

# **St. James United Church**

306 Parkside Dr, P.O. Box 330  
Waterdown ON L0R 2H0  
905-689-6223  
[www.stjameswaterdown.ca](http://www.stjameswaterdown.ca)

# **Governance Handbook**

**Version 1.5**

**Published February 12, 2018**

**Up-dated as of November 14, 2018**

Table of contents

**Table of Contents**

Philosophy of Governance .....3  
Board Covenant .....3  
Our Mission .....3  
Our Vision .....3  
Governance and Ministry .....4  
    Section 1.01 The Governance Board (Official Board) .....5  
    Section 1.02 Coordinating Ministry Team (CMT) .....7  
Members .....9  
Adherents.....9  
Congregation Meetings .....9  
Board Committees .....11  
    Section 1.03 Youth Ministry .....11  
    Section 1.04 Adult Ministry .....11  
    Section 1.05 Finance .....12  
    Section 1.06 Ministry and Personnel.....14  
    Section 1.07 Outreach .....15  
    Section 1.08 Pastoral Care .....16  
    Section 1.09 Property & Grounds .....16  
    Section 1.10 Décor Advisory Team.....17  
    Section 1.11 Café Style Worship .....18  
    Section 1.12 Traditonal Worship .....19  
    Section 1.13 Stewardship .....20  
    Section 1.14 Communication .....20  
    Section 1.15 United Church Women .....22  
Board of Trustees.....23  
Conflicts of Interest .....24  
Change Log .....25

## **Philosophy of Governance**

The Board's focus should be on the long-term mission and well-being of the congregation, not on administrative detail. It shall respect the distinction between board governance and ministry, and should avoid when possible making decisions that address a single situation.

The Board intends to govern primarily by:

- Discerning and articulating the congregation's mission and vision of ministry
- Setting goals and making strategic choices
- Creating written policies to guide the congregation's ministry, and
- Monitoring and evaluating the congregation's leadership, including itself.

## **Board Covenant**

We, the board of the St. James Congregation, covenant to serve the congregation's mission as well as members of the congregation. We should create an atmosphere of compassionate candor by presuming good faith, actively listening, not interrupting, and staying in relationship with one another, even in conflict. We should respect our time together by honouring our commitments, being prepared for meetings, and handling non-meeting business outside of board meetings. We should focus on policy and not micro-management. We shall stand by our group decisions and speak with one voice.

We shall continually learn as a board and deepen our sense of spirituality.

## **Our Mission**

We faithfully respond to God's love by encouraging others to know Christ through worship, service, education and prayer.

## **Our Vision**

We respond to God's calling to be an accepting and growing Christian Community, experiencing Jesus Christ, and reaching out in His Love; impacting Waterdown and beyond.

## Governance and Ministry

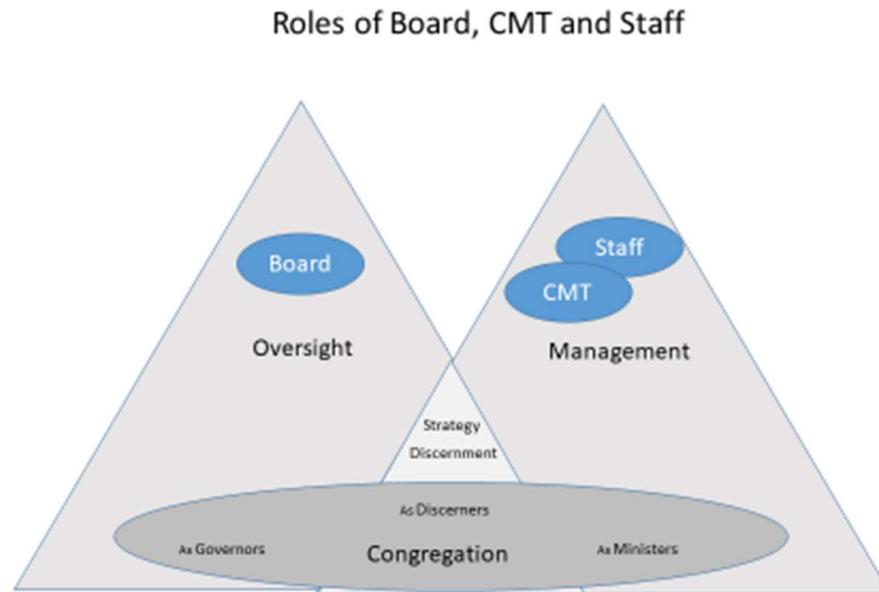


Figure 4.5 from Hotchkiss book 'Governance and Ministry'

## Governance and Ministry

The words governance and ministry are used to differentiate two spheres of leadership in the congregation. Governance includes the top level tasks of articulating the mission, selecting a strategy for getting there, making sure it happens and ensuring people and property are protected against harm.

