

St. Stephen's-on-the-Hill United Church

(DRAFT) Organizational Manual

February 11, 2007

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A.OVERVIEW

THEOLOGICAL PREAMBLE

Ministry has its source in God, the Creator and Redeemer, is most visible in the birth, life, death and resurrection of Jesus Christ, and is empowered by the Holy Spirit.

Those who share in a common life encounter with God in Christ enter into covenant relationship with God and with one another. Together they seek to understand Jesus' life and ministry among them, and to live out its implications by Christian stewardship of all gifts given by God, continually depending on grace, and affirming one another.

Church structures should be designed to liberate and enable the people of God to exercise their ministry in building up the body of Christ through worship, reconciliation, evangelism and outreach, service, and the seeking of justice.

The Manual (2004)
United Church of Canada
Sections 101, 102, 103

MISSION (1993)

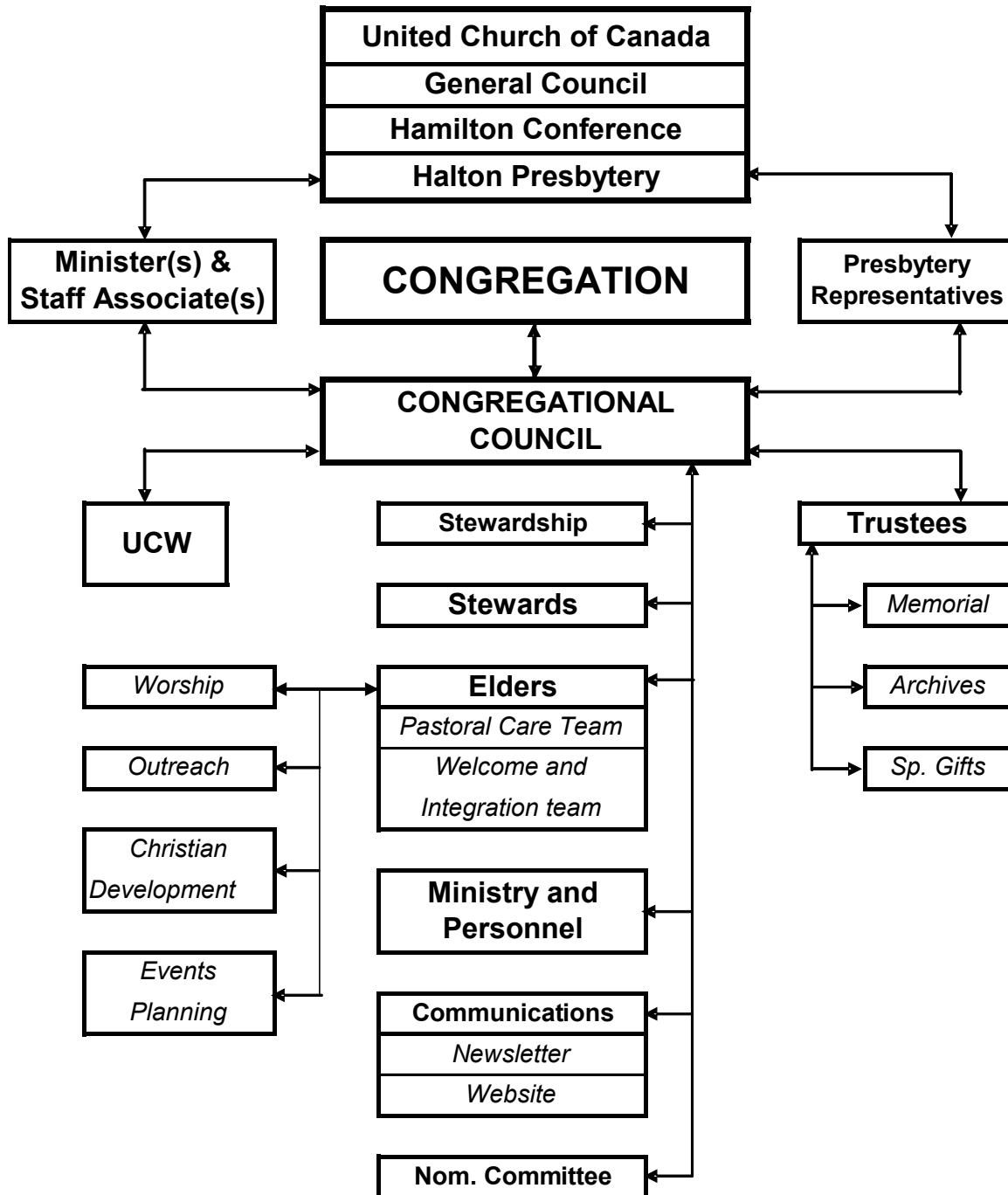
To accomplish what God is asking us in regard to:

1. Personal support and encouragement
2. Christian education
3. Enhancement of family life
4. Alleviation of poverty

To identify, prioritize and respond in a caring way to the needs of people in our Congregation and city.

