

DIAMOND VALLEY PASTORAL CHARGE



CONSTITUTION

In accordance with
The Manual of the United Church of Canada

Approved - Feb. 9, 2003
Amended - Feb 10, 2008
Amended -

GENERAL INFORMATION ON THE ORGANIZATION & STRUCTURE OF THE UNITED CHURCH OF CANADA

General Council of the United Church of Canada:

- highest court of the Church
- meets every three (3) years
- elects moderator

Alberta & Northwest Conference:

- one of 13 Conferences in the General Council
- ordains ministers and Commissions candidates to the Order of Ministry
- general supervision of presbyteries within its bounds

Foothills Presbytery:

- one of 9 Presbyteries in Alberta & Northwest Conference
- supervision of candidates for the Ministry, Pastoral Relations, induction of ministers and promotion of the work of the Pastoral Charge

Diamond Valley Pastoral Charge:

- member of the Foothills Presbytery

MISSION STATEMENT OF DIAMOND VALLEY PASTORAL CHARGE

WORSHIP – NURTURE AND SUPPORT – SPIRITUAL GROWTH – OUTREACH

*“Love the Lord your God with all your heart,
with all your soul, and with all your mind...
love your neighbour as you love yourself.”*

...Matthew 22: 37 & 38

- foster spiritual growth through Christian education for children, youth, adults and seniors
- encourage outreach to our community and to the world through prayer, education, service and financial support
- nurture and support each other through fellowship, visitation and service to all
- share in worship in our Church and throughout the community
- provide a welcoming community of faith

DIAMOND VALLEY PASTORAL CHARGE

Our congregation focuses on the avenues outlined in the Mission Statement upon which our organizational structure is built.

Resulting from the deliberations of the Transition Committee in 2002, a new model for managing, recruiting volunteers and offering programs was implemented. Rather than activate committees, this model requires the Board, Office Coordinator and the Minister to identify jobs to be done or needs to be filled, write job descriptions, recruit individuals as well as coach and support them in putting into action the activities.

The standing committees that are required are: Ministry & Personnel, Pastoral Care, Worship and Maintenance. All other groups are purpose oriented and when that purpose has been accomplished, the group is disbanded. It is the responsibility of the Board, Office Coordinator and the Minister to identify the jobs to be done, recruit individuals to perform them and to act as liaison between the Board and the people performing the task.

The Board may consist of Chairperson, Vice-Chair, Past Chair, Treasurer, Ministry & Personnel Representative., Trustee Rep, Presbytery Rep. and Members at large. Members at large take on responsibility of Pastoral Care, Worship, Maintenance, Stewardship and bring reports to the Board.

In the event of a Part Time Minister, the Board will assume more administrative duties.

HOW THE CONGREGATION IS GOVERNED

BOARD OF TRUSTEES

Responsibilities of the Trustees

- Trustees are to be in full membership of the United Church of Canada
- Trustees are elected as required for a five (5) year term at the Annual Congregational Meeting
- follow the duties of Trustees as outlined in the United Church Manual and the United Church Trustees Handbook
- hold all real estate property of the congregation in trust
- manage the real estate property of the congregation
- obtain and maintain an inventory of all physical assets and ensure that all properties are properly insured for fire, theft and public liability to a reasonable value and that the policy is kept in force and up to date
- be responsible for and act on behalf of the congregation in all financial matters associated with the ownership of the congregational real estate property

BOARD

Board members are elected at the Annual Congregational Meeting. Board members are to be in full membership of the United Church of Canada. The Board will consist of a Ministry & Personnel Representative, Presbytery Representative, Trustee Representative and members at large. The Board will consist of a minimum of seven (7) members; which includes the above noted representatives. The Minister is automatically on the Board and has voting privileges. The Office Coordinator is an ex-officio member and serves as the recording secretary. The board members determine the Chair, Vice-Chair, Treasurer and representatives to be on Stewardship Task Group, Maintenance, Pastoral Care and Worship. (The Treasurer position **may** be appointed by the Board – as ex-officio...someone who has financial knowledge and expertise in financial management and reporting).
(Refer to the United Church of Canada Manual)

