



HANDBOOK FOR FAITH UNITED COUNCIL MEMBERS

May 2023



Faith United Church
1778 Nash Road
Courtice, Ontario L1E 2L9

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SECTION 1

Faith United Council

A Whole People's Covenant

The 41st General Council 2012 used A Whole People's Covenant to help define the way in which the members of the General Council sought to work together. It has been adapted here for use as a resource by all councils and church bodies.

Each of us comes as a pilgrim to this gathering of siblings in Christ. Each of us comes with our own cultural values, assumptions, and world views. Each one of us, and the cultures we represent, are God's living letters of faith, hope, love, and beauty.

Therefore, we embrace the following Christian virtues that honour God and promote right relationship between us as we gather together and learn from one another:

We promise to relate to one another with

- respect;
- humility;
- patience;
- open-mindedness;
- courage; and
- the spirit of grace and forgiveness we have received in Christ Jesus.

We acknowledge the land that we stand upon by

- remembering that Indigenous peoples have walked these paths;
- understanding that we are one part of God's creation; and
- honouring future generations by preserving this land as they find their own paths.

In our Christian love for one another we will

- invite the Spirit into both our worship and business;
- attend to others with our whole selves: our physical senses, intuition, imagination, and intellect;
- speak for ourselves in the spirit of truth and gentleness, avoiding unhelpful generalizations and racial stereotypes;
- not interrupt when others are speaking;
- be mindful of language that is not inclusive;
- affirm the deep wisdom of silence and pause, as necessary, to ponder what others have said;
- seek to understand rather than win arguments and assume best intentions;
- hold our beliefs and opinions lightly;
- and hold one another in prayer.

Holy Manners

The Very Reverend Marion Pardy introduced Holy Manners as a resource for the 38th General Council 2003. Holy Manners has been used as resource for the conduct of meetings by subsequent General Councils and their executives. It has been adapted here for use as a resource by all councils and church bodies.

We will:

- Keep God at the centre of everything we do;
- Each speak for ourselves;
- Speak for a purpose;
- Separate people from problems;
- Allow for full and equitable participation;
- Attend to others carefully without interruption;
- Welcome the conflict of ideas;
- Take a future orientation;
- Demonstrate appreciation;
- Honour the decisions of the body;
- Commit to holding one another to account when we do not keep our holy manners;
- Keep the discussion at the table;
- Be mindful of our body language;
- Check in about good use of time;
- Allow the quiet people to speak, with an invitation to speak; and
- Sincerely say what we really feel.

Constitution

It is intended that all duties and responsibilities of the Community of Faith as defined in The Manual of the United Church of Canada, specifically that portion entitled "The Church Council" be fulfilled by the standing committees of the Council described in the Council Handbook. Any duties and responsibilities not specifically addressed in a committee description shall be the responsibility of the Church Council to attend to and/or to delegate.

It is expected that committees will make decisions within the parameters of responsibility for that particular committee. Should a committee decide a wider audience is required to deal with an issue under discussion, the committee has the responsibility to bring the issue forward to the Church Council. Any decision may be appealed to a higher court of the church. Such appeals may be made by committees or by any individual member in accordance with the procedures outlined in The Manual.

Duties/Responsibilities:

1. Establish policy on all matters relating to the well-being of Faith United's congregation.
2. Receive reports and recommendations from committees of council, acting on those recommendations as appropriate.
3. Deal with correspondence, information and reports from the East Central Ontario Regional Council.
4. Receive, approve and recommend to the congregation the annual budget of the church.
5. Report to the congregation at least annually on the current affairs and future plans of the church. This report is to include a printed presentation of all church committees.
6. Hold the Annual Congregational Meeting no later than the last Sunday in February. The Annual Report is to be available the Sunday two weeks prior to the Congregational Meeting.
7. Have the Church Council minutes printed and available within one month after each meeting.
8. Approve the expenditure of money beyond established budgets.
9. Initiate appropriate stewardship visitation programs.
10. Ensure long range planning is initiated and encouraged.
11. Ensure all committees are aware of their various stewardship responsibilities and opportunities.
12. Elect representatives to the East Central Ontario Regional Council.

13. The Executive of Church Council shall consist of the Minister, Chair, Vice Chair, Past Chair, Secretary and Treasurer who shall be empowered to make emergency decisions between Council meetings and to report fully at the next scheduled meeting of Council.
14. Council will receive suggestions and/or concerns in writing with signatures from congregants for consideration.
15. The Church Council has the authority to create new standing committees and short term task groups as needed.
16. All council and committee decisions must be made with members in live or video simultaneous contact.

Membership and Terms of Office:

1. All Council positions shall be held by full members in good standing of Faith United.
2. The Chair, Vice Chair and Secretary are to be elected biannually from the congregation at large at the Annual Meeting.
3. The Chairs of each standing committee (see Council Handbook) the Minister, the East Central Ontario Regional Representatives, the Vice Chair, the Past Chair, the Treasurer, the Secretary, the President of the UCW, the three (3) Members-at-Large and the Chair of the Board of Trustees are voting members of the Council. Chairs of Committees should send alternates in the event of absences or dual roles.

General Guidelines for Committees:

1. The members of committees and the Treasurer shall be elected for a term of 3 years and may be re-elected for additional years in 1 year increments. Following a second 3 year term of office, an elected member is encouraged to have a minimum of 1 year off of the committee. Terms of office for committee members should be arranged to ensure continuity of decision/programs. The term of office for committee chairs shall be 3 years extendable for additional years annually if needed and will be arranged to ensure that a third of the Council shall change annually if possible.
2. Committees are expected to meet as often as needed to fulfill their function.
3. Recommendations for all positions will be made to the Annual Congregational Meeting (or the Church Council between Annual Meetings) by the Nominating Committee with assistance from the committee concerned.
4. A quorum for any committee, Church Council or Congregational Meeting is 1/3rd or (the lower of these) eligible voting members (ref. The Manual, 2022, B.5.5 and B.7.7.4) excepting Trustees which is simple majority (ref. The Manual, 2022, G.3.6.4).

5. All committee meetings with the exception of the Ministry and Personnel Committee are open to attendance by any interested persons of the congregation. Visitors will be granted "corresponding privileges" i.e. may speak to issues, but cannot vote.
6. For a description of the duties and responsibilities of all standing committees, see the Council Handbook, Section 2 Standing Committee Descriptions.
7. All council and committee decisions must be made with members in live or video simultaneous contact

Meetings:

The Council will meet monthly from September to June, (minimally quarterly). The Chair of Council can call a special meeting in addition to regular meetings.

Amendments and Review Schedule:

1. Any structural changes/amendments to the Constitution which may be required may be carried out only with a majority consent at a congregational meeting. The changes/amendments shall be communicated and posted at least two weeks prior to the congregational meeting.
2. The Church Council Constitution should be reviewed at least every 5 years.
3. The job descriptions of the standing committees may be changed/amended by the Church Council.

SECTION 2

Standing Committee Descriptions

ACCESSIBILITY STANDARDS CUSTOMER SERVICE COMMITTEE

Mandate:

To establish policies, practices and procedures on providing Accessibility Standards for Customer Service at Faith United Church

Duties/Responsibilities:

- Develop, provide, and communicate a policy statement for Faith United Church that includes:
 - Our Mission and Commitment
 - Providing Programs, Goods and Services to People with Disabilities
 - Use of Service Animals and Support Persons
 - Notice of Temporary Disruption
 - Training for Staff and Volunteers
 - Feedback Process
- Provide training for Staff and Volunteers
- Modify policy as required
- Address and document any complaints

Recommended Committee Size: 5-7

CHURCH WORK IN DURHAM

(Reviewed May 2023)

Mandate:

To increase awareness of and encourage contributions of goods, food, labour and money to organizations or agencies in the community or the congregation addressing special needs within the local community.

Duties/Responsibilities:

- Contact and visit or have guest speakers to meetings - three agencies visited per year as required.
- Establish an annual budget by assessing and evaluating the financial needs of each agency to either increase or decrease where necessary or to add or delete agencies or mission initiatives from within Faith United that serve the local community.
- Regularly invite contributions toward special needs of particular agencies.
- May hold at least one CWID Sunday per year in consultation with the Worship Committee.
- Track and monitor envelope Line 3 - re budget target and keep congregation informed.
- Mittens from the Mitten Tree at Christmas are distributed to schools in the area that need to provide warm hats and mitts to their students

Recommended Committee Size: 9

FAITH COMMUNICATIONS, PROMOTIONS AND TECHNOLOGY
COMMITTEE (Updated May 2023)

Mandate:

To promote Faith United in our community to the highest possible standard, share information with our congregation and maintain all technology, computer and software resources.

Duties/Responsibilities:

- Maintain and update an effective communication strategy in support of all activities at Faith using internal and external resources including media advertising, radio and television community events programming, social media, community flyers and posters.
- Produce a supply of communications resource materials for use as requested by all at Faith United. Resource materials may include letterhead, posters in 2 sizes, envelopes and generic tickets for use at all Faith events, generic flyers for use as community flyers, order of service, programmes etc.
- Publish the "Link" a minimum of 4 times yearly and thereafter on an as required basis for members of the congregation and other designated individuals as required.
- Provide any other form of communication as required, e.g. posting information in the sign at the road.
- Promote and process subscriptions to the United Church Observer.
- Maintain our web site www.faithunited.ca to the highest possible standards as an information centre for members of the congregation and the local community and to promote all activities and events at Faith as a means of Christian outreach.
- To oversee and monitor the activities of a sub committee which deals specifically with technology including but not limited to sound equipment, stage lighting, computers, printers, overhead projection systems and supporting software, livestream and cameras.
- To oversee the Sunday worship video presentation of upcoming events at Faith.
- To offer support for all other groups and committees at Faith in the promotion of events
- Produce ON-LINE version of sermons and other communications as required.
- Solicit and include advertising in church publications to offset costs.
- Act as resource to other church committees on technology issues
- Promote community use rental of the church building.

Recommended Committee Size: 6 (Main Committee) plus Technology volunteers as needed.

STANDING COMMITTEE DESCRIPTIONS

FAITH JOURNEY RESOURCE COMMITTEE

(Updated May 2023)

Mandate:

The planning and direction of the Christian education and development programs and resources for the congregation.

