



*The Constitution  
of  
Humbercrest United  
Church*

*October 2019*

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## **Humbercrest United Church Congregational Constitution**

### **Mission**

#### ***Mission Statement***

A welcoming and inclusive church; we walk with Christ through changing times with faith and hope.

#### ***Statement of Purpose***

Christ calls and forms us to be a community of God's people in this place, seeking our direction in Christ and in the Holy Spirit, and in our lives together. As such, we shall endeavour to follow the Great Commandment to love God with heart and soul and mind and strength, and love our neighbours as ourselves. According to the example of Jesus, we shall:

- a. Give praise to God in our work and worship and bear witness to our faith in our actions and relationships.
- b. Learn and grow in faith and discipleship through study, prayer and reflection.
- c. Sustain and inspire each other through pastoral care, counsel, service and social activity.
- d. Engage the wider church and other community, national and international organizations so that we may respond to need and learn from the wisdom of others.
- e. Seek understanding and build community with all whom we share this earth.
- f. Use our voice, prayers and resources to address injustice.
- g. Seek to make decisions and take action to protect our environment and respect creation.
- h. To be an inclusive church which is open to all regardless of ability, age, ancestry, race, colour, gender identity, marital status, sexual orientation, socio economic status or any other basis by which a person can experience discrimination.

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Humbercrest United Church shall be governed by *The Manual* of The United Church of Canada in all matters. (Available online)

All monies received and any profit realized shall be applied to the carrying out of this purpose and not to the financial benefit of any member of the Congregation.

***In response to Christ's call, we covenant one with the other to glorify God and to serve the kingdom of God.***

### ***Functions of the Church***

In order to fulfill our covenant as a community of faith and service in Christ, Humbercrest must attempt to fulfill the following functions of a church:

- a. To provide the means through which people may worship God in a manner that satisfies their need and is consistent with Christian doctrine.
- b. To give itself for the world God loves through the ministries of its members in their individual occupations and situations.
- c. To provide a source of understanding, support and guidance for people who are troubled both within the Congregation and beyond.
- d. To provide the means through which the beliefs, foundations, philosophy and obligations of Christianity may be understood by youth, adults and non-Christians.
- e. To care about the moral and social conditions within its community, the nation and the world, and take appropriate action to improve those conditions.

### ***Congregation***

- a. The Congregation consists of members and adherents. The "members" of the Congregation who are entitled to vote at all Congregational Meetings, are persons in full membership. Their names are on the Historic Roll of the Congregation.
- b. With the consent of the members, adherents who contribute regularly to the support of the Congregation may vote. An Annual Meeting of the Congregation shall be held within the first 90 days of each year for the following purposes:
  - i. To review the life and work of the Church

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- ii. To receive, consider and approve reports from the Council and its Committees/  
Teams
  - iii. To receive and act on the Nominations Report
  - iv. To approve the Annual Budget and the Financial Statement
  - v. To transact any other business that may properly come before it
- c. The members of a Pastoral Charge or Congregation shall meet annually and more frequently if they deem it advisable.
- d. A special meeting of the Congregation may be called at any time by the appropriate people upon the giving of due notice. The notice must identify the specific matter(s) to be placed on the agenda.
- e. Meetings will be held on the topic of written request with notice given during two worship services and held within 15 days after being called:
  - i. by the Chairperson
  - ii. by the minister who has been settled in or appointed to the Pastoral Charge
  - iii. by a Designated Lay Minister who has been recognized by Region and appointed to the Pastoral Charge
  - iv. by the Pastoral Charge Supervisor
  - v. upon the written request of at least 10% of the total number of full members of the congregation to hold a meeting other than to appoint or remove trustees.
  - vi. upon the written request of 7 full members to appoint or remove trustees  
or
  - vii. on the authority of the Region.
- f. Recognizing the connectional nature of the United Church and the accountability of Ministry Personnel to the Region, a Quorum for the Pastoral Charge or Congregation shall require the attendance of 20 full members and:
  - i. a member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge

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- ii. a Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge  
or
    - iii. the Pastoral Charge Supervisor.
- g. Each member of the Congregation is expected to participate in the life and work of Humbercrest United Church.

## **Church Council**

### ***Governance Mandate***

- a. The governing body of Humbercrest United Church shall be the Condensed Church Council, and all activities of the Church will be carried out by, or organized through, the Church Council and its Committees/Teams.
- b. The Church Council shall be generally responsible for exercising leadership in the care and oversight of the spiritual life and interests of the Pastoral Charge.
- c. Responsibilities appropriate for the Church Council meeting shall include:
  - i. the general responsibility for the spiritual interests of the Pastoral Charge
  - ii. the discipline of members
  - iii. the receipt and transmission of proposals and appeals
  - iv. the ordering of formal hearings
  - v. liaison with the Region
  - vi. reporting at least annually to the Pastoral Charge
  - vii. giving directives to the Board of Trustees
  - viii. matters of pastoral relations when appropriately directed by the Pastoral Charge

### ***Council Membership***

- a. The Church Council shall be composed of the following:
  - i. Chair
  - ii. Vice-Chair

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- iii. Secretary
  - iv. Treasurer
  - v. Chairs of each Standing Committee/Team
  - vi. Chair of the Board of Trustees
  - vii. Chair of Ministry and Personnel
  - viii. Lay Representatives to the Region
  - ix. Youth Representative
  - x. One member-at-large
  - xi. Minister settled by the Conference or appointed by the Region to serve with the Pastoral Charge
- b. Each of the above-named members of the Council has their voting privileges except the chair. The chair does not participate in the discussion or vote except in the case of a tie. If the chair wants to express an opinion, then they move aside from the role and ask another member to chair until the matter is disposed of.
  - c. Each member may send as an alternate to a Church Council meeting in his/her/their place another member of the Standing Committee/Team of which he/she/they is the Chair, or, the Chair or the Board of Trustees. In the event of job-sharing a volunteer chair position, one vote in total is assigned to the combined position.
  - d. The minister who has been settled in or appointed to the Pastoral Charge shall be a member of Council with voting privileges. Alternatively, the following must attend and has full voting privileges – where there is no member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge, or designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge, the person appointed by the Region as the Pastoral Charge Supervisor.
  - e. Lay Representatives to the Region shall be members of Council. Based on the current congregation membership, Humbercrest may elect two lay representatives to Region.
  - f. The elected Council members shall consist of the Chair, Vice-Chair, Secretary, Treasurer, Lay Representatives to Region, Chairs of each Committee/Team, including Chair of Ministry & Personnel and Chair of Board of Trustees, Youth Representative and an additional member-at-large. All elected members of Council shall be members or adherents of the congregation.
  - g. The following shall be considered Standing Committees/Teams of Humbercrest United Church:
    - Community
    - Devotion



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- Facilities
  - Resources
- g. Members of the Committees/Teams shall be elected by the Pastoral Charge or congregation from among the members and adherents of the congregation for maximum participation, according to the number, qualifications, and method determined by the mission strategy of the Pastoral Charge.
- h. When a vacancy occurs on Council, after the annual meeting of the congregation and before the next annual meeting, the Council Chair and Minister may put forward the name of a member of the congregation who is willing to fill the vacancy on an interim basis. The Council may approve the appointment on an interim basis to run until the next duly-called meeting of the congregation, at which time the person's name will be put forward to the congregation for approval or an alternate person nominated. Interim appointees shall have voting privileges.
- i. If any member of the Church Council has been absent from its meetings for a year without adequate cause, the Church Council, after having given notice to such person, may make a decision that such person has ceased to be a member of the Church Council.
- j. Committee/Team members are nominated by the Committee/Team Chair in consultation with the Council Chair and Minister. The Committee/Team Chair, in consultation with the Council Chair and Minister, may fill Committee/Team openings throughout the year as needed.
- k. The terms for membership in Council and Executive Committee/Team shall be three years, renewable for one more three-year term in consultation with the Council Chair and Minister. At the end of the sixth year, the member must step down for at least one year.
- The Treasurer may serve more than two terms.
  - The term of Chair shall be three years with the possibility of another three-year renewal.
  - In the event a replacement member is not found at the end of either the three-year term or the six-year term, then that member may be reappointed for an additional one-year term only.

### ***Council Meetings***

- a. Meetings of the Church Council may be called:
- i. by the Chair

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- ii. by a member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge
  - iii. by a Designated Lay Minister who has been recognized by the Region and appointed to the Pastoral Charge
  - iv. by the Pastoral Charge Supervisor
  - v. upon the written request of five members of the Church Council. Such meetings shall be held within 14 days of the presentation of the written request, and, only the business named in the notice to members of the Church Council shall be transacted  
or
  - vi. on the authority of the Region
- b. Quorum
- i. In any meeting of Church Council one-third (1/3) of members must be present.
  - ii. Corresponding Members shall not be counted in determining whether a Quorum be present.
  - iii. A Quorum for a meeting of the Church Council shall also require the attendance of:
    - the Minister who has been settled in or appointed to the Pastoral Charge
    - Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge
    - the Pastoral Charge Supervisoror
    - an appointee of the Region.
- c. Council is responsible for deciding how to hold meetings, including the following options:
- i. In person
  - ii. Telephone conference call
  - iii. Any other method for people to communicate with each other at the same time, such as by email.
- d. The Church Administrator maintains records and submits reports to Council for approval on:
- i. The membership roll of the congregation, including admittance of full members
  - ii. The historic membership roll of the congregation

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- iii. The record of children and adherents
  - iv. The register of baptisms, marriages and burials
- e. The rules of order for Council meetings shall be as per *The Manual* of The United Church of Canada.
- f. Special Note: Motions that require seven days' advance notice to Council in writing
- i. Changing by-laws
  - ii. Motion to rescind a previous motion
  - iii. Motions to do property transactions or major building work
  - iv. Call a minister
  - v. End a pastoral relationship
  - vi. Amalgamate and/or disband a congregation
- g. The Constitution shall be available to all members of Council and of the Pastoral Charge through the church's website.
- h. Council meeting minutes, including council decisions, shall be made available on the church's website for all members of Council and the Pastoral Charge. Following approval, the minutes shall be re-posted to the website as approved. Upon request to the Church Administrator, alternate methods of receiving minutes shall be made available for access.

## **Committees/Teams**

There shall be an Executive Committee/Team of the Church Council as well as Standing Committees/Teams and other representatives with duties as outlined below.

### ***Executive Committee/Team***

- a. Membership:
  - i. Chair of the Church Council
  - ii. Vice-Chair of the Church Council
  - iii. Secretary of the Church Council
  - iv. Treasurer
  - v. Minister
- b. The executive may meet with the Chair(s) of Committees/Teams involved in the issue.
- c. The Church Council may authorize the Executive to deal with unfinished or emergent business. The Executive will always report to the next Church Council meeting on any action it has taken. Quorum for the Executive shall be three. *The Executive of the Church Council may be empowered to act on behalf of the Council.*

### ***Standing Committees/Teams***

Standing Committees/Teams are comprised of a Chair and at least one other person who may be elected members of the Council, members elected by the Congregation and Ex-officio members.

- Community Team
- Devotion Team
- Facilities Team
- Resources Team

#### **a. Community Team**

The Community Team is responsible for the following functions within the church:

*Care and Welcoming*

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- i. To care for the congregation through transportation assistance, visits, and greeting cards for identified persons in conjunction with the minister;
- ii. To promote a welcoming environment with worship service greeters, newcomer welcoming packets, children's coloring packets, name tags, and care for hearing aids;
- iii. To plan and conduct a worship service at Runnymede Health Centre as requested and scheduled;
- iv. To plan and schedule seniors' lunches;

### *Congregational Life*

- i. To plan and schedule congregational and congregation/neighbourhood meals and refreshments;
- ii. To organize celebrations and regular congregational events.

The Community Team may provide and be responsible for the following functions within the church:

- i. To provide specialized craft, discussion groups and congregational/neighbourhood meals;
- ii. To produce a congregational newsletter;
- iii. To ensure liaison with Scouting;
- iv. To coordinate weddings;
- v. To coordinate funeral receptions.

### **b. Devotion Team**

The Devotion Team is responsible for the following functions within the church:

#### *Worship*

- i. To receive recommendations concerning the order of Worship
- ii. To provide and prepare for Communion, Baptism and other Special Services as required
- iii. To prepare a Job Description, in conjunction with Ministry & Personnel for the Music Director
- iv. To provide overall direction for music in the Order of Worship

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- v. To arrange for pulpit supply
- vi. To arrange for scripture readers
- vii. To advise the Council regarding the configuration and acquisition of worship space furnishings and memorials
- viii. To ensure appropriate sanctuary decoration.
- ix. To advise the Council of funds managed by this group such as the Music, Choir and Flower Fund as needed

### *Christian Education*

- i. To assist the Minister(s) with preparations for baptisms and to participate in the Sacraments of Baptism, Confirmation and Re-Affirmation Services
- ii. To oversee and support the management of programming for children during worship services
- iii. To oversee and support the facilitation of mid-week programs for children and youth
- iv. To assist and support the Minister(s) with confirmation programs and adult inquiry groups re: membership
- v. To encourage and support 'small groups' within the church (i.e. Book Discussion)
- vi. To encourage and support the Minister(s) in developing study and reflection groups that engage the Christian story and issues of faith and spirituality

### *Outreach*

- i. To plan and provide educational materials and learning opportunities related to issues of social justice, the environment, Indigenous Peoples and Right Relations, human rights and other items prioritized by the United Church of Canada
- ii. Include the Mission Animator for Mission & Service Fund to provide information to the congregation on both local and global needs and efforts and consult with Council and members of the congregation on active and potential mission projects.
- iii. To support the affirm journey through education, information and activities.
- iv. To create and distribute prayer shawls/patches including a Christian message of consolation and love.

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The Minister, Music Director and Sunday School Coordinator are ex-officio members of this team.

### **c. Facilities Team**

The Facilities Team is responsible for the following functions within the church:

- i. To care for the physical property and oversee management of its upkeep and repair
- ii. To liaise with Church minister and employees and contract suppliers
- iii. To organize and plan the schedules for regular maintenance of equipment and upkeep of the church property
- iv. To liaise with Resource Team's Planning and Priorities committee when repairs are determined to be major in nature

The Facilities Team is responsible for the following activities within the church:

- i. Heating system
- ii. Snow clearing
- iii. Cleaning and caretaking
- iv. Garbage disposal
- v. Roof repairs and eaves trough maintenance
- vi. Supplies for washrooms
- vii. Alarm system and security monitoring
- viii. Telephone system
- ix. Audio / PA system
- x. Water supply, domestic hot and cold
- xi. Regular upkeep of the church, such as plumbing emergencies
- xii. Grounds maintenance

### **d. Resources Team**

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The Resources Team is responsible for the following functions within the church:

### *Archival*

- i. To collect, maintain, arrange and display Church records and memorabilia as directed by Council.

### *Long Term Rental*

- i. To research and negotiate long term rentals of church space and present findings to the Council and Congregation for approval.

### *Planning and Priorities*

- i. Consisting of the Chair of Resources, Chair of Trustees, Chair of Council, Chair of Facilities, Stewardship representative and the Minister of the Pastoral Charge.
- ii. To provide long range planning for projects beyond the financial scope of the operating budget.
- iii. To discuss projects submitted and to rate them as to urgency of implementation.

### *Stewardship*

- i. To educate and encourage the congregation including children and youth about the theology and practice of Christian stewardship mission.
- ii. To report to the Council and if necessary, the congregation about its financial standing. The means of informing the Congregation should be decided by the Resources team.
- iii. To co-ordinate an annual Stewardship campaign.
- iv. To promote the option of giving through the leaving of bequests.
- v. To annually delete "Visitors" from the membership data file based on contribution frequency and income tax contribution.
- vi. To ensure offerings are recorded accurately by:
  - encouraging the use of prearranged remittance (PAR) and numbered envelopes
  - having a written procedure for recording and depositing weekly receipts
  - providing donors with a Periodic Statement of Givings at least two times during the year



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- vii. To issue Income Tax receipts to meet legal requirements.
- viii. To prepare an annual budget for recommendation of the Council and approval of the congregation by:
  - soliciting input from Council's committees, including an understanding of the priorities of the expenses included
  - assisting with discussions and negotiations which may be required should the expected income not be sufficient to meet the expenses
- ix. To take appropriate measures to rectify the situation if receipts and/or expenses are not in line with the budget.
- x. To assist the Treasurer in a plan of action if unanticipated and/or unbudgeted bills are presented for payment.
- xi. To safeguard our property and financial system by considering the comments of the Financial Review at the time of the Annual Review and taking any action required.
- xii. To review all requests for special offerings and financial projects and make recommendation to the Church Council.

### ***Mandatory Committees/Teams***

#### **a. Ministry and Personnel**

##### *Responsibilities:*

- i. To be available for consultation and support for Humbercrest Church staff members and for the people of the Congregation
- ii. To review working conditions and salary levels of staff members and, if necessary, recommend changes to the Church Council
- iii. To ensure the preparation of a Position Description for each staff member
- iv. To conduct annual review and evaluation of effectiveness of the Church staff members as these persons and positions relate to the Congregation's program as defined by the Church Council
- v. To consult with all staff members about their plans for continuing education, ensuring that those eligible avail themselves of the Church's provisions for continuing education and ensuring that time and money are available to pursue continuing education which enhances their performances and/or contributes to the mission goals of the Church

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- vi. To promote a positive working relationship between Church staff, members of the Humbercrest United Church Congregation and the community
- vii. To support a positive team approach of Humbercrest United Church employees, including member(s) of the Order of Ministry, musician(s), secretarial, custodial staff and other employees

### b. Board of Trustees

- i. The Board of Trustees shall consist of not fewer than three or more than 15 members of the Congregation
- ii. The Board of Trustees holds in trust all property, bonds and legacies and has duties as outlined in The Manual of The United Church of Canada and the "Trust of Model Deed". Trust funds will be administered by the Trustees in consultation with the Stewardship team and in accordance with the relevant regulations and procedures outlined in The Manual
- iii. The Chair of the Board of Trustees/designate is a voting member of Council
- iv. Trustees may be elected as members of the Church Council
- v. Property and Risk Insurance is the responsibility of the Trustees

## Humbercrest United Church Trust Fund Summary

<b>Humbercrest United Church Trust Fund Summary</b>	
<b>Designated Funds</b>	<b>Purpose</b>
Heritage	To meet large capital expenditures and to respond to emergent situations.
Provident	To support the annual operating budget of the church.
Housing	To help fund monthly Housing Allowance of the Minister(s) in perpetuity.

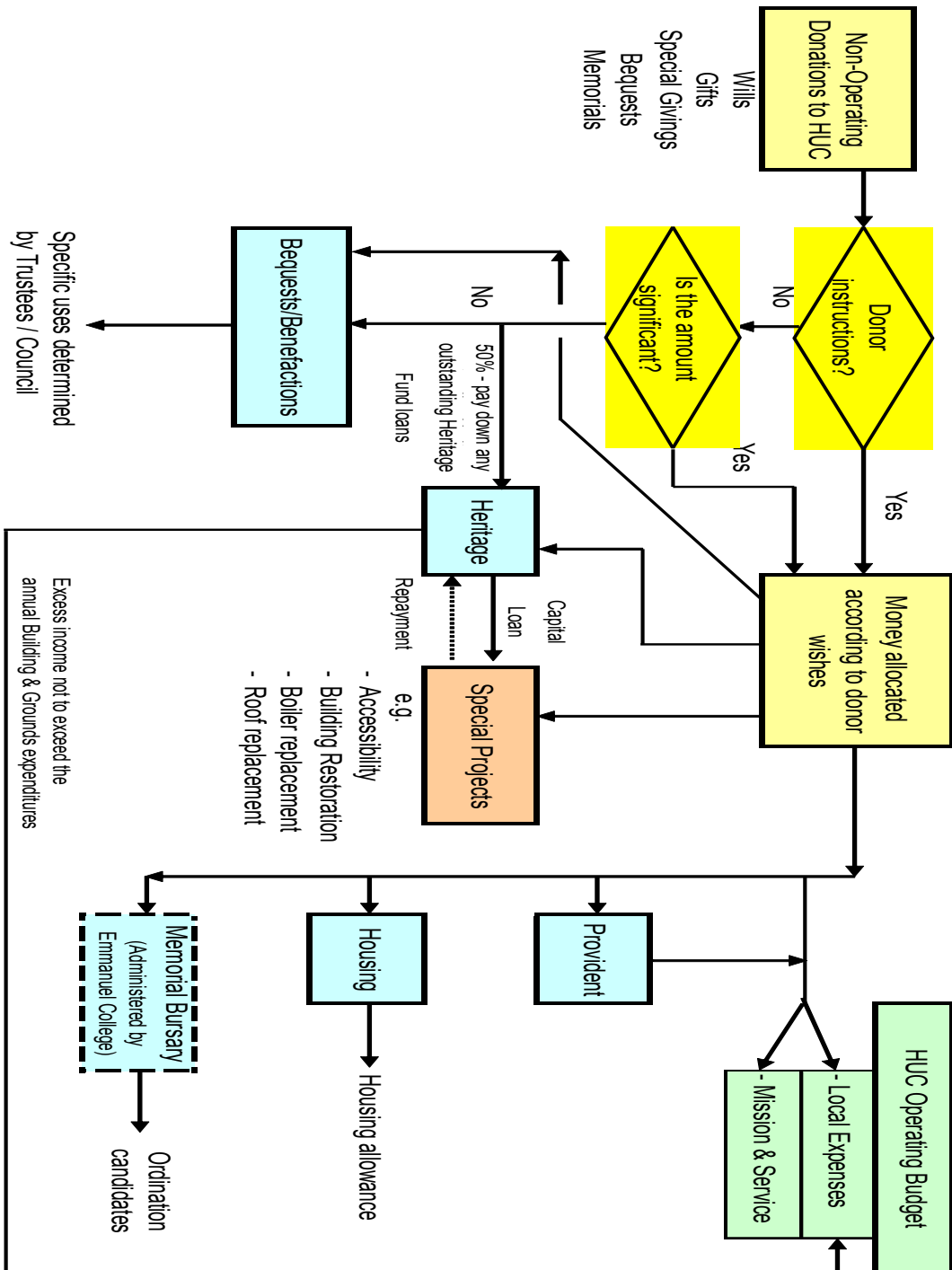
<b>Undesignated Funds</b>	<b>Purpose</b>
Bequests and Benefactions	To receive unallocated donations and to determine their appropriate use.

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The flow chart on the next page outlines ways in which Humbercrest U.C. Trust Fund Donations are dispersed.

Flow Chart of Trust Fund Donations and Disbursements

Flowchart of HUC Trust Fund Donations & Disbursements



### ***Council's Corresponding Members***

The Accessibility Officer and Privacy Officer or their designates, may attend Council periodically to report on their work as needed, and are not voting members of Council.

#### **Accessibility Officer**

- a. The Accessibility Officer will oversee all issues relating to accessibility at Humbercrest in consultation with the Minister and the Council.
- b. If establishing an Accessibility Committee/Team, membership will be comprised of members who will be advocates of accessibility for people with disabilities, including congregants with disabilities or family members, congregants professionally or personally interested in accessibility, members of the Council, and members of the staff (including maintenance staff).
- c. The Accessibility Officer will provide feedback on complaints/concerns and work with Council to address the complaint/concern in line with the Accessibility Standards for Customer Service, Ontario Regulation 429/07.

#### **Privacy Officer**

- a. The Privacy Officer shall oversee all issues relating to privacy at Humbercrest in consultation with the Minister and the Council.
- b. The Privacy Officer will provide feedback on complaints/concerns and work with Council to address the complaint/concern in line with The United Church of Canada Privacy Statement, the Personal Information Protection and Electronic Documents Act (PIPEDA), and other applicable federal and provincial privacy legislation.

### ***General Rules and Notes***

- a. Standing Committees/Teams have power to act within the policy and budget set by the Church Council and the Congregation.
- b. As part of their responsibilities, each Standing Committee/Team will prepare a budget by the Autumn date set by the Treasurer. Each Committee/Team shall also approve, for payment by the Treasurer, expenses incurred under the approved annual budget.
- c. The Chair of each Committee/Team is responsible for calling meetings.
- d. The Chair of each Committee/Team is responsible for confirming annually the roles and responsibilities of the Committee/Team that he/she/they is responsible for.
- e. Committee/Team Chairpersons or their delegate will report the action of their respective Committee/Team at meetings of the Church Council and shall ensure representation.
- f. "Ad hoc" Committees/Work Groups may, when necessary, be formed by action of the Church Council to deal with special issues. One or more members of an Ad Hoc Committee/Work Group may attend meetings of Council to report on the work of their respective Committee/Work Group, and shall not be voting members of Council.
- g. Committees/Teams shall have the power to add additional personnel up to a number not exceeding one half the number of elected members on the Team. Such added members shall serve for a term of one year. During their appointment, these added members shall have voting privileges within their particular Committee/Team and are not voting members on the Church Council.
- h. All Fund-Raising initiatives require prior approval of the Church Council.

## Constitution Review and Amend Protocol

- a. Proposed amendments to the Constitution must be submitted in writing to the Church Council seven days in advance of the Council meeting at which it is to be considered.
- b. The Church Council shall consider the proposed amendment(s) and forward it/them with its recommendation(s) to the Congregation.
- c. Normally such recommendation(s) would be made at the Annual Meeting of the Congregation. However, at the discretion of the Church Council, a special Congregational Meeting may be called.
- d. Any proposed amendments to the Constitution must be provided to all members of the Congregation no later than seven days prior to the meeting at which a constitutional amendment is to be considered and voted on.
- e. This Constitution must be amended by a two-thirds majority of those members present at a Congregational meeting.
- f. The Constitution should be re-examined every three years and can be reviewed at any time.

