

CONSTITUTION OF ST. PAUL'S UNITED CHURCH

ESTEVAN, SASKATCHEWAN

January 2013



This document was prepared by an Ad-Hoc Committee of St. Paul's United Church, Estevan Saskatchewan by means of a motion to review and update the Constitution of St. Paul's at the congregation's annual meeting in February 2012. Members of the Committee are: Robert Andrist, Lynn Kindopp, Joyce Klesse and Pastor Brenna Nickel.

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St. Paul's United Church

WHERE WE GET GRACE... GET GOD... AND GET GOING...

St. Paul's United is a prairie-rooted people church, centered on Holy Mystery. We experience the gift of grace – forgiveness, new life, God's unconditional love – as we open our doors and hearts to people of all ages, stages and walks of life. We live as a community of faith carried on the winds of God's Spirit

Statement of Holy Manners

We commit ourselves and will hold each other accountable for:

1. **Holy Responsibility** – we keep God in everything we do
2. **Communication** – we offer clear, honest, concise information and make communication a priority
3. **Accountability** – we listen, ask questions, and we have a responsibility to be accessible and known
4. **Decision-making** – we discuss, debate and disagree openly but respectfully in our decision-making, expressing ourselves as honestly as possible so that others understand our point of view
5. **Teamwork** – we work collaboratively using a consensus-building model, and promise to support the final decision of the congregation, and the Leadership Team, whether or not it reflects our personal point of view.
6. **Acceptance** – we work on the basis that everyone has something to contribute and we are respectful, empowering, encouraging and we honour confidentiality at all times
7. **Hospitality** – we are inviting and welcoming and find ways to include everyone as part of our family
8. **Leadership** – we stay focused on our goals and ask for support, patience, grace and forgiveness as we do the work we have been called to

Constitution of St. Paul's United Church, Estevan, Saskatchewan
January, 2013

The name of the congregation is St. Paul's United Church, which is one point in the three-point St. Paul's International Pastoral Charge.

The constitution of St. Paul's describes and organizes the ministries of the congregation so that we can best live into our vision and mission of experiencing grace, forgiveness and new life, and opening our doors to all.

The Leadership Team is mandated by the congregation to oversee the life and work of St. Paul's United Church in accordance with The Manual of the United Church of Canada, and subject to the oversight of Saskatchewan Conference and Twin Valleys Presbytery. The ministries of St. Paul's United Church will be expressed through the faith-guided efforts of Committees, Essential Ministry Groups, Interest Groups, and House Groups that will be accountable to the Leadership Team. The Leadership Team in turn will be accountable to the Congregation of St. Paul's.

1. The Leadership Team:

1.1. Membership:

1.1.1. The Leadership Team will consist of 6-8 members or adherents of the congregation who will serve in the following roles:

Chair

Past Chair

4-6 Members at Large

1.1.2. Non-voting members of the Leadership Team will include:

Recording Secretary

Treasurer

Ministry Team

1.2. Terms of Office:

1.2.1. The terms of office for all members of the Leadership Team (excluding the Ministry Team and Treasurer) will be three years with a possible one-year extension after which a one-year break must be taken before accepting further election or appointment. The Treasurer will be elected annually at the Annual Meeting.

1.2.2. Newly elected members of the Leadership Team and other appointed leaders will transition with the current Leadership Team members at their next monthly meeting. The newly elected Leadership Team will assume their responsibilities following this transition.