Ministry is everything else, the daily practical work of the congregation including the rest of the decisions that must be made about what to do and how.

The diagram above depicts the work of governance and ministry distributed among four major areas of work: oversight, strategy, discernment and management.

Oversight belongs to the Board which maintains a certain separation from staff in order to maintain sufficient objectivity to serve as an effective check and balance.

Management is the staff's sphere. Staff includes clergy and other paid staff and also volunteers when they are functioning as leaders or workers in the congregation's daily ministry. The staff accepts responsibility for managing its own internal relationships and for using the authority it has been delegated.

Discernment and strategy are shown in shared zone in the diagram. Discernment is the articulating mission and vision and strategy is making the big decisions about investments, staffing, programs and goals. The process leading up to the final decision in discernment and strategy needs to be a shared one.

## **Section 1.01     *The Governance Board (Official Board)***

### **Function**

The Governance Board's role is to offer guidance to the congregation in articulating the congregation's mission of ministry, help to set goals and strategies, create written policies and give oversight to the resources of the church.

### **Membership**

The Governance Board (also referred to as the Official Board in this document) shall consist of:

- a) A sufficient number of members, elected by the congregation, to handle church business,
- b) The following persons by virtue of their office are ex officio members of the Governance Board:
  - Chairman of the Board of Trustees
  - Secretary of the Board
  - Past Chairman of the Board
  - Chairperson and Vice Chairperson of the Coordinating Ministry Team
  - Minister(s)

### **Operating Guidelines**

- 1) All Governance Board members should be active members of St. James participating in the church on a regular basis.
- 2) Governance Boards shall be elected for a term of 3 years. They should be eligible for re-election for a second term, and must then retire for one year before becoming eligible for re-election.
- 3) The following persons are exempt from the rule stated above in #2 and will be members of the Board by virtue of the office they hold, see b) above.

- 4) The normal term of office for the Chairperson of the Board shall be 2 years. This may be extended for one additional term.
- 5) The Vice Chairperson of the Board shall be expected to become the next Chairperson of the Board.
- 6) The Board shall meet at least quarterly.
- 7) A quorum shall consist of not less than 5 members.

### **Principal Responsibilities**

1. Appoint 'ad hoc' committees to deal with special problems, events or activities when necessary (e.g. Nominating Committee); and define the powers and duties of all 'ad hoc' committees.
2. Approve all new policies, and changes in existing policies and established practices, at St. James.
3. Interpret or clarify this Governance Manual between Congregational meetings as circumstances require.
4. Appoint additional members (to hold office until the next annual meeting of the congregation) if, during the year, the number of Governance Board members is reduced by reasons of health, resignation, transfer, etc., below the number considered essential to properly carry out the work of St. James.
5. Develop plans and their likely costs to meet the ongoing and longer term needs, and establish priorities where necessary.
6. Appoint representatives and alternates to Presbytery.
7. Approve the annual budget before presentation to the Annual Congregation Meeting.
8. Approve non budgeted expenditures.
9. Approve deletions from the Membership Roll.

## **Section 1.02     *Coordinating Ministry Team (CMT)***

### **Function**

The Coordinating Ministry Team functions to translate the mission of the church into meaningful life changing ministries. They act as a clearing house for exchange of information among committees; and conduct the business affairs of the Church as directed by and in accordance with the policies established by the Governance Board, subject in all matters to approval of the Governance Board. The CMT consists of a number of smaller teams, each with a focus on some aspect of church life.

