

Lawrence Park Community Church

United • Unorthodox • Unlimited

Constitution

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Introduction

The purpose of this Constitution for Lawrence Park Community Church (“LPCC” or the “Church”) is to describe the Mission and Vision of LPCC and, against that backdrop, to define the governing structure of LPCC and to set out the general principles and policies by which LPCC will be governed.

In drawing up and adopting this Constitution, the Congregation of LPCC is cognizant that two critical factors in our success in fulfilling this Mission are:

1. Strong Ministerial and Lay leadership to guide and direct us.
2. The broadest and deepest participation of our members in all our efforts to fulfill our Mission.

Vision Statement

Lawrence Park Community Church: An Affirming Ministry that is united, unorthodox and unlimited.

United in that we are committed to each other's well-being and doing good things together for the benefit of our neighbours.

We are **unorthodox** in that we invite seekers, those with different opinions, and those looking for a church where theology is a playground rather than a battlefield.

We are **unlimited** too, always open to new ideas and programs that will help our church be a stronger presence in our community.

LPCC Affirmation Statement:

Lawrence Park Community Church: An Affirming Ministry that is united, unorthodox and unlimited.

We declare publicly our united, unorthodox and unlimited commitment to being a community where everyone of all ages, genders, races, sexual orientations, gender identities, differing abilities, mental wellness, ethnic backgrounds or economic circumstances is welcomed and celebrated. We also invite unique views and ideas from seekers and people with different beliefs. We rejoice in the richness that diversity brings to our church and delight in the participation of all in every aspect of church life including baptism, confirmation, membership, leadership, marriage and the celebration of life passages.

We are united... in our commitment to openness, growth and education. We celebrate the fullness of God's love and the diversity of human expression.

We are unorthodox... we hear a call to reconciliation and justice that motivates us to work and struggle for right relationships, honouring diversity and challenging injustice with those who bear the weight of discrimination.

We are unlimited... in our commitment to loving service, respectful dialogue, caring action, radical hospitality and life-giving relationships. We offer a safe, nurturing, accessible environment for all and we are open to new ideas and new ways of seeing the world.

Mission Statement

Within the United Church of Canada, the Mission of Lawrence Park Community Church is to grow as a community of faith, build community for each other and our neighbours and make our city, country and the world a better place.

Objectives

Our objectives are:

- i. To openly explore and nurture the faith of all our members and adherents.
- ii. To grow by reaching out, welcoming, accepting, and supporting everyone in our community.
- iii. To encourage faith development and creatively engage our children and youth, as well as their families, to grow together and learn to serve their communities.
- iv. To encourage and support social justice activities that make a difference locally and in the broader community.
- v. To offer inspiring and beautiful music, fine arts and worship.
- vi. To properly steward our resources and the environment.
- vii. To encourage individual initiatives by congregational members and adherents.

Church Structure

Definitions

Definitions for "Ministry Personnel", "Order of Ministry" and "Inquirer" are taken from The Manual, 2019, of the United Church of Canada (the "Manual").

"Adherent" means a person who is attached to the Congregation and who contributes regularly to its life and work while not being a member.

"Community of Faith" is any community of people within the United Church that

- a) Gathers to explore faith, worship, and serve; and
- b) Is recognized as a community of faith within the United Church by the regional council through a covenantal relationship between the community of faith and the regional council.

There are many kinds of communities of people that may be recognized as communities of faith: pastoral charges, congregations, outreach ministries, chaplaincies, faith-based communal living, house churches, online communities, and others.

"Full Member" – shall have the meaning as defined in the Manual.

"Members of the Congregation" – shall include Full Members and their children, as set out in the Manual.

"Pastoral Relationship" means the specific arrangements between an Order of Ministry member and the Congregation.

"Shining Waters Regional Council" is one of 16 administrative groupings in the United Church of Canada, replacing former conferences and presbyteries. LPCC is part of the region that falls under the Shining Waters Regional Council.

The financial year shall be January 1 to December 31. The pastoral or program year shall be July 1 to June 30.

Members of the Council, the Standing Committees and the Ministry and Personnel Committee shall be chosen from among the members and adherents of the Congregation by the members and adherents of the Congregation and shall be as widely representative as appropriate and practicable, having regard also to the experience and skills required.