- 1.3. Meetings:
 - 1.3.1. The Leadership Team will meet monthly, at least nine (9) times between consecutive Annual Meetings, and at such times as necessary, to deal with specific issues brought forward by the Congregation or any group/Committee of St. Paul's.
 - 1.3.2. In the case of an emergency when a Leadership Team quorum may not be possible or ministry staff is absent, a decision on temporal matters will be made by no fewer than three people comprised of either Leadership Team members and/or trustees. If the emergency involves a staff member, the decision will require at least one Ministry Personnel member or Presbytery/Conference representative staff in attendance.
 - 1.3.3. Meetings of the Leadership Team will be open to the congregation. Visitors will not join in the decision-making process.
- 1.4. A Quorum for a Leadership Team meeting shall require the attendance of:
 - 1.4.1. A member of the order of ministry who has been settled in or appointed to the pastoral charge; or
 - 1.4.2. Designated lay minister who has been recognized by a presbytery and appointed to the pastoral charge; or
 - 1.4.3. The pastoral charge supervisor; or
 - 1.4.4. An appointee of the presbytery; and
 - 1.4.5. A majority of voting members.
- 1.5. Duties and Responsibilities of The Leadership Team
 - 1.5.1. Set and review both short and long term goals for St. Paul's annually.
 - 1.5.2. Review the Constitution annually and bring any proposed changes to the congregation for a vote.
 - 1.5.3. Review goals of the Essential Ministries and committees annually.
 - 1.5.4. Receive budget requests for the upcoming year from all Interest Groups and committees by December of the current year as well as an annual reporting of their year's work to be included in the annual report.
 - 1.5.5. Discuss how to best use special gifts and donations to further the mission and goals of the church.
 - 1.5.6. Enact local policies when needed for the well being and direction of the Congregation and review and update the policies regularly.
 - 1.5.7. Receive a financial report from the Treasurer and reports from the ministry personnel, at each monthly meeting,
 - 1.5.8. Receive a report from the Presbytery Rep following each Presbytery meeting.

- 1.5.9. Appoint ad hoc committees as necessary to carry out its work.
- 1.5.10. Appoint a qualified person to review financial records annually
- 1.5.11. Appoint two people from the congregation to assist the Past Chair with filling upcoming vacant positions. The Past Chair will present these recommendations at the Annual Meeting.
- 1.5.12. Make appointments to fill vacancies as necessary between Annual Meetings.
- 1.5.13. The Chair of the Leadership Team will present a summary of the past year's activities to the Annual Meeting.

1.6. Essential Ministries

- 1.6.1. The following Ministries of St. Paul's are deemed essential to the life and work of the church. The Leadership Team members will have responsibility for overseeing the following Essential Ministries with each choosing one Ministry on which to focus.

- Property
- Christian Education
- Worship
- House Groups/Hospitality
- Mission/Outreach
- Pastoral Care
- Stewardship

- 1.6.2. Leadership Team Members will oversee the goal setting for their chosen Ministry.
- 1.6.3. Leadership Team Members will work with a cluster of related committees and Interest groups to carry out these goals.
- 1.6.4. They will communicate decisions and actions of the Leadership Team to the groups within their Essential Ministry.

1.7. Minutes/Recording Secretary

- 1.7.1. Prepare minutes of the Leadership Team meetings and distribute to all members of the Leadership Team.
- 1.7.2. Maintain the official minute books which contain, sequentially, the minutes of all meetings of the Leadership Team.
- 1.7.3. Make approved Minutes of the Leadership Team meetings including financial and other submitted reports available to the Congregation.
- 1.7.4. Provide a summary of each meeting that will be presented to the congregation in worship the following Sunday.

- 1.8. Treasurer:
 - 1.8.1. Prepare a monthly financial statement for presentation to the Leadership Team.
 - 1.8.2. Prepare and administer the budget on a fiscal year of January 1 to December 31.
 - 1.8.3. Order and distribute envelopes.
 - 1.8.4. Have prepared a Financial Statement for presentation to the Annual Meeting.
 - 1.8.5. Recommend a qualified person to review financial records to the Leadership Team.
 - 1.8.6. Oversee the responsibilities of the Office Administrator as they relate to book-keeping and banking.
- 1.9. Communication
 - 1.9.1. The Leadership Team will ensure ongoing and regular communication with the congregation.
 - 1.9.2. The Leadership Team will advise the congregation of potential significant changes to the life of the church and provide opportunities for input and discussion.
 - 1.9.3. The Leadership Team will use a variety of means to share information.
- 1.10. Decision-Making
 - 1.10.1. For the general business of the Leadership Team, decisions will be made by consensus after discussion. A motion will be made and a vote taken when decisions could be deemed unique or controversial. Major decisions or items that would impact the budget will be taken to the congregation for input, discussion and/or approval.
 - 1.10.2. Any voting member of the Leadership Team is entitled to request a vote on a decision.