To contribute to the worldwide improvement of quality of life in its varied manifestations.

ORGANIZATIONAL CHART 2007



B. ORGANIZATIONAL MANDATES

CONGREGATION

- The congregation is the ultimate authority in the affairs of St. Stephen's-on-the-Hill United Church, accountable to Halton Presbytery, within Hamilton Conference, and the General Council.
- The congregation will conduct its affairs according to The Manual of the United Church of Canada.
- The congregation will hold an annual meeting in two parts per year and at the call of the Chairperson of the Congregational Council.
- The Chairperson of Congregational Council will chair the meetings.
- The first meeting, Part 1, is to receive the financial statements for the past year, approve a budget for the current year, and to appoint a Treasurer and auditor for the current year.
- The second meeting, Part 2, is to receive the Annual Reports of the Council, the slate of Nominations, to elect officers, chairs of Committees and committee members.
- Other meetings shall be held when it is appropriate or required by the Manual.
- Meetings may be called by the minister(s), Council or at the written request of no fewer than 10 members.
- Meetings must be announced at Sunday worship no fewer than two weeks plus a day before the meeting.
- The congregation shall review the Organizational Manual and Mission Statement every two years.
- The members of a congregation entitled to vote are persons in full membership whose names are on the roll. With their consent, adherents who contribute to the life of the congregation may vote on temporal matters.
- The congregation calls ministerial staff.
- The congregation approves other matters as required.

TRUSTEES COMMITTEE

Official:	Chairperson
Members:	Five
Meetings	Two meetings per year, or at the call of the Chairperson
Term:	Five years renewable once.
Mandate:	Reports directly to the Congregation. Holds legal title (church buildings) in trust for the congregation. Administers Memorials, Special Gifts, Archives and other funds as designated by the Congregation. Is responsible for investing Church funds. Arranges mortgages, leases, insurance, and other contracts.

TRUSTEES STANDING COMMITTEES:

MEMORIALS COMMITTEE

Officials:	Chairperson
Members:	Six to eight as appointed by Trustees, including one Trustee
Meetings	Two meetings per year or at the call of the Chairperson.
Term:	5 years once renewable.
Mandate:	Provides awareness of and encouragement to donations to the Memorial Funds of St. Stephen's on-the-Hill United Church, in a manner combining tactful forthrightness with discretion. Considers and implements various suggestions for the use of the Fund. Maintains the Memorial Record Book. Receives and is accountable for moneys directed to the Memorial Fund and other Funds as designated by Trustees.

ARCHIVES COMMITTEE

Officials:	Adjunct to Memorials Committee
Members:	Three
Meetings	At the call of the Chairperson.
Term:	5 years once renewable.
Mandate:	Organizes and stores the archives, including annual reports, minutes of all church committees, U.C.W, special projects, photos, etc.

SPECIAL GIFTS COMMITTEE

Officials:	Chairperson
Members:	Three appointed by the Council
Meetings	At the call of the Chairperson.
Term:	5 years once renewable
Mandate:	Promotes donations of special gifts to St. Stephen's-on-the-Hill, according to the United Church guidelines. Reviews the fund annually and inform committees of Council of available funds. Receives requests for the use of Special Gift funds. Recommends to Council the approval as requested, as appropriate.

CONGREGATIONAL COUNCIL

Officials:	Chairperson, Secretary, Past Chairperson, Treasurer, Vice-chairs as needed, Minister(s).
Members:	Chairpersons of Trustees, Staff Associate, Nominating, Ministry and Personnel, Stewards, Elders, Memorials, Special Gifts Committees. Plus two other reps from Elders and Stewards, Communications (Newsletter, website etc.), President of UCW, and the lay Representatives to Presbytery.
Meetings	Five meetings per year, or at the call of the Chairperson
Mandate:	Executes the affairs of the church. Confirms and coordinates the work of the other committees, the minister and staff. Reviews organizational structure; hires or appoints non-ministerial staff; Recommends auditor to the Congregation. Receives financial statements. Initiates planning and reviews objectives and plans for congregational committees and groups. Coordinates the development of the annual budget; acts on behalf of the Congregation when required. Quorum: requires attendance of the minister and 50% of Council members.

