Our Vision

TMUC is an evolving, welcoming, sharing and inclusive community church serving Christ

Our Mission

As a church we seek justice, foster and nurture growth by teaching, worshiping, through music, sharing and being welcoming to all. We value and share our gifts, protect the earth and walk humbly with our God.

This document outlines the terms of reference for the Council and associated teams/committees as well as for the trustees for Transcona Memorial United Church.

Terms used in this document are defined in the glossary in Appendix A

Terms of Reference for Council and Teams/Committees

Preamble

- The primary court of TMUC shall be the Council.
- For the purposes of this document, *The Manual* refers to *The Manual (2010)*, The United Church of Canada.
- There shall be a Board of Trustees, organized according to *The Manual* Ss.250-262.
- The members of the Congregation shall meet annually and more frequently if they deem it advisable. The meeting shall be held as early as possible after the last day of December. The congregation's role is defined according to the Manual S 111-118 and is provided in Appendix B.
- The congregation may, from time to time when deemed appropriate, establish *Ad Hoc* Teams/Committees to carry out specific tasks.
- In any situation where this document is silent, or contravenes *The United Church Manual, The Manual* shall take precedence.
- All members of the Council shall be members of TMUC. Adherents can represent teams at the Council meeting and are made corresponding members by motion.
- The Rules of Debate and Order, Appendix 3 of *The Manual*, shall be the rules of debate and order for TMUC.
- Members of the Ministry duly called and settled will provide support and resource to committees as *ex officio* members (except M&P, JNAC, Nominations and JSC).
- *Ex Officio* Membership means full membership by virtue of office for all purposes unless otherwise specifically restricted.

1.0 TMUC Council

A. Purpose

To oversee the spiritual, temporal and pastoral matters of TMUC and to act as the primary court of the Congregation.

B. Duties

1. To act for TMUC in all matters

2. To make decisions regarding membership and baptism
3. To receive reports of committees/teams
4. To coordinate the work of committees/teams
5. To develop policy within which committees/teams and other organizations will work, and when deemed appropriate, present such policy to congregation
6. To ensure that a "Policy and Procedures" Manual is developed and maintained
7. To authorize the borrowing of funds for day to day operations.
8. To submit to members of the Congregation, prior to the Annual Meeting reports of the life and work of the Congregation, financial statements, budgets, and recommendation for audit
9. To ensure all Rolls and records are kept, including the roll of Members
10. To establish, when deemed appropriate, *Ad Hoc* Committees/Teams
11. To fill, by appointment, vacancies of committees/teams as they arise
12. To attend to matters affecting the Congregation not assigned to any other body
13. To appoint signing officers
14. To assume any other responsibilities emerging from *The Manual* Ss. 101-295.

C. Meetings

1. A minimum of five (5) times/year and at least once a quarter at the call of the Chair
2. Special meetings may be called under *The Manual* S. 182.

D. Membership

All members of the TMUC Council must be members of TMUC.

1. Chair
2. Chair Elect
3. Past Chair
4. Secretary
5. Treasurer (corresponding member)
6. One of the Representatives to Presbytery
7. One representative named by each committee/team
8. Ministry Personnel duly called, settled or appointed *ex officio*
9. One trustee
10. One of the each of the Members at large – youth, UCW, House Group Coordinator

E. Other Groups

Other special interest groups in TMUC may receive council minutes and may address the council at their request.

F. Quorum

A quorum shall be one of the Ministry Personnel duly called, settled or appointed plus of those entitled to vote, the lesser of twenty (20) persons and one-third (1/3).

G. Reporting and Accountability

1. To report to the Congregation at least once each year, through written reports published prior to and considered at the Annual Meeting of the Congregation. Normally, the Annual General Meeting will occur on the first Sunday in February and Congregational Updates will occur the first Sunday in May and the first Sunday in November)
2. To be accountable to the Congregation
3. Those named and elected to the Council are expected to attend meetings, and when unable to attend they are expected to arrange for an alternate to attend.