2. Congregational Meetings

Congregational Meetings will be called, when necessary, as outlined in The Manual of the United Church of Canada 2010 (Bylaws - The Congregations – Meetings 110 – 118).

2.1. Quorum:

A quorum for a Congregational Meeting shall require the attendance of:

- 2.1.1. A member of the Order of Ministry who has been settled in or appointed to the pastoral charge; or
- 2.1.2. A Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge; or
- 2.1.3. The Pastoral Charge Supervisor; or
- 2.1.4. An appointee of the Presbytery; and
- 2.1.5. A minimum of twenty-five members and adherents.

- 2.2. Voting:
 - 2.2.1. Amendments to the Constitution may be made at any meeting of the Congregation upon a two-thirds majority vote of the members present and voting.
 - 2.2.2. All other voting will be by simple majority established by a show of hands or otherwise as determined by the Congregation.
- 2.3. Annual Meeting
 - 2.3.1. The members and adherents of the congregation will meet annually as soon as possible after the last day of December. The date of the Annual Meeting will be set by the Leadership Team with appropriate notice as described in The Manual of the United Church of Canada (2010).
 - 2.3.2. The Leadership Team will arrange for the preparation of the Annual Report. The Annual Report will reflect the activities of the Leadership Team, Committees, Essential Ministries, Interest Groups and House Groups for the year immediately preceding the Annual Meeting. Copies of the Report will be made available to the congregation not later than one week prior to the Annual Meeting.
 - 2.3.3. The current Chair of the Leadership Team will moderate the Annual Meeting and Congregational Meetings. The Secretary of the Leadership Team will record the minutes. In the absence of the Chair or Secretary, the Leadership Team may name a replacement.
 - 2.3.4. The Annual and Congregational Meetings will be conducted in accordance with “The Rules of Debate and Order” as found in The Manual of the United Church of Canada. (Appendix III – page 247).
 - 2.3.5. At the Annual Meeting, the congregation will:
 - 2.3.5.1. Receive the annual report.
 - 2.3.5.2. Hold elections.
 - 2.3.5.3. Consider and make a decision upon the annual current receipt and expense statement, the reviewed financial statement and the draft budget for the following year.
 - 2.3.5.4. Set general policy.
 - 2.3.5.5. Vote on the recommendations brought forward regarding memorial fund or bequest money expenditure.
 - 2.3.5.6. Approve appointments to the ministry and personnel committees.
 - 2.3.5.7. Appoint a treasurer and recording secretary as required.
 - 2.3.5.8. Transact any other business brought before it.
 - 2.3.5.9. Provide space for speaker’s time.
 - 2.3.5.10. Recognize Special Gifts.

3. Standing Committees

In accordance with the United Church Manual, the following three standing Committees are required.

3.1. Personnel Committee

3.1.1. No less than 3 or more than 7 members). Duties for the Personnel Committee relate to St. Paul's non-ministerial staff. as per The Manual of the United Church of Canada 2010 (Bylaws – Pastoral Charge – Ministry and Personnel Committee Section 244).

3.2. Ministry Committee

3.2.1. Under the structure of St. Paul's International Pastoral Charge, a Joint Ministry Committee (no less than 3 or more than 7 members) relates specifically to the Ministry team. Duties for this committee are also outline in The Manual of the United Church of Canada 2010 (Bylaws – Pastoral Charge Ministry and Personnel Committee Section 244).