Principles of Governance

Constitution

1. This Constitution shall be in accord with the Manual, pages 54 to 74, and related sections, describing the "Community of Faith", a term which includes congregations and pastoral charges. Nothing in this constitution shall supersede the governing principles and practices of the United Church of Canada as they are defined in the Manual. https://www.united-church.ca/sites/default/files/the-manual_2019.pdf

Standards of Behaviour

2. Mindful of the Mission of LPCC, the Congregation, Standing Committees, Officers and Staff will strive to adhere to the following standards of behaviour in all our dealings with each other and with other people:

Transparent,
Honest,
Respectful,
Compassionate,
Co-operative,
Diligent,
Accountable, and
Enthusiastic.

Purpose of Governance Structure

3. The purpose of the Governance Structure of Lawrence Park Community Church is to assist individuals to develop and explore their faith in Jesus Christ, and to enable the Congregation as a whole to fulfill its Mission as defined and refined from time to time in the Congregation's Mission Statement.

Council and Committees – Delegation of Authority

4. To fulfill that Mission, the Council and Standing Committees shall each be empowered to plan, budget and implement those aspects of the Congregation's life which are assigned to them. Matters which go beyond the scope or budget of any individual Committee will be reviewed and approved by the Council. The Council and Standing Committees will have the authority to create committees, working groups, program groups or such other collections of people as may be necessary to fulfill specific aspects of their mandate and to enable the Mission of the Congregation as a whole.
5. The Council and Standing Committees shall each be responsible for ongoing communication to the members and adherents of Congregation as to their goals, objectives, and practices in ways that are transparent, timely and respectful.

Congregational Meetings

6. There will be two Congregational meeting each calendar year: in February or

March to consider and approve the annual Congregational Financial Statements and budget for the new fiscal year; and in May or June to review the activities of the Council and the Committees for the past year. The current financial position of the Church will be communicated at both meetings.

Council's Role

7. The Council shall be the Governing Body of a Community of Faith, as described in the Manual at pages 65 to 73.

Programs and Budgets

8. Each Committee will develop an annual program plan and recommended budget for the program year with specific goals and objectives that are SMART (specific, manageable, achievable, realistic and timely). The Property and Finance Committee will review these plans and recommended budgets for consolidation into a Church budget for the financial year. Council will then review, vary and/or approve the programs and budget to ensure that they are consistent with the overall Mission, strategy and plans of the congregation.

Conflict Resolution

9. Conflict Resolution, whether between groups or individuals, will be the responsibility of the Council in accordance with principles described in The Manual at Section "J.8 Conflict Resolution and Discipline – Lay People", pages 170 to 172.

Relationships

10. The Minister(s) shall be responsible for nurturing and overseeing relationships amongst staff members; the Chair of Council shall be responsible for nurturing and overseeing relationships among the Council and Standing Committees; the Minister(s) and Chair of Council shall meet regularly to ensure that staff and volunteers are working harmoniously to further the Mission of the Congregation.
11. All staff members have unique ministries and those ministries together exist to support the Mission of the whole Congregation. In order to fulfill those ministries, the following general principles will govern relationships with and among staff members:
 - a. Members of staff will receive support, guidance and encouragement from the Council and Standing Committees relevant to their roles;
 - b. The Ministers shall be ultimately accountable to Shining Waters Regional Council but shall be accountable on an on-going basis to the Council for their ministries within the Congregation. The Chair of Council together with the Chair of M&P are responsible for ensuring that an annual professional review is conducted with the Minister(s);
 - c. The Ministers shall be non-voting members of the Council; other staff members may attend as required or as invited by the Chair of Council;