1.1 Council Executive

A. Purpose

To act for TMUC in all matters

B. Duties

1. To set the agenda for Council meetings
2. To review reports, when deemed appropriate, and make recommendation to the Council
3. To carry out duties as they are granted by the Council
4. To update the TMUC strategic plan on a regular basis
5. To be the primary contact for special interest groups seeking funding and other assistance
6. To act as a nominations committee chaired by the past chair of the council

C. Meetings

As required

D. Membership

1. Chair
2. Chair Elect
3. Past Chair
4. Secretary
5. Treasurer
6. Ministry Personnel duly called, settled or appointed *ex officio non voting*
7. Youth representative

1.2 Chair of the TMUC Council

A. Scope of Position

1. The Chair shall be deemed to be the Chair of the Annual Meeting until another person is elected and shall have all the authority of the Chair of the Annual Meeting.
2. Shall be an *Ex Officio* member (not to be included in counting quorum) of all committees, (however, may delegate *ex officio* status to a member of the executive) except the Ministry and Personnel Committee, Joint Needs Assessment Committee, Joint Search Committee, or other Joint Congregation/Presbytery Committees where specifically restricted.

B. Duties

1. To call and preside at meetings of the TMUC Council and it's Executive
2. To call and preside at meetings of the Congregation
3. To follow-up, when appropriate, on decisions made by the Congregation, the Council or its Executive
4. To delegate authority when appropriate

C. Reporting and Accountability

The chair is accountable to the Council

D. Terms of Election

1. Elected at the Annual Meeting of the Congregation
2. Term shall be two years

1.3 Chair Elect

A. Scope of Position

The Chair Elect should expect to assume the Chair at the end of the current chair's term.

B. Duties

1. To act in the absence of the Chair
2. To carry out duties as delegated by the Chair
3. To be a member of the Council and its Executive

C. Reporting and Accountability

The Chair Elect of the Congregation is accountable to the Council

D. Terms of Election

1. Elected at the Annual Meeting of TMUC
2. Term shall be two years

1.4 Past Chair

A. Scope of Position

The Past Chair should expect to function for two years following the position of Chair

B. Duties

1. To act in the absence of the Chair and chair-elect
2. To chair the Nominating Committee of the Executive
3. To be a member of the Council and its Executive

C. Reporting and Accountability

The Past Chair of the Congregation is accountable to the Council

1.5 Council Secretary

A. Scope of Position

To maintain an accurate record of the meetings of TMUC, the Council, and its Executive

B. Duties

1. To record accurate minutes of meetings
2. To deliver minutes to the church office for posting and for distribution to Council members and the congregation through electronic means.
3. To make necessary amendments to minutes, on motion of the appropriate body
4. To carry out other duties or correspondence as directed
5. To keep a record of the attendance at meetings
6. To be a member of the Council and its Executive

C. Reporting and Accountability

The Council Secretary of the Congregation is accountable to the Council

D. Terms of Election

1. Elected at the Annual meeting of TMUC
2. Term shall be two years, renewable twice

1.6 Treasurer

A. Scope of the Position

To oversee the operating (not capital investments under control of the trustees) financial matters of TMUC, including payroll and disbursement of monies under control of the Church

B. Duties

1. To keep accounts, ensure that deposits are made, and that disbursements, in accordance with the budget, are made
2. To monitor the budget and provide advice to the Administration and Sharing team and the Council
3. Prepare a year-end financial statement for presentation to the Council and annual meeting of the congregation by the administration and sharing team
4. To be familiar with and carry out the duties found in “The United Church Handbook for Church Treasurers”
5. To administer the payroll and maintain necessary records related to that task
6. To be an *ex officio* member of the Council and its Executive
7. Shall be an *ex officio* member of the Administration and Sharing team

C. Reporting and Accountability

The Treasurer of the Congregation is accountable to the Council

D. Terms of Election

1. Appointed at the Annual meeting of TMUC

1.7 Lay Representatives to Presbytery

A. Scope of the Position

The purpose of the position of Representative to Presbytery is to act as a liaison between the congregation and the Presbytery. This includes decision making, keeping the well being of the Congregation and the Presbytery in mind.

