

MANOTICK UNITED CHURCH CONSTITUTION 2008

1.0 Preamble

- 1.1. Ministry has its source in God, the Creator and Redeemer, is most visible in the birth, death, and resurrection of Jesus Christ, and is empowered by the Holy Spirit.
- 1.2. Those who share a common life encounter with God in Christ enter into a 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.
- 1.3. This constitution seeks to liberate and to enable the people of God at Manotick United Church (MUC) to exercise their ministry in building up the body of Christ.
- 1.4. All aspects of church life are interrelated. Decisions taken by the Council or any Committee or any group automatically involve the others. All members of the council and members of the congregation need to be well informed about the workings within the church community and all need to work together creatively. In addition to overall responsibility for the well being of the congregation, specific members of the Council are also responsible for particular areas of church life. These responsibilities need to be clearly delineated.

2.0 The Congregation

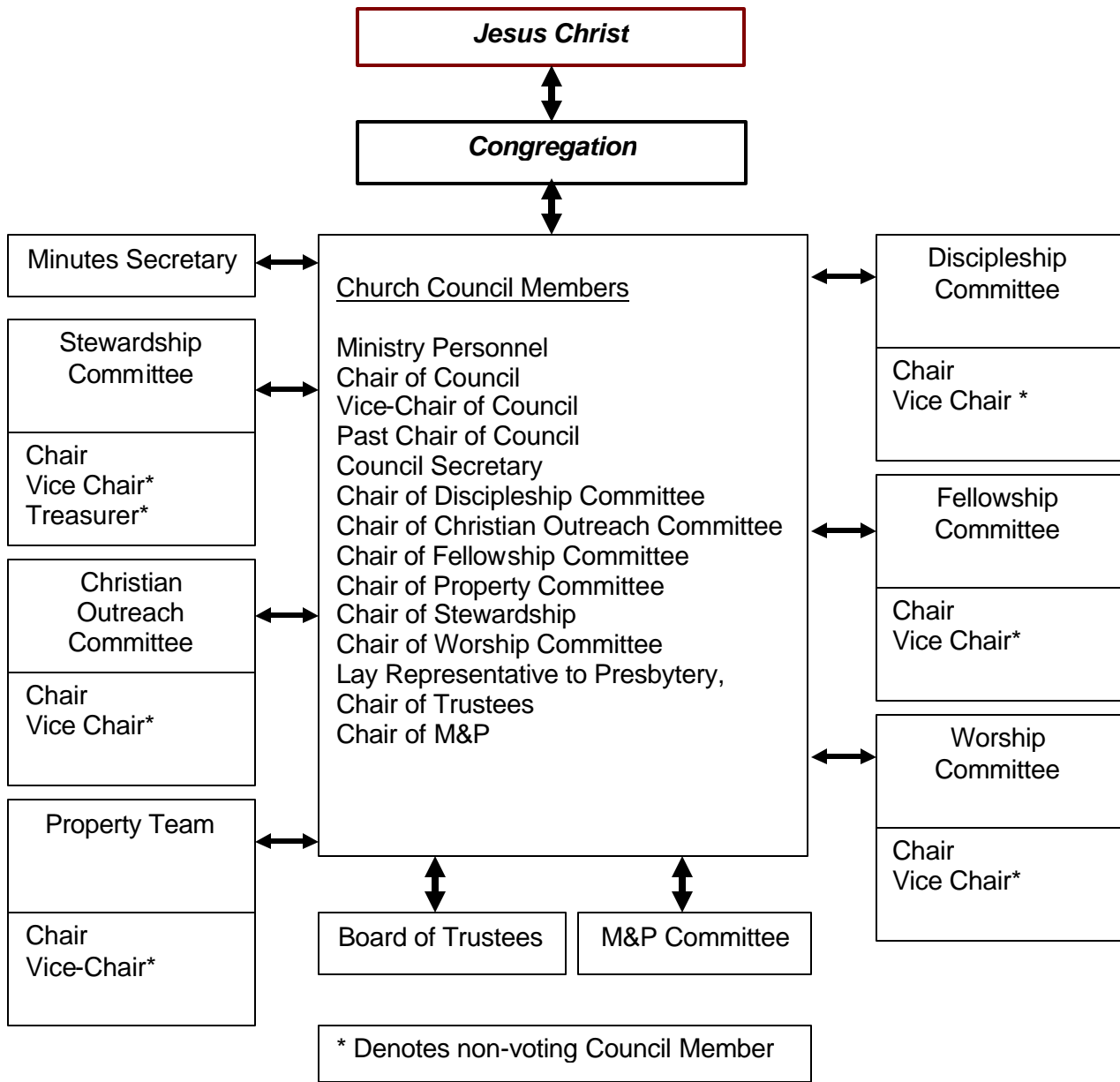
- 2.1. The Congregation shall have a preeminent place in the Governance Structure. The Congregation shall be responsible for giving guidance to the Council and Church committees and the Congregation shall be responsible for making major decisions for the church such as: is suing a call to Ministry Personnel, approving annual budgets and or major unbudgeted expenditures.
- 2.2. At the Annual General Meeting (AGM) the minister shall open the meeting and call for the election of a Chair and a Secretary with the following provisos.
 - 2.2.1. The Chair and Secretary should not normally be a member of council or an elder.
 - 2.2.2. The Chair and Secretary of the AGM would normally serve a term of 1 year.
- 2.3. The Congregation at its annual meeting shall elect the Chair person of the church Council and the members of the Council. The Nominating Committee shall at the annual meeting propose members to be elected to Council and the leadership positions they will occupy. Nominations may be received from the floor indicating the leadership's position for which they are being nominated.
- 2.4. In any meeting of the congregation for those entitled to vote, the lesser of twenty (20) persons and one-third (1/3) (United Church Manual, definition 1 (k)) establishes quorum.