PURPOSE OF THE BOARD

- provide a suitable spiritual environment, facility and staff to maintain and nurture the Christian life and growth of the congregation
- develop and evaluate a semi-annual strategic plan in line with the Mission Statement
- provide coherent and comprehensive structure through which the congregations may be led to utilize all its resources and personnel
- encourage growth, development and provide support for the Diamond Valley Pastoral Charge Congregation
- set policies, approve and monitor projects/tasks and evaluate within the context of the United Church of Canada Manual
- work within the context of the “Mission Focused Organizational Design for the Diamond Valley Pastoral Charge”
- each member of the Board will assume a management responsibility from a list determined by the Board as a whole
- manage the temporal and financial affairs of the Pastoral Charge (To act as Committee of the Stewards as outlined in the United Church Manual)
- designate annually by vote who will be the signing authorities (Four people are needed – two signatures required on each cheque)
- ensure that the congregation is informed of the work of the Board and the work of the church in all its facets
- plan and organize the Congregational Meetings as required by the United Church Manual
- work with task groups assigned, as well as to maintain interest and activity in all church functions
- acquire copies of minutes and agendas in order to be prepared for Board Meetings
- oversee the continual review and updating of the Needs Assessment every 3 years

- become knowledgeable with the Manual of the United Church of Canada
- oversee the continual review and updating of the organization structure and policies of the Diamond Valley Pastoral Charge
- attend all meetings of the Board; if 3 consecutive meetings are missed, resignation may be requested
- church security – opening and closing the church on Sundays as well as ensuring offering is secured following worship (see policy)

MEMBERSHIP, DUTIES AND POWERS OF THE BOARD

- outlined in the The United Church of Canada Manual

LENGTH OF TENURE OF MEMBERS OF THE BOARD

The term of office for elected Board members will be one (1) year. Elected members may serve for a maximum of six (6) consecutive years.

RESPONSIBILITIES OF THE CHAIR OF THE BOARD

- the Chair is elected at the first meeting of the whole Board after the Annual Congregational Meeting, term of office shall be one (1) year, will chair all regular and special Board meetings
- act as liaison between the Board, the congregation and the Minister
- ensure that the Board is carrying out its duties assigned to each member
- oversee and make sure all proposals in the minutes are acted upon
- represent the congregation at public functions
- set the agenda for regular and special board meetings in consultation with the Secretary
- preserve order and take the vote by show of hands or ballot, to announce the decision of the Board

RESPONSIBILITIES OF THE VICE CHAIR OF THE BOARD

- perform all duties of the Chair in the absence of the Chair
- become knowledgeable with the Manual of the United Church of Canada

RESPONSIBILITIES OF THE SECRETARY OF THE BOARD

- record all minutes of the regular and special Board meetings
- distribute minutes and agendas to members of the Board one week prior to the meeting date
- be responsible for any other directives from the Board
- maintain a list of active members of groups and post the list on the church bulletin boards

RESPONSIBILITIES OF THE TREASURER

- the Treasurer works with the Board of Diamond Valley Pastoral Charge ensuring all financial duties are completed as outlined in the United Church of Canada Financial Handbook
- oversee the bookkeeping process, this will be done in the office by the Office Coordinator
- present to the Board the Financial Statements (income & expenses and balance sheets, budget comparisons and monthly comparisons)
- be available to the Trustees for financial planning
- ensure the employee files for tax year are completed and distributed to the appropriate levels of Government
- ensure the “Registered Charity Information Return” is forwarded to the Charities Division, Canada Customs and Revenue Agency
- ensure the Income Tax Receipts are completed, signed and forwarded to contributors of Diamond Valley Pastoral Charge
- ensure the Annual Audit is completed and year-end financial reports are presented to members at the Annual Congregational Meeting
- assist in the preparation of the Annual Budget
- work with M&P to develop employee salary and allowances
- present all financial reports at the end of the year at the Annual Congregational Meeting
- work with the Board, Office Coordinator and Minister in preparing the Annual Stats and Information forms for the United Church of Canada

MEETINGS OF THE BOARD

A quorum shall be one-third (1/3) of voting members.