B. Duties

1. To attend meetings of the Presbytery and the Conference Annual Meeting
2. To report to the congregation and the Council following each meeting of the Presbytery and the Annual Meeting of the Conference

C. Appointment

1. Council shall name up to four
2. Appointment shall be reviewed at least once every three years.

D. Reporting and Accountability

Lay Representatives to Presbytery are accountable to The Congregation through the Council

1.8 Representatives to the Council from Committees and Teams

A. Purpose

To provide liaison and ensure communication between committees/teams and the Council

B. Duties

1. To report the activities of the Committee/Team to the Council
2. To share information from the Council with the Committee/Team
3. To bring to the attention of the Council issues of concern to the Committee/Team
4. To bring before Council recommendations for policy, and other issues, for decision
5. To keep in mind, in decision-making, the spiritual and temporal well being of the Congregation

C. Appointment to Council

Committee/Team Representatives to the Council shall be named by their respective committees/teams and shall have been elected to the committee by the Congregation. Committees/Teams are encouraged to name alternate representatives when required

D. Accountability

Representatives from Committees/Teams are accountable to the Congregation through the Council

2.0 Standing Committees/Teams (elected by the TMUC Congregation)

A. Purpose

The purpose of the Standing Committees/Teams is to work on behalf of the

Congregation, in the areas assigned to them, and to apply policy approved by the Council.

B. Duties

1. To ensure the preparation and circulation of an agenda to committee/team members and Chair of Council
2. At the beginning of each church year to develop a set of goals and work plan to be approved by the Council
3. To record and document meeting business
4. To prepare written reports to the council
5. To oversee the Committee/Team budget, and to recommend an operating budget to the Administration/Sharing team, annually
6. To prepare an annual committee/team report to be submitted to Council for inclusion in the Congregation Annual Report

C. Meetings

Committees/Teams will meet at least five times each year and at least once a quarter.Quorum will be a simple majority of the members of the committee and they must be present to constitute a quorum.

D. Membership and Terms

1. The number of members will range from 3 to 5 according to the terms of reference of the committee/team. Three members of each committee/team will be elected by the Congregation, each committee may add up to two more. Ministry personnel shall be members of all committees *ex officio* except those excluded in *the Manual* Ss 122.
2. Terms will be up to three (3) years renewable to a maximum of six (6) consecutive years in any one position. The Congregation, at any time, may extend a term beyond this provision. Where possible, no more than half the committee/team membership should change in any one year
3. An individual shall be a member of only one team, other than an appointed team (Ministry and Personnel) or Trustee, at any one time. If an individual is a member of an appointed team (Ministry and Personnel) or Trustee and another team, the individual would continue on the appointed team and only have one term(up to three (3) years) on the other team.

E. Committee/Team Structure and Representation

1. Each committee/team will name, from among its members, a chair
2. Each committee/team will name, from among its members, a representative to the Council and an alternate, both of whom shall be in Full Membership of the congregation. Should neither the representative nor alternate be able to attend the Council meeting, then they should designate a representative from the Committee to attend.
3. Each committee/team will arrange for one of its members to act as secretary to maintain an accurate record of each meeting and to prepare a written report to be circulated to the Council, prior to each meeting
4. Each committee/team has the authority to name *Ad Hoc* committees and bring in other people as necessary to perform their functions

F. Accountability

1. Committees/Teams are accountable to the Congregation through the Council
2. Members are expected to attend meetings. If unable to attend, the expectation is an alternate will be sent

2.1 Administration/Sharing Team

A. Purpose

To motivate and educate the congregation in their responsibility as stewards of time, talent and money. To inform the congregation of the ministry and work of TMUC, and to be responsible for the overall stewardship level of the Congregation.

To coordinate and facilitate fund raising efforts.

The Treasurer is a member of this team *ex officio*

B. Duties

1. To review annually the total financial objective of the Congregation including fund raising targets
2. To arrange for an annual audit of TMUC financial records and statements
3. To develop an annual budget to recommend and interpret to the Council
4. To provide Stewardship Education
5. To promote and encourage financial support of the Mission and Service Fund of the United Church of Canada
6. To recommend a Mission & Service Objective, annually
7. To ensure that all funds donated for the Mission & Service Fund are remitted monthly
8. To develop and carry out stewardship programs, which may include visitations
9. To monitor the budget, including income and disbursements and provide financial reports to the Council
10. To develop and implement administrative procedures and policies, as required
11. To provide technical support for office and staff computers and associated applications as requested
12. To set and implement a schedule of suggested donations for user groups of TMUC
13. To develop a schedule of fees for events such as weddings and funerals and rental agreements
14. To carry out other duties as defined in *The Manual* S. 245

2.2 Building and Property Team

A. Purpose

The purpose of the building and property team is to oversee the maintenance and operation of the properties of TMUC

B. Duties

1. To oversee such projects as are necessary to maintain the facility
2. To oversee an ongoing inventory of the Congregation's assets
3. To oversee new construction and/or renewal of the existing buildings.
4. To ensure that regular maintenance and cleaning of the facility is done

2.3 Worship and Welcome Team

A. Purpose

Using the house group model as developed by the Council, to oversee the worship life and the membership of the Congregation

To be responsible for the activities of Church life that foster friendship and caring within the church and the wider community.