Duties/Responsibilities:

- Study the faith development needs of the congregation.
- Be familiar with the curriculum and program materials from the United Church.
- Be aware of other curriculum and program materials.
- Recruitment and support of teachers and leaders.
- Unify and guide in planning the total program needs of the congregation, internal and external, both sponsored and hosted.
- Establish and encourage education programs for all youth and children.
- Develop and offer faith development opportunities for adults.
- Heighten the awareness of our faith journey.
- Appoint the children and youth programs coordinators and other group leaders.
- Check that all volunteers for children and youth programs have a Police Check that also includes the Vulnerable sector of the Police Report
- Develop and maintain coordinated financial policy and budget for Christian education and development.
- Encourage leader meetings, training workshops, intergenerational Christian education events, congregational picnic, etc.
- Respond to concerns and questions re: programs, resources, direction.
- Liaise with other committees and community resources as required.
- Develop and maintain library, audio-video and computer resources in partnership with other groups.

Note: These duties/responsibilities will be handled through the following sub groups:

- Joyful Noise
- Library
- Nursery
- Program Calendar
- Scout Group
- Youth Group
- Family Night
- Tots On Tuesday

Recommended Committee Size: 10 (to include the Minister)

STANDING COMMITTEE DESCRIPTIONS

FINANCE AND ADMINISTRATION COMMITTEE

(Reviewed May 2023)

Mandate:

To exercise management of the financial resources of the congregation exclusive of the Mission and Service, CWID and U.C.W.

Duties/Responsibilities:

- Prepare the annual financial budget to include all items exclusive of those outlined above. All groups are to provide their requirements to the Finance Committee.
- On behalf of the Board of Trustees, administer trust funds created by endowments and bequests.
- Submit audited annual financial statements to the Church Council.
- Ensure procedures are in place for the accurate processing and recording of all church income and expenses.
- Arrange for the counting and recording of Sunday offerings.
- Provide support and guidance to the Administrative Assistant(s) for their financial related duties.
- Control expenditures of funds as per approved budgets.
- Assist any church groups with financial data if required.
- Place insurance coverage as approved by Board of Trustees.
- Receive annual budget recommendations from Ministry and Personnel Committee for all salaries and benefits of church staff.
- Assist the church Treasurer and be prepared to assume his/her duties in case of extended absences.
- Follow the performance of local revenues in comparison to budget and incurred expenses and keep this information before the church groups and make recommendations to the Church Council accordingly.
- Annually evaluate the performance of the Administrative Assistant with respect to his/her job description (liaise with Ministry and Personnel Committee).
- Rental rates and guidelines to be reviewed annually
- Manage archive process on an annual basis.
- Ensure all office processes are kept current and updated as required.

Recommended Committee Size: 8 (including Church Treasurer)

FINANCE AND ADMINISTRATION SUBCOMMITTEE

Faith United Bursary Award Committee:

Mandate:

The Mandate of the Bursary Fund is to provide assistance to a qualifying student of registered active members of the Faith United Church congregation. The award may be granted to more than one child in a family so long as each is starting their post-secondary training for the first time. Other applicants may be eligible based upon significant participation in Faith United programs and contribution to the church community. Such a person may be sponsored by a member of Faith United Church.

The value of the Bursary will be a maximum of \$500.00 per applicant up to a maximum of \$1500.00 drawn from the supporting account. If more than 3 applicants access the Bursary in a single year, the maximum will be shared equally amongst the qualified applicants.

Funds can be given directly through givings, one- time gifts and or bequest. The funds are kept in a specific account designated for the Bursary Program.

Duties/Responsibilities:

All applications and required documents must be received, as a whole, by the Faith United Bursary Committee within the prescribed time period for the applicant to be eligible for an award.

The Bursary Applications will then be reviewed by 3 members of the Bursary Committee whose children are not applying for financial support. Recommendation for receipt of an award will be forwarded to Council by the Faith United Bursary Committee. Faith United Council will have final approval for the awards through the Bursary process.

Payment of the Bursary Award will occur upon confirmed notice that the student has started their post-secondary training and has reached the first six weeks of their program. Payment will be directed to the student at this time. The Chairperson for the Bursary Committee will facilitate funds being distributed.

Recommended Committee Size: 3

This Committee will consist of three current Faith United Church members/adherents, appointed by Council, who are not relatives of any of the award recipients. Within this Committee of three people is a Chairperson and a Recording Secretary.

STANDING COMMITTEE DESCRIPTIONS

MINISTRY AND PERSONNEL COMMITTEE

(Reviewed May 2023)

Mandate:

To support and assist with the supervision of all church employees.

To foster an atmosphere of mutual trust, common concern and constructive good will among all employees, members, and adherents of Faith United.

Duties/Responsibilities:

- Provide a consultative and supportive agency for the staff of Faith United and for members and adherents of the congregation.
- Oversee the relationship of the staff of Faith United to members and adherents of the congregation.
- Oversee the relationship between and among different members of the staff of Faith United with respect to their responsibilities and authority.
- Provide support to the appropriate supervisory committees in reviewing and evaluating annually the effectiveness of the staff of Faith United as those persons and positions relate to their respective job descriptions and to the mission of Faith United.
- Consult with all members of the staff of Faith United about their plans for continuing education, encourage their participation and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available.
- Maintain a close relationship with the East Central Ontario Regional Council.
- In conjunction with the appropriate supervisory committees, review regularly the responsibilities of all staff and revise position descriptions when required or requested.
- In conjunction with the appropriate supervisory committees, review working conditions and remuneration for the staff of Faith United and make appropriate recommendations to the Council.
- Receive from each Ministry personnel a current police records check no later than the completion of each 3 year period of the pastoral relationship.
- Chairperson has the authority to verbally approve occasional overtime for staff as required.

Recommended Committee Size: 3 – 7 (must not include Ministry personnel or paid staff)

Note: See Policies, Section 6 regarding Chair of M & P.

MISSION AND SERVICE COMMITTEE

(Reviewed May 2023)

Mandate:

To focus and educate the congregation regarding the social issues and the projects supported by the Mission and Service fund locally, across Canada and around the world. May support other worthwhile endeavours throughout the world i.e. landmines, world development relief, tsunami, which are sanctioned by the United Church of Canada.

Duties/Responsibilities:

- Set the annual Mission and Service budget objective, for approval by the congregation, within the total annual budget requirements of the congregation.
- To arrange Mission and Service Sundays, the timing of which will be worked out in consultation with the Minister and the Worship Committee.
- Make literature on the Mission and Service Fund and its activities available to the congregation.
- Co-ordinate and maintain programs which support and educate the congregation on the outreach needs of the United Church within Canada and around the world with a particular emphasis on Mission and Service and social justice issues.
- Keep the Mission and Service financial performance before the congregation.
- Be aware of emerging social issues and arrange for appropriate education and/or action within the congregation.

Recommended Committee Size: 11

NOMINATING COMMITTEE

(Reviewed May 2023)

Mandate:

To prepare a slate of nominees/appointments to any Board/Committee position as outlined below and present same to the Annual Congregational Meeting. Should positions become vacant during the year, provide nominations for any positions that should be filled prior to the Annual Meeting.

Duties/Responsibilities:

Prepare a list of nominees for the position of Chair, Vice Chair, Treasurer and Secretary of Church Council, Chair of all Committees and (3) Members At Large.

Prepare a list of nominees to replace any members of the Church Council Committees, Board of Trustees and East Central Ontario Regional Council as required.

Inform all nominees of the duties and responsibilities of their respective office.

Ensure completed nominations slates are available for presentation to the Annual Congregational Meeting. No nominations can be made from the floor at the Annual Meeting.

Provide nominations to fill vacancies which may occur during the year.

Facilitate the recruiting of new members for committees and the movement of sitting members to other committees.

Term of Office:

The nominating committee shall be appointed at the first Church Council meeting following the Annual Congregational Meeting and shall be in place until the next Annual Congregational Meeting.

Comprised of the following 6 persons:

The past Chair of the Church Council (who will be Chair of the Nominating Committee), the current Chair of the Church Council, the Vice Chair of the Church Council and 3 other members appointed by the Council.

PROPERTY COMMITTEE

(Reviewed May 2023)

Mandate:

To be responsible for the care and management of all church buildings and land.

Duties/Responsibilities:

To be responsible for the care, maintenance and improvement of land, buildings and contents of church property.

Monitor custodial services as per job description, time schedule, etc. Annually evaluate the performance of the Custodian (liaise with the Ministry and Personnel Committee) or Custodial Service with respect to their performance.

Design and carry out maintenance and repair programs within established budgets.

Attend to all security matters related to church buildings and personnel (i.e. lighting, alarm systems, dispensing of keys, etc.).

Recommended Committee Size: 7

REGIONAL COUNCIL REPRESENTATIVES

(Reviewed May 2023)

Members of the Community of Faith will vote on three (3) members to represent them at Regional Council Meetings. The size of the Community of Faith depends on the number of representatives.

The term will take effect after the annual meeting if new representatives are elected. There is no time limit for a member to be a representative unless the Community of Faith would like to make a time limit, or the representative steps out of the position.

The 3 members will be invited by Regional Council to sit on a committee of their choice. Skills and interest in a specific committee are two criteria, but not limited, to be eligible to join a committee. It is usually a 3 Year term.

The representative will keep the Community of Faith advised on any matters that might affect the workings of the church. ie: Denominational Fees etc.

The representatives will represent the Community of Faith at the 2 per year, Regional Meetings.

There is not an alternate member elected to attend Regional Meetings. Although anyone can attend but not have voting privileges.

UNITED CHURCH WOMEN COMMITTEE

(Reviewed May 2023)

Mandate:

Our mission is to love God; to foster Christian faithfulness, spirituality, commitment and devotion, and to promote love and respect by living generously and giving joyfully to all God's people; and to affirm and strengthen ourselves creatively.

Duties/Responsibilities:

Elect bi-yearly all executive positions except for the treasurer who serves a 5 year term that guides us in fulfillment of our mandate through varied activities.

Current UCW Activities:

- Prepare Budget
- Pay all expenses created by UCW members
- Pay all budgeted items at year end
- Meet Second Wednesday of every month, except July and August
- Keep kitchen supplied with coffee, tea, napkins and any other staples
- Attend local community meetings such as the Ecumenical Dinner and World Day of Prayer
- Take part in Presbyterian Annual General Meeting
- Contribute financially to the operation of the Church if our financial situation allows this
- Cater birthday/anniversary and celebration dinners, funeral receptions and other events as they arise
- Get well or congratulation cards are sent from the UCW to connect with members of the Congregation
- A Rose is delivered to members who are 80, 85, 90 or 95 as they reach these milestones.
- Provide financial assistance, if requested, to any child from the congregation who would like to attend Camp Quin Mo Lac. This would happen if the Finances for the UCW are in a position to do so
- Support Camp Quin Mo-Lac during the year if they request items such as batteries, light bulbs, Canadian Tire money, etc. A financial donation is given at the end of the year.