Meetings should be held monthly or at other intervals directed by the Board. The normal order of business should be:

1. Opening devotions
2. Minutes
3. Business Arising from Minutes
4. Correspondence
5. Minister’s Report
6. Group Reports
7. Business
8. Closing Devotions
9. Adjournment

PRESBYTERY – DUTIES & POWER

Refer to the United Church of Canada Manual.

PRESBYTERY REPRESENTATIVE

- represent Pastoral Charge and assist in the transaction of Presbytery matters
- commissioned to share inspiration and answers to the problems within the congregation and at the same time giving support of their spirit, thought,

- talents and energy to the work of the Church – not only their home Church but to the National Church as well
- the representative serves on one of the committees of Presbytery, as well as bringing any local concerns to the meetings

RESPONSIBILITIES

- attend Presbytery meetings and be familiar with subjects on the agenda for meetings
- attend covenanting services
- report to Pastoral Charge the decisions and concerns of Presbytery as well as letting Presbytery know the decisions and concerns of the Pastoral Charge
- communicate with the Ministry & Personnel as required

MINISTRY & PERSONNEL COMMITTEE

Committee may consist of a minimum of three (3) to a maximum of five (5) – one (1) of which may be the representative of Presbytery. No member of the staff may be on this committee. The purpose is to administer to the paid staff and to report to the Board at least quarterly (or more often if deemed necessary). The Chair of M&P or Designate will attend monthly board meetings. The Ministry & Personnel Committee shall not replace the Joint Needs Assessment Committee or the Joint Search Committee when said committees are required.

RESPONSIBILITIES

- be familiar with and knowledgeable of the “Ministry and Personnel Handbook” (MPE 439)
- provide a consultative and support agency for church staff and for members and adherents of the Pastoral Charge
- review working conditions and remuneration for church staff and make appropriate recommendations to the Official Board
- oversee the relationship of church staff with members of the Pastoral Charge and others
- oversee the relationship between and among different church staff members with respect to their responsibilities and authority
- consult with all church staff members about their plans for continuing education and ensure that financial support and time are made available
- review and evaluate annually the effectiveness of church staff as those persons and positions relate to the mission of the Pastoral Charge as defined by the Official Board
- maintain close liaison with the Presbytery Pastoral Relations Committee
- review regularly the responsibilities of all staff and revise position descriptions when required or requested

- report at regular meetings of the Board, making recommendations regarding salaries, living allowances, housing, vacations, study leave, book allowances, job descriptions and policy change
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ADHOC COMMITTEES

These will be formed if necessary, by the Board while working within the structure of the Diamond Valley Pastoral Charge.

ANNUAL CONGREGATIONAL MEETINGS

The Diamond Valley Pastoral Charge shall hold an annual congregational meeting each year within forty (40) days of the fiscal year end of the church – which is December 31. The following matters shall be dealt with:

- meeting called to order
 - opening devotions and prayer
 - motion regarding voting on temporal matters
 - election of Chairperson and Secretary (Chair to assume responsibility for the full year and to be available to chair all congregational meetings)
 - changes to and adoption of the agenda
 - adoption of previous annual meeting minutes
 - presentation of annual reports
 - adoption of annual reports
 - presentation and approval of annual financial statements
 - approval of proposed budget
 - appointment of auditor
 - election of Board Members
 - election of Ministry and Personnel Committee
 - other business
 - adjournment
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THE ANNUAL REPORT shall be printed and circulated among the members of the congregation at least one week prior to the congregational meeting.

CONGREGATIONAL MEETINGS may be called by the Minister or by the Chair of the annual meeting, either by a personal motion or upon written request to the Board with ten (10) confirmed members of the Pastoral Charge. The meeting shall be held within fifteen (15) days of the date of request. The purpose of the meeting shall be specific in nature and shall be announced during worship and inserted in the church bulletin at least once prior to the meeting.

CHURCH MEMBERSHIP

As outlined in the most recent edition of The United Church of Canada Manual.

DIAMOND VALLEY PASTORAL CHARGE POLICY MANUAL is located in the office filing system. Please refer to the policy manual for the outline, design and responsibilities of Diamond Valley Pastoral Charge's various committees' and working procedures.