3.0 The Church Council

- 3.1. The Council shall be the court of the church and shall carry out the responsibilities of the Official Board as prescribed in the United Church Manual.

Church Council Organization

- 3.1.1. Members of the Church Council are all called Elders, are elected by, and represent the congregation.
- 3.1.2. The Church Council shall manage the day to day operations of the church and consist of a maximum of fourteen (14) members plus ministry personnel
 - 3.1.2.1. A maximum of six (6) voting members from the six standing committees; Discipleship, Christian Outreach, Fellowship, Property, Stewardship and Worship.
 - 3.1.2.2. The Chair of Council,
 - 3.1.2.3. The Vice-Chair of Council,
 - 3.1.2.4. The past Chair of Council who serves as the Chair of the Nominating Committee,
 - 3.1.2.5. The Council Secretary,
 - 3.1.2.6. The President of the United Church Women,
 - 3.1.2.7. Chair of the Board of Trustees,
 - 3.1.2.8. Chair of Ministry & Personnel (M&P)
 - 3.1.2.9. The Lay Representative to Presbytery,
 - 3.1.2.10. Ministry personnel, (non-voting)
 - 3.1.2.11. A staff member who serves as the minutes Secretary but is not a voting member of Council.
- 3.1.3. A diagrammatic representation of the MUC Church Council is provided in Figure 1 on the following page.



MANOTICK UNITED CHURCH – CHURCH COUNCIL

3.2 Church Council Membership

- 3.2.1. All members of council shall be voted into the leadership positions they will occupy on the Council by the Congregation of Manotick United Church in accordance with the procedures defined in Annex A to this Constitution of Manotick United Church and:
 - 3.2.1.1. Be “members in full communion of Manotick United Church”,
 - 3.2.1.2. Not be a paid staff member (employee) of Manotick United Church,
 - 3.2.1.3. Except for Trustees, M&P Committee, and Presbytery Representative(s), Council members shall serve for a period of three years,
 - 3.2.1.4. M&P Committee members, Presbytery Representative(s), and Trustees will serve for periods of 3-5 years as specified in subsequent parts of this constitution,
 - 3.2.1.5. Council Members shall not serve consecutive terms, there being a minimum required one year period between terms served on the council. However, retiring members are eligible to be co-opted to Committees, and
 - 3.2.1.6. Normally Council members shall start their three-year term on March 1st of the year they were elected.
 - 3.2.1.7. If a council member is absent from the meetings for a year without cause, he/she must be given written notice and the council may make a decision to remove him/her from Council.
 - 3.2.1.8. Any member of the Congregation who is on Council may not be an employee of the Congregation.

3.3 Other Elected Elders

3.3.1 Committee Vice-Chairs

- 3.3.1.1. The Vice-Chair of each Committee is required to represent the Chair of his or her committee on a periodic basis. The Vice-Chair of each Committee must be voted onto a specific council committee position by the congregation and shall:
- 3.3.1.2. Be “members in full communion of Manotick United Church”,
- 3.3.1.3. Not serve consecutive terms, there being a minimum required one year period between terms served on the council. However, retiring members are eligible to be co-opted to Committees,
- 3.3.1.4. Normally start their three-year term on March 1st of the year they were elected, and
- 3.3.1.5. Be encouraged to attend all council meetings as corresponding members.

3.3.2 M&P Committee

Members of the Ministry and Personnel Committee shall:

- 3.3.2.1. Be voted onto the M&P Committee by the congregation of Manotick United Church,
- 3.3.2.2. Be “members in full communion of Manotick United Church”,
- 3.3.2.3. Serve for a period of not less than three years and not normally more than five years, and
- 3.3.2.4. Not serve consecutive terms, there being a minimum required one year period between terms served on the M&P Committee.

3.3.3 Board of Trustees

Members of the Board of Trustees shall:

- 3.3.3.1. Be voted onto the Board of Trustees by the congregation of Manotick United Church,
- 3.3.3.2. Be “members in full communion of Manotick United Church”,
- 3.3.3.3. Serve for a period of not normally more than five years, and
- 3.3.3.4. Not serve consecutive terms, there being a minimum required one year period between terms served on the Board of Trustees.

3.3.4 Presbytery Representation

MUC representative(s) to Presbytery, both primary and alternate, shall:

- 3.3.4.1. Be voted to represent MUC at Ottawa Presbytery by the congregation of Manotick United Church;
- 3.3.4.2. Be “members in full communion of Manotick United Church”;
- 3.3.4.3. Serve for a period of not normally more than five years; and
- 3.3.4.4. Not normally serve consecutive terms, there being a minimum required one year period between terms served as Presbytery Representative.

3.3.5 Nominating Committee

The Nominating Committee shall:

- 3.3.5.1. Seek out nominations and propose the names of persons who are eligible, suitable and willing to serve on the Church Council or in other Elder positions as required,
- 3.3.5.2. Present a slate of individuals to serve as scrutinizers in the event a secret ballot is required at a congregational meeting,
- 3.3.5.3. Be Chaired by the Past Chair of Council,
- 3.3.5.4. Consist of the Past Chair of Council, the Chairs of the six standing committees and three members elected from the congregation at a Congregational meeting,
- 3.3.5.5. Not include membership of any Ministry personnel.

