through regular monthly reports to the Board.

## **The Ministers Team:**

All Paid accountable ministers are called by the congregation as per the Manual of The United Church of Canada. The ministers are accountable to the congregation through the Board. The employment relationship is managed through the M&P Committee. The Ministers Team works to create effective ministry programs within a permission giving, participatory structure that delegates authority and requires accountability.

The Ministers are Ex Officio members of all committees and teams except M&P, Nominations and Search Committees.

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### **Ministers Team responsibilities include:**

- a) Empowering and facilitating the congregation to do ministry.
- b) Day to day administration and management of the ministries and programs of United Churches of Langley
- c) First line of support for support staff (admin staff, musicians, youth workers), and all Ministry and Program teams.
- d) Maintaining the records of baptisms, marriages and burials and regularly report records to the Board.

### **Ministry and Program Teams:**

Can be created and called by the Ministers team or members of congregation, based on the vision and mission of United Churches in Langley as articulated in the Appreciative Inquiry concepts of the congregation. This includes primary or direct ministry such as worship, youth and children's ministry, adult spiritual development, pastoral care, and outreach, and secondary or support ministry such as communications and hospitality. These teams are accountable to the Ministers Team within the context of the mission and the policies of United Churches of Langley.

**Revisions to the Governance Model may be made at any duly constituted congregational meeting.**

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## Resources used in preparing this document:

The Manual and Handbooks of The United Church of Canada

### Different Forms of Organization:

The Congregation may establish a form of organization different from those provided in The Manual. Such organization shall ensure that the functions set out therein are clearly identifiable. Any new form of organization shall be approved by the Congregation at a meeting duly called for this specific purpose. The proposal for the new structural form shall then be forwarded to the Pacific Mountain Region to be approved. There must be a Board within each congregation.

The Manual requires that any new organizational structure include a designated Board, and, by implication, designated people who will address all five administrative functions of congregational life. The five key administrative functions that need to be performed by every congregation:

- Policy development and accountability
- Ministry and personnel support
- Trusteeship of property and investments
- Spiritual leadership
- Stewardship of facilities, property, and current finances

Governance and Ministry; Rethinking Board Leadership by Dan Hotchkiss

Governing Documents from Sharon United and Langley United

Fraser Presbytery Reports (Derrick Evans and Chris Corrigan)