CHAIRPERSON OF COUNCIL

Official:	Member of Congregational Council. Ex Officio member of all committees of Council.
Term:	Two years.
Mandate:	Through the leadership of the Congregational Council, is responsible for conducting the corporal and organizational business of the church on a timely basis. Leads all meetings of the Congregation as required in the Organizational Manual. Regularly liaises with the Minister of the Congregation to ensure that the mandate of the Congregation is being met.

PAST CHAIRPERSON OF COUNCIL

Official:	Member of the Congregational Council
Term:	Two years
Mandate:	Assists the Chairperson of Council as needed. Back fills vacancies as they occur in the Congregational Council until replacements are appointed. Member of the Nominating Committee.

SECRETARY

- Official:** Member of the Congregational Council
- Term:** Two years renewable twice
- Mandate:** Attends all meetings of the Council and the Congregational Meetings.
Keeps a record of these meetings.
Distributes minutes to Council members and others at the request of Council.
Maintains correspondence.
Transmits records to Presbytery as required, including Annual Report.

TREASURER

- Official:** Appointed by the Congregation
Member of the Stewards Committee, including Finance sub-committee and Congregational Council
- Term:** Two years renewable twice
- Mandate:** Oversees receipts and disbursements, income tax filings and receipts, and such other matters as are requested by the Committee, the Congregation or the Congregational Council.
Maintains appropriate financial records.
Prepares annual financial statements and budget documents.
Acts as liaison with the church auditor.

STEWARDS

- Officials:** Chairperson, The Church Treasurer, Secretary and Vice-chairs as required
- Members:** 10
- Meetings** Monthly meetings Sept. to May, or at the call of the Chairperson
- Term:** Two years renewable twice
- Mandate:** Oversees the financial and temporal affairs of the church.
Takes responsibility for the temporal and financial affairs of the Congregation, and particularly the following:
- Raising funds from the Annual Stewardship Campaign and other activities or arrangements for operations, Mission and Service Fund, and such other Funds as are designated by the Congregational Council.
 - Management of funds raised or designated.
 - Receipt and disbursement of funds.
 - Oversight of the use, security and control of Congregation property, facilities, and equipment.
 - Maintenance of appropriate financial and other records.
 - Such other matters as the Congregation, Congregational Council, and the Trustees may direct.
- Provides such reports to the Congregational Council and the Trustees as those they require.

Responds to and assist other committees of the Church, as well as the Minister and Office Administrator.

Concurs with any expenditure brought forward by another committee to Council where that expenditure was not included in the budget, or where the expenditure exceeds budgeted amounts.

ELDERS

Officials: Chairperson, Vice Chairperson, Secretary,

Members: Approximately 20-25 including Chairpersons of the Elders' sub-committees

Meetings Every two months from Sept. to May, or at the call of the Chairperson

Term: Two years renewable twice

Mandate: Oversees the spiritual affairs of our church as follows:

The admission of persons into full membership, their removal and the granting of certificates of transfer of membership;

The conduct of members, with power to exercise discipline;

The administration of the sacraments;

The religious training of the young, and the organization of meetings for Christian fellowship, education and work;

The order of public worship and music; including the service of praise and the use of the church edifice;

The visitation of members of the Congregation and the sick; the care of the poor;

Outreach and social action;

Identifies the needs of and ensures support of individuals and groups in the Congregation through visitation, greeting cards, phone calls and other means;

Oversees the Sunday morning Duty Roster, including greeting, ushering, counting, and refreshments.

COMMITTEES of ELDERS

WELCOME AND INTEGRATION TEAM

Officials:	Team Leader who is an Elder
Members:	Six members, half of whom are Elders
Meetings	Every two months
Mandate:	Actively attracts and promotes new membership in St. Stephen's-on-the-Hill, Promotes the use of nametags. Oversees the Duty Roster. Explores ways to raise visibility of St. Stephen's in the community through schools, community. Plans and coordinates welcoming activities and communication to help integrate new members into congregational life.