- d. The Minister(s) will be responsible for the on-going support and nurture of the work of all members of the staff team. The Minister(s) will provide leadership in respect of the pastoral care in respect of members and adherents of the Congregation;
 - e. The Minister(s) of Worship and Pastoral Care will lead the annual performance evaluation of non-Ministerial program staff members (Director of Music, Program Manager, Coordinator of Christian Education) together with the chair of the relevant Standing Committee and identified persons. The results of these evaluations will be reviewed with each staff member who will sign off the final review. The final review will be forwarded to the Chair of the Ministry and Personnel Committee (“M&P Committee”);
 - f. The Administrator will perform the annual performance evaluations of lay support staff (e.g. Program Secretary, Sextons, etc.) together with input from two other identified persons. The M&P Committee will identify appropriate persons to contribute to each staff interview, provide a consistent format for evaluations and ensure all evaluations are completed by June 30th. The M&P Committee will review the evaluations;
 - g. The M&P Committee shall function as a liaison body to support the pastoral charge staff as defined in the Manual section B7.8.5. The M&P Committee shall have no authority, act as the HR resource for the pastoral staff and make recommendations related to staff matters to Council for review and approval.
12. The members of the Council and Standing Committees shall make decisions being mindful of the best interests of the Church, in light of Christian experience, and under the guidance of the Holy Spirit at work. The members of Council and Standing Committees are not restricted to voting according to a prior decision or given direction of the portfolio/committee they represent. The Council and Standing Committees shall, to the extent feasible, function as a collective, not merely as a group of constituency representatives.

Terms of Office

13. Terms of Office

- a. The normal term of office for the Chair of Council and Treasurer shall be three years. With the consent of Council and the individual, the three year term can be extended for an additional three-year period;
- b. There is no term limit for the Chair or members of Standing Committees.
- c. Trustees shall be without term, but are subject to review and removal procedures as per section 257 of the Manual.

14. Council will initiate a review of the Constitution at least every 5 years.

Conflicts of Interest

15. It shall be the duty of each person participating in the Governance Structure to identify any real or perceived conflict of interest in which they might be involved, and to remove themselves from participating in any decision that involves such a conflict of interest. In the event that a person fails to identify such a situation themselves, it will be the responsibility of the Chair of Council to identify and resolve the conflict of interest. In the event that the conflict of interest involves the Chair of Council, the members of Council shall appoint another member of Council to chair any part of any meeting from which the Chair of Council must be recused due to the conflict of interest.

16. All members of Council, all members of all Committees and all staff members shall act in accordance with all policies, procedures and practices that are adopted and approved by Council or the Congregation, as may be the case, from time to time.

Congregation

The Congregation shall hold at minimum one Congregational Meeting during the program year. The Meeting shall have the following mandates:

- Shall approve the Annual Financial Report for the prior year and approve the Budget for the current year;
- Shall be the Annual Congregational meeting in accordance with Section B.5.2 of the Manual;
- Shall be an opportunity for the Standing Committees to review their year;
- To nominate members and adherents to serve on Council and the Committees for the coming year;

The primary purpose of Congregational Meeting is to facilitate communication, discussion, coordination and planning.

Notices required for meetings shall be in accordance with Section B.5.4 of the Manual. The Congregation can meet more frequently subject to Section B.5.1 of the Manual.

At each Congregational Meeting, the Congregation at its discretion shall elect its own Chair and Secretary to serve for that meeting. The Chair and the Secretary of the Council may each serve in their respective capacities at Congregational meetings if that is the will of those attending the meeting.

The Congregation shall approve any amendment to the Constitution.

Standing Committees

Standing Committees defined in this Constitution shall each be empowered subject to the review of Council, acting in its coordinating role, to plan, budget and implement those aspects of the Congregation's life which are assigned to them. Matters which go beyond the scope or budget of any individual Committee will be assigned to the Council. All members of Standing Committees shall be elected by the Congregation.

Normally, the Committees shall meet monthly during the regular program year, Council may, from time to time, wish to convene concurrent meetings of some or all the Committees. Committees are expected to report monthly to the Council. The Minister(s) are full members of each Standing Committee. Committees shall meet from time to time, as determined by the Chair of the Committee, and as required in order to ensure the smooth operation of the activities for which they are responsible.

The Standing Committees will have the authority to create sub-committees, working groups, program groups or such other collections of people necessary to fulfill specific aspects of their mandate and to enable the Mission of the Congregation as a whole.

Each Committee shall prepare and monitor, in accordance with the schedule and the procedures provided by Council, a budget of anticipated expenditures. Each Committee shall monitor actual expenditures against their budget, analyze significant variances, and review with the Finance and Property Committee.

The Chair of each Committee will be responsible for submitting copies of all minutes to the Church office for archival purposes and will be responsible for distributing their minutes to interested individuals.

Community Life Committee

The Community Life Committee undertakes to sustain the growth and well-being of the Congregation of LPCC. It shall consist of a Chairperson and additional members as needed.