### **Membership**

Membership of the CMT shall consist of:

- I. Chairperson and Vice Chairperson of the Governance Board
- II. Chairperson, Vice Chairperson and Past Chairperson, and Secretary of the CMT.
- III. Chairperson or representative of a Standing Committee.
- IV. Treasurer of the Church.
- V. Representation from the United Church Women, United Church Men and Youth Group.
- VI. Minister(s).

### **Operating Guidelines**

1. Meetings shall be held:
  - a) Monthly, except in the summer months.
  - b) At the discretion of the Chairperson or Vice Chairperson.
  - c) At the written request of 3 members of the CMT who shall state in such request the purpose of such meeting.
2. Five members of the CMT shall form a quorum.
3. The normal term of office for the Chairperson of the CMT shall be 2 years. This may be extended for one additional term.

### **Principal Responsibilities**

1. Giving direction to Committees when necessary.
2. Oversee the day-to-day administration of the Church.
3. Provide oversight to the administration of the Church Office.
4. Carry out matters referred to it by the Governance Board.
5. Appoint adhoc committees as required (e.g. to organize the church picnic, anniversaries, etc.)
6. Perform other duties assigned to CMT by the Governance Board.

## Members

The Members of the Church entitled to all church privileges are those who, on a profession of their faith in Jesus Christ and obedience to Him, have been received into full membership. The children of such persons and all baptized children are Members of the Church, and it is their duty and privilege, when they reach the age of discretion, to enter into full membership.

## Adherents

An adherent of a congregation is a person who contributes regularly to the life and work of the congregation but is not a member.

## Congregation Meetings

1. The members of the congregation who are entitled to vote at all meetings are persons in full membership, whose names are on the role of the Church.
2. The United Church bylaws state that adherents may vote at meetings of the congregation if:
  - (a) The members decide to allow adherents to vote; and
  - (b) The vote is on a financial or administrative matter.
3. The United Church bylaws state that adherents may not vote:
  - (a) On anything involving the pastoral relationship, including searches, calls, and appointments;
  - (b) In elections or appointments of the governing body, committees, trustees, and presbytery representatives, and of other bodies and officers;
  - (c) On anything involving the order of worship;
  - (d) On amalgamating, disbanding, or realigning the congregation or pastoral charge; and
  - (e) On property matters needing presbytery consent.
4. The Members of the Congregation shall meet annually and more frequently if they deem it advisable.
5. The annual meeting shall receive the annual reports, hold elections, and transact any other business regularly brought before it.
6. The annual meeting shall be held as early as possible after the last day of December and after the annual report has been printed and circulated among the Members of the Congregation.
7. Meetings of the congregation or pastoral charge must be called by one of the following people:
  - (a) The chair of the Governance Board;
  - (b) A member of the order of ministry settled in or appointed to the pastoral charge;

- (c) A designated lay minister recognized by the appropriate court and appointed to the pastoral charge; or
  - (d) The pastoral charge supervisor.
8. A meeting must be called when a written request is received from ten persons in full membership of the Church, within fifteen days of the date of the request.
  9. The notice for any meeting of the Congregation shall specify its object, and shall be read during public worship at least two Sundays before the time of the meeting.
  10. A meeting of the congregation or pastoral charge may take place only if a minimum number of full members is present. For congregations or pastoral charges with 100 or more full members, at least 20 full members must be present.
  11. Voting must be by show of hands unless the congregation or pastoral charge decides on another way of voting. Proxy voting or voting by mail-in ballots is not permitted.

## Board Committees

The board should appoint the following standing committees:

### ***Section 1.03 Youth Ministry***

**Mandate:** To help the youth of the congregation to grow in their development as Christians.

**Accountability:** Accountable to Coordinating Ministry Team (CMT)

**Meetings:** Meeting bi-monthly or as needed for special projects.

**Membership:** At least 5 members, including parents, lay members and the minister.

**Duties:**

1. Promote and support youth programs at the church such as Sunday School, Messy Church, Jr. Youth evening programs and Vacation Bible School.
2. Assist with planning and implementing of youth programs and Sunday School curriculum.
3. Prepare budget for the following year by the end of October of activities under its jurisdiction.
4. Work with the minister to ensure proper preparation leading to confirmation is provided.
5. Provide oversight for youth oriented library materials.