PASTORAL CARE TEAM

Officials:	Team Leader who is an Elder
Members:	5-6 members, who are Elders plus others who participate in the mandate of the this team, the Minister
Meetings	Every two months
Mandate:	Reviews and responds to the known individual needs of the congregants who are in crisis or have special needs. Identifies the person(s) who will provide the congregation's support of the individuals named. Provides support through visitation, greeting cards and prayer. Maintains confidentiality regarding the discussions of the team.

WORSHIP COMMITTEE

Officials:	Chairperson who is a member of Elders
Members:	5-6 members
Meetings	Every two months
Term:	Two years twice renewable

Mandate: In consultation with the Minister, The Worship Committee is responsible for the leadership and direction of the following aspects of the worship service:

- Schedule of services.
- Musical component of worship including music, choirs, organist.
- Special services and associated arrangements.
- Guest speakers.
- Roster and speakers for summer services.
- Lay readers.
- Physical arrangement of worship.

The Committee will consider on a continuing basis, various types and rituals of service and recommend to the Elders those changes or additions, which seem appropriate. The Committee will discuss and make recommendations on any aspects of worship as assigned by the Elders.

CHRISTIAN DEVELOPMENT COMMITTEE (Faith Formation)

Officials: Chairperson who is an Elder

Members: 5-6 members, librarian, Staff Associate, one representative from the Youth/parent Liaison group

Meetings Every second month September to June 1

Mandate: Provides support for the Sunday Morning Nursery staffing
Supports the Staff Associate in the planning and implementing of the Church School program and Junior Youth Program.
Provides support for the Youth Program.
Explores, promotes and provides opportunities for adult education
Explores and support opportunities for multigenerational events.
Oversees the organization and maintenance of the church library.

OUTREACH COMMITTEE

Officials: Chairperson who is an Elder

Members: 5-6 members, representative for The Compass

Meetings Every second month from September to April

Mandate: Provides a liaison with several “hands-on” outreach projects on behalf of the congregation, stimulating fund-raising, education deeper awareness of the critical social, economic, political, and theological issues.
Is a Screening Agency for St. Stephen's with respect to the numerous appeals from within the United Church and from outside agencies for funds, assistance and promotion which are made to the Congregation, and recommends a selected few to the Elders Committee for its consideration or for Congregational consideration.
Conducts one Sunday morning service annually.

COMMUNITY LIFE EVENTS

Officials:	Chairperson who is an Elder
Members:	5-6 members,
Meetings	As needed to plan for community Life Events.
Mandate:	Plans the catering for and serve at social events on behalf of the Elders Committee that enhance the life and build fellowship within the congregation and the local community.

Other Committees of Council:

STEWARDSHIP SUB COMMITTEE

Officials:	Treasurer
Members:	Chairpersons of Stewards, Trustees, Special Gifts, Congregational Council; and the Stewardship Campaign coordinator, The Mission and Service Enthusiast, Minister ex officio.
Meetings	At the call of the Chairperson of the Congregational Council.
Term:	No limit beyond terms of each member's role
Mandate:	Has oversight of the overall stewardship level of the Church so its full financial potential may be realized. Cultivates knowledge and conviction concerning the overall mission of the Church. Develops budgets and recommends financial policy to Council. Plans and evaluates Stewardship program to interpret why funds are needed and how expended. Assesses our financial health. Prepare for Annual Congregational Meeting (Financial) and for Auditor.

MINISTRY AND PERSONNEL COMMITTEE

Official:	Chairperson
Members:	Minimum of Five includes liaison person per each paid staff. Chairperson of Committee will not act as a liaison for any member of staff whilst Chairperson.
Meetings	Meetings are at the call of the Chairperson, and no fewer than five per year.
Term:	Two years renewable twice
Mandate:	Provides confidential consultation with, support for, and an Annual Review of, the performance and effectiveness of our minister(s) and all staff. Acts as liaison between the Congregation, committees and our personnel. Maintains confidential personnel records and contracts. Ensures Police Record Checks are kept up to date. Provides consultation to committees that interview and hire new staff. Reviews working conditions, educational plans, vacation plans, and makes salary recommendations to the Council.

