

## Greenbank Seagrave Pastoral Charge

The faith communities of Seagrave United Church and Greenbank United Church together form the Greenbank Seagrave Pastoral Charge to work collaboratively and for mutual benefit. The governing body of the Pastoral Charge shall be known as the Unified Board.

### Governance Structure

Individually the faith communities of Seagrave United Church and Greenbank United Church are governed by board of governance of their choosing and have primary responsibility for the local programming and events, the well being of the members and adherents of the congregation, and oversight of the maintenance and use of the property.

The local governance boards along with the Unified Board of the Pastoral Charge jointly have responsibilities of guiding the communities of faith in accordance with the Polity of The United Church of Canada as defined by the current Manual in use. This document was prepared with reference to the Bylaws recorded in the 2021 Manual and specifically Section B. Communities of Faith. Where additional guidance is required, the manual shall be referenced.

### Unified Board

#### Purpose

The purpose of the Unified Board is to support the work of the respective congregations and to ensure effective oversight of the life of the Pastoral Charge.

The Unified Board is responsible for:

- a. living in covenant with the Regional Council with mutual responsibilities for the life and mission of the Pastoral Charge and its Communities of Faith, and fulfilling its responsibilities under the covenant, as detailed in section B.1.3 of the 2021 United Church Manual
- b. doing regular self-assessments of the ministry of the Pastoral Charge; and filing the report with the Regional Council,
- c. having oversight of the life of the shared Communities of Faith, including worship, care, spiritual practice, and learning,
- d. cooperation with the Regional Council, within denominational guidelines, in recruiting, choosing, calling, appointing, and covenanting with ministry personnel and other staff, and in ending calls, and appointments and covenants with ministry personnel and other staff,

- e. receive regular reports and recommendations from the Ministry and Personnel Committee including approving remuneration and determining equitable (not necessarily equal) contributions from each local community of faith and ensuring financial responsibilities are met,
- f. encouraging members to consider ministry roles a responsibility shared through the whole Community of Faith,
- g. calling forth individuals for ministry leadership,
- h. receiving, dealing with, and forwarding Proposals from members of the Community of Faith to Regional Councils Membership

Members of the Unified Board are responsible to the Pastoral Charge and for the benefit of the whole. They are not bound by decisions or opinions of their respective local communities of faith. The governance structure must free people to live out their commitment to God and to each other.

The membership of the Unified Board should reflect equality and seek to have equal representation from each local community of faith.

Full members of the local congregations serving in the role

The membership of the Unified Board will be

- i. The settled/appointed/called ministry personnel (or Regional Council appointment)
- ii. Six (6) members, three (3) of each of the local boards of governance, Chair of Stewards, Clerk of Session and Chair of Trustees. Membership is for one (1) year and individuals may serve for three consecutive years. After 3 (three) years they must step aside for 2 (two) years before being eligible to return to the Board. Membership on the Unified Board is contingent on their being an active member of their local Board.
- iii. Two (2) Regional Council Representatives, one (1) from each local community of faith
- iv. Two (2) members of the Ministry and Personnel Committee, one (1) from each congregation. They must be serving as an active member of the M & P Committee to retain their seat on the Unified Board.
- v. A Chairperson and Vice Chairperson are elected for a two year term and are eligible to serve 2 (two), 2 (two) year terms. A Secretary and Treasurer are appointed by the Community of Faith at an Annual Meeting of the Pastoral Charge. The term is for 2 (two) years and they may serve 2 (two), 2 (two) year terms. The total membership of 14 plus Ministry Personnel

### *Election of Members*

Full members and adherents of the local congregations elected to the local governance board or the M&P Committee are eligible for consideration by the local congregation to serve on the Unified Board. The membership of the Unified Board must include 10 full members of the church and may include 4 adherents.

Each local community of faith shall present annually to the Annual Meeting of the Pastoral Charge recommendation for local representation; the Ministry and Personnel Committee shall present two names to represent the Committee (one from each local community of faith). The voting members at the Annual Meeting shall affirm the recommendations Quorum of the Unified Board

Quorum of the Unified Board is Ministry Personnel plus (8) eight members this includes (2) two from each local community of faith.