The Music Director is a member of this team *ex officio*.

B. Duties

1. To develop, plan and implement activities that encourage members and adherents of the congregation to be in contact with one another
2. To plan and implement activities that encourage/invite the participation of members of the wider community
3. To be responsive to the cares and concerns of the congregation and the community. Plan and implement activities, programs or projects designed to meet those needs
4. Other activities related to fellowship
5. To plan for and direct the worship life of the congregation including pulpit supply as required
6. To have oversight of the ministry of music and liaise with the music director.
7. To ensure the celebration and administration of the sacraments
8. To recommend and administer policies regarding baptism, marriage, funerals, and the use of worship space
9. To participate in worship planning and leadership, as appropriate
10. To prepare necessary arrangements for celebration of Communion
11. To recommend new members to be received by Baptism, Confirmation or Transfer of membership
12. To arrange for reception of members by Profession of Faith or transfer
13. To ensure that there are ushers/greeters, readers, and other support people in place for worship and funerals through the use of the house group model
14. To facilitate alternative worship services conducted by youth and others
15. To facilitate communication with the congregation through the house group facilitators.

2.4 Learning and Outreach Team

A. Purpose

To serve the congregation by making it aware of local and global needs, and suggesting appropriate courses of action.

To evaluate the learning needs of the Congregation and to develop and implement programs to meet those needs for all persons at each stage of their spiritual lives.

B. Duties

1. To educate the congregation about emerging local and global environmental and other needs
2. To provide awareness raising about social justice issues
3. To encourage involvement in addressing community needs
4. To review mission objectives, strategies and other plans
5. To encourage special projects and fund raising, within the community, related to national and global issues
6. To establish standards for Christian Education programs that are consistent with the theology of the United Church of Canada
7. To raise awareness of Christian Education issues
8. To be familiar with the programs and curriculum resources recommended for use in the United Church
9. To ensure the provision and promotion of Sunday School, Youth programs and other weekday groups.
10. To ensure the availability of preparation for church membership
11. To establish and maintain a library, including both print and audio-visual resources
12. To provide resources for development of candidates for ministry and other church vocations
13. To facilitate learning opportunities (workshops, study groups, etc) to meet the learning needs of all ages in the congregation
14. To study the nature and meaning of Christian worship and encourage others to study
15. To oversee the activities of other bodies such as the Food Bank sub-committee.

2.5 Ministry and Personnel Committee

A. Purpose and Scope of Work

To provide consultation and support for the staff of TMUC, including openly communicating between staff members, Council and congregation.

The work of the Ministry and Personnel Committee is confidential in nature, supportive of the pastoral relationship, committed to neutrality, supportive of conflict resolution methods and active follow up on issues that may arise.

B. Duties

1. To provide a consultative and supportive body for the staff of the Congregation and for members and adherents of the Congregation
2. To review working conditions and remuneration for the staff of the Congregation and make appropriate recommendations to the Council
3. To oversee the relationship of the staff to members of the Congregation and others
4. To oversee the relationship between and among different members of the staff of the Congregation with respect to their responsibilities
5. To consult with all members of the staff about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available
6. To review and evaluate annually the effectiveness of the staff of the Congregation as those persons and positions relate to the mission of the Congregation as defined by the Council
7. To maintain close liaison with the Presbytery Pastoral Relations Committee
8. To review regularly the responsibilities of all staff and revise position descriptions when required or requested
9. To receive from each person identified by the Council, a current police records check and a Child Abuse Registry check, at least once every six years. Any expense is borne by the individual
10. To provide operational and technical support to the staff and where required consult with the Administration/Sharing team on issues that are outside Ministry and Personnel Committee members areas of expertise

C. Appointment

The members of the Ministry and Personnel Committee will be appointed by the Council

D. Membership

Ministry Personnel and Staff shall not be members of the committee**.**

The committee is appointed by the Council and shall not have less than three, and no more than seven members, all of which shall be members of Transcona Memorial United Church.

