

MOUNT SEYMOUR UNITED CHURCH

CONSTITUTION

1.0 The Community of Faith

Mount Seymour United Church, a Community of Faith of The United Church of Canada, hereby adopts this Constitution.

2.0 Constitutional Statement of Intent

2.1 Mount Seymour United Church is a diverse Community of Faith. It strives in a changing world to develop a faithful relationship with God, a loving relationship with all people and a caring relationship with creation. It is a Community of Faith working towards justice, peace, and wholeness throughout the world, and which is committed to:

- † opening our doors and hearts to all peoples;
- † searching for and discovering the gift of the Christian faith;
- † sharing our Christian faith with all generations through worship, fellowship, education, outreach and service;
- † learning the truth and exploring reconciliation with Indigenous neighbours in our community and country, through education and partnerships; and
- † living out our faith by Being Community, Nurturing Spirit and Living Generously.

2.2 This Constitution is intended to define governance structures that liberate and enable the people of God at Mount Seymour to exercise fully their ministry in building up the body of Christ through worship, reconciliation, public witness and outreach, service and the seeking of justice.

3.0 The Community of Faith

3.1 The Community of Faith shall meet annually in general session, for which there shall be notice in accordance with *The Manual* of the United Church of Canada. Such meeting will be ordinarily held by the end of April.

- 3.2 An annual report of Council and staff, with financial accounts of the Community of Faith, to include financial statements for the immediate previous year and recommended budgetary figures for the year commenced, shall be made available not less than two (2) weeks before the annual meeting, with their review and approval by the Community of Faith completed in such meeting.
- 3.3 The Community of Faith shall meet in extraordinary or special general session at the recommendation of Council or by requisition as defined at Part B of *The Manual*.
- 3.4 The quorum for all meetings of the Community of Faith, including as defined at Article 11 below, shall be 20 (twenty) persons currently listed in the roll of church membership. If no quorum is present at a meeting, a further meeting may be called with notice for the same day of the following week or the week thereafter. Those Members and Adherents present at the second reconstituted meeting shall constitute a quorum.
- 3.5 Those persons not Members, who contribute regularly to the support of the church at Mount Seymour shall be accorded voting privileges on some or all matters according to the wishes of the full membership of the Community of Faith.
- 3.6 The date of all meetings of the Community of Faith shall be issued in writing by the Recording Secretary in the email newsletter and other available media at least two weeks prior to such meetings. There is to be a similar announcement during the two Sunday worship services prior to a meeting.
- 3.7 The Chair and the Recording Secretary of the Council shall, respectively, preside as chair and serve as Secretary at all meetings of the Community of Faith. In the absence of either or both of them, the Council may designate from its members persons suitable to substitute for the required roles.

4.0 The Thrift Shop

- 4.1 The Thrift Shop Volunteers shall meet annually, with the meeting ordinarily held within a month after the annual general meeting of the Community of Faith. All active volunteers of the Thrift Shop will be invited to attend.

5.0 Teams

- 5.1 The ministry and mission of the Community of Faith shall be carried out by Teams as defined below. Members of Teams are to be drawn widely from the Community of Faith who may serve on Teams and support the work of Teams for periods of their choosing. It is intended that all groups and persons carrying out

ministry, service and worship work will do so through the leadership and accountability of Teams. Teams can be created by request of the Ministers or Council, in response to a temporary or ongoing need of the Community of Faith.

- 5.2 Each Team shall have a leader (or co-leaders) who coordinates the work and ministry of the Team. Each team will have representation on Council either through a staff member or Council member.
- 5.3 Each Team, together with the Council and Ministry and Personnel Committee, may create particular task groups or committees with defined terms of reference for their work. Such terms of reference shall be reviewed and approved as required by the Council.

The Worship & Christian Development Team

- 5.4 The Worship & Christian Development Team shall provide leadership and generally oversee and implement the worship and educational development of the Community of Faith. Its areas of responsibility include, but are not limited to, the following:
 - (a) planning and programming worship services, including such services where the Minister(s) may be absent and alternative worship services;
 - (b) the development of music programs and resources used in worship;
 - (c) the implementation of Christian Development (or “formation”) programs for all persons in the Community of Faith, including children, youth and adults;
 - (d) supporting the Minister(s) and staff persons in the better development of worship services and related events, as well as Christian formation programs;
 - (e) baptism and baptismal services;
 - (f) providing for the “confirmation” of persons entering the church through adult profession of faith;
 - (g) weddings and funerals;
 - (h) the planning and delivery of Christian faith development programs and materials, including library and electronic media/internet resources and use of wider United Church and ecumenical training opportunities; and

- (i) exercising responsibility for the interior appearance of the sanctuary.
- 5.5 The staff associated with the Worship and Christian Development Team will include staff persons responsible for ministries involving worship, children and youth, adult faith formation and music.