4.0 Council Operations

- 4.1. The Council shall meet a minimum of five (5) times in the year.
- 4.2. The Council may be convened by Ministry personnel or by the Chair on her/his own motion, or when requested by one-third of the members of Council, or when enjoined by a superior court whether by notice in the Church calendar or from the pulpit during public worship or by personal or written notice. There shall be at least two Sundays plus one day from the first notice to the meeting.
- 4.3. Special or emergency meetings of the Council may be called with notice given during worship on the Sunday preceding a meeting and that emergency meeting may be called on 24 hrs notice if confirmed notice is given to all of the council members. Ministry personnel, or a representative appointed by Presbytery, must be present at all Council and Congregational meetings.
- 4.4. A quorum for a Manotick United Church Council Meeting shall be eight (8) voting members.
- 4.5. A simple majority shall be required for approval of decisions.
- 4.6. The Council Year shall start on March 1st. of each year.
- 4.7. The Pastoral Year shall end June 30th of each year.
- 4.8. The financial year shall end December 31 of each year.
- 4.9. The Council chair may express views and introduce business, but may only vote in the event of a tie and then only if she/he wishes.
- 4.10. Ministry personnel are continuing members of Council who do not vote and are not eligible for election as Council Chair.
- 4.11. Upon the recommendation of Stewardship the Council will appoint the Church Treasurer. He or she will be a member or a co-opted member of the Stewardship Committee but cannot be the Chair.
- 4.12. The Council shall keep adequate records of proceedings in accordance with the United Church Manual.
- 4.13. A Congregational meeting must approve the terms of reference for the Council. Council may make recommendations for change.
- 4.14. In all matters pertaining to the life of the Congregation, The Manual of The United Church of Canada shall guide the Council and its committees.
- 4.15. Any time that a Congregational Meeting includes ADHERENTS for voting purposes, the definition of an Adherent is "a person who is attached to a Congregation, and who contributes regularly to its life and work while not being a member thereof."

5.0 Roles and Responsibilities

5.1 Council Chair

5.1.1 The duties of the Chair shall include: presiding at meetings, preserving order, managing Council meeting including taking vote, and announcing the decisions of the Council. The Chair may introduce items and may express personal views on any matter under discussion. However the Chair has a vote only in the event of a tie and will normally vote in such a way as to ensure discussion will be able to continue.

5.2 Council vice-Chair

5.2.1 The Council vice-Chair shall: provide assistance to committees in need, attend at least one meeting of each committee throughout the course of the year, and fill in for the Council secretary or Chair as required

5.3 Council Secretary

A Council Secretary will be elected to sit on Council and shall:

5.3.1 Receive and control all incoming and outgoing council correspondence, and

5.3.2 Keep full and accurate minutes of the proceedings of all meetings as per the extract found in attachment C from THE MANUAL 2007 section 92.

5.3.3 Sign off on all Congregational and Council minutes.

5.4 Minutes Secretary

The minute's secretary shall:

5.4.1 Record items discussed, motions presented, decisions taken, and material presented at all meetings.

5.4.2 Not have a vote or input into the discussion.

5.4.3 When personnel issues are under discussion, such as reports from the Ministry and Personnel Committee, the minute secretary will be asked to leave the meeting and the Council Secretary will keep a record of the action taken.

5.4.4 Maintain binders with all Congregational and Council minutes with original material presented at said meetings.

6.0 Committees General Overview

- 6.1. There shall be six (6) Standing Committees responsible to and working for the Council. The Council shall set all policy with the various Committees making recommendations and implementing Council decisions.
- 6.2. The Council, when deemed necessary, may form special Committees with a Chair appointed by council.
- 6.3. Chairpersons of all Standing Committees will be elected at the AGM or a congregational meeting.
- 6.4. The Minister(s) shall be ex-officio members of all Committees except for the Nominating and Ministry & Personnel Committees.
- 6.5. The Council Chair and the vice-Chair shall be ex-officio members all committees except M&P.
- 6.6. Ministry Personnel may be consulted by the nominating committee but shall not be a member of the Nominating committee.
- 6.7. No member of Council may serve on more than one Standing Committee
- 6.8. Standing Committees may co-opt additional persons from time to time for special tasks or because of particular knowledge or ability. However, Committee members so co-opted will not be members of the Council
- 6.9. Committees may set up Sub-Committees with the approval of the Council
- 6.10. Committees will keep adequate minutes
- 6.11. The Chairperson of each Standing Committee will be responsible for making regular reports and recommendations to meetings of the Council as agreed by the Committee
- 6.12. Committees shall prepare estimates for budgeting purposes and present them to the Stewardship Committee at the November meeting of Council
- 6.13. Subsequent paragraphs describe the roles and responsibilities of the six standing Committees

7.0 Discipleship Committee

- 7.1. This Committee shall meet regularly to promote programs and practices that will bring individuals of all ages in the congregation into a closer relationship with God by:
- 7.2. Planning and directing the total Christian Education program of the congregation and its financing.
- 7.3. Studying the educational needs of the Congregation and providing leadership so that all persons at each stage of their lives may know God as He is revealed in Jesus Christ; to nurture them for intelligent, sensitive and effective Christian life and service.
- 7.4. Recommending select curricula.
- 7.5. Giving leadership in recruitment and training of persons to meet the needs of groups and organizations within the congregation.
- 7.6. Providing opportunities for inter-generational learning and sharing through such activities as:
 - Mid-week and community activities
 - Parent education
 - Family clusters
 - Senior citizen forums
 - Retreats
 - Sunday School programming & baby-fold
 - Festival of Faith
 - Vacation Bible School
 - Bible Study & home groups
 - Prayer Groups
 - Leadership Programs
 - Youth Groups
 - Church Family Fellowship
 - Summer camping
 - Nursery & toddlers
 -
- 7.7. Providing adequate teaching aids such as a library and audio-visual material.
- 7.8. Supporting staff members with responsibilities in the area of Christian Education.
- 7.9. Providing for confirmation classes in co-operation with the Membership Committee.
- 7.10. Encouraging persons who are interested in the Ministry and recommending suitable candidates for the Ministry.
- 7.11. Reporting monthly to council and making a yearly report to the congregation.
- 7.12. Submitting a budget once a year to Stewardship.
- 7.13. Carrying out any other such duties as assigned by the Council.
- 7.14. Reporting to Discipleship are:
 - Nursery coordinator
 - Sunday school Superintendent