### ***Section 1.04 Adult Ministry***

**Mandate:** To encourage the congregation as a whole and as individuals in their development as Christians; to encourage the congregation to follow Jesus in all areas of their lives.

**Accountability:** Reports to Coordinating Ministry Team (CMT)

**Meeting:** On a monthly basis or as required.

**Membership:** Committee should consist of 3 members

**Duties:**

1. Coordinate and oversee adult education programs, such as Bible and book studies; Christian movie nights; provide information on areas of interest in the community and world.
2. Provide leadership training.

3. Prepare a budget for the following year by the end of October.
4. Provide oversight for adult oriented library materials.

### **Section 1.05     *Finance***

**Mandate:** To manage the financial affairs of the Church.

**Accountability:** Reports to Coordinating Ministry Team (CMT). Provides input to the Governance Board and Trustees as required.

**Meetings:** Team normally meets a once a month during the months of September to June and once over the summer months.

**Membership:** Members or adherents of St. James United Church.

**Duties:**

1. Co-ordinate the preparation of the annual budget and present for approval of the Governance Board, and at the annual congregational meeting. This will include:
  - (1) Preparation of the monthly revenue budget, after taking monthly collection patterns and expenditure requirements into account.
  - (2) Preparations of budget for administrative and office supplies and costs.
  - (3) Examination of budgets of the various committees, and discussion with each committee, if required.
2. Review monthly revenue and expenditure documents, compare with budget, and advise the Governance Board and CMT where action is necessary.
3. Review annual financial statement and present for approval by the Governance Board followed by approval at the annual congregational meeting.
4. Authorize Committee/Team approved expenditures for payment, except for regular expenses (salaries, phone etc.) that do not exceed budgeted levels. Refer any expenses above budgeted levels to the Governance Board for approval before payment.
5. Arrange for any loans that may be required from time to time.
6. Ensure that Church properties and other exposures to risk and liability are adequately insured under the direction of the Trustees.
7. Arrange for counting of the weekly offering, and ensure that adequate security

measures and records are kept on the counting and depositing of it.

8. Act as custodian of various funds set up in the Church (except for the U.C.W accounts)

### **CHURCH TREASURER(S) Duties**

1. Keep books of account and prepare financial statements in accordance with generally accepted accounting practices.
2. Keep proper records of payroll calculations and deductions.
3. Remit necessary deductions to the Receiver General.
4. Verify that bills approved by Committee Chair are within budgeted amounts, and money is spent as directed by the Governance Board.
5. Keep a record of all church related financial transactions.
6. Calculate and make appropriate remittances to the United Church Head Office for pension, insurance, M&S, etc.
7. Prepare claims for tax rebates.
8. Reconcile monthly bank statements.
9. Provide monthly financial statements for the Finance Committee, CMT and Governance Board meetings:
  - Provide actual figures as requested by various committees.
  - Provide historical data for budget calculations and assist with preparation of budget.
  - Prepare financial statements for the annual report.
  - Provide records, accounting information, etc. for auditor.
  - Attend meetings as requested.
  - Complete and distribute T4's to employees and send annual return to the government.
10. Complete forms from the United Church and any required government returns.

11. Invest surplus funds when available. Ensure that funds given to the church are used for the purpose directed.
12. Provide a list of significant cost items purchased to be added to the church inventory.
13. Maintain the charitable registration status for income tax purposes, and comply with all current income tax regulations.
14. Keep a record of donations made to the church and issue tax receipts for applicable donations. Assist with church activities requiring donor information.
15. Manage the church's online donation system(s).

### ***Section 1.06 Ministry and Personnel***

**Mandate:** Provide a confidential setting for the support, consultation and assessment of the work and interrelationships of paid staff, and act as a liaison between staff, Governance Board, and the congregation, and vice versa.

**Accountability:** Reports to the Governance Board with recommendations.

**Meetings:** Quarterly or more often as circumstances warrant.

**Membership:** Three (3) to seven (7) Church Members, including the Chair. Ministry Personnel and all other staff shall not be members of this Committee.

**Duties:**

1. Provide ongoing feedback, encouragement and support to St. James' paid staff, and deal with issues, problems and opportunities as they arise.
2. Channel concerns and personnel information to the Governance Board, within the context of confidentiality as requested or as appropriate.
3. Meet with staff and, where appropriate, the responsible Committee members to discuss performance, working conditions, expectations, etc.
4. Recommend to the Governance Board wage and benefit policies and guidelines, including pension and other matters as may arise.