The Property Team

- 5.6 The Property Team is responsible for leadership and accountability in the operation and maintenance of the Community of Faith's physical assets. Its responsibilities include, without limitation, the following areas of service:
- (a) building and physical asset maintenance, repair and long-term development;
 - (b) appointing a person to be responsible for property management and maintenance matters.
- 5.7 Community of Faith staff associated with the Property Team will ordinarily include the Office Administrator.

The Finance Team

- 5.8 The Finance Team is responsible for leadership and accountability in the administration, finances and day-to-day operation and development of the Community of Faith's financial assets. Its responsibilities include, without limitation, the following areas of service:
- (a) financial planning and budgeting, and the reporting of such matters at regular intervals to the Community of Faith, Teams and the Council;
 - (b) overseeing scheduling of building uses, building user relationships, user fees/contracts and tenancy-related issues;
 - (c) support and operational direction to the Office Administrator, the Bookkeeper, the Treasurer and the Givings Administrator;
 - (d) support to the Board of Trustees in the execution of its work;
 - (e) oversight and support to the work of any Memorial & Gifts Committee or like group, whether standing or constituted *ad hoc*;
 - (f) appointing a person to be responsible for financial issues including monthly statements, and oversight and support to the Treasurer.

- 5.9 The Treasurer and the Givings Administrator are members of the Finance Team.
- 5.10 Community of Faith staff associated with the Finance Team will ordinarily include the Office Administrator and Bookkeeper.

The Mission & Outreach Team

- 5.11 The Mission & Outreach Team will provide support, leadership and accountability in areas of outreach and mission of the Community of Faith to local and wider communities. It has responsibility for the following:
- (a) planning and development of mission and outreach activities and programs by and for the Community of Faith;
 - (b) education of the Community of Faith about the United Church Mission & Service Fund;
 - (c) support to and oversight of the Thrift Shop;
 - (d) the coordination of *ad hoc* task groups for social justice initiatives; and
 - (e) liaison with local churches, community organization and governments for wider mission programs, including First United Church Community Ministry Society.
- 5.12 Community of Faith staff associated with the Mission and Outreach Team will ordinarily be the Community Outreach Minister.

The Ministry & Personnel Committee

- 5.13 The Ministry and Personnel Committee shall, apart from its Chair/Coordinator, be appointed by the Council and function in accordance with B.7.8.5 of *The Manual*. The Committee shall have not less than three (3) members. It will fulfill the following responsibilities:
- (a) support the Minister(s) and staff in their work and ministries, fostering close communication and mutual support among them and the Community of Faith;
 - (b) develop and maintain guidelines, in conjunction with the Council, for the responsibilities of staff members;
 - (c) serve where necessary as a liaison between the Minister(s), staff members, the Council and Community of Faith in administrative matters and

relationships;

- (d) address and resolve issues in the compensation, travel allowances, working conditions, and employment practices of the Minister(s) and staff;
- (e) review annually the effectiveness of the staff as it relates to the ministry programs defined by Teams and the Council; and
- (f) liaise with the Regional Minister of the Pacific Mountain Regional Council.

Thrift Shop Leadership Team

- 5.14 The Thrift Shop Leadership Team will provide support, leadership and accountability for the operation of the Thrift Shop. It has responsibility for the following:
- (a) supporting the Thrift Shop Manager in planning and development of social events and special projects for the volunteers and/or shop;
 - (b) reflecting the values of the Community of Faith and ensuring that those values are integrated throughout the shop through modeling of behaviour and through policies created;
 - (c) supporting the management of the day-to-day operations of the shop and troubleshooting challenges;
 - (d) planning for shop upgrades within the allocated expense budget; and
 - (e) making requests of the Council for any significant changes to the Thrift Shop and its business.
- 5.15 The Thrift Shop Leadership Team will consist of 8 to 12 members representing a cross-section of active volunteers. The Leadership Team members will be elected for a term of two (2) years at annual general meetings of the Thrift Shop. The annual term of office for the Leadership Team shall be from the month following the annual general meeting until the annual general meeting two years later. Members of the Leadership Team may have their two-year term renewed once for a maximum of four consecutive years. At the end of four years, a member shall retire from the Team for a period of at least one year.
- 5.16 Community of Faith Staff associated with the Thrift Shop Leadership Team will ordinarily be the Thrift Shop Manager and Community Outreach Minister. The Leadership Team is accountable to the Church Council through the Community Outreach Minister.