8.0 Christian Outreach Committee

This Committee shall:

- 8.1. Meet regularly to develop plans and strategy in the area of social concerns in local, national and international affairs and to educate and inspire individuals within the congregation to become world Christians.
- 8.2. Give leadership to the Council and the Congregation on social and moral issues and encourage concern for and involvement in these areas. It shall bring social concerns to the Council and carry out subsequent action.
- 8.3. Act as a catalyst for the purpose of awakening the social consciousness of the congregation
- 8.4. Lead our congregation into areas of co-operation with other churches of this community currently known as "Community Outreach Committee" and be responsible for:
 - 8.4.1. Emergency Food cupboard, to stock and distribute where necessary;
 - 8.4.2. "Needs Baskets" in church and community at Christmas, Easter and Thanksgiving.
 - 8.4.3. White Gift Sunday
- 8.5. Plan, oversee and take responsibility to ensure the effective functioning of volunteer drivers - for local persons who cannot provide transportation for themselves.
- 8.6. Establish and organize other social need areas that may arise from time to time.
- 8.7. Co-opt representation from the UCW to the committee, in consultation with the executive of the United Church Women.
- 8.8. Work with Christian Development to inform youth re Outreach in the community and the world.
- 8.9. Direct Outreach Funds as donated by the congregation.
- 8.10. Report monthly to the Council and make a yearly report to the Congregation
- 8.11. Submit a budget once a year to Stewardship.
- 8.12. Carry out other such duties as assigned by the Council

9.0 Fellowship Committee

This Committee shall be responsible for the pastoral care of the Congregation in all its aspects. It is responsible for:

- 9.1. Pastoral care visitation and shall provide for systematic visitation of members and adherents on a regular, periodic basis.
- 9.2. Friendly visitors program and the visiting of shut-ins or ill people at home or in hospital.
- 9.3. "Christmas Cheer Baskets" for those in Manotick United Church
- 9.4. The Rolls of the Church: Family File, Membership List, recording of Baptisms, Marriages, Burials, and make recommendations to the Council re policy on these matters.
- 9.5. Periodic revision of the Membership Roll in order to make recommendation to the Council relative to the admission and removal of members.
- 9.6. Overseeing the admission of persons into full membership (confirmation) and the acceptance of new members by transfer or profession of faith by presenting motions recommending such membership to Council.
- 9.7. Presenting of motions for approval of baptism.
- 9.8. Leading the Council in a creative program of seeking to reach people who have no church connection or are new in the community.
- 9.9. Advertising the church through use of media such as the church sign and newspaper ads.
- 9.10. Coordinating and overseeing Sunday coffee time
- 9.11. Integrating new member/adherents into the life and work of the congregation.
- 9.12. Publishing a calendar and newsletters to keep the congregation informed.
- 9.13. Reporting monthly to the Council and make a yearly report to the Congregation
- 9.14. Submitting a budget once a year to Stewardship.
- 9.15. Carrying out other such duties as assigned by the Council.

10.0 Property Committee

In brief, this committee's area of responsibility shall be the care and maintenance of all the property owned by this Congregation including the Church. This includes such things as:

- 10.1. Ensuring proper use of space allocation and Church facilities including assigning requested usage.
- 10.2. Ensuring all essential occupational health and safety requirements are established and maintained including the appropriate fire, health and environmental requirements.
- 10.3. Maintaining the building and contents and effect all necessary repairs.
- 10.4. Managing custodial care.
- 10.5. Maintaining the grounds i.e. snow clearing and grass cutting
- 10.6. Rentals (including recommending policy to Council).
- 10.7. Including in its annual budget the cost of insurance for the church (amount of the insurance to be carried is determined by the Trustees).
- 10.8. Preparing and submitting to council, with rough estimates, a five year capital expense building maintenance plan in November of each year.
- 10.9. Providing a property member to sit on any renovation committee. (approving business cases for renovation/improvement ideas and taking them to the congregation for approval and funding is the responsibility of the idea originator(s).)
- 10.10. Reporting monthly to the Council and make a yearly report to the Congregation.
- 10.11. In consultation with the Executive of the United Church Women, co-opting representation from that organization to the Committee.
- 10.12. Submitting a budget once a year to Stewardship
- 10.13. Carrying out other such duties as assigned by the Council

11.0 Stewardship Committee

The giving of one's time and talents in whatever way possible.

The duties of the Stewardship Committee shall be as follows:

- 11.1. Being responsible for the overall stewardship level of the Congregation. When necessary to raise the Congregation's awareness of all tasks in stewardship and lead the Council in encouraging the building up of commitment in every member.
- 11.2. Nominating a Treasurer for ratification by Council.
- 11.3. Educating the Congregation regarding the work and mission of the United Church of Canada and to be responsible for the Mission and Service fund. in order to fulfill this responsibility a special Mission and Service Committee may be deemed necessary.
- 11.4. Being responsible for the administration of the church office staff (secretarial support) in co-ordination with the minister, as well as oversee all expenditures in the church office (computers, other office equipment and consumables).
- 11.5. Advising on the financial affairs of the Congregation and carry out decisions of the Council.
- 11.6. Directing the Treasurer as per the United Church Manual.
- 11.7. Ensuring that at least one of the signatures on each cheque issued by the church is that of a properly authorized council member.
- 11.8. Present a proposed overall church budget to the Council, and at the Annual General Meeting, for the ensuing year.
- 11.9. Ensuring that the weekly receipts are properly safeguarded and deposited in the bank and accurate records are kept of who contributed to them.
- 11.10. Ensuring interim statements are sent to the congregation and year-end receipts are made available by the end of February of the following year.
- 11.11. Ensuring that property bookings of the Church (marriages, hall rentals, etc.) are translated into dollars received by the Treasurer. This requires co-ordination with the Property committee.
- 11.12. Presenting a monthly financial report to the Council and, an audited annual yearly financial report to the Congregation.
- 11.13. Ensuring that all invoices for a given year are submitted to the treasurer for payment by December 31st. of the year the expense was incurred.
- 11.14. Giving leadership to the Council in organizing any necessary financial visitations to the congregation or fund raising events necessary to meet the financial budget of the church.
- 11.15. Preparing an annual budget to cover the responsibilities of the Stewardship committee.
- 11.16. Carrying out other such duties as assigned by the Council.