Recommended Committee Size: 5

WELLNESS MINISTRY

(Reviewed May 2023)

Mandate:

The purpose of this committee is to develop and maintain the over-all wellness of the congregation through the activities of 4 sub-committees (Membership, Pastoral Care, Welcoming and Wellness Education Team).

Duties/Responsibilities:

Ensure that the 4 sub-committees meet on a regular basis:

Membership

Pastoral Care

Welcoming

Wellness Education Team

Hold regular meetings to which the chair of each of the 4 sub-committees shall attend and report on its activities.

Provide support to the 4 sub-committees.

Review and evaluate the activities of the 4 sub-committees.

Recommended Committee Size: 5 minimum

A minimum of 3 members which shall be the Chairs of each of the sub-committees, and a maximum of 15 members. The Chair of this committee shall be one of the chairs from a sub-committee and the position will rotate yearly. The Chair will be the representative of all the sub-committees on the Church Council.

WELLNESS MINISTRY SUB COMMITTEES

Membership

Mandate:

To keep the membership role of Faith United as up-to-date as possible and encourage participation in the church community.

Duties/Responsibilities:

Keep up-to-date addresses for the membership role for members and adherents including minister's file.

Prepare Membership report for the Annual Report

Locate out of town students so mailings and communication gets to them.

Liaise with the Pastoral Care sub-committee to assist with the organization of member visitation programs.

Facilitate communication between members and the Minister.

Contact inactive members to encourage participation or transfer to other churches. If no response, remove from the roll with Council approval.

Recording new members, new adherents, deaths, births, baptisms, marriages, transfers, etc. all coordinated with the Administrative Assistant.

Assist the Communications Committee in keeping Faces of Faith photo directory current.

Ensure newcomers are welcomed and encouraged to become active in the life of the congregation. (Liaise with Pastoral Care Committee and Welcoming Committee).

Recommended Committee Size: 6

WELLNESS MINISTRY SUB COMMITTEES

Pastoral Care

Mandate:

Work with the minister in developing and carrying out an effective program of Pastoral Care with the congregation.

Duties/Responsibilities:

Pastoral Care will be offered to those who live in nursing homes or shut-ins unable to come to worship. This would normally take the form of friendly visits and also offer communion as requested.

Occasional workshop opportunities will be provided for new members of the committee as needed.

While it is the responsibility of the Minister to attend to those affected by a critical life passage or illness i.e. marriage, divorce, death, baptism, major or chronic illness, members of the Pastoral Care committee will assist as needed.

Recommended Committee Size: 8 plus the Minister

WELLNESS MINISTRY SUB COMMITTEES

Welcoming

Mandate:

To welcome newcomers and assist them in any way to become part of the life of Faith United.

Duties/Responsibilities:

In general terms and not to limit the work of this group, this would include the welcoming of newcomers at worship, sharing of information about the life of the church, encouraging them to involve themselves in learning and service groups in the congregation and generally helping them to feel at home and a part of the life of the church.

Recommended Size: 6-8

WELLNESS MINISTRY SUB COMMITTEES

Wellness Education Team

Mandate:

To encourage and educate for healthy lifestyles in body, mind and spirit in the community

Duties/Responsibilities:

Organize at least two (2) programs a year.

Contribute periodic health tips in the Link (monthly church newsletter).

Recognize a need for programs to benefit the community

Recommended Committee Size: 5

WORSHIP COMMITTEE

(Updated May 2023)

Mandate:

To go into our community to proclaim the good news to the whole creation through a meaningful, heartfelt worship experience for in-person and online congregants and online viewers (Mark 16:15).

To have oversight of the administration of Sacraments, the order of public worship and the use of the church sanctuary for worship-related activities.

Structure:

The Worship and Music Team consists of two (2) teams the overall Worship and Music team and the Chancel and Atrium Guild.

Recommended Size of the Worship Committee:

Minimum of ten (10), including the Minister, the Music Facilitator, and a Chancel and Atrium Guild member and Committee Chair.

Duties/Responsibilities

Duties related to “Regular Services”

- Review and evaluate the worship service regularly.
- Plan and oversee worship services according to the liturgical season and special liturgical Sundays and seasons
- Involve in-person and on-line congregants lay people in worship leadership, i.e., announcements and scripture readers
- Collaborate with the Faith Journey Resource Team to ensure children are participating in worship, ie. Intergenerational services, festivals, etc.
- Collaborate with the communication team, specifically the technology subgroup, to ensure an engaging online experience is created.
- Collaborate with other committees as required

Responsibilities related to Sacramental or special services:

- The duties as listed in “regular services” and Communion (the first Sunday of each month)
- Oversee and support the chancel guild regarding planning all aspects of communion.
 - See Communion Procedures

Weddings and Funerals

- Create and maintain wedding and funeral policies

Baptisms, Confirmations, Membership transfer Services

- Assist the Minister and oversee the chancel guild regarding planning all aspects of these special services.
 - See Policies

Responsibilities related to Ministry Personnel

- Find a substitute guest minister or work with committee chairs to lead services as required.
- Liaise with ministry personnel regarding the suitability of the suggested guest minister.
- Identify, and engage with individuals who have the gift for ministry or seek to serve as ministry personnel through UCC’s Candidacy Pathway procedure.

Responsibilities related to Music Facilitator

- Liaise with the Ministry and Personnel Team concerning the annual review of the Music Facilitator
- It is the responsibility of the Music Facilitator to locate a substitute musician as required. However, the Worship Chair will assist the Music facilitator when required, and if Faith does not have a Music Facilitator, the Chair will locate the substitutes.
- Review the music program with the music Facilitator as required.
- Oversee the maintenance of the instruments
- Oversee License reporting

Responsibilities related to the congregation:

- Be available to the congregation (in person and online) regarding how to make worship more meaningful and work with the appropriate committee(s) to determine if the change is possible and will enhance worship service for all.
- Provide an update to congregants on their suggestions.

WORSHIP SUBCOMMITTEE

Chancel and Atrium Guild:

(Updated May 2023)

Mandate:

To adorn the chancel, to decorate and maintain the sanctuary and atrium.

Duties/Responsibilities:

Duties related to chancel sanctuary

- Adorn chancel for a liturgical season or special Sundays. The Anti-pendi and table coverings for the seasons are in the Chancel Room and clearly marked. ¹
 - Advent- Blue
 - Christmas, Easter & Communion - White
 - Epiphany & Pentecost (Ordinary time)- Green
 - Creation - Orange
 - Lent - Purple
 - Holy Week & Pentecost Sunday - Red
 - Good Friday - Black
- Collaborate with the Minister on the liturgical season and special Sundays
- Oversee general maintenance of the sanctuary.
- Order supplies when required, i.e., candles.
- Laise with Faith Journey and oversee the decorations for Advent & Christmas
- Oversee Easter adornment and “in Memoriam” gifts. Funds used toward Chancel requirements. Butterfly tree (kept in the barn at back of property)
- Oversee Thanksgiving decorations
- Change candles on communion table and Christ Candle as required
- Prepare glass of water for Minister
- All plants are artificial (due to allergies)

Duties related to the atrium:

- To oversee the decoration and general maintenance, including decorations, furnishings, plants and congregational part of bulletin board.

Recommended Committee Size: 5 to 6

¹ The liturgical colour and the candles are located in the chancel closet. Seasonal colours are found on the United Church Calendar located in the Chancel Room. Each Sunday shows the colour of the Season

SECTION 3

Faith United Vision and Mission
Music Vision and Mission

THE VISION AND MISSION OF FAITH UNITED

We believe in a loving and forgiving God, shown to us through Jesus Christ, creation, the bible, and the community of believers.

Therefore we will:

strive to provide a spiritual home that is openly welcoming,
nurturing, and safe whatever a person's ability/disability, age, ethnicity,
exceptionality, gender identity, sexual orientation, or
social or economic circumstance;
seek to become disciples of Christ growing in faith through
worship, study and prayer;
risk sharing our resources with local and global neighbours
in response to God's call;
be committed to the responsible use and care of all that God has entrusted to us;
encourage all who gather here to participate freely in the life and work of
this church.

Let our actions reflect our faith.

VISION FOR MUSIC

Our vision is for a ministry of music
that is 'Alive in Christ',
that touches the hearts, minds and souls of each of us,
connecting us with God and the mystery of the Holy Spirit,
thereby uniting us as a rich community of faith that
carries God's message day to day.

MISSION FOR MUSIC

We will work towards our vision for music by being
inclusive of all and responsive to the changing times and cultures

We will build on our heritage and traditions
while offering a balanced variety of musical styles
in our worship and other programs

We will strive to be a centre for musical development in the community.

SECTION 4

Standing Committee Meeting Protocols

The Role of the Chair (Reviewed May 2023)

- The Chair sets the Agenda and conducts the meeting.
- The Chair should give adequate notice to all committee members of the date of the proposed meeting. Meetings should be held as necessary in order to fulfill the committee's functions.
- The Chair should try to ensure that all committee members participate in discussion and ensure that equal floor time is given to each speaker.
- The Chair has the authority to carry out items already approved by Council or committee. New items require committee or Council ratification.
- A motion/decision can only be made where there is a quorum. A quorum shall be a simple majority of the committee members.
- Where possible all decisions should be by consensus but failing this by a majority vote. If the vote is a tie the motion fails.
- Any member of the congregation may attend a committee meeting with the exception of, the Ministry and Personnel Committee, as a guest and the Chair will afford them the right to speak to a matter but they shall not be entitled to vote.
- Each Chair should ensure that a Secretary is appointed to record minutes of each meeting and those minutes should be approved at the next meeting. Approved minutes should be signed by the Chair and Secretary. The Secretary and/or Chair should maintain copies of all minutes for a period of 2 years and place a copy in the central Minutes Book held at the Church.

(N.B.: Matters of a personal nature should be heard "in camera" and the minutes should be separately kept and not open for public view).

- The Chair should try to ensure that meetings begin and end on time.
- The Chair has the discretion to ask a member to leave the room where the member declares a conflict of interest in an issue under discussion.

The Role of the Committee Member (Reviewed May 2023)

- A member should advise the Chair if able/not able to attend the meeting to ensure that a quorum is achieved.
- A member should come prepared to meetings, having read the Agenda materials in advance (where they have been distributed)
- In a formal meeting a member should seek floor time to speak to the issue to reduce people talking at the same time, e.g. Council, Congregational meeting.
- A member must only speak to the issue in discussion, i.e. keep on topic.
- All committee members should be open minded, willing to listen to the views of others and respectful of each other.
- Each member should declare their own conflict of interest where one exists (e.g. personal financial gain) and the Chair has the discretion to ask them to leave the meeting for that portion of discussion. The member need not leave the room but should refrain from taking part in the discussion.