6.0 Meetings of Teams

- 6.1 Meetings of Teams shall ordinarily be held not less than monthly during the period from September to June. Where possible, they should be held prior to a Council meeting in the same month.
- 6.2 Teams are encouraged to function using a model of consensus decision making appropriate to their circumstances, with a minimum of other procedural formalities.

7.0 Council

- 7.1 The Council is organized and shall carry out its work consistent with Part B of *The Manual*. Council has a primary responsibility to:

- † articulate the mission of the Community of Faith;
- † develop and review a mission strategy which encompasses values, goals and objectives, policies and the use of resources; and
- † implement and monitor mission strategies.

The role of the Council is to offer leadership in the spiritual life of the Community of Faith including worship, Christian development, mission and service, and Community of Faith life development.

- 7.2 The Council is responsible to the Community of Faith, and where required to other courts of the United Church of Canada, for the spiritual care and Christian development of those participating and seeking to participate in the life and work of the Community of Faith. The Council is also responsible for the efficient administrative and financial management of the Community of Faith and its resources. The Council's responsibilities include, but are not limited to, the following:
 - (a) to coordinate and support the work of the Minister(s), staff persons, Teams and groups within the Community of Faith;
 - (b) to plan for the long-term development of the church community, including Christian formation programs and the effective maintenance of monetary and physical assets;
 - (c) to plan for the long-term stewardship of the Community of Faith,

including the appointment of a person responsible for stewardship development;

- (d) report annually at the Annual General Meeting of the Community of Faith on a recommended budget for the ensuing year, and make any other reports and recommendations as may be necessary for the Community of Faith's review and approval;
- (e) authorize the borrowing of funds as required to meet the current needs as provided for in the budget approved by the Community of Faith;
- (f) live within the budget approved by the Community of Faith. In the event needs or opportunities emerge during the year which require additional funds from the Community of Faith, the Council will call a general meeting with prior notice to make recommendations to the Community of Faith;
- (g) give directions to the Trustees concerning property matters when so required; and
- (h) receive reports from the Region and the General Council and make them available to members of the Community of Faith.

7.3 The Council shall, in addition to the Member(s) of the Order of Ministry called or appointed to the Community of Faith or such person(s) as may be appointed by the Pacific Mountain Regional Council, ordinarily consist of ten (10) persons elected by the Community of Faith to the following responsibilities:

- (a) Chair;
- (b) Recording Secretary;
- (c) Treasurer or representative from the Finance Team.
- (d) representative of the Ministry and Personnel Committee;
- (e) representative of the Property Team;
- (f) Pacific Mountain Regional Council Representative; and
- (g) no less than two (2) and no more than four (4) Members-at-Large.

7.4 Members of the Council shall be elected for a term of two (2) years at annual general meetings of the Community of Faith. The annual term of office for the Council shall be from June 1 to the following May 31. Councillors elected at an

annual general meeting shall ordinarily attend meetings of the council in the months following their election and observe proceedings as non-voting members.

- 7.5 No Member of the Community of Faith shall serve on the Council, whether by election of the Community of Faith or otherwise, for a period exceeding four (4) consecutive years. At the end of four (4) consecutive years, a member shall retire from the Council for a period of at least one year, unless they are elected to the Chair or Treasurer role, in which case they may serve for a maximum of two additional terms.
- 7.6 All members of the Council shall be Members of the Community of Faith.
- 7.7 In the event of the resignation, transfer of membership or death of a member of the Council, a Member of the Community of Faith may be appointed to the resulting vacancy for the remainder of its term, either by:
 - (a) the approval of not less than 75% of Council members; or
 - (b) by majority vote of Members at a meeting of the Community of Faith.
- 7.8 In the event that there is not a sufficient number of members elected to the Council, the Council may continue with a vacancy of one Member-at-Large and may also appoint one or more of its members to act as a Team Leader, or in such other additional capacity, apart from their nominative role.

Council and Board of Trustees Succession

- 7.9 The Council shall annually instruct the Chair to form a group to discern Council member and Board of Trustees succession, in sufficient time prior to the Annual General Meeting of the Community of Faith. Such group shall ordinarily include the Lead Minister, the Council Chair and one other person in the Community of Faith. Those persons responding to a call in leadership to serve as Council members or the Board of Trustees shall be presented to the Community of Faith for election at the Annual General Meeting following that Advent season.

Council Responsibilities – General

- 7.10 The Council and its members have, in general, those responsibilities detailed in the Schedule to this Constitution, consistent with the mission of the Community of Faith and the polity of the United Church of Canada.