12.0 Worship Committee

This Committee shall have overall responsibility for all matters pertaining to public worship by:

- 12.1. Arranging and overseeing the administering of the Sacraments including the supply of Communion bread and wine
- 12.2. Establishing orders of service: - liturgical content, study new forms of worship, experimental services of worship, congregational involvement.
- 12.3. Organizing special services, e.g. – service of Confirmation; service of Baptism, Anniversary services, etc.
- 12.4. Ensuring that physical requirements for services are arranged: - matters pertaining to the sanctuary, e.g. appearance, lighting, sound, decorating, ushering, welcoming committee, provision of hymn books, Bibles, opening and closing of the church, etc.
- 12.5. In the absence of Ministry personnel, and with the assistance of office staff to produce the Sunday bulletin content and printing.
- 12.6. Arranging for pulpit supply during the Minister's absence on vacation, illness or otherwise.
- 12.7. Reporting monthly to council and make a yearly report to the congregation.
- 12.8. Submitting a budget once a year to Stewardship
- 12.9. Carrying out other such duties as assigned by the Council
- 12.10. Sub groups reporting to Worship
 - Music Director
 - Prayer team leader and prayer team
 - Ushering team leader and team
 - Band leaders and band members
 - Multi-media team leader and team
 - Decorating team leader and helpers

13.0 Ministry and Personnel Committee

The Committee shall:

- 13.1. Meet and shall report to the Church Council quarterly or more often as circumstances warrant.
- 13.2. Consist of not less than three (3) and not more than seven (7) members representative of the Pastoral Charge. Members of the staff of the Pastoral Charge, including the settled or appointed Ministry Personnel, shall not be members of this Committee.
- 13.3. Not replace the Joint Search Committee in the event of a change in the pastoral relationship or a Vacancy.
- 13.4. Provide a consultative and supportive agency for the staff of the Pastoral Charge and for members and Adherents of the Congregation(s);
- 13.5. Review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations to the Church Council;
- 13.6. Manage the relationship of the staff of the Pastoral Charge to members of the Congregation(s) and others;
- 13.7. Manage the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority;
- 13.8. Consult with all members of the staff of the Pastoral Charge about their plans for holidays and continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available;
- 13.9. Review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate to the mission of the Pastoral Charge as defined by the Official Board or Church Board or Church Council;
- 13.10. Maintain close liaison with the Presbytery Pastoral Relations Committee;
- 13.11. Review regularly the responsibilities of all staff of the Pastoral Charge and recommend revisions to position descriptions to Council when required or requested;
- 13.12. Receive from each Ministry Personnel settled in or appointed to the Pastoral Charge, a current vulnerable sector (level 2) police records check, at the expense of the Ministry Personnel, no later than the completion of each six- (6) year period of the pastoral relationship.

14.0 Presbytery representative(s)

The lay representative(s) elected to Presbytery shall be responsible for:

- 14.1 Facilitating communications between the Congregation and the Presbytery
- 14.2 strengthening the link between the congregation and the larger United Church
- 14.3 serving as a member of the Presbytery so that it can carry out its duties and powers

15.0 The Board of Trustees

- 15.1 The Trustee Committee administers the church property in trust for purposes directed by the congregation
- 15.2 There shall be one (1) Board of Trustees for the single point Pastoral Charge.
- 15.3 The Committee of Trustees (Board of Trustees) shall consist of not fewer than three or more than seven members including ex officio one of the settled or appointed members of the Order of Ministry.
- 15.4 The Minister shall have the right to preside as the Chair of Trustees at all meetings and may appoint a deputy to act as Chair.
- 15.5 Notice of meeting shall be made by public announcement at a worship service at least one (1) day prior to such meeting, or by written notice delivered to all Trustees.
- 15.6 A majority of the Trustees shall form a quorum.
- 15.7 All questions shall be determined by the majority vote of the Trustees present at a meeting and the Chairperson shall have a casting vote in the event of a tie.
- 15.8 The Trustees shall obey all lawful orders and directions respectively of council and other stipulations listed in the United Church Manual shall be followed if applicable.
- 15.9 Establish the amount of insurance that the church should carry.
- 15.10 Report regularly to the church council.
- 15.11 Contribute annually to the minister's housing allowance.
 - In accordance with the Presbytery motion of February 9, 1988 that \$108,500.00 from the sale of the manse be invested in secure investments with the interest to be used only for the housing allowance for the minister.
- 15.12 Make a report to the Annual General Meeting with the following information.
 - a list of Trustees.
 - a financial statement.
 - Recommendations for specific repairs to the property.
 - A report on the amount and type of insurance carried together with a recommendation on these.
 - A statement that an inventory and an appraisal of the church property are up to date and on file in a safe place.