The Community Life Committee shall:

- a. Foster a sense of congregational camaraderie by organizing and overseeing a variety of community-building events and activities (eg: September Welcoming Barbecue, Christmas Market, Advent and Spring Communion lunches);
- b. Encourage the continued growth of the Congregation through creating a welcoming environment;
- c. Encourage and support volunteerism within the entire Congregation;
- d. Collaborate with Standing Committees, the Minister(s) and staff to

facilitate support for LPCC events through hospitality.

Faith Development Committee

The Mission of this Committee is to develop and nurture the faith of our Church family and to build community around faith.

The Faith Development Committee shall support and review worship services and programs, Christian education programs for all ages, and leadership development for those programs. The Faith Development Committee shall undertake the duties and responsibilities of the "Faith Formation and Christian Education Committee" as stipulated in 242 of the Manual.

The Faith Development Committee shall consist of a Chairperson, and between three and eight additional members.

The Faith Development Committee shall:

- a. Support the Ministers with the planning and delivery of the regular schedule of public worship services which are inclusive, relevant and biblically sound;
- b. Assist the Ministry Personnel to facilitate the celebration of the Sacraments;
- c. Support the Director of Music with the planning and delivery of a music program that is inclusive, diverse and integral to the Congregation's worship, and in the recruitment and appreciation of the volunteers involved in providing music to the Congregation;
- d. Recruit, educate and assist members and adherents of the Congregation as necessary to participate in the worship services, for example lay readers, acolytes, choristers, bell ringers, instrumentalists, etc;
- e. Ensure the necessary records of baptisms, weddings and funerals are maintained;
- f. Support, as required, the Flower Committee in the acquisition and placement of flowers and seasonal decorations for the Sanctuary;
- g. Work with the Ministry Personnel to select, develop, implement and review effective educational and spiritual programs for all ages, including children, youth and adults;
- h. Train the leaders for the Sunday School and Child Care program;
- i. Develop suitable programs for youth, including preparation for confirmation;

- j. Create leadership opportunities and promote resources for the youth of the Congregation and the community;
- k. Promote, operate and expand the Congregation's Library, Audio Visual resources and online media in an efficient and effective manner;
- l. Seek out, encourage and support individuals within the Congregation who may be interested in a career within the United Church of Canada.

Finance & Property Committee

The Finance & Property Committee shall consist of a Chairperson, Chair of Council, Treasurer and between three and six additional members.

The Finance & Property Committee shall be responsible for overseeing the management of the finances and property of the Congregation, implementing the management through the Administrator or others as appropriate, and reporting to Council on these matters on a regular basis.

The Committee's role is to set policy and plans, while the Administrator is principally responsible for the implementation and reporting on these plans.

The Committee's responsibilities shall include:

Finances:

- a. Establish, implement and review the guidelines, practices and procedures regarding the funds of the Congregation;
- b. Manage the preparation and review of the annual budget, including consultation with the M&P Committee, other Standing Committees and Staff, for approval by the Council and presentation to the Congregation for approval;
- c. Ensure that proper financial statements are prepared and submitted for review by the Financial Review Committee;
- d. Review monthly financial statements which describe the overall financial condition of the Congregation and act as the basis for reporting to Council;
- e. Oversee the bookkeeping arrangements and establish guidelines for the approval and payment of accounts;
- f. Establish procedures for the counting and control of offerings received, the management of counters and the deposit of offerings at the financial institution(s) approved by Council;

- g. Arrange with the Board of Trustees, as needed, the borrowing from the Congregation's trustee funds for operational shortfalls, as needed;
- h. Oversee the financial arrangements for fund-raising events of LPCC.

Property:

- a. Approve the terms covering the use of the Congregation's facilities including the south parking lot;
- b. Support the Administrator in overseeing the rental program;
- c. Support and advise the Administrator, as required, in ensuring that the property of the Congregation is adequately maintained and necessary repairs are made;
- d. Arrange for and/or approve the procurement of new or replacement furniture and equipment;
- e. Arrange adequate insurance coverage for all Church property, including liability insurance and report such arrangements annually to the Board of Trustees;
- f. Seek to develop a budget and a contingency fund in order to properly manage the long-term upkeep of the property of the Congregation, particularly repairs, improvements and additions of a capital nature.