NOMINATIONS COMMITTEE

Official:	Chairperson
Members:	Minimum of (five) three, including Past Chairperson of Council
Meetings	Four quarterly meetings, or at the call of the Chairperson
Term:	Two years renewable twice
Mandate:	Proposes a slate of officers, committee chairs and members to the Congregation for election at the Annual Meeting Part 2. Assists in the search for additional volunteers for committees as needed throughout the year. Maintains records of lengths of terms of service to ensure proper turnover.

LAY REPRESENTATIVES TO PRESBYTERY

Officials:	Two representatives, one alternate
Term:	Five years renewable once
Mandate:	Represent St. Stephen's interests at Presbytery meetings and other forums. Report to the Congregation and to Congregational Council as and when required. Seek and accept guidance from the Council when required.

COMMUNICATIONS TEAM

Term:	Two years renewable
Members	Newsletter Editor, Webmaster, plus one other
Mandate:	Attends all open meetings. Collects and publish news about church activities in the newsletter. Publishes the Newsletter 'Happenings on the Hill' 4 –5 times per year, Updates church information and activities on the church website.

MINISTRY PERSONNEL

MINISTER

Membership Member of Council, Ex-officio member of all committees, with the exception of Ministry and Personnel. Member of and accountable to Halton Presbytery.

Mandate: Provides spiritual leadership.
Identifies resources.
Acts as a catalyst and motivator for the congregation.
Provides nurture, understanding and empathy.
Encourages visionary efforts.
Provides pastoral care.
Assesses congregational needs and reports them to relevant committees.
Facilitates all aspects of church life with imaginative, creative leadership.

STAFF ASSOCIATE

Membership As a lay person under appointment by Presbytery, reports primarily to the Christian Development Committee. The Staff Associate is a member of Council.

Mandate: The appointment is reviewed annually by the congregation.
Provides spiritual leadership for the children and Junior Youth.
Identifies resources for these programs.
On behalf of the children and Junior Youth:
Acts as a catalyst and motivator for children's' programming;
Provides nurture, understanding and empathy;
Encourages visionary efforts;
Provides pastoral care as appropriate.

COMMON OPERATING POLICIES FOR ALL COMMITTEES

1. Committee meetings will be open to members of the Congregation, except where closed by vote of the committee.
2. Our Minister will be an ex-official member of all committees, except the Ministry and Personnel Committee.
3. The Chairperson of the Council will be an ex-official member of all committees.
4. If matters cannot be decided by consensus, they will be determined by majority vote. The Chair will only vote in the event of a tie.
5. Minutes of committee meetings are to be circulated to the members of the specific committees, to the chairs of other committees and are kept in the office for record. Minutes of the Ministry and Personnel Committee are kept confidential and distributed only to M and P Committee members.
6. Where matters of concern to the affairs of St. Stephen's are not covered in Organizational Manual, the Manual of the United Church of Canada will apply.

C. UNITED CHURCH WOMEN

- Officials:** President, Vice-President, Past-President, Secretary, Treasurer
- Meetings** Executive – monthly
Of the whole – annually to ratify the budget and at the call of the President
- Term:** Two years
- Mandate:** Report directly to Halton Presbyterial with the overall purpose of uniting women of the Congregation for the total mission of the church and to provide a medium through which we may express our loyalty and devotion to Jesus Christ in Christian Witness, Study, Fellowship and Service. An expanded mandate is attached.
- Overview**
- Membership is open to all women of the Church who accept the purpose.
 - UCW provides support for women/families as a result of the fellowship in the UCW units and participation in various committee-originated activities. These gatherings help individuals to feel a part of the church community and provide an informal network and means of identifying persons requiring extra attention in the form of a phone call, visit, card or flowers.
 - UCW members routinely contribute to events, which raise morale, community awareness and funds for a mission or capital expenditure.
 - As loyal members of the congregation, the UCW raises funds to support those programs and projects as may from time to time be identified by and approved by its members, thus contributing to morale, community awareness and Church mission.
- Units** Meeting monthly:
- Fidelios: morning
 - Friendship: senior ladies: day
 - Genesis: afternoon
 - Night Lights: evening
 - Sew 'n Sews: crafts: day
- Committees:**
- Flower committee: beautifying our church with flowers and displays for special services, delivering flowers to shut-ins.
 - Kitchen: provision and oversight of kitchen supplies and equipment, including Sunday coffee.
 - Social: receptions for funerals and other special functions, as agreed.