Ministry and Personnel Committee does not replace the Joint Search Committee in the event of a change in the pastoral relationship or a staff vacancy.

Terms of Reference for Trustees

The following are excerpts from the "Congregational Board of Trustees" Handbook 2002 as paraphrased from the United Church of Canada 2001 Manual.

1. The Board of Trustees has the title to Congregational property for the use and benefit of the Congregation.

2. The Trustees must follow the directions of the Council.

3. The Trustees cannot deal with certain property without the consent of Presbytery.

4. Responsibilities of the Trustees cannot be assigned or delegated.

5. The Trustees are responsible for all properties held or acquired in trust for the use of the Congregation and includes the following:

   (a) Land, buildings, and anything else affixed to or growing on land or buildings and the rights related to these.
   (b) Money, investments, furniture and equipment.

6. Notice of a meeting may be given by public announcement at a service for public worship; insertion in the printed order of worship is insufficient. The notice must also be read.

7. Notice of a meeting must specify whether it is an ordinary or special meeting, the time, the place, and the purpose of the meeting.

8. The quorum shall be:

   (a) With nine or fewer Trustees, a majority of that number.
   (b) With more than nine Trustees, five is a quorum.
   (c) A Minister does not have to present for there to be a quorum.

9. A majority of the Trustees must be members of the United Church; ideally Trustees should be members of the Congregation.

10. The number of Trustees is:

    (a) determined by the Congregation

(b) cannot be less than 3 or more than 15
(c) one of the ministers must be a member, both can be members.

11. The term of office for a Trustee is determined from time to time by the Congregation. A rotation of members is expected to avoid wholesale change at any one time. Life membership is not recommended.

12. The Board of Trustees must obey the directions of the Council whether or not the Board of Trustees agrees with those directions.

13. Investment is a responsibility of the Board of Trustees. If a gift made to the Congregation is to be invested, the investment must be held in the name of the Trustees, and the revenue used as the Council may direct.

14. The Board of Trustees must make sure that property taxes and all other applicable taxes are being paid.

15. The Board of Trustees must ensure that the Congregation carries adequate property and liability insurance at all times. Any Trustee who fails to insure the trust property adequately is deemed under civil law personally to be the insurer; that is, they are personally liable for any insurance loss.

16. Since the Board of Trustees cannot delegate its decision-making responsibilities, the authorized signatories may sign cheques only in pursuance of a decision made by the Board of Trustees.

Trustees are not personally liable for the Congregation's debts unless they specifically undertake to be so.