8.0 Council Meetings

- 8.1 The quorum of voting members for a meeting of the Council is five (5) members of the Council and otherwise in accordance with *The Manual*.
- 8.2 A member of the Order of Ministry must be in attendance for a Council meeting to be constituted.
- 8.3 A Team having two of its Leaders present as Team members at a meeting of the Council shall exercise between them one (1) vote.
- 8.4 A member of a Team who is not a Team Leader may attend at Council meetings in the place of a Team Leader.
- 8.5 In the event of the absence of the Chair at a meeting, the Council shall decide by consensus or motion which of its members is to preside.
- 8.6 Council meetings shall ordinarily be held on a monthly basis, unless the Chair determines by prior consultation among Council members that there is a consensus to defer a meeting.
- 8.7 The Council shall ordinarily meet in an annual spiritual and planning retreat.
- 8.8 Notice of Council meetings shall be given through the Sunday bulletin, by other media or through public announcement in the week prior to a meeting.
- 8.9 Council meetings shall be ordinarily open to the Community of Faith, who shall have the right to speak and be heard by the Council, but not the right to vote on any matters before Council. The Council may conduct proceedings *in camera* at the requirement of the Council Chair or by motion, with such proceedings limited to the extent possible.

9.0 Council Appointees

Treasurer

- 9.1 There shall be appointed by the Council, for a renewable term of two (2) years, a Treasurer of the Community of Faith, who will be a member of the Finance Team.
- 9.2 A Treasurer shall not be appointed for any more than two (2) consecutive two-year terms.
- 9.3 The Treasurer shall perform those duties as prescribed in the current edition of The United Church of Canada's *Financial Handbook for Congregations*. In particular, he or she shall fulfill the following responsibilities:
 - (a) maintain all Community of Faith accounts;

- (b) provide written monthly reports at meetings of the Finance Team on the state of the finances of the Community of Faith;
- (c) assist the Finance Team to prepare a budget of Community of Faith finances for the following year for presentation by the ordinarily scheduled March meeting of the Council; such budget to be discussed, and approved for recommendation to the Community of Faith at its Annual General Meeting;
- (d) pay all legal accounts of indebtedness incurred in the normal operation of the Community of Faith and maintain an accurate record substantiated by vouchers and invoices of the same;
- (e) ensure jointly with the Trustees that all Community of Faith buildings and property are insured adequately with a reputable insurance company;
- (f) oversee and ensure the charitable status of the Community of Faith with the Canada Revenue Agency;
- (g) ensure jointly with Office Administrator and Bookkeeper that annual statistics for the United Church of Canada have been filed;
- (h) ensure the safe maintenance of proper of records open to review and verification at the direction of the Finance Team, the Council and the Community of Faith.

The Givings Administrator

- 9.4 There shall be appointed by the Council, a Givings Administrator for the Community of Faith. The Givings Administrator will be a member of the Finance Team.
- 9.5 The Givings Administrator shall fulfill the following responsibilities:
- (a) be responsible for keeping an accurate record of all Community of Faith offerings and provide regular reports to members whose offerings are identified;
 - (b) be responsible for and authorized to add and/or change requests for Pre Authorized Remittance (PAR) offerings;
 - (c) prepare the yearly Canada Revenue Agency tax receipts for offerors and have them distributed to such persons by February 28 following each tax

year; and

- (d) ensure the confidentiality of all information regarding offerings made by and in the Community of Faith.

10.0 Board of Trustees

- 10.1 There shall be four (4) Trustees constituted as a Board of Trustees to fulfill those responsibilities defined at Part B of *The Manual*.
- 10.2 Trustees are to be elected by the Community of Faith as required at the Annual General Meeting of the Community of Faith. The term of office of each Trustee shall be three (3) years.

11.0 Financial Accountability

- 11.1 The financial year of the Community of Faith shall be from January 1 to December 31.
- 11.2 The United Church of Canada *Financial Handbook for Congregations* shall govern the administration and accounting of Community of Faith finances.
- 11.3 There shall be an audit or, at the discretion of the Council, a review engagement of the Community of Faith accounts and financial records by an accountant who is a member of the Chartered Professional Accountants of British Columbia. Such audit or review engagement shall occur annually and be ordinarily completed in advance of the Annual General Meeting of the Community of Faith. The report of such audit or review engagement shall be made available to the Community of Faith.
- 11.4 The Council shall annually confirm those persons who are delegated authority to approve and to sign for Community of Faith contractual commitments and accounts including cheques drawn on such accounts. Such confirmation shall be done by motion at a meeting of the Council.
- 11.5 There shall be at least two signatures of persons who have been delegated authority to approve, and to sign for Community of Faith accounts on all instruments and cheques for and by the Community of Faith. Signing authority may be delegated by the Council to persons in the Community of Faith. Signing authority may also be delegated to the Office Administrator but to no other staff person.
- 11.6 The Council shall ensure, with the assistance of the Treasurer and Finance Team,

that a summary report of finances is made available to the Community of Faith at least quarterly.