REMEMBER THAT EVERYONE IS A VOLUNTEER

MEETINGS NEED TO BE ENJOYABLE AND NOT TOO FORMAL

BUT THEY NEED TO BE PRODUCTIVE

TRY TO START AND FINISH MEETINGS WITH PRAYER OR DEVOTIONAL

SECTION 5

Staff Role Descriptions:

Office Administrator

Minister

Music Facilitator

Nursery Care Giver

CYYFL (Children, Youth, Young Family Leader)

Office Administrator Role Description (May 2023)

SUMMARY:

The Church Office Administrator is a part-time salaried position with regularly scheduled office hours each week at Faith United Church. Under the direction of the Ministry and Personnel Committee, the Church Office Administrator will manage several critical functions to meet the churches' long-term goals. The position's duties and responsibilities will include managing the financial procedures for Faith United Church, by recording and reporting all financial information directly to the Treasurer on a **monthly basis**, as well as secretarial and communications responsibilities. [See list of duties and responsibilities.]

QUALIFICATIONS:

- Be computer and website literate and possess knowledge and operational skills of the Internet, social media and e-mail; e.g. Facebook, Twitter, Instagram, efficient word processing skills, and experience with software programs such as Microsoft Excel, Word, Outlook, WordPress (web)
- Experience with QuickBooks or other accounting software.
- Experience in bookkeeping and accounting skills.
- Have accurate spelling, filing, data entry and typing skills.
- Proven knowledge of administrative and clerical procedures and systems skills including files and records.
- Have the ability to organize and manage an office with minimum direction and supervision. Several years of experience, working in an office independently is preferred.
- Ability to provide strong attention to detail to produce high quality and accurate outputs.

- Excellent time management and organizational skills, including the ability to plan and manage multiple concurrent projects, and meet deadlines is required.
- The ability to maintain a high level of confidentiality.
- Possess a pleasant telephone manner.
- Have the ability to work well with volunteer workers; to work well with people of all ages, races and sexual orientations; to build appropriate rapport; and to consider the impact of his/her/their actions on others.
- Must be approachable and have the ability to use diplomacy and tact, in all situations.
- Is able to demonstrate an understanding of the mission, vision, values and beliefs of the congregation and can demonstrate those values to others by consistently acting in a manner congruent with them.
- As a condition of hiring must provide an acceptable vulnerable sector police report

WORKING CONDITIONS AND REMUNERATION:

- The Church Office Administrator is entitled to 2 weeks paid holiday after one year of employment. After 2 years of satisfactory performance in the position, vacation entitlement will be reviewed.
- The Church Office Administrator shall have any applicable statutory public holidays as paid days off.
- The Church Office Administrator is required to be present in the office at Faith United during posted hours, (24 hours/week).
- Salary is dependent on Experience and Qualifications.
- Membership in the United Church of Canada Pension and Benefits Plan is mandatory, and provides pension, short term disability and core benefits including core health and dental, accidental death and dismemberment coverage.
- The day to day direction and oversight for the Church Office Administrator will be provided by the Finance Committee and the Minister in consultation with the Church Council

- Performance reviews will be conducted by the Ministry and Personnel Committee (M&P) annually and will be the basis for recommendations for changes to salary or working conditions. The M&P Committee will also serve as the forum for discussion of any concerns or identification of areas for improvement.

(a) Secretarial responsibilities:

1. Act as receptionist for visitors/callers to the church, both in person and by telephone.
2. Perform limited secretarial/receptionist duties for the Minister, which relate to the business of the church; e.g. pass messages and information, assist tracking appointments.
3. Schedule meetings, room rentals and special events in accordance with the Rental Policy and in cooperation with the Property Committee, other Church committees as required.
4. Prepare weekly church bulletin and any inserts, based on input from the Minister, Music Facilitator, and/or committees.
5. Assist Membership and Pastoral Care Committee in maintaining accurate church roles.
6. Prepare a weekly e-newsletter and annual report, based on input from committees.
7. Maintain current mailing/telephone/email lists of congregations in the church computer.
8. Subject to completion of other duties may perform limited secretarial duties for church committees.
9. Order and maintain sufficient supply of church materials; e.g. office supplies, sanctuary candles; (including bathroom and kitchen supplies).
10. Be responsible for ensuring regular maintenance of office equipment and undertake minor troubleshooting as necessary.
11. Be responsible for maintaining a supply of Faith United entry keys and distribution to committee chairs, etc. who require a key. Also responsible for giving keys to temporary users and ensuring their return.
12. Maintain official church registers of marriages, baptisms and burials.
13. Maintain current information on church bulletin boards.
14. Pick up mail and distribute to committees/persons as required.
15. Open all incoming emails and act upon or distribute to committees/persons as required.
16. Upgrade knowledge of computer software and update church computer software as necessary, to meet church needs, with input from the Communication Committee.
17. Ensure that information on church website is accurate and up-to-date

- 18.** Be present in the church office during church office hours (see Working Conditions).
- 19.** Remain knowledgeable of church resources.
- 20.** Remain knowledgeable of United Church and Faith United Church policies, (e.g. Workplace Violence and Harassment, Church Handbook).
- 21.** Complete reports required by The United Church of Canada (United Church Statistics).
- 22.** Ensure appropriate records management, both paper and digital
- 23.** Enter online reporting of music and lyrics played within the services and at special events to the copyright licensing subscription providers.

(b) Book-keeping responsibilities:

The Office Administrator shall be and remain knowledgeable and current concerning the financial and reporting requirements as outlined in the current United Church of Canada *Manual*, the *Financial Handbook for Congregations*, and the *Trustees Handbook*. The Office Administrator shall adhere to the duties outlined in the above documents as delegated by the Finance Committee and Treasurer.

- 1.** Enter weekly envelope offerings in the appropriate software program of the church computer. Ensure accuracy of monthly financial statements. This includes accurate recording of deposits, payments and other necessary journal entries.
- 2.** Reconcile monthly bank statements (BMO Designated account).
- 3.** Assemble and distribute monthly financial statements.
- 4.** Record accounts payable.
- 5.** Prepare cheques for payment, identify the appropriate account to charge and ensure payments are made in a timely manner.
- 6.** Arrange for cheques to be signed and prepare cheques for mailing. Cheques are to have 2 authorized signatures.
- 7.** Facilitate and update as necessary payroll information to United Church payroll (ADP) service for applicable employees. Process in a timely manner any payroll and associated remittances for any church employee outside the ADP program
- 8.** Prepare and submit all tax reports and payments as required by law.
- 9.** Maintain employee files and records ensuring all information is updated and in compliance with regulatory and Canada Revenue Agency (CRA) requirements.
- 10.** Particular attention must be paid to the filing of CRA's Registered Charity Information Return. [Failure to do so in a timely manner will result in loss of charitable status]
- 11.** Maintain accurate giving records.
- 12.** Monitor Canada Helps and PAR transactions.

- 13.** Prepare income tax receipts at year's end.
- 14.** At year's end, assist in the preparation of the budget and an annual statement for approval of the church auditor and congregation.
- 15.** Calculate and submit an application for rebate of HST semi-annually.
- 16.** When possible, participate in the United Church of Canada "United in Learning" webinars which are deemed useful to the operations of Faith United Church.

(c) Communications responsibilities:

Oversees and ensures effective communications to the congregation and to the community, including print and electronic newsletters and announcements, telephone contacts, website, and social media.

- 1.** Maintains and updates the church website.
- 2.** Promotes and communicates church events through appropriate media.

Minister - Faith United Pastoral Charge Role Description (Reviewed May 2023)

The minister is responsible for Word, Sacrament and Pastoral Care.

POSITION TITLE:

Full time Ordained Minister.

WORSHIP:

- Plan, lead and/or participate in worship services relevant to all ages in collaboration with the worship committee and music facilitator.
- Administer the sacrament of Communion on a monthly basis, and the sacrament of Baptism as required, determined in collaboration with the worship committee.
- Encourage congregational involvement in leadership and worship.
- Perform pre-funeral, pre-wedding, and pre-baptism meetings and the accompanying funerals, weddings and baptisms.
- Accept and celebrate music as a core expression of ministry.

PASTORAL CARE / OUTREACH:

- Provide Pastoral Care.
- Support and work with the members of the Pastoral Care Committee; visit new, established and prospective members, people in the hospital, nursing homes and those who are shut in, as required/requested.
- Attend, promote and support committee meetings and their work as required.
- Support and work with the congregation to promote numerical growth.

CHRISTIAN EDUCATION:

- Support and work with leaders in the Faith Journey Resource committee to promote spiritual growth.
- Design, lead and/or support Faith Formation programming in collaboration with the Learning Calendar sub-committee.
- Teach confirmation class as required.

WIDER CHURCH:

- Participate in Regional Council, Conference, and National church responsibilities and opportunities as required or appropriate.

ADMINISTRATION:

- Communicate and coordinate with staff regarding services, programming, and administration as needed
- Work with the Administrative Assistant to ensure that accurate entries are made into registers of baptisms, marriages and funerals.
- Contribute appropriate material to the church's files such as financial expenses.
- Participate in annual staff review and provide feedback to the M&P committee regarding other staff members.
- Be accountable and supportive to the Ministry and Personnel Committee.

SKILLS:

- Good speaker with a sound theological background and the ability to convey the Christian message relating the scriptures to today in a creative and effective manner to the congregation.
- Strong leadership skills to delegate, support and work with different personalities and all ages.
- Address issues and challenges in a timely manner using conflict resolution skills where needed.
- Be approachable and have good listening and communication skills.
- Willing and able to work with technology.
- Ability to work in a team environment and motivate others.
- Ability to introduce gradual change in the church that can attract families of all age groups with respect for the traditional and not so traditional values of Faith United.
- Assist the whole congregation in their faith journey.
- Is committed to self and soul care and able to establish appropriate boundaries between home and work.

POSITION SUMMARY:

A minister with passion, compassion and a vision. A person to provide leadership based on empowerment and collaboration.

Music Facilitator Role Description (March 2023, Updated May 2023)

PURPOSE OF THE POSITION:

The vision for Music document and Faith's Mission Statement will guide our Music Facilitator's work in contributing to an inspirational environment. The Facilitator provides and actively seeks out complementary musical talent and gifts enabling individuals to express their Christian faith in public worship through music and song. The Facilitator will be an active resource to the Worship Committee helping to cultivate the musical life of the congregation.

THE ROLE OF THE MUSIC IN THE LIFE OF THIS CONGREGATION:

Music at Faith provides support for the congregational singing and serves as a medium for the celebration of our faith. It augments the key themes of the service in the sermon, the prayers, and the scripture readings while offering a variety of music styles. We call the "blended" worship. Music also occurs outside of workshop and is included in our vision as a component of the life of the congregation and the community.