16.0 The United Church Women

- 16.1 The purpose of the United Church Women is to unite women of the Congregation for the total mission of the United Church and to provide a medium through which they may express their loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service.
- 16.2 The functions of the UCW include:
 - 16.2.1 Providing opportunities of fellowship and mutual support.
 - 16.2.2 Encouraging growth through worship, bible study and other activities.
 - 16.2.3 Sharing financially in supporting the Mission and Service Fund.
 - 16.2.4 Appointing representatives to Committees and boards of the Pastoral Charge.
- 16.3 The President of the Manotick United Church Women shall be a member of the Church Council. The executive of the United Church Women shall also co-opt representation to the Church's Property and Christian Outreach committees. Other committee representation is listed in the United Church Manual and may be applied as necessary.
- 16.4 The United Church Women may meet monthly or as often as determined by the local situation.

Annex A to the Constitution of Manotick United Church
Elder Nomination and Voting Procedures

Version Date: May 14, 2008

Date Approved By Congregation:

1 Objective

The objective of these nominating and voting procedures is to ensure that all members of the congregation understand and can fully, and with foreknowledge, participate in the nomination and election of an Elder to serve on the Council and other elected positions of Manotick United Church.

2 Document Outline

This document is presented in the following manner:

- Council positions requiring election by the congregation;
- Nominations procedures;
- Voting Procedures; and
- Basis of nominations and voting procedures with reference material.

3 Council and Elder Positions Requiring Election by the Congregation

Persons must be duly nominated, and the congregation must approve persons filling the following positions on the Manotick United Church Council:

- Council Chair,
- Council Vice-Chair,
- Council secretary,
- Chair and Vice Chair of Discipleship
- Chair and Vice Chair of Fellowship
- Chair and Vice Chair of Outreach
- Chair and Vice Chair of Property,
- Chair and Vice Chair of Stewardship
- Chair and Vice Chair of Worship,
- Lay Representative(s) to Presbytery,
- Chair of M&P
- Chair of Trustees

4 Board of Trustees and Ministry and Personnel Committee Members

The Congregation must also select and approve by vote all members of the Board of Trustees and the Members of the Ministry and Personnel Committee. Nominating and voting procedures for the Board of Trustees and Ministry and Personnel are covered by this Annex to the Constitution of Manotick United Church.

5 Nominating Procedures

- 5.1 The nominating committee will identify the numbers and positions of new Council members and other Elders anticipated being required during the upcoming Church year
- 5.2 The Chairs of the six standing committees, the past chair of council and three elected members of the congregation will serve as the Nominating Committee for the positions identified in Paragraphs 3 and 4 above. The Council Chair and the vice-Chair shall be ex-officio members of the nominating committee. The names of the nominees will then be brought to the Congregation of Manotick United Church for approval.
- 5.3 Willing and qualified members will be sought to serve as Elders on the Manotick United Church Council. To be qualified, an Elder nominated must be in agreement with:
 - 5.3.1 The Articles of Faith as contained in the Basis of Union of the United Church of Canada (attachment B); and
 - 5.3.2 The Vision and Mission of Manotick United Church
- 5.4 Nominations to specific positions on Council and other Elder positions will also be welcomed from the floor at the Annual General Meeting (AGM) or any Congregational Meeting at which Council members are being considered, with the following provisos:
 - 5.4.1 Persons nominating Elders must be eligible to vote;
 - 5.4.2 Nominees must be willing and eligible to serve in the specified position; and
 - 5.4.3 If persons are nominated from the floor then all Nominees for the position, those from the floor of the AGM, as well as those put forward by the Nominating Committee will be provided with a 2-5minute period of time in which they will state that they are willing to stand for Council or other Elder position and that they are knowledgeable of and in agreement with:
 - 5.4.3.1 The Articles of Faith as contained in the Basis of Union of the United Church of Canada (attachment B); and
 - 5.4.3.2 The Vision and Mission of Manotick United Church; and
 - 5.4.3.3 Recognizing the time window provided and with courtesy to all present, nominees may also provide any other information they deem appropriate to share with the congregation prior to voting.
- 5.5 In anticipation of the possibility of a secret ballot being required the nominating committee will identify the names of four (4) people who will act as scrutinizers. These names will be announced at the beginning of the announcements of the slate of nominees.

6 Voting Procedures

- 6.1 Council members will normally be elected at the Annual General Meeting of the Manotick United Church but may be considered at other Congregational meetings;
- 6.2 Only members in full communion of Manotick United Church may vote on this most serious of spiritual matters, the election of an Elder;
- 6.3 If no nominees are received from the floor, the congregation may move to accept the slate of nominees proposed by the nominating committee without a secret ballot vote, but rather by a show of hands;
- 6.4 If no nominees are received from the floor, but the congregation does not approve a motion to accept the slate of nominees proposed by the nominating committee, then a secret ballot vote must be conducted;
- 6.5 If nominees are received from the floor, then a secret ballot vote must be conducted for the contested position(s);
- 6.6 In the event the membership of an individual is challenged the Historic Roll will be consulted
- 6.7 Ballot(s) will then be issued to each voting member.
- 6.8 Voting will be done for each contested position in sequence.
- 6.9 Each voting member will then write the name of their preferred candidate for the position on the ballot and the ballot will then be picked up by a scrutinizer; if there is another contested position the above procedure will then be repeated.
- 6.10 A ballot will only be considered valid if it contains one name.
- 6.11 50% plus one (1) of the valid votes cast will be established as the minimum number of votes an Elder must receive to be elected.
- 6.12 The ballots will then be counted and the position and the Elder with the required number of votes will be announced by the meeting chair.
- 6.13 The number of valid and invalid ballots will be announced.
- 6.14 If an insufficient number of Elders is voted to fill the anticipated vacancies, the Council will convene another Congregational meeting as soon as additional nominees become available.