Appendix A – Glossary of terms

"Adherent" means a person who is attached to a Congregation and who contributes regularly to its life and work while not being a member thereof.
"Audit" means an independent examination of financial records, to determine the accuracy of financial statements, to determine whether financial transactions have been properly recorded, and to identify potential weaknesses in the accounting systems. Such an examination may be conducted by a public accountant as an audit or a review engagement, or by an individual who is familiar with bookkeeping and who understands the purpose of an independent examination of financial records. For Congregations, these procedures include:
(a) ensuring that there is segregation of duties among two (2) or more people who are at arm's length;
(b) examining the minute book of the Committee of Stewards or equivalent;
(c) examining for accuracy the books of record, by reviewing cash receipts, cash disbursements, payroll, and general ledger transactions;
(d) ensuring proper authorization of transactions;
(e) reviewing bank reconciliations for the year;
(f) ensuring that all donated monies designated for the Mission and Service Fund have been forwarded to the United Church on a monthly basis;
(g) reviewing the procedures used in the record-keeping of the Congregation, and ensuring that the chance of error or fraud is minimized;
(h) verifying cash receipts against charitable donation receipts issued; and
(i) ensuring that the annual information return was completed and submitted not later than six (6) months after the previous fiscal year- end.
"Committee" means a number of persons to whom a task or tasks have been assigned. The Committee shall exist either for a specified time or until the completion of the tasks assigned, or the Committee may be asked to serve on a continuing basis. A Committee may only recommend and only to the body that appointed the Committee, unless its duties, powers, and responsibilities are otherwise defined in the Basis of Union or these By- Laws for any specific body. A Committee may be known by other titles or modified by the adjectives "ad hoc" or "standing."
"Congregation" means a body of persons that is a part of the United Church and that meets for public worship and is constituted by a Presbytery. In matters of property, "Congregation" may also mean any of "church," "charge," "circuit," or "preaching station," as understood prior to l925.
"Corresponding Member" means a person to whom any one or more of the following privileges may be extended, and varied from time to time, by a Court or other body, its Executive, or a Committee:
(a) receiving notice of a meeting; (b) attending a meeting; (c) taking part in some or all of the deliberations of such body; or (d) receiving minutes of a meeting.
In no event shall such privileges include the right to move or to second a motion or the right to vote. Corresponding Members shall not be counted in determining the number of members of the body; nor shall they be counted in determining whether a Quorum be present.
"Court" means a body established by the United Church of Canada Act, the Basis of Union, or the General Council, which body has both deliberative and decision-making powers.
"Decision" means any disposition of a matter by a Court, or by a body authorized to act on behalf of the Court.
"Ex Officio Membership" means full membership by virtue of office for all purposes unless otherwise specifically restricted.
"House Groups" means:
• Church congregation divided into 11 groups, each of these groups would be responsible for one month of Sunday morning church duties
•Composition of the House Groups would take into consideration regular attendees, occasional attendees, unknowns, chronological age, shut ins, specific duty expertise, and natural pairs
•House Groups would begin in 2011 and operate on a rotational basis for eleven months of the year
•Duties will be outlined in a handbook that will include tasks such as scripture reading, coffee, decorating the sanctuary for special occasions, greeting, ushering, tally offering envelopes, communion, baptism, and ensuring the church is locked up after service
"House Group Coordinator" means a person responsible for overseeing the health and organization of the house groups.

"House Group Facilitator" means a person who is responsible for disseminating information to the house group members for congregational events and responsibilities of their month of service. Each House Group should have a two House Group Facilitators.
"Ministry Personnel" means those persons who are members of the Order of Ministry, those lay persons under appointment as a Designated Lay Minister, Candidate Supply, Intern Supply, or Student Supply, and those persons from other denominations under appointment as a Diaconal Supply or Ordained Supply. It does not include persons serving as Congregational Designated Ministers.
"Polity" means the form of organization and government, which in the United Church is conciliar.
"Presbytery" A Presbytery is a local area 'court' or "governing body" within the United Church that has decision-making powers affecting the ministers, the churches and outreach ministries and other United Church work within its area.
"Proposal" means a formal request for specific action within the jurisdiction of the Court to which it is directed.
"Quorum" Except where a higher number or a specific composition is provided in these By-Laws, "Quorum" means:
In any meeting of a Congregation, Session, Committee of Stewards, Official Board, Church Board or Church Council, of those entitled to vote, the lesser of twenty (20) persons and one-third (1/3);
Corresponding Members shall not be counted in determining whether a Quorum be present.
"Special Interest Groups" means one or more persons that form a group either for a specific one time event or task or for a longer term interest.
"United Church" means The United Church of Canada.

APPENDIX B

THE CONGREGATION
Meetings

111 Calling. All meetings of the Pastoral Charge or Congregation shall be called:

(a) by the Chairperson of the annual meeting;

(b) by a member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge; (2007)

(c) by a Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge; or (2010)

(d) by the Pastoral Charge Supervisor; either on the initiative of that individual or upon the written request: (2010)

(e) of the Official Board or Church Board or Church Council;

(f) of the Session;

(g) of the Committee of Stewards; or

(h) of ten (10) persons in full membership of the Pastoral Charge or Congregation concerned; within fifteen (15) days of the presentation of the written request; or

(i) on the authority of a higher Court.

112 Notice. Notice shall be given for every meeting of the Pastoral Charge or Congregation. The notice for any such meeting shall specify the object of the meeting.