Appointments to these committees will be approved at the Annual Meeting of the Congregation for a term of three (3) years. The term of office may be renewed for one (1) additional term of three (3) years for a maximum of six (6) continuous years. Members must be out of responsibility for at least one year before assuming membership in the same Committee again.

3.3. Trustees

3.3.1. (3 Members) The Trustees have legal responsibility for property and Financial matters on behalf of the Congregation

3.3.2. Duties of the Trustees are outlined in The Manual of the United Church of Canada 2010 (By-Laws Sec 250 – 272).

Trustees will be elected at the Annual Meeting of the Congregation for a term of three (3) years. The term of office may be renewed for one (1) additional term of three (3) years for a maximum of six (6) continuous years. Members must be out of responsibility for at least one year before assuming membership in the same Committee again.

3.4. These Standing Committees will report at least semi-annually to the Leadership Team.

4. Interest Groups

- 4.1. All other activities of church life may be formed out of interest into an Interest Group.
- 4.2. Groups of any size (2 members to several) that choose to work at, or gather for, a common interest, consistent with the vision and mission of St. Paul's United Church and under the oversight of the Leadership Team.
- 4.3. Interest Groups are self-generating and self-selective - open to anyone interested by means of a posted Sign-Up Board.
- 4.4. These groups choose their own way of organizing and do not need a chair but may choose a rotating chair, or to work by consensus, etc. The whole group shares responsibility for the task/work.
- 4.5. Group members are not required to attend other meetings, e.g. the Leadership Team, but are welcome to attend, to present or make requests of the Leadership Team at any time.
- 4.6. The life-span of a group may be very short, e.g. the time it takes to accomplish one task or event, or they may choose to be long-standing.
- 4.7. Interest Groups are accountable to the Leadership Team, through a designated liaison Leadership Team member, by the following means:
 - 4.7.1. At Start-up - a simple form is filled out including the purpose, time-, budget requirements, membership, goals etc. and submitted to the Leadership Team.
 - 4.7.2. a report of past activities and coming goals is submitted to the Leadership Team for inclusion in the Pastoral Charge Annual Report.
 - 4.7.3. At the completion of the activity (or yearly) an evaluation form is filled out for the year including any future plans.

5. House Groups

5.1. Organization

- 5.1.1. The Congregation will be divided into balanced groupings, ensuring each group has a variety of ages and stages of families, seniors, active people, experienced and newcomers, etc. with attention to natural compatibilities as far as possible.
- 5.1.2. Each House Group is responsible for the duties of Worship for selected months of the calendar year. These duties are compiled in a working manual and will include such things as readers, ushers, offering counters, fellowship, coffee, decorations, communion preparation, and baptism assistance, etc.
- 5.1.3. The month assigned will rotate backward annually to allow variety in the months.
- 5.1.4. The months of July and August are not included and worship in those months will be filled by volunteers.
- 5.1.5. House Groups may choose to initiate other fellowship events or activities throughout the year.

5.2. House Group Leaders

- 5.2.1. Each House Group will have 2 Leaders, working as a team on staggered terms, to allow one new leader each year. Their role is:
 - 5.2.1.1. To communicate with the Minister(s) prior to their assigned month, for planning the Sundays in the month.
 - 5.2.1.2. To communicate with their group members to arrange assignments of the necessary tasks and to remind as needed.
 - 5.2.1.3. To submit to the Leadership Team any budget requests necessary for their House Group.

5.3. House Group Coordinator:

- 5.3.1. A designated member of the Leadership Team will act as a House Coordinator to oversee the organization of the Groups. The House Group Coordinator will work with the Minister and the Church Administrator annually to see that the House Group Lists current, updated and newcomers contacted and included.
- 5.3.2. Remind the House Group Leaders of their months.
- 5.3.3. Provide support and encouragement to the House Group Leaders.
- 5.3.4. Update the House Group manual as needed with input from Leadership Team, Ministry Team and House Group Leaders.