THE BASIS OF UNION

AS PREPARED BY THE JOINT COMMITTEE OF THE PRESBYTERIAN CHURCH IN CANADA, THE METHODIST Church, AND THE CONGREGATIONAL CHURCHES IN CANADA, AND APPROVED BY THE SUPREME COURTS OF THESE CHURCHES, AS AMENDED BY THE UNITED CHURCH OF CANADA.

GENERAL

- 1.1 The name of the Church formed by the union of the Presbyterian, Methodist, and Congregational Churches in Canada shall be “The United Church of Canada”.
- 1.2 It shall be the policy of the United Church to foster the spirit of unity in the hope that this sentiment of unity may in due time, so far as Canada is concerned, take shape in a Church which may fittingly be described as national.

DOCTRINE

- 2.0 We, the representative of the Presbyterian, Methodist, and Congregational branches of the Church of Christ in Canada, do hereby set forth the substance of the Christian faith, as commonly held among us. In doing so, we build upon the foundation laid by the apostles and prophets, Jesus Christ himself being the chief cornerstone. We affirm our belief in the Scriptures of the Old and New Testaments as the primary source and ultimate standard of Christian faith and life. We acknowledge the teaching of the great creeds of the ancient Church. We further maintain our allegiance to the evangelical doctrines of the Reformation, as set forth in common in the doctrinal standards adopted by the Presbyterian Church in Canada, by the Congregational Union of Ontario and Quebec, and by the Methodist Church. We present the accompanying statement as a brief summary of our common faith and commend it to the studious attention of the members and adherents of the negotiating Churches, as in substance agreeable to the teaching of the Holy Scriptures.
- 2.1 **Article I. *Of God.*** We believe in the one only living and true God, a Spirit, infinite, eternal, and unchangeable, in His being and perfections; the Lord Almighty, who is love, most just in all His ways, most glorious in holiness, unsearchable in wisdom, plenteous in mercy, full of compassion, and abundant in goodness and truth. We worship Him in the unity of the Godhead and the mystery of the Holy Trinity, the Father, the Son, and the Holy Spirit, three persons of the same substance, equal in power and glory.
- 2.2 **Article II. *Of Revelation.*** We believe that God has revealed Himself in nature, in history, and in the heart of man; that He has been graciously pleased to make clearer revelation of Himself to men of God who spoke as they were moved by the Holy Spirit; and that in the fullness of time He has perfectly revealed Himself in Jesus Christ, the Word made flesh, who is the brightness of the Father's glory and the express image of His person. We receive the Holy Scriptures of the Old and New Testaments, given by inspiration of God, as containing the only infallible rule of faith and life, a faithful record of God's gracious revelations, and as sure witness of Christ.
- 2.3 **Article III. *Of the Divine Purpose.*** We believe that the eternal, wise, holy, and loving purpose of God so embraces all events that, while the freedom of man is not taken away, nor is God the author of sin, yet in His providence He makes all things work together in the fulfilment of His sovereign design and the manifestation of His glory.
- 2.4 **Article IV. *Of Creation and Providence.*** We believe that God is the creator, upholder, and governor of all things; that He is above all His works and in them all; and that He made man in His own image, meet for fellowship with Him, free and able to choose between good and evil, and responsible to his Maker and Lord.
- 2.5 **Article V. *Of the Sin of Man.*** We believe that our first parents, being tempted, chose evil, and so fell away from God and came under the power of sin, the penalty of which is eternal death; and that, by reason of this disobedience, all men are born with a sinful nature, that we have broken God's law, and that no man can be saved but by His grace.