5. Carry out annual reviews and evaluations of effectiveness of paid staff as it relates to Church programs as defined by the Governance Board.
6. Liaise with Presbytery Pastoral Relations Committee where appropriate.
7. Budget for, obtain and deliver appropriate recognition cards/gifts for staff.
8. Prepare M&P annual budget for the following year by the end of October.
9. Receive from all paid staff, at their expense, a current vulnerable sector (level 2) police records check, every six-(6) year period.

### **Section 1.07    Outreach**

**Mandate:**                    To reach out as Christians to assist in our community and beyond whenever assistance is required.

**Accountability:**        Reports to the Coordinating Ministry Team (CMT)

**Meetings:**                On a monthly basis from September to June or as required

**Membership:**         Committee should consist of at least five (5) members

**Duties:**

1. To provide leadership, education and support various Outreach programs and projects at St. James and through the United Church of Canada.
2. To encourage and support the congregation to be involved in local, national and international mission projects.
3. Developing new Outreach initiatives and partnerships with other organizations and churches to meet the needs of people within our community and beyond.
4. Providing emergency relief from the Benevolent Fund when requested.
5. Evaluate any current social or justice issues that the congregation should be aware of and advise the congregation.
6. Raise funds for Outreach activities.
7. Members are to attend all Outreach Committee meetings.
8. Chairperson to attend all CMT Meetings.

9. Prepare budget for the following year by the end of October for activities under its jurisdiction.

### **Section 1.08     *Pastoral Care***

**Mandate:** To promote a feeling of belonging among members and adherents of the congregation.

**Accountability:** Reports to Coordinating Ministry Team (CMT)

**Meeting:** Monthly or as required.

**Membership:** At least 5 people

**Duties:**

1. Communicate with the Minister and the church administrator regarding special needs.
2. Co-ordinate visits to hospitals, shut-ins, convalescents and new mothers, and provide meals when necessary.
3. Mail cards to bereaved, shut-ins, convalescents and new mothers.
4. Deliver plants for special birthdays (80, 85, 90, 91, 92 and so on).
5. Arrange for delivery of Easter plants following the service at the traditional service.
6. Participate in the service for receiving new members when requested.
7. Provide a “Church Mother” to participate in baptisms at the traditional service.
8. Collaborate with the Church Administrator and a member of the Finance Committee in updating the Communion, Membership and Adherent rolls.
9. Prepare a budget for the following year by the end of October.

### **Section 1.09     *Property & Grounds***

**Mandate:** Responsible for the care, maintenance and condition of all rooms, buildings and grounds belonging to St. James United Church.

**Accountability:** Reports to the Coordinating Ministry Team (CMT), with recommendations for action accompanied by a proposed budget for approval.

**Meetings:** Monthly, and at the call of the chair.

**Membership:** At least 5, with the ability to add; representation should include a member of the Decor team. A chair, chosen by the committee, will serve a term of three years.

**Duties:**

1. Oversee and ensure proper maintenance of all Church property, to include buildings, furnishings and grounds.
2. Manage outside services such as Janitorial services, lawn cutting, and snow removal, etc.
3. Maintain regular inspection services for fire security, chair lift, pest control, and others when identified.
4. Supervise major repair and construction projects that have been approved by the Church Board.
5. Assure that the outdoor grounds, gardens, and parking lot are maintained to a presentable appeal.
6. Provide approval for the use of the church building, including the sanctuary and all rooms, by various committees and outside groups.
7. Recommend rental charges for outside groups using Church property, such charge and rates to be approved by the Governance Board.
8. Prepare a proposed annual budget for approval by the Governance Board by the end of October.
9. Recommend to the Governance Board long-term needs with respect to the building and property.

## ***Section 1.10      Décor Advisory Team***

**Mandate:** Provide general oversight over additions and changes that will affect the appearance of Church property.

**Accountability:** An independent team of the Property Committee, reporting to the Coordinating Ministry Team (CMT) through the Property Committee.