(a) When the object of the meeting is:

i. to elect representatives of the Pastoral Charge to a Joint Needs Assessment Committee; (2010)

ii. to receive and act upon a report of the Joint Needs Assessment Committee; (2010)

iii. to elect representatives in full membership of the Pastoral Charge to a Joint Search Committee (2010)

iv. to establish a pastoral relationship, by call, settlement, or appointment; (2010)

v. to consider making a decision whereby the Pastoral Charge or Congregation requests ending of a pastoral relationship without cause; (2010)

vi. to consider any other matter dealing with the pastoral relationship; or (2010)

vii. to elect or to remove members of the Session or Church Board or Church Council; (2010)

notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, on each of the two (2) preceding Sundays on which public worship is held. For greater clarity, the earliest time at which the meeting may take place is on the day immediately following the second Sunday at which the notice of meeting was read during public worship. Before notice of a meeting called for the objects specified in paragraphs i., ii., iii., iv., v., or vi. is made public, written notice shall be given to the Secretary of the Presbytery and the Ministry Personnel settled in or appointed to that Pastoral Charge. The Secretary of the Presbytery shall promptly inform the Presbytery Pastoral Relations Committee. (2010)

(b) When the object of the meeting is:

i. to deal with matters referred to in section 9 of the Model Trust Deed; (2010)

notice of the meeting shall be read from the pulpit by the minister or person officiating as minister during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, on each of the two (2) preceding Sundays on which public worship is held. For greater clarity, the earliest time at which the meeting may take place is on the day immediately following the second Sunday at which the notice of meeting was read during public worship. (2007)

(c) When the object of the meeting is to deal with matters not contemplated by subsections (a) or (b), notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, at least once before the meeting. (2010)

Membership

113 **The members of a** Congregation **who are entitled to vote at all meetings are persons in full membership whose names are on the roll of that** Congregation**. With the consent of these,** Adherents **who contribute regularly to the support of the** Congregation **may vote on** Temporal Matters**.** (Basis 5.8.2)

Duties and Powers

114 The annual meeting or some other meeting of the Pastoral Charge or Congregation shall receive the annual reports, hold elections, and transact any other business regularly brought before it, except the question of a change in pastoral relationship unless it has been duly specified in the notice calling the meeting. This meeting shall consider and make a decision upon the draft annual current receipt and current expense budget, and the draft annual capital expense budget. It is recommended that the annual report be printed and circulated among the members of the Pastoral Charge or Congregation prior to the meeting. (2010)

115 **It shall be the duty of the Congregation to elect representatives, in full church membership, of the congregation to the Presbytery.** (Basis 5.8.4) **Such representatives are to be elected on the following basis for each Congregation:**

(a) **one** (1) **representative from each Congregation with 100 or fewer resident members;** (2010)

(b) **two** (2) **representatives from each Congregation with between 101 and 200 resident members;**

(2010)

(c) **three** (3) **representatives from each Congregation with between 201 and 300 resident members;**

(2010)

(d) **four** (4) **representatives from each Congregation with 301 or more resident members.**

Organization

116 Chairperson. The Pastoral Charge or Congregation at its annual meeting shall elect a Chairperson who shall hold office until the next annual meeting. A member of the Order of Ministry who has been settled in or appointed to the Pastoral Charge, a Designated Lay Minister who has been recognized by a Presbytery and appointed to the Pastoral Charge, the Pastoral Charge Supervisor, or any person in full membership and in good standing in that Pastoral Charge or Congregation is eligible for election. In the case of a meeting called to discuss the pastoral relationship, the Chairperson of that meeting shall be the Convenor of the Presbytery Pastoral Relations Committee or their appointee. (2010)

117 Secretary. The Pastoral Charge or Congregation at its annual meeting shall also elect a Secretary who shall hold office until the next annual meeting. (Basis 6.2.6)

Committees

118 Nominations Committee. The Pastoral Charge or Congregation at its annual meeting may appoint a Committee to assume responsibility for nominations. That Committee shall propose the names of persons who are eligible, suitable, and willing to serve in those positions for which the Pastoral Charge, Congregation, Session, Committee of Stewards, Official Board, Church Board, or Church Council requests nominations. (2007)

Appendix C – Reference Documents

This appendix contains the handbooks that continue to guide the work of the teams and committees of Transcona Memorial United Church.

Manual of the United Church of Canada 2010
Congregational Board of Trustees Handbook
A Pastoral Charge's Ministry and Personnel Committee Handbook
Financial Handbook for Congregations