- 2.6 **Article VI. *Of the Grace of God.*** We believe that God, out of His great love for the world, has given His only begotten Son to be the Saviour of sinners, and in the Gospel freely offers His all-sufficient salvation to all men. We believe also that God, in His own good pleasure, gave to his son a people, an innumerable multitude, chosen in Christ unto holiness, service, and salvation.
- 2.7 **Article VII. *Of the Lord Jesus Christ.*** We believe in and confess the Lord, Jesus Christ, the only Mediator between God and man, who, being the Eternal Son of God, for us men and for our salvation became truly man, being conceived of the Holy Spirit and born of the Virgin Mary, yet without sin. Unto us He has revealed the Father, by His word and Spirit, making known the perfect will of God. For our redemption, He fulfilled all righteousness, offered Himself a perfect sacrifice on the Cross, satisfied Divine justice, and made propitiation for the sins of the whole world. He rose from the dead and ascended into Heaven, where He ever intercedes for us. In the hearts of believers He abides forever as the indwelling Christ: above us and over us all He rules; wherefore, unto Him we render love, obedience, and adoration as our Prophet, Priest, and King.
- 2.8 **Article VIII. *Of the Holy Spirit.*** We believe in the Holy Spirit, the Lord and Giver of life, who proceeds from the Father and the Son, who moves upon the hearts of men to restrain them from evil and to incite them unto good, and whom the Father is ever willing to give unto all who ask Him. We believe that He has spoken by holy men of God in making known His truth to men for their salvation; that, through our exalted Saviour, He was sent forth in power to convict the world of sin, to enlighten men's minds in the knowledge of Christ, and to persuade and enable them to obey the call of the Gospel; and that He abides with the Church, dwelling in every believer as the spirit of truth, of power, of holiness, of comfort, and of love.
- 2.9 **Article IX. *Of Regeneration.*** We believe in the necessity of regeneration, whereby we are made new creatures in Christ Jesus by the Spirit of God, who imparts spiritual life by the gracious and mysterious operation of His power, using as the ordinary means the truths of His word and the ordinances of divine appointment in ways agreeable to the nature of man.
- 2.10 **Article X. *Of Faith and Repentance.*** We believe that faith in Christ is a Saving grace whereby we receive Him, trust in Him, and rest upon Him alone (or salvation as He is offered to us in the Gospel. and that this saving faith is always accompanied by repentance, wherein we confess and forsake our sins with full purpose of and endeavour after a new obedience to God.
- 2.11 **Article XI. *Of Justification and Sonship.*** We believe that God, on the sole ground of the perfect obedience and sacrifice of Christ, pardons those who by faith receive Him as their Saviour and Lord accepts them as righteous, and bestows upon them the adoption of sons with a right to all privileges therein implied, including a conscious assurance of their sonship.
- 2.12 **Article XII. *Of Sanctification.*** We believe that those who are regenerated and grow in the likeness of Christ through fellowship with Him, the Holy Spirit, and obedience to the truth; that a holy life is fruit and evidence of saving faith: and that the believer's hope of continuance in such a life is in the preserving grace of God. And we believe that in this growth in grace Christians may attain that maturity and full assurance of faith whereby the love of God is made perfect in us.
- 2.13 **Article XIII. *Of Prayer.*** We believe that we are encouraged to draw near to God, our Heavenly Father, in the name of His Son, Jesus Christ, and on our own behalf and that of others to pour out our hearts humbly yet freely before Him, as becomes His beloved children, giving Him the honour and praise due His holy name, asking Him to glorify Himself on earth as in Heaven, confessing unto Him our sins, and seeking of Him every gift needful for this life and for our everlasting salvation. We believe also that, inasmuch as all true prayer is prompted by His Spirit, He will in response thereto grant us every blessing according to His unsearchable wisdom and the riches of His grace in Jesus Christ.
- 2.14 **Article XIV. *Of the Law of God.*** We believe that the moral law of God, summarized in the Ten Commandments, testified to by the prophets, and unfolded in the life and teachings of Jesus Christ, stands for ever in truth and equity, and is not made void by faith, but on the contrary is established thereby. We believe that God requires of every man to do justly, to love mercy, and to walk humbly with God; and that only through This harmony with the will of God shall be fulfilled that brotherhood of man wherein the Kingdom of God is to be made manifest.
- 2.15 **Article XV. *Of the Church.*** We acknowledge one Holy Catholic Church, the innumerable company of saints of every age and nation, who being united by the Holy Spirit to Christ their Head are one body in Him and have communion with their Lord and with one another. Further, we receive it as the will of Christ that His Church on earth should exist as a visible and sacred brotherhood, consisting of those who profess faith in Jesus Christ and obedience to Him, together with their children, and other baptized children, and organized for the confession of His name, for the public worship of God, for the administration of the sacraments, for the upbuilding of the saints, and for the universal propagation of the Gospel; and we acknowledge as a part, more or less pure, of this universal brotherhood, every particular church throughout the world which professes this faith in Jesus Christ and obedience to Him as divine Lord and Saviour.

- 2.16 **Article XVI. *Of the Sacraments.*** We acknowledge two sacraments, Baptism and the Lord's Supper, which were instituted by Christ, to be of perpetual obligation as signs and seals of the covenant ratified in His precious blood, as a means of grace, by which, working in us, He doth not only quicken but also strengthen and comfort our faith in Him, and as ordinances through the observance of which His Church is to confess her Lord and be visibly distinguished from the rest of the world.
- 2.16.1 Baptism with water into the name of the Father and of the Son and of the Holy Spirit is the sacrament by which are signified and sealed our union to Christ and participation in the blessings of the new covenant; The proper subjects of baptism are believers and infants presented by their parents or guardians in the Christian faith. In the latter case the parents or guardians should train up their children in the nurture and admonition of the Lord and should expect that their children will, by the operation of the Holy Spirit, receive the benefits, which the sacrament is designed and fitted to convey. The Church is under the most solemn obligation to provide for their Christian instruction.
- 2.16.2 The Lord's Supper is the sacrament of communion with Christ and with His people, in which bread and wine are given and received in thankful remembrance of Him and His sacrifice on the Cross; and they who in faith receive the same do, after a spiritual manner, partake of the body and blood of the Lord Jesus Christ to their comfort, nourishment, and growth in grace. All may be admitted to the Lord's Supper who make a credible profession of their faith in the Lord Jesus and of obedience to His law.
- 2.17 **Article XVII. *Of the Ministry.*** We believe that Jesus Christ, as the Supreme Head of the Church, has appointed therein an Ordained Ministry of Word, Sacrament, and Pastoral Care and a Diaconal Ministry of Education, Service, and Pastoral Care and calls men and women to these ministries: that the Church, under the guidance of the Holy Spirit, recognizes and chooses those whom He calls, and should thereupon duly ordain or commission them to the work of the ministry.
- 2.18 **Article XVIII. *Of Church Order and Fellowship.*** We believe that the Supreme and only Head of the Church is the Lord Jesus Christ: that its worship, teaching, discipline and government should be administered according to His will by persons chosen for their fitness and duly set apart to their office; and that although the visible Church may contain unworthy members and is liable to err, yet believers ought not lightly to separate themselves from its communion, but arc to live in fellowship with their brethren, which fellowship is to be extended, as God gives opportunity, to all who in every place call upon the name of the Lord Jesus.
- 2.19 **Article XIX. *Of the Resurrection, the Last Judgment, and the Future Life.*** We believe that there shall be a resurrection of the dead, both of the just and of the unjust, through the power of the Son of God, who shall come to judge the living and the dead; that the finally impenitent shall go away into eternal punishment and the righteous into life eternal.
- 2.20 **Article XX. *Of Christian Service and the Final Triumph.*** We believe that it is our duty, as disciples and servants of Christ, to further the extension of His Kingdom, to do good unto all men, to maintain the public and private worship of God, to hallow the Lord's Day, to preserve the inviolability of marriage and the sanctity of the family, to uphold the just authority of the State, and so to live: in all honesty, purity, and charity, that our lives shall testify of Christ. We joyfully receive the word or Christ, bidding His people go into all the world