12.0 Amendment

- 12.1 Proposed amendments to this Constitution may be approved by a two-thirds (2/3) majority of those Members constituting a quorum for meetings of the Community of Faith in accordance with section 3.4, above. Notice of proposed amendments shall be issued at least four weeks prior to a meeting.

13.0 *The Manual*

- 13.1 If there is any provision in this Constitution which conflicts with *The Manual* of the United Church of Canada, the relevant provisions of *The Manual* shall take precedence and govern.

Revised July 2024

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SCHEDULE**TERMS OF REFERENCE, ROLES & RESPONSIBILITIES
FOR COUNCIL MEMBERS****General**

The Council and its Members have, in general, the following responsibilities, consistent with the mission of the Community of Faith and the polity of the United Church of Canada.

- (a) attend Council meetings on a regular and frequent basis;
- (b) plan appropriate mission goals, objectives and strategies;
- (c) attend Mount Seymour United Church worship services on a regular and frequent basis;
- (d) demonstrate fiscal responsibility in managing of the Community of Faith financial resources as provided in the approved budget;
- (e) provide encouragement and support for both the paid and volunteer leaders of various Teams and groups in the Community of Faith;
- (f) help build a sense of community and fellowship between the various Teams within the Community of Faith;
- (g) make use of training opportunities provided by lay training centres and the Region;
- (h) keep informed about the major concerns and programs of the United Church;
- (i) communicate frequently with the Community of Faith in a variety of ways regarding the decisions and actions taken by the Council at its meetings; and
- (j) show genuine concern as Christians for the well-being of the Community of Faith and the whole Church.

Chair of Council

The Chair of Council shall:

- (1) lead the Council as a Team, supporting the service and ministry of its members, with particular regard to fostering effective communication between Council members, the Minister(s), staff and Teams;
- (2) preside over the meetings of the Council and of the Community of Faith, applying the Rules of Debate and Order at Appendix III of *The Manual* as required;
- (3) develop, in consultation with Teams and the Council, agenda for Council meetings and meetings of the Community of Faith;
- (4) serve as the official spokesperson for the Community of Faith;
- (5) to plan and arrange for the annual retreat of the Council; and
- (6) serve as a signing officer of all bank accounts, loans or contracts made on behalf of or by instruction of the Council;

Recording Secretary

The Recording Secretary shall:

- (1) notify members of the Council of meetings and ensure that a quorum is present at meetings;
- (2) record the minutes of all Council and Community of Faith meetings and maintain a record of the minutes within the administrative office of the Church available to members of the Community of Faith to peruse;
- (3) maintain the official record of the attendance of all Council and Community of Faith meetings;
- (4) give notice of meetings as required to members of the Council and the Community of Faith; and
- (5) assist the Office Administrator in the maintenance of the roll of church membership.

Pacific Mountain Regional Council Representative

The Regional Representative shall, in addition to those duties prescribed in *The Manual*, have the following responsibilities:

- (1) liaison with other Courts of the United Church, including the transmission of Petitions from the Community of Faith and the Council;
- (2) the provision of timely information and education for the Community of Faith about United Church policies and initiatives, including assistance to Teams and staff persons to obtain training and information from United Church sources.

Team Leaders

Team Leaders are acknowledged as having unique roles. They serve as leaders in ministry through Teams, and those outlined above also serve as Council members. The planning and coordination of their work among themselves, with staff and through the support of the Council is of primary importance. Team Leaders have the following general responsibilities:

- (1) to plan and lead the work of their Teams, in close consultation with other Team Leaders, the Minister(s) and staff persons;
- (2) to support the work of Team members in pursuing the goals and vision of the United Church, the Community of Faith and Teams; and
- (3) to hold regular meetings of Teams, and work with the Minister(s), Council, and staff persons to further develop and implement the service and ministry offered by Team members

Members at Large

The Members at Large of the Council have the following responsibilities:

- (1) to ascertain and more fully represent to the Council the views and aspirations of the Community of Faith in general;
- (2) to support Team Leaders in particular when the demands of their work occasionally peak, including by coordination through and instruction of the Council; and
- (3) to serve in certain ministries as may from time to time be determined, including long term planning and priority development.