**Meetings:** As required by the team.

**Membership:** Representation to include a member from UCW, Flower Guild, Property Committee, and Communication Committee. Continuity of membership is deemed important.

**Duties:**

1. Ensure all gifts or purchase of capital equipment to be placed on Church Property are appropriate.

2. Ensure appropriate appearance of renovations and repairs when structural changes of the Church buildings are involved.
3. Advise on outdoor landscaping changes to ensure appropriateness.

## **Section 1.11    *Café Style Worship***

**Mandate:** To provide appropriate opportunity for the congregation and individuals to worship God in the Café Style service at St. James.

**Accountability:** Accountable to the Coordinating Ministry Team (CMT).

**Meetings:** Meet once a month August to May.

**Membership:** Representing members from Café Style service, the Minister, member from the Praise Band and the Minister of Music, member from the Traditional Worship team.

### **Duties:**

1. Confirm and make recommendations with regard to the enhancement of the Café Style service.
2. Coordinate with the Youth Ministry's representative, the youth's activities within the Café Style service.
3. Arrange for special worship services (e.g. communion, baptism, confirmation) at the Café Style service.
4. Prepare the elements for Holy Communion at the Café Style service.
5. Support music needs in consultation with the Minister, the leader of the Praise Band and the Minister of Music.
6. Ensure congregational participants are provided as required for the Café Style services (e.g. ushers, greeters and lay readers).
7. Prepare a budget for the following year, by the end of October, for activities under its jurisdiction (i.e.: music and decor).
8. Recognizing the importance of communications between the Traditional and Café Style Worship teams, a member of the Traditional Worship team should be invited to all Café Style Worship meetings. The attending Traditional Worship team member is responsible for communicating Café Style Worship discussion items back to the Traditional Worship team for their consideration.
9. When worship coverage must be arranged due to the minister not being available, the Café Style Worship committee must work together with the Traditional Worship committee to select a single candidate to lead worship for both the Café Style and Traditional services.

## **Section 1.12    *Traditonal Worship***

**Mandate:** To provide appropriate opportunity for the congregation and individuals to worship God in a traditional worship service at St. James.

**Accountability:** Accountable to the Coordinating Ministry Team (CMT).

**Meetings:** Meet once a month September to June.

**Membership:** Representing members from traditional service, the Minister, and the Minister of Music or their delegated choir representative, member from the Café Style Worship team.

**Duties:**

1. Confirm and make recommendations with regard to the enhancement of the Traditional Worship service.
2. Coordinate with the Youth Ministry's representative, the youth's activities within the Traditional service.
3. Arrange for communion, baptism, confirmation and other special worship services in the Traditional Worship service.
4. Prepare the elements for Holy Communion in the Traditional Worship service.
5. Support music needs in the Traditional Worship service in consultation with the Minister and the Minister of Music.
6. Ensure congregational participants are provided as required for Traditional services (e.g. ushers, greeters and lay readers).
7. Prepare a budget for the following year, by the end of October, for activities under jurisdiction of the Traditional Worship Committee (i.e.: music and décor).
8. Recognizing the importance of communications between the Traditional and Café Style Worship teams, a member of the Café Style Worship team should be invited to all Traditional Worship meetings. The attending Café Style Worship team member is responsible for communicating Traditional Worship discussion items back to the Café Style Worship team for their consideration.
9. When worship coverage must be arranged due to the minister not being available, the Traditional Worship committee must work together with the Café Style Worship committee to select a single candidate to lead worship for both the Traditional and Café Style services.

## **Section 1.13 Stewardship**

**Mandate:** To encourage the giving from the soul of our time, talent and treasures to further God's work at home and in the global community and to educate the Congregation concerning the needs of the church. Stewardship is everything we Think, Say, and Do after we say "I believe".

**Accountability:** Reports to Coordinating Ministry Team (CMT)

**Meeting:** Monthly or as required.

**Membership:** At least 4 people including the minister.

**Duties:**

1. Implement the "Called to be the church" stewardship program (or similar) annually.
2. Meet periodically with the Finance committee to coordinate the annual giving program.
3. Help grow generosity through the giving of one's Time, Treasure, and Talent into a regular spiritual practice.
4. Educate the congregation on the mission of the United Church both locally and in the wider church.
5. Prepare and update regularly the Narrative Budget outlining what the congregational donations do within the pastoral charge as well as the mission and service of the United Church of Canada.
6. Create and maintain welcome displays.