QUALIFICATIONS:

A combination of formal education and experience that demonstrates that the candidate has the knowledge, skills and abilities to perform the requirements of the position such as:

- Formal music education such as a Bachelor's degree in music and/or ARCT, CRCCO, ARCCO
- Demonstrates the ability to play the pipe organ and piano and a willingness to utilize other instruments including percussion
- Demonstrates the ability to lead/teach/conduct our choir(s)
- Demonstrates the ability to play traditional and current/contemporary music styles
- The ability to play other instruments would be an asset
- Demonstrates experience showing initiative, creativity and interpersonal skills working with volunteers and ministry staff
- Ability to work collaboratively with other churches would be considered an asset

ACCOUNTABILITY:

The Music Facilitator is accountable to the Faith Council and is under the general direction of the Worship Committee and serves as a resource for this committee.

COOPERATION & COLLABORATION:

Internal – Ministry & Personnel Committee, the Minister, Worship Committee Choir(s), Faith Journey Resource Committee, Joyful Noise children's program, and the congregation at large.

External – other musicians, choir directions, music directors/co-ordinators/facilitators

AREAS OF RESPONSIBILITY FOR THE MUSIC FACILITATOR:

In cooperation with volunteers, the Facilitator is responsible for:

Worship and Choir (s)

- Provide musical accompaniment for worship services
- Lead the choir(s) fostering an environment of fun and fellowship while encouraging strong musicality and spirituality
- Enable and train others to share in the offering of worship music
- Initiate new musical groups in the congregation and assist in their development
- Introduce a broad range of music as indicated in the Vision and Mission statements for Faith's music program
- Prepare for the lead weekly evening rehearsal for the choir(s) between September 1 and June 30

Administration:

- Build on the music program at Faith United
- Continue the strategy of introducing a range of music styles that support worship
- Meet weekly with worship leaders an/or ministerial staff in planning the role of music in worship for the weeks ahead (the final responsibility lies with the minister)
- Build an inventory of musical talent and interest (choral, instrumental, conducting) from the congregation and invite and assist those willing to share these talents
- Provide direction to those who offer music in worship to better understand the role of music in worship as well as the importance of selecting music, preparation and rehearsal
- Meet with committees, as necessary, to assure effective planning and co-ordination of music in worship as well as the importance of selecting music, preparation and rehearsal
- Attend, and fully participate in, all Worship Committee meetings and act as a resource to the Worship Committee

- Liaise with Faith Journey Resources Committee and Program Calendar to ensure good communication in program planning
- Be responsible for presenting through the Worship Committee a budget for the music programme e.g. music, guest musicians, and maintenance of instruments
- Be responsible for identifying the need for the scheduling of maintenance of the church instruments through the Worship Committee
- Attend Council meetings on occasion, at the request of Council to provide an update of accomplishment and plan for the year, with additional attendance as needed (relating to additional musical events/endeavours)

Other music in the life of the congregation and community:

- Make use of musical talent of individuals/groups from outside of the congregation who are willing to share their talents enhancing various occasions. Where payment for this is required, it is expected to be within the music budget or with advanced approval from the Worship Committee
- Assist with/facilitate other musical activities as time permits e.g. concerts, Christmas pageants, musical theatre/events
- Provide or facilitate the accompaniment of music for weddings and rehearsals (within the wedding policy of the church) and funerals
- Support and/or participate in alternative worship services such as "Sunday Night Worship" (contemporary)

EMPLOYMENT SPECIFICS:

Hours per week:

Permanent part-time position – requires an average of 14 hours per week, 52 weeks per year

Salary:

To be negotiated at time of hire using the United Church of Canada's current salary guidelines for Ministry Personnel

Benefits:

The church may be used as a location for the Music Facilitator to teach music (vocal and/or instrumental). Use is scheduled in coordination with overall church activities and subject to space availability. This would offer the Facilitator an opportunity to expand business avenues and also meet Faith's vision of serving others and being a central place in the community.

Professional development support available.

Eligible for medical/dental coverage in accordance with the United Church of Canada's benefit plan for part-time employees, as well as participation in the UCC pension plan.

Vacation:

To be negotiated. Music Facilitator is responsible for providing a substitute (to be paid through Council).

Nursery Care Givers Role Description (Updated May 2023)

DUTIES:

1. Make sure the room is orderly and inviting prior to the children's arrival and before you leave.
2. Keep the toys and equipment clean or wiped down.
3. Care for and/or supervise children and babies during the church service.
4. If there are no children, you may attend the service on the condition that if a child arrives late to the nursery they would leave the service to care for the children.
5. Nursery workers will supervise all children attending in the summer months.

HOURS:

1. Arrive one half hour prior to the service.
2. The caregivers will stay one half hour following the service or they may leave when they have been on site for two hours.

REMUNERATION:

Nursery caregivers will be given an honorarium.

Child, Youth and Young Family Leader
Role Description
(May 2023)

The position of Children, Youth and Young Family Ministry Leader (CYFF) is a Congregational Designated Ministry (CDM) position as defined in the United Church Manual and is accountable to the Faith Council through the Faith Journey Resource Committee.

Responsibilities:

- Develop and promote programs that assist children, youth and families in the growth of their Christian faith. This would include planning and executing regular meetings and activities for children and youth of all ages with some assistance from volunteers in the congregation.
- Coordinate, set up and execute the Sunday School (Joyful Noise) program every Sunday morning using the Spark Curriculum, and in accordance with the Minister on a weekly basis
- Coordinate, set up and execute Youth Group meetings and activities, monthly Movie Nights and monthly Family Fun Nights in conjunction with the Faith Journey Resource Committee Chair and congregation volunteers
- Coordinate, in conjunction with the Minister and Faith Journey Resource Committee Chair, various events according to the church calendar i.e. Advent, Christmas, Easter, Celebration Sunday etc.

Values & Beliefs:

- Understands their own faith and is able to communicate it in this role
- Interest in spiritual welfare of children, youth and families
- Deeply committed to worshipping God
- Personal theology that is in keeping with the ethos of the United Church as an Affirming Church of Canada (N.B. Faith United congregation.)

- Understands the policy of the United Church and has a basic understanding of scripture and of its authority within the United Church

Qualifications:

- An Ontario Secondary School Diploma or equivalent is required
- A current driving license
- A current Criminal Record Check including the Vulnerable Sector
- Efficient computer and social media skills
- Understands the responsibilities of a ministry leader regarding duty of care, confidentiality, and authority/trust
- Has the ability to draw on spiritual resources to sustain self and others
- Demonstrates knowledge and support of the justice-making policies of the United Church
- Is able to exercise basic listening and empathetic skills
- Has communication skills related to team-building and conflict resolution
- Has an understanding of youth culture and child/adolescent development, particularly faith development
- Possesses educational and leadership skills in the areas of group facilitation and program planning/implementation/evaluation

Terms of Employment:

This is a part-time 10 month contract (September – June), renewable on a yearly basis

Hours:

10 hours per week on average with 2 ½ hours every Sunday morning, and a weekly 1 hour meeting with the Minister. Some evening hours required for monthly Movie Night, Family Fun Night and possibly other programs/ activities throughout the year.

Rate of pay:

To be negotiated upon qualifications and experience

SECTION 6

Policies

Council:

Donation Policy (of items) For Faith United Church:
(Dec. 17, 2012, Reviewed May 2023))

When an item is offered as a donation to Faith United the following process will apply:

1. The donor of the item should notify either Council directly or the appropriate committee chair e.g. Worship (items for the sanctuary); Property (items to go elsewhere in the church)
2. The committee chair will take the matter to council for consideration
3. A number of criteria will be considered for each item that is donated, including but not limited, to the following:
 - a. condition of item
 - b. suitability of item
 - c. size of item
 - d. portability of item
 - e. available space
 - f. storage required
 - g. maintenance and cost thereof
4. The decision whether or not to accept the donation and how and where the donation will be used will be at the sole discretion of council
5. Any items brought to the church that do not go through council will be regarded as a casual donation and will be at the sole discretion of council as to the use and disposal of such item.

Faith Journey Resource:

Children attending Faith United Church regularly - upon request will be offered a subsidy of up to 50% of the cost to attend Camp Quin-Mo-Lac for one week each year.
(Oct. 15, 2012 - amended Jan. 20, 2014, Reviewed May 2023)

Finance and Administration:

Bequests & Special Gifts: (Reviewed March 2022)

All undesignated special monetary gifts/bequests for Faith United Church are to be split into two equal parts:

1. Undesignated Fund: This fund provides long term financial backstop for the congregation which could also be used to cover mortgage payments if required.
2. Asset Replacement Fund: This fund is to be available for future replacement of major capital items required due to age, use or other deterioration (such as hot water tanks, dishwasher, carpeting, roofing, parking lot etc.)
3. Designated Fund: This fund is for only the \$125,000K Manse portion and approximately \$18,000K for M&S. It is not touched for anything else.

These funds are part of the accounts deposited with RBC Dominion Securities and invested in high interest savings accounts for safety and liquidity.

If a monetary gift is designated to an area that is not an ongoing project or need, the donor will be contacted by the Treasurer who will ask if the donor allows us to put the donation into our Asset Replacement Fund. (Nov. 2019). The church reserves the right to redirect designated offerings where needed if the project is already funded or cannot be completed for any reason and will be placed in the Asset Replacement Fund for future projects. Along with this appearing under Finance Policies it will also be included in the Church Bulletin so the congregants are aware of it.

Manse funds – Interest only from the Manse Fund portion of the Faith United Church RBC Designated Investment Account shall be transferred annually at the end of the calendar year to operations for the Minister' salary.

Year-end Donations: (March, 2022)

Council agreed that the Office Administrator should follow CRA policy, that donations made each year are credited to the same year for tax purposes.

Donations should be made by December 15th of the current year and postmarked by December 31st of the current year, in order for them to be applied to the same year for tax purposes.

Finance and Administration:

Audit: (March 2023)

The Office Administrator will follow CRA policy Donations made each year are credited to the same year for tax purposes. Jan.-Dec. 31

Donations made by December 15th of the current year and postmarked by December 31st of the current year, will be applied to the same year for tax purposes.

Records to be ready by end of month following calendar year. (January 31) Auditor's report to be completed and presented for review within two weeks (not months) to give adequate time for council to review. All committees to submit yearly reports and in the office by February 1st to enable the Office Administrator to prepare the Annual Report and have it ready to be reviewed by the congregation 2 weeks before the Annual Meeting.

Individual Committees:

Complaints and Concerns: (Dec 17, 2012, Reviewed May 2023)

All complaints and concerns made to council or committee must be made in writing, signed and given to any member of council.