Social Justice Committee

The Social Justice Committee seeks to identify and organize initiatives that educate and engage the Lawrence Park community in seeking and supporting just solutions for problems of the needy and the marginalized in our city, country and global village.

The Social Justice Committee shall consist of a Chair and between three and eight additional members.

The Social Justice Committee shall:

- a. Facilitate, stimulate and educate the Congregation to acknowledge and understand the needs of our local community, neighbouring communities and communities around the world;
- b. Encourage and facilitate theological reflection on societal issues;
- c. Develop programs to expand the outreach activities of the Congregation;

- d. Encourage ecumenical endeavors with other churches and faith groups.

Stewardship Committee

The Stewardship Team is responsible for the overall stewardship level of LPCC so that its full financial potential may be realized.

The Stewardship Committee shall undertake the duties and responsibilities of the "Stewardship Committee" as stipulated in section 245 of the Manual. The Stewardship Committee shall consist of a Chairperson and between two and six additional members.

The Stewardship Committee shall:

- a. Initiate and encourage ways and means to meet the financial obligations of the Congregation including developing fund-raising events;
- b. Develop and implement an ongoing program of financial development and education for the Congregation;
- c. Work, in consultation with the Finance & Property Committee, to set yearly financial goals for the Congregation;
- d. Promote the various ways to give financially to LPCC;
- e. Work with the Finance & Property Committee and all other committees to promote ways for the Congregation to donate time and talent to LPCC;
- f. Develop and implement Congregation wide stewardship campaigns when necessary;
- g. Co-ordinate with the Finance & Property Committee to ensure accurate financial information is presented to the Congregation.

The Council

The Congregation shall be organized utilizing a council structure to be known as the Lawrence Park Community Church Council (the "Council") in accordance with Sections 139 and 215-228 of The Manual.

The Council shall be the Court of the Congregation.

The Council shall normally meet the last week of the month from September to June in

each year and at other times as necessary at the call of the Chair of Council.

Meetings of the Council, except where matters of personnel are being considered, shall be open to all interested members of the Congregation. Individuals wishing to attend a meeting shall express their interest to the Chairperson not less than twenty-four hours prior to the meeting. If the individual wishes to participate in the discussion, the Council members present must vote in favour of appointing that individual as a Corresponding Member for the purposes of the discussion. In no event shall the Corresponding Member be allowed to vote.

The membership of the Council shall be:

- All members of the Order of Ministry settled or appointed by Shining Waters Regional Council;
- The Chair, as elected by the Congregation;
- The Treasurer;
- The Chair of the Board of Trustees or his/her appointee;
- The Chair of the Ministry and Personnel Committee as appointed by the Congregation;
- The Chairs of the each of the Standing Committees;
- The lay representatives to Shining Waters Regional Council;
- A representative of UCW Group B of the Congregation;
- Any Congregational representatives as may be elected to Council by the Congregation from time to time.

In the event a Chair of a Committee is unable to attend a meeting of Council, an alternate member of the Committee, as designated by the Chair of the Committee, may attend and be voting member of Council.

The Officers of the Council shall be the Chair and Treasurer. The Chair shall:

- a. Be the principal executive officer of the Congregation;
- b. Ensure that the Mission and Objectives of LPCC are carried out with due diligence;

- c. Facilitate communication, co-ordination and continuity with the Congregation, Committees, Council and other groups;
- d. Ensure that the policies, procedures and practices required for LPCC are developed, remain current and are brought before Council for Council's approval prior to implementation;
- e. Develop working relationships with Church staff members;
- f. Plan, organize and preside at each meeting of the Council; including preserving order, processing motions and announcing the decisions of Council. The Chair shall only vote in the event of a tie;
- g. Provide sensitive and clear leadership to the Congregation and staff;
- h. Represent the Congregation of LPCC in church activities and in the wider community; and
- i. Be an ex officio member of the Finance & Property Committee.