## **Section 1.14 Communication**

**Mandate:** To oversee, facilitate and make decisions regarding the internal and external communications of St James United Church.

**Accountability:** Reports to the Coordinating Ministry Team (CMT)

**Meetings:** As required by the team to accomplish their mandate.

**Membership:** Church Administrator, Social media person, advertising person, and other members as needed to accomplish the mandate.

**Duties:**

Oversee or carry out the work of, and set procedures for, the following:

1. Publication of the CONTACT newsletter to the congregation.
2. Assignment and maintenance of the bulletin boards in the upper hallways.
3. Our Church's social media and hard copy communications to inform the congregation and community concerning the mission and activities of St James.
4. Event and activity details for local newspaper(s) for publication in community events columns.
5. Brochures and promotional materials.
6. Signage.

## **Section 1.15     *United Church Women***

**Mandate:** To unite all women of the congregation for the total mission of the Church, and provide a medium through which they may express their loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service.

**Accountability:** Report to the Coordinating Ministry Team (CMT)

**Meetings:** Monthly from September to June, and at the call of the chair.

**Membership:** All ladies of St. James who attend monthly meetings.

### **Duties:**

1. Provide opportunities for fellowship.
2. Deepen the understanding of the nature and purpose of the Church.
3. Encourage growth in Christian knowledge, understanding, faith and experience through worship, Bible study, and other means of grace.
4. Secure commitment to encourage the study of and participate in the mission of the Church, in the congregation, community and the world.
5. Provide funds through envelope givings and money-raising projects for congregational purposes, a fair share of the expenses of the Presbytery and Conference organizations of the U.C.W. and for community events.
6. Approve the use of the kitchen facilities by outside groups.
7. Develop Christian leadership.
8. Cooperate with the governing bodies of the congregation in furthering all phases of the work at St. James.

## Board of Trustees

**Function:** To hold in trust, all church property owned by the congregation of St. James United Church. The Trustees may sell, mortgage, exchange or lease the real or personal property of the congregation as directed by the Governance Board and only with the consent in writing of the Presbytery. The proceeds, after providing for all costs and indebtedness of the Trustees, shall be applied for the purposes of the congregation as the Board shall direct.

**Membership:** no fewer than three or more than fifteen members of the congregation. The Minister has the right to preside as chairperson of all meetings of the Trustees.

**Operating Guidelines:** The majority of the Trustees shall form a quorum, save when the number of Trustees exceeds nine, in which case, five shall form a quorum.

Principle Responsibilities:

1. Hold the property, buildings and personal property assets of the church in trust, and use the trust property for public worship and purposes as directed by the congregation.
2. Act as legal signing authority for church property.
3. The trustees must comply with
  - (a) All decisions about congregational property that are made by the governing body, the presbytery, or the Conference; and
  - (b) All other United Church requirements for trustees and congregational property.

**Note:** See the United Church Manual for a detailed list of the duties and responsibilities of the Trustees.

## Conflicts of Interest

Board Members shall carry out their duties with undivided loyalty to the congregation and its mission. A conflict of interest exists whenever a board member or close relative of a board member has interests or duties that interfere with the board member's duty of loyalty. The conflicting interest may be financial, theological, or otherwise.

Conflicts of interest arise when a board member:

- Stands to gain or lose because of a board action.
- Has a fiduciary duty or close personal or business relationship to any person or corporation that stands to gain or lose because of a board action. A board member who is an employee or a close relative of an employee of the congregation always has a conflict of interest with respect to any board action affecting such employment.
- Holds a substantial property interest in a corporation or business, or serves as an officer or board member of another non-profit organization that stands to gain or lose because of a board action.
- Cannot set aside his or her personal preferences as an individual consumer of the congregation's services to vote on behalf of the whole congregation and its mission.
- Faces any other situation that creates or appears to create divided or conflicting loyalties.

The board should require its member to disclose in writing all existing or foreseeable conflicts of interest.

# Change Log

Change Date	Section	Change
2018/11/13	Pastoral Care	Mandate item to update the church membership lists modified to include a person from the Finance Committee.