Wine: (Mar. 18, 2013, Reviewed May 2023)

Wine may be served with food. The group being catered to will be responsible for obtaining the permit, required insurance, certified server(s) and the wine.

Ministry and Personnel:

Ministry and Personnel Chair cannot serve as Chair of any other Standing Committee (Jan. 21, 2013, Reviewed May 2023)

Property:

Facility Rental (May 2023)

1. All activities carried out on the church premises must be in keeping with the operating principles of Faith United Church. The church reserves the right to reject applications it deems to be in conflict with these principles.
2. The Permit holder understands and agrees that the permit may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation, there would be no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever. It is further understood that the date of the permit may be changed by Faith United Church should the facilities be required for other purposes. Advance payment will be refunded if any of the above occur.
3. Cancellations of a permit by the permit holder requires at least 5 working days written notice in advance of the date(s) concerned, otherwise the permit holder shall bear the full charge of the day(s) and times(s) permitted.
4. Permitted facilities are not transferable; they can only be used by the organization named on the reverse, on the dates and times shown for the activity specified. Upon request, the permit holder must present a copy of the authorized permit.
5. The sub-letting of time permitted will result in the immediate cancellation of the permit.
6. The premises must be returned to a clean and neat condition and the custodian, or other individual designated by the church, shall remain in charge of the facilities at all times and his/her instructions must be followed.
7. The permit holder shall, upon request, arrange for and provide proof of liability insurance coverage in the amount of two million dollars naming Faith United Church and its officers as additional insured, and shall indemnify Faith United Church and its officers and hold them harmless for any and all liability for loss, damages on account of injury to persons or damage to property resulting from the activities of the group using the premises under the permit.
8. The permit holder shall be responsible for any personal injury or damage, or for the loss or theft of any articles of the organization or its participants, or anyone attending on the invitation of such organization or participants.
9. The permit holder must pay for all damage to the facilities or furnishings, however caused, arising out of or during the use of the facilities under permit. Future permit requests will not be considered for any group that has an outstanding account with the church in this regard.
10. No advertising in connection with any production is to be displayed or affixed to any part of the church facilities, ground or premises without express written authorization from Faith United Church.
11. The sale of any items by the permit holder on the church premises or grounds is not allowed except as covered by a written agreement with Faith United Church and shall be noted on the permit.
12. Maximum attendance shall be governed by Fire Regulations.
13. No smoking will be allowed in any part of the building.

14. No alcoholic beverages shall be allowed on the church premises unless written permission has been given by Faith United Church and a Special Occasion Permit has been obtained from the LCBO.
15. Faith United Church reserves the right to evict any individuals who are seen as not acting in the best interests of the church, program or activity and/or who display inappropriate behaviour.
16. All permits issued where contributory fees are charged shall be paid to "Faith United Church".

Note: This document is meant to be the Church Policy for rentals and as such is a 'living document' open to changes upon review by the finance and Administration Committee and approval from Council on an annual review basis.

UCW:

Kitchen use by outside groups - motion of May 8, 2002, Reviewed May 2023

To be adhered to by outside groups using the kitchen in conjunction with rental of space in the building:

- Gas stove and dishwasher not to be used
- Kitchen is to be left clean
- Dish cloths and tea towels to be supplied by user
- User to provide their own coffee, tea, sugar, milk and all other supplies they require
- User must abide by Durham Public Health rules and regulations as posted in the Kitchen

Worship Committee:

Funeral Policy (May 2023)

Contact the office administrator and the Minister to set a date for the funeral.

- The assumption is that the presiding Minister will perform the service. The presiding Minister must review and approve the request for a guest minister if the family requests one.

Family Wishes

Faith will attempt to accommodate the family's wishes. However, depending on the requirements, it may not be possible.

- Families will meet with the Minister to create a service

Bulletin

Either the funeral home or, if required, the Office Administrator can complete the bulletin

Music

The Music Facilitator must confirm availability for the service.

Funerals at Faith United

- If the Music Facilitator is unavailable, they will find a substitute. The supply list is available in "DropBox." To obtain the list, the Minister, Worship Committee chair and Office Administrator have access to this internet database.

Funerals at a Funeral Home or elsewhere

- The Music Facilitator will be offered the opportunity to play for the funeral
- If unavailable, the Funeral Home will arrange for an alternate musician

Reception:

If the family requests catering for the reception, the UCW Catering chair will work with the family to understand their needs. The UCW is responsible for all aspects of catering, including set-up, engaging other committees as needed and returning the sanctuary to its worship state.

Funeral Set-up

The Chancel team is responsible for the set-up and take-down of all items related to a funeral.

Before the Service:

Foyer set-up

1. Cover the bulletin board with burgundy cloth and a gold ribbon cross (found in the corner cupboard in the front foyer).
2. Clear the tables of all papers and literature and cover them with a white cloth.
3. Place a table covered with a white tablecloth at the bottom of the ramp. Placed on this table is a candle, a basket for cards, the funeral home-supplied obituary cards and donations are accepted at this table.
4. The Faith United guest book on the sign-in table by the church entrance is replaced with the family's guest book and moved to the sanctuary entrance.

Sanctuary set up

1. Place a white table covering on the communion table. Place on the covered communion tables the candles and Christ Candle.

Note: Replace the existing candles with new ones. The Minister is responsible for lighting the candles on the chancel.

Funerals with Caskets:

- Place the casket at the front of the sanctuary.
- Place flowers on the chancel's steps.

Note: Removal of the flowers must occur after the service.

Funerals with Urns:

1. Place the urn on the glass-covered table at the foot of the chancel.
2. Family-supplied pictures, flowers, candles etc., are placed on this table.

Note: Faith can provide the family with easels with long white tablecloths for additional pictures if desired. Faith can supply additional tables with white tablecloths and white skirts for any items the family may request for the service. Set-up is before the service.

Reception after service

Note: The Minister will request the guests to move into the foyer during the catering set-up.

1. Set up the round tables, place with tables and six to eight (6-8) chairs per table.
2. The UCW is responsible for the reception. Please see above.

Note: See the book in the kitchen for additional information.

Costs

- The sanctuary is at no cost for funerals.
- The Minister and Music Facilitator will provide their costing details.

Worship Committee:

Special Services (May 2023)

Sacraments

We celebrate two sacraments as gifts of Christ: baptism and Holy Communion. In these sacraments, the ordinary things of life – water, bread, wine – point beyond themselves to God and God's love. (A Song of Faith)

Holy Communion

We partake in Holy Communion, the Lord's Supper, on the first Sunday of the month. The exceptions are special liturgical Sundays, such as Easter which may result in a change. Ours is an open table where all are welcome to partake. There are two stations, possibly three on special Sundays, at the foot of the chancel and a rover serving those who partake in their seat. The servers present a cube of bread (seedless gluten-free only) and a communion cup of juice to the worshiper, the worshiper may take as much time as they wish to consume the bread and juice and then set the cup within a separate communion tray (the same tray for those in their seats).

All full members of Faith United are invited to serve communion and, if interested, can share their desire with the Minister, the Worship Committee Chair or the Chancel Guild.

Baptisms, confirmations and membership transfers

Baptism and confirmations may occur any Sunday within the year upon which the Minister and the family or **person agree** upon the date. Membership transfers generally occur during Easter, however, may change at the discretion of the Minister.

Anniversary Service

We celebrate and acknowledge the anniversary of the birth of the congregation every year, with a special celebration every five (5) years which occurs on the third (3rd) or the fourth (4th) Sunday in February. (Note: February 2022 was our twenty-fifth (25th) anniversary and our thirtieth anniversary will be in February 2027.)

Flags

No flags are displayed in the sanctuary, except on Special Sundays such as the Sunday dedicated to the Remembrance Day Service, the Sunday that precedes November 11th.

Worship Committee:

Wedding Policy
(May 2023)

The expectation is that the presiding Minister will perform the service. Should the couple request someone other than the presiding Minister to perform the wedding service, the presiding Minister will review and approve the request. If the Minister cannot perform the wedding due to vacation or other reasons, the worship committee can approve the guest minister.

The Church expects the couple's and guests' conduct to be in keeping with the church setting; the use of alcohol or drugs is not permitted and will result in the postponement or cancellation.

Preliminary Preparations:

1. The first step in arranging for a wedding is to consult the office administrative regarding the date and hour you wish to have the ceremony and the availability of the Minister and (if required) the Music Facilitator. All marriages shall be approved or ratified by the Worship Committee of Faith United.
2. It is required that both parties to a marriage meet the Minister at least once after the requested wedding date.

Note: This interview is a requirement. If not, your wedding will not be confirmed.

Note: Do not send invitations or announcements until Step 2 is complete.

3. Arrangements will also be made for a rehearsal where the couple and all the attendants should be present.
4. The couple must meet with the Minister a minimum of two (2) times for planning purposes.
5. Faith strongly recommends a marriage preparation program with the Minister or another such program, preferably in a church environment. These programs focus on communication skills and understanding some of the realities of the joys and challenges of married life. The purpose is to help the couple to forge their way – a way suited to their unique personalities.
6. Anyone holding a legal marriage license in the province of Ontario and willing to have their marriage take place in the context of Christian worship is welcome to be married at Faith United Church.

The couple must obtain their Ontario legal marriage license before marriage. If desired, the church office can keep the license until required. Licenses are valid for only 90 days. Faith recommends securing the license well in advance. For additional information, see <https://www.ontario.ca/page/getting-married#section-2b>

The Wedding Ceremony:

1. Worship

As the wedding ceremony is a service of Christian worship, the Minister will develop the order of worship in consultation with the couple.

- *The Minister's fee is \$350 for weddings at the Church and \$450 for offsite weddings. (Rev. Larry Doyle will only do offsite weddings for persons associated with Faith United.)*

Note: Upon booking, a \$100 non-refundable deposit for the Minister's services will be made.

2. Music

- a) The couple's chosen music will fit Christian worship.
- b) The music requires approval by the Music facilitator and/or the Minister.
- c) The Music Facilitator may be available to perform at the wedding if necessary for additional costs. The Music facilitator must approve such requests.
- *The Music Facilitator's basic wedding fee is \$150.00.*
(This fee does not cover costs associated with rehearsals, soloists or other special requests.)

3. Church Building

- *The rental of the Church is \$150.00 per day. (The Minister has the discretion to waive this fee)*
 - a) A deposit of \$100.00 is required upon booking.
 - b) The remaining balance is due to Faith's Office by the Wednesday preceding the wedding.
 - c) The Church will pay any individual booked by the Church.
 - d) Decorating the sanctuary will be discussed with the Minister.

Note: In case of cancellation, the Church will retain \$50.00 and return all other rental funds to the couple.

Note: Using any confetti on church property, including paper, birdseed and other types, is forbidden.

4. Caretaker

- *The caretaker's cost is \$75.*

The responsibilities of the caretaker include:

1. Make sure the building is open and proper furniture is in place.
2. Clear the building and lock up after the wedding
3. Clean up after the wedding as necessary.

Total Fees - \$725 (in church, with musician)

5. Pictures

The Photographer shall consult with the Minister regarding taking pictures. The general custom is that pictures may be taken during the processional and recessional, and at the signing of the register. Pictures may not be taken at such a time or in such a way that will disturb the ceremony. The wedding may be video-taped providing the camera is in a stationary position and no auxiliary lighting is used. Time for pictures on the church property must not interfere with another wedding.

We agree to abide by the Faith United Wedding Policy:

Signature: _____

(Print): _____

Phone: _____ Date: _____

eMail: _____

Wedding Date: _____

Deposit Rec'd: _____ Church Rep: _____

SECTION 7

Practices

Council:

Reduce paper usage:

Each Council member is encouraged to e-mail committee reports to the Chair who will then e-mail them to all members. Print a hard copy for anyone who does not have a computer. (Oct. 20, 2008, Reviewed May 2023)

Scent Free Environment:

Faith United Church encourages compliance for a scent-free environment through notices in the bulletin (Updated May 2023)

Faith Journey Resources:

Program Calendar: (Reviewed May 2023)

A booklet published twice a year outlining programs designed to offer opportunities for congregants and the wider community to explore their personal faith journey by developing communion, compassion and connection. These involve programs for young people, (Sunday Nursery Care, Joyful Noise and our Youth Program), The Porch, Bible Studies, UCW & Women's Retreat, workshop discussions about other forms of faith, etc.) and social gatherings that nurture Christian life, (men's group, painting, choir, Quilters & Crafters and more).

Finance and Administration:

Donation: (Feb. 17th 2022 - Reviewed May 22)

A Thank you card, signed by the Church Office Administrator will be mailed to donors of special gifts, bequests and in memoriam donations.

Individual Committees:

Coffee Hour after Sunday morning worship:

Coffee Hour will be volunteer. No food will be offered except for special events. A signup sheet for volunteers will be placed on a table in the atrium (May 2023)

Ticket Pricing: (Dec. 17, 2012, Reviewed May 2023)

Ticket Pricing for Dinners-Committees have the flexibility to set ticket prices with the recommendation that children 12 and under be free and teens be given a reduced rate.

Ministry and Personnel:

Occasional Overtime: (Dec 17, 2012, reviewed May 2023)

Chairperson of Ministry and Personnel has the authority to verbally authorize occasional overtime for staff as required.

Property:

Whitecliffe Emergency location - our church will be an emergency location for Whitecliffe Terrace Retirement Home. (Nov. 15, 2010, Reviewed May 2023)

SECTION 8

Procedures

Council:

Future Updates: (Updated May 2023)

During the year, Committee Chairs will identify any updates to the Office Administrator who will forward the information to the Handbook Co-Ordinator to confirm the change. The Office Administrator to ensure the correct version is posted on our website.

A call for updates will be issued to all Committees after the yearly Congregational Meeting.

A full review will be conducted every three years.

A master copy will be maintained by the Handbook Co-Ordinator.

Election Procedure for Task Groups: (Reviewed May 2023)

Task Groups can be struck by Council at any time and the following process is recommended to ensure an open and fair election process. These groups must be elected at a Congregational Meeting.

- a) Council should establish the number of people to be elected to the task group and any other requirements e.g. age groups, whether the person has to be a member or adherent, term of office, if particular Standing Committees should have a representative etc.
- b) Two weeks prior notice of the Congregational Meeting must be given in the Bulletin.
- c) A Nomination Form must be signed by the person nominated and by the nominator; with a brief statement of the reasons the person nominated would be a good choice for the group.
- d) Try to ensure that the role of the task group is clearly explained on the reverse of the Nomination Form.
- e) Indicate whether the nominee must be a member or adherent of Faith United.
- f) Allow a minimum of 14 days for the nomination process and state clearly the final date and time that nominations will be accepted. This date must be prior to the Sunday before the Congregational Meeting in order for step h) to be followed.
- g) All nominations must be handed into the Church office unless otherwise specified.
- h) Ensure that the list of persons nominated is presented to the congregation and/or posted the Sunday prior to the Congregational Meeting and at the Congregational Meeting. Ensure that the nomination forms are available for review.
- i) Ensure that the voting takes place at the Congregational Meeting by secret ballot if there are a greater number of nominees than places on the committee. All ballots must be destroyed.
- j) If the number of nominations does not exceed the task group size, then the nominees will be acclaimed and there will be no voting process.
- k) This process does not allow for any nominations from the floor at the Congregational Meeting since nominations have been officially closed by the earlier specified date.

Finance and Administration:

Year-end Donations: (Reviewed May, 2022)

Council agreed that the Office Administrator should follow CRA policy that donations made each year are credited to the same year for tax purposes.

Donations should be made by December 15th of the current year and postmarked by December 31st of the current year, in order for them to be applied to the same year for tax purposes.

Records need to be ready by end of month following calendar year. Auditor's report to be completed and presented for review within two months to give adequate time for council to review and reports to be included in the Annual Report printing for the members to have time to read them before the Annual General Meeting.

When the records are ready for the auditor for the year-end financial reports, it is the auditor that will specify which months that he/she wishes to review.

Fund Raising: (May 2022)

Money for operating floats be requested and received from the Office Administrator.

When the fundraising project is completed – the following is to be turned into the Office Administrator or any of the 3 people with the vault codes within a 24-hour period.

This could be a Sunday after a Saturday event.

The original float monies, the monies raised and all receipts for out-of-pocket expenses incurred by the committee chairperson or person in charge of the event, to be presented to the Office Administrator together with a requisition for reimbursement of expense monies. It is important to have all receipts, as this is our way of keeping track of expenses for events or projects.

Finance and Administration and Council:

Emergency Financial Controls (April 20, 2020)

That during this period of physical distancing while the office is not accessible and normal financial processes are not available, the Office Administrator be authorized to:

1. Accept cheques and deposit them to the current account through a mobile application and retain all cheques received and deposited through this method.
2. Issue payment and transfers with email authorization from the appropriate committee chairperson, emails to be printed and retained as backup for the expense
3. Have a limited quantity, no more than ten (10) cheques pre-signed for the purpose of making essential payments as approved. (see #2 above)
4. Count and record all offerings received and deposited to the bank alone, where previously it required a second person to verify the givings and the deposit. A second person will still be required in the case of cash deposits

Finance and Administration:

Reimbursements:

A copy of the “purchasing record” form that Finance and office uses for reimbursements to congregational purchasers. This completed form along with attached receipts must be submitted to the church office for any reimbursements for purchases made by congregants. Purchases must be approved and signed for by committee chairs.



Reimbursement Request or Expense Authorization Form

Attach all receipts to this form

Requestor: All expenditure (reimbursements and advances) must be approved by the Committee Chair before any payment is to be made. Appropriate documentation must be provided with request.

Committee Chair: Review and sign form. Give the form to the Administrator.

Administrator: Prepare the ~~cheque~~ to be signed based upon the information provided below. Have two signing officers who are at arm's length, sign the ~~cheque~~ and initial supporting documentation.

Requestor's Name (please print):

Payable to:

This request is: ☐ A reimbursement ☐ An advance payment ☐ To pay invoice

	Purpose (Description of expense)	Committee	Amount
1			
2			
3			
4			
5			

Total amount requested

-

Requestor's Signature

Date

Chair of Committee's Signature

Date

The requestor confirms that the amount requested for reimbursement was used and reported in accordance with Church guidelines. Proper documentation and receipts are attached.

Administrator Use
Only

Cheque Number

Fund / Category

Administrator's signature

Date

Individual Committees:

Event Planner Form: (Reviewed May 2023)

All groups planning an event are encouraged to use the “Event Planner” form to organize the activity. This would be a useful resource when seeking Council’s approval for the event.

1 of 2

EVENT PLANNER

Committee:		Date:		Co-ordinator:	
Event:					
Task:		Target Date: <i>Insert date below</i>	Task assigned to: <i>Insert name below</i>	Date task completed: <i>Enter date</i>	
BOOK DATE WITH MAIN OFFICE		immediate			
PASS DATE & EVENT INFORMATION TO COMMUNICATIONS CTTEE		immediate			
DECIDE VENUE (SANCTUARY, SUN ROOM, LR, etc.)					
DETERMINE SEATING (STYLE/NUMBERS)	Auditorium Style: # of chairs ____	immediate			
	Tables: # of tables ____	immediate			
	table ____ # per	immediate			
PASS SET-UP REQUIREMENTS TO CHURCH OFFICE/CUSTODIAN		at least 2 weeks prior to event			
BUDGET - FOOD		immediate			
BOOK EXTERNAL ENTERTAINMENT WHERE APPLICABLE					
SET TICKET PRICE AND NUMBER OF TICKETS		immediate			
PASS TICKET REQMTS TO BOX OFFICE FOR TICKET PRODUCTION		immediate			
ADVERTISING: PASS EVENT INFO. TO COMMUNICATIONS CTTEE	Faith Community Flyer	4 months prior			
	The Link	6 weeks prior			
	Weekly Bulletin	any Wed.			
	External Ads				

2 of 2

EVENT PLANNER

Committee:		Date:	Co-ordinator:	
Event:				
Task:	Target Date: <i>Insert date below</i>	Task assigned to: <i>Insert name below</i>	Date task completed: <i>Enter date</i>	
SEND TO: showmaster@faithunited.ca - SOUND BOOTH	Church overheads		4 weeks prior	
	Other churches		6 weeks prior	
	Press Release (no cost)		3-4 weeks prior	
	Media advertising (subject to budget)		3 weeks prior	
	Posters: Lg #____ Sm #____		6 weeks prior	
LIGHTING: PASS REQUIREMENTS TO COMMUNICATIONS CTTEE	Floods: #____ Spots: #____		4 weeks prior	
SOUND: PASS REQUIREMENTS TO COMMUNICATIONS CTTEE	Wireless Mikes: #____ Wired Mikes: #____		8 weeks prior	
AUDIO VISUAL: PASS REQUIREMENTS TO COMMUNICATION CTTEE	Overheads or Piped Music		4 weeks prior	
PASS PROGRAM DETAILS TO COMMUNICATIONS CTTEE			2 weeks prior	
PHOTOGRAPHY	Still and/or Video		4 weeks prior	
MUSIC REQUIREMENTS	Music Facilitator/ Audio/Band			
MASTER OF CEREMONIES - ALLOCATE IF REQUIRED				

[illegible]

Ministry and Personnel:

Conflict of Interest:

To try to avoid a conflict of interest between M&P members and church staff, all members must read and sign a "Conflict of Interest Signature Form". Any committee member who may have a conflict of interest will be required to remove themselves from the committee, at least until the conflict is resolved. (Nov. 21, 2022, Reviewed May 2023)

Nominating Committee Questions for M&P:

The United Church Manual and the M&P Handbook were used to develop the criteria. We will give each candidate a handbook and a list of the criteria that they will be required to answer and hand in to the nominating committee in a reasonable amount of time. At this time, we would ask all prospective and incumbent members to fill out a form.