### *Committees of the Unified Board*

The Unified Board is responsible for the terms of reference of Committees of the Pastoral Charge.

#### *Ministry and Personnel:*

There shall be a permanent Ministry and Personnel Committee (M&P) of the Pastoral Charge consisting of membership from both local communities. M&P shall have responsibility for oversight and support to all staff serving both local communities of faith. Details of the responsibilities of M & P committee members are available in detail the Ministry and Personnel Committees: Policy, Procedures and Practices along with the Resources for Ministry and Personnel Committees Manual found on the United Church of Canada website.

#### *Additional Committees:*

From time to time the Unified Board may establish task groups and committees for specific tasks i.e.: Nominations, creation of Church Hub profiles, Search and Selection.

The Chairperson, Vice-Chairperson, Secretary, Treasurer and Ministry Personnel may call a meeting of the Board, in the event of an emergency, and may conduct the business of the Board relating to the specified emergency.

## Local Governance Structure

### Local Board

Each church will have its own local Board. The Board will be limited to the Ministry Personnel, the Chair of Stewards, the Clerk of Session, the Chair of Trustees, an M & P Representative, an ECORC representative, the chair of the UCW. Membership must consist of (5) five full members of the church and adherents to the church. The Chairperson must be a full member of the church.

The Board of each church must meet at least four (4) times per year. Quorum for Board meetings is the Ministry Personnel plus 60% (4) of the membership with all members being urged to attend all meetings where possible.

The Chairperson and the Secretary will be elected from the membership at the Annual General Meeting of the Church each year.

The Members of Committee of Stewards, Session, Trustees will adhere to term limits. These terms being a three-year term with individuals being able to serve two consecutive terms. After two consecutive terms the individuals must rotate off of the committee for two years before being eligible to serve on the same committee. The sub-committees of each of these committees should follow the same guidelines for terms of office.

The M & P Committee will be responsible for filling vacancies on these committees based on consultation with each committee Chair. In March of each year, the M & P Committee will determine, in consultation with the committee Chairs, any vacancies that must be filled by February of the following year, and will work to find suitable candidates to fill these positions. The slate of nominations will be brought forward at the Annual Congregational Meeting for approval.

Responsibilities- Taking direction from the Local Board the responsibilities are as follows.

Session - Has the oversight of the spiritual life of the congregation; its worship, rites (baptism, communion, marriage, Profession of Faith, transfer of memberships, funerals), music, faith formation for all ages, outreach, membership, and fellowship, working closely with the Minister. The Chairperson and Secretary are elected from among the members of Session. Each church may create its own position description but should be limited to the areas specified above. Membership in Session will consist of the Ministry Personnel plus 6 elected members who have full membership in the Church. Quorum will be 4 member plus Ministry Personnel. The Session should work in harmony with its sister Church.

Stewards - Membership of the Board of Stewards should consist of 6 elected members of which 3 should have full membership in the church. The responsibilities of the Stewards include property maintenance, reporting and managing the maintenance of the use of the building and grounds, fundraising and finance. Quorum will be 4 elected members. The Ministry Personnel is an ex-office member of the Stewards and must be advised of all meetings and invited to attend said meetings.

Trustees - The composition of the Board of Trustees along with the responsibilities of Trustees are detailed in the United Church of Canada Trustees Handbook (April 2021) and the Chairperson of Trustees must ensure each new member receives a copy.

The Local Board is responsible for day-to-day administration of finances, leadership on financial management, development and monitoring of the annual operating and capital budgets. The strategic development, and implementation, of short- and long-term financial planning to support the objectives of the church. To make recommendations and work with the Board of Trustees on matters relating to real property and investments held by the church.

All other committees should be subcommittees of the Board of Stewards, Session, Trustees but membership is not limited to the individuals on these boards or committees. We encourage other members and adherents to become involved in sub-committees.

Sub-Committees include, but are not limited to, the following-

Session - Christian Development/Sunday school, Mission and Service, Outreach, Vibe, Ushers and Welcoming, Music, Technology, Affirming, Communication, Pulpit Supply, Benevolent Fund

Stewards - Fundraising, Accessibility, Church Booking and Rental, In Memoriam, Envelope Stewards, Financial Review