The Treasurer shall:

- a. Be an ex officio member of the Finance & Property Committee;
- b. Act as the custodian of all General and Mission and Service funds received by the Congregation and arrange for deposit at the financial institution specified by the Council;
- c. Liaise with the Finance & Property Committee in preparation of annual financial statements. After review by Finance and Property Committee, Financial Review Committee and approval by Council, present financial statements to the Congregation;
- d. Have authorized signing authority on operating bank accounts;
- e. Follow established approval process for expenditures;
- f. Ensure all properly approved expenditures are processed for payment including payroll, supplies and services necessary for the ongoing operation of the Congregation;
- g. Ensure all remittances and reports required by the Government of Canada and the Province of Ontario are prepared and processed;
- h. Review or supervise the preparation of the records of account detailing all funds received and expended on behalf of the Congregation;

- i. Ensure the financial accounts of the Church are transparent and understandable;
- j. Review prepared financial statements as required for presentation to the Finance & Property Committee, the Council, the Congregation or the United Church of Canada;
- k. Monitor the cash position of all funds and report regularly to the Finance & Property Committee and Council;
- l. Compile an annual budget, which includes input from the Council, the M&P Committee, and other Standing Committees for review by the Finance & Property Committee;
- m. Work with the Administrator and Bookkeeper to ensure that all expenses are paid in a timely manner;
- n. Liaise with the Bookkeeper and Administrator as required.

A quorum for any meeting of Council shall be fifty percent plus one member of the membership of Council and shall include at least one Minister, one Officer and one Committee Chair.

It shall be the responsibility of each Committee Chair to ensure that there is a representative of that team present at each Council meeting.

The Council shall:

- a. Support the life and work of the Congregation in all its aspects;
- b. Establish and review on an annual basis all policies for the Congregation;
- c. Ensure the policies of the United Church of Canada are applied to the spiritual interests and the management of the affairs of the Congregation;
- d. Undertake an annual environmental scan for the Congregation to identify those issues that might impact the development of plans and programs;
- e. Ensure that a regular cycle of planning and review is undertaken to consider current and long-term objectives, including annual plans for Standing Committees. Develop and review strategies to accomplish those objectives. Ensure that annual program plans are consistent with those strategies;
- f. Coordinate the work of the Standing Committees and deal with matters beyond the bounds of any one Committee;

- g. Ensure the notices of meeting and agendas are prepared for the required annual Congregational Meeting(s);
- h. Ensure the annual financial report and budget are prepared, reviewed, and approved prior to presentation at the February/March Congregational Meeting;
- i. Ensure the annual activity report is prepared for presentation at the May/June Congregational Meeting;
- j. Approve the hiring and termination of all lay employees, after consultation with the Ministry & Personnel Committee;
- k. Ensure that Financial Statements are reviewed by the Financial Review Committee and review any proposed changes and any internal control recommendations from the Financial Review Committee;
- l. Appoint signing officers on an annual basis;
- m. Appoint the required representatives to Shining Waters Regional Council;
- n. Ensure that all appropriate and necessary policies, procedures and practices of the Congregation are approved and to ensure that the implementation of same is appropriately assigned to a Committee or staff member, as appropriate. The assignment of a policy, procedure or practice to a Committee or staff member shall be reviewed on an annual basis.
- o. Ensure that a Conflict of Interest policy is created, implemented, and regularly updated;
- p. Monitor the progress of candidates for Ministry;
- q. Establish a process to review, at least on an annual basis, all Church programs in relation to annual objectives, plans to meet said objectives and demonstrated outcomes;

THE MINISTRY & PERSONNEL COMMITTEE

Mission Statement: To ensure a working environment where pastoral staff

- work as an effective team,
- enjoy their work,
- realize the contribution they make to the LPCC mission and strategic plan(s),

- are treated fairly and equitably by the LPCC community.

The M&P Committee is the only mandatory committee of the governing body of the pastoral charge. The Committee is accountable to the LPCC Council, has no decision-making authority and is responsible for making recommendations to the Council concerning ministry, staff personnel and their working environment.

The M&P Committee shall be made of members who are liaisons with the pastoral charge staff. Each staff member shall have a committed staff liaison. The Committee shall consist of not less than three members and not more than the appropriate number of staff liaisons plus a Chair. The members will be confirmed by approval at an Annual Congregational Meeting. Persons receiving financial remuneration and members of their immediate families shall not be members of the M&P Committee.

The M&P Committee shall organize and conduct themselves in accordance with Section B.7.8.5 of the Manual which states the following responsibilities:

1. being available for consultation and support for matters involving the pastoral charge staff;
2. overseeing the relationship of the pastoral charge staff to each other and to people in the Congregation;
3. regularly reviewing the working conditions, responsibilities, and compensation of all pastoral staff;
4. making any recommendations needed as a result of these reviews to LPCC Council;
5. revising position descriptions of pastoral charge staff as needed;
6. ensuring annual performance reviews of pastoral charge staff are conducted;
7. ensuring pastoral charge staff make use of the opportunities for continuing education they have been given; and
8. maintaining close contact with the regional Pastoral Relations Committee.

The M&P Committee shall be responsible for the annual review and oversight of those policies, procedures and practices which have been assigned to the M&P Committee by Council. Council shall annually review the M&P assignment of policies, procedures and practices. The Chair of the M&P Committee shall be responsible for bringing forward any recommendations from the M&P Committee to amend a policy, procedure or practice overseen by the Committee to Council. No recommended amendment shall be implemented without approval by Council.

The Trustees

The Board of Trustees shall consist of not fewer than three and not more than fourteen members elected by the Congregation. One of the settled members of the Order of Ministry shall be a non-voting member.

The Board of Trustees shall discharge such duties and exercise such powers as are set out in the "Trusts of Model Deed". The Board of Trustees shall establish an investment policy and obey all lawful orders and directions respectively of the Council of the Congregation and Shining Waters Regional Council.

The Board of Trustees shall organize and conduct themselves in accordance with Sections 250 to 262 inclusive of the Manual.

Regional Council Representatives

The Congregation shall be represented at Shining Waters Regional Council by the number of representatives specified in Section 310(b)v. of the Manual.

The Congregational representatives shall appoint annually one of their own to be a member of the Council.

Nominating Committee

The Nominating Committee shall include the Chair and Past Chair of Council and the Ministers and such other volunteers as Council may approve from time to time. The Nominating Committee shall be responsible for identifying volunteers who have expressed a willingness to serve the Congregation on Council and/or the Committees. The Nominating Committee will meet as required to make recommendations to Council for appropriate successors for volunteers who will be leaving their roles following the Congregation Meeting and to fill any vacancies that arise during the year. All nominations will be presented to the Congregation for approval at the next Congregational Meeting.

Appendix A: Conflict of Interest Policy

A "Conflict of Interest" exists whenever a member of the Church Council or Committees is in a position where the interest of the member in the decision is beyond the interest that they have in common with the other members of Council or the Committee, such that a reasonably well-informed person would conclude that their personal interest in the decision might interfere with the exercise of their duty as a member of Council or the Committee. Without limiting the generality of the foregoing, this can include the interest of a family member in the decision.

To identify that one has a Conflict of Interest does not imply, in any way, that someone has done something wrong. It simply defines a person's circumstance and assists a person in acting appropriately in those circumstances. When the Conflict of Interest is identified in advance and the person involved recuses him or herself from participation in the matter in question, then the Conflict of Interest will have been properly managed.

At Lawrence Park Community Church, it will be the responsibility of any individual who finds him/herself in a position of conflict of interest to identify the conflict of interest to the Chair of the Council. In the event that a person does not identify the conflict of interest to the Chair of Council, it will be the responsibility of the Chair of the Council to address the conflict of interest with the person involved.

Once a conflict of interest has been identified, it will be the responsibility of the individual involved to refrain from participating in any decision-making process surrounding the matters in which he/she is in conflict. Normally this will imply absenting oneself from the meeting while the matter in question is being discussed.

If the Conflict of Interest is only identified after the person who is in a Conflict of Interest has participated in a conflicted decision, then the conflicted decision shall be void and the matter in question shall be remitted to the Committee or Council, as the case may be, for a further decision without the participation of the person who is in a Conflict of Interest.

It will be the responsibility of the Council to refine/modify/clarify the Congregation's Conflict of Interest policy, as contained in this appendix, from time to time as necessary. Any modifications by Council will be put to the congregation for approval.

Appendix B: Financial Review Committee

The Financial Review Committee assists the Council in the discharge of its fiduciary responsibilities. The role of the Financial Review Committee is as follows::

1. To review the annual LPCC financial statements as prepared by the representative of the Finance & Property Committee prior to the statements going to LPCC Council and the Congregation for their approval. The purpose of the review is to determine whether the financial statements reflect the financial activities of LPCC for the period under review, the financial position of LPCC at the Church's year end, and to read the notes accompanying the financial statements for their accuracy and clarity.
2. To consider LPCC's system of internal control.