Notwithstanding the candidates' ability to respond positively to criteria, the Nominating Committee reserves the right to review and make a careful assessment of all candidates and make their recommendations to Council.

1. Have you read the M&P Handbook and are you comfortable that you can carry out the requirements?
2. Are you serving or are you nominated to serve as a chair of any working group?
3. Are you involved currently (directly or indirectly) in any conflict situation:
 - a. With staff
 - b. With other parishioners
 - c. With church directions
4. Are you able to maintain a trustful and helpful relationship with the staff and other committee members?
5. What strengths do you feel you would bring to the M&P Committee?
6. Would you have any particular goals if you were to serve on the M&P Committee?

Name

date

NOMINATION FORM

(ENTER NAME OF TASK GROUP)

I, _____ (print name) would

like _____ to nominate:

_____ to be a candidate on the (enter name of the task group).

I think that this person should be on the task group because:

Signature of nominator.

Signature of person nominated.

This form must be returned to the church office by noon, (ENTER CLOSING DATE). Please see overleaf for information about (enter name of task group).

NOMINATION FORM

Enter Name of Task Group and insert information about the Task Group

Wellness Ministry Membership Sub Committee:

Guidelines and Criteria for assessing Status of Member on Historic Roll (May 2023)

The Membership Committee will consider each member on an individual basis with input from congregants involved in church programs, Pastoral Care, and the Office Administrator.

If a Member ticks all of the below criteria they will be sent our “Lapsed Member Letter of Invitation”

- a) has not attended any worship service
- b) is not on Pastoral Care List
- c) has not attended any church activity ie, dinners, theatre, cards, other connections etc.
- d) has made no financial contribution in previous 3 years
- e) No on-line presence

If we don't hear from them by stated date in letter, they reply they wish to be “removed from active member roll” or they wish to be transferred, their names are presented to Council for approval and removal. These Codes: OR, T, AC are used in the Historic Roll. (Codes: Own Request, Transfer, Act of Council)

The same criteria is followed for Adherents. They would be sent the “Lapsed Adherent Letter of Invitation” and if there is no response they are removed at the Committee's discretion and sent to Council as “Information Only”

Worship Committee:

Communion (May 2023)

The worship team and the chancel sub-committee are responsible for preparing all aspects of communion.

Preparation

1. Coordinate cutting the bread (seedless gluten-free only) into cubes, the loaf of bread for the communion table and the juice for the elements.
2. The usual colours for communion are white. However, double check with Minister this is the case.

Communion trays

1. A minimum of three (3) communion trays require preparation—two for the servers in front of the chancel and one for the rover.
Note: the servers' communion trays consist of one silver plate of bread and the communion glasses tray, while the rover has one tray with bread and juice.
2. Place cubed bread on the round silver plates and cover with white cloth napkins or plastic kitchen wrap. Place the cubed bread into the crystal center dish in the Rover's communion tray and cover the tray with the communion tray lid after step 3...
3. Place 3 to 5 prepackaged communion cups into all communion glass trays and fill communion glasses with juice.
4. Place the elements on a rolling kitchen cart and move to the entrance of the sanctuary.

Serving the elements

1. Servers go to the back of the sanctuary at the beginning of the communion hymn and bring the elements up to the chancel and hand them to the minister.
2. Servers retire to the front row of chairs until serving time.
3. Servers come forward upon minister's invitation and elements are handed out to each server.
4. One person is designated as "rover" who moves around the sanctuary serving people with mobility challenges or who prefer individual cups. The "rover" will serve our musician first, then the congregants and thereafter those in the nursery.
5. In order to facilitate traffic flow:
 - a) Window side station should have bread on right and juice on left.
 - b) Piano side station should have bread on left and juice on right.

Note: The right and left are positioned in relationship to the Minister's view from the chancel

6. Servers are encouraged (but not required) to speak words as they serve each person. You may choose any of these that feel right for you:
 - a) (This is/Jesus Christ) The bread of heaven
 - b) (This is) The bread of new life
 - c) (Jesus Christ) Bread for the journey
 - d) Jesus Christ: the true bread
 - e) (This is) The cup of new life
 - f) (This is) The cup of blessing
 - g) (This is) The cup of salvation
 - h) Jesus Christ: the true vine

N.B. If you would like to say something not included in the above list please run it by the minister first.

7. After all congregants are served the servers should *serve one another* at the station where they are. The Rover should join one of those groups.
8. Servers then return to the table and hand the elements back to the minister. (The minister will partake of the bread and juice on the table.)
9. Servers then return to the front row of seats for the closing prayer.

After Service

Arrange for the communion glasses and silver platters to be washed and sanitized, reassemble communion trays and return to the chancel closet.

Worship:

Copyright subscription services reporting requirement (May 2023)

As worship music is copyrighted, Faith requires permission to display the songs' lyrics on the sanctuary screen, broadcast the music on YouTube®, and photocopy the lyrics. This pertains to any event if the lyrics are copied, or the music is broadcasted. Faith has a subscription to One License (OL) and Christian Copyright License International (CCLI) to ensure we are not in copyright infringement.

Of these two subscription services, only OL requires Faith to report what lyrics and music were copied or broadcasted during service or at any other time. Generally, these are the songs found within Voices United and More Voices. As CCLI mostly covers the praise music it does not require reporting. See below for the reporting process.

Account & license information

One License

- Faith's subscription number is A-722659.
- The 2023-2024 license is an Annual License w/Podcasting Renewal, Category C average weekly attendance of 101 to 200.
- The subscription period is from July 23 to July 24.
- Web site: <https://www.onelicense.net>

Christian Copyright License International

- Faith's account number is 2228944.
- The 2023-2024 licenses are Church Copyright License, including lyrics in SongSelect, Size B, and CCLI Streaming License™ Size B. Size B is a church size of 50-99.
- The CCLI subscription period is from June 29 to June 30.
- Web Site: <https://ca.ccli.com>

OL and CCLI have four assigned users. The office is the primary user, and the sub-users include: Rev. Larry, worship (id: worship@faithunited.ca), and faithchoir (id: faithchoir@faithunited.ca).

Note: The cost associated with these annual subscriptions will be assumed into the Worship Committee's budget in 2024.

Reporting Process

Obtaining the music titles

1. The Minister emails the hymns and praise songs, and the Music Facilitator emails the anthems to the Office Administrator (OA) to input in the weekly bulletin. The Music Facilitator also provides the prelude and postlude music details after the Sunday Service
 - a. Generally, the praise songs are covered under CCLI and do not require reporting.
Note: The communication team accesses CCLI for the projection of the lyrics.
 - b. Hymns composers and arrangers are documented in Voices United and More Voices hard copy hymnals or at <https://hymnary.org/>.
 - c. If required, praise music composers or arrangers are available in the “corporate” Dropbox© under the worship committee file. The Minister will provide these details if the title is not in the file.
2. The Music Facilitator provides the OA with the anthem’s title and the composer or arranger’s name for the bulletin. The week after the service or the event, usually after the service, the Music Facilitator will provide the title and the composer or the arranger’s name for the prelude or postlude after playing them on Sunday.

Note:

- In case of holidays, vacations etc., the guest Minister provides the OA with the hymns and praise songs’ information for the weekly bulletin. Therefore, the process remains the same.
- If the Music Facilitator is away and a substitute plays, the worship chair will obtain the information about the pre and postlude music. For special occasions, where neither the Minister nor the Music Facilitator or Worship Chair are involved, the committee chair will email the information to the OA if the lyrics are displayed on the screen or when music is played at a broadcasted event.

Reporting

1. Upon receipt of the titles, the OA will log into Faith’s OL (<https://www.onelicense.net/>) with Faith’s central email id of office@faithunited.ca.
Note: The OA will document the password for OL and CCLI so that it is available should the OA be away or the position is open.
2. The OA will look up the title, confirm the authorship and record the title in OL and CCLI reporting interface.
3. This process will occur weekly around the same time the weekly bulletin is confirmed and distributed.
 - a) For special events, reporting will occur the week after the event.

4. Instructions on how to report within the online tool are available as a video tutorial at <https://www.onelicense.net/how-it-works>

Note:

- At their discretion, the OA can report weekly, biweekly or monthly to accommodate their schedule. However, the reporting should occur at least once a month.
- Should the OA be away, reporting falls to the worship chair.
- If the Music Facilitator or the Worship Committee Chair is unavailable or either role is unfilled, they will provide the OA will provide the OA with their passwords. This does not apply to substitute Music Facilitators
- Although Faith is not required to report under the term of the current subscription, CCLI T&C's does provide an auto-reporting process. However, Faith United does not subscribe to any of the supported worship. Planning, and presentation applications in 2023 which enable this automated reporting process.

Subscription Payment

1. As the primary account holder, each subscription service will notify the OA that it is time to renew the yearly subscription.
2. The OA will notify the worship chair, who will authorize the payment.
 - a. Before authorizing, the worship committee chair should review the attendance numbers to ensure that Faith has not exceeded the attendance numbers dictated by the license. If so, the Worship chair will notify the council and seek approval to allocate more money to these subscriptions.
3. Upon authorization, the OA will pay for the subscription services.

Worship:

Scripture Self-Recording Video Instructions: (May 2023)

1. Use 'portrait' mode (not horizontal)
2. Having your upper body/to the waist in the shot is best (not just your head, and not your full body).
3. Set your phone/camera on a stationary surface or tripod (not handheld)
4. It's perfectly fine to hold a bible, iPhone, or whatever for reading—no need to have it look like a teleprompter.
5. Please introduce yourself before you read with something like:
6. "Hi, I'm (name)- our scripture reading today is: Ephesians 1:11-23"
7. Please add at the end - "Hear what the Spirit is saying to the church. Amen."
8. Don't worry about extra time at the beginning or end of your video - we'll edit it and make it look nice!
9. Upload the document into Faith's Dropbox. The link to the drop box is provided to the reader.

Scripture Zoom- Recording Video Instructions: (May 2023)

If the reader is uncomfortable self-recording, the Worship Committee can work with the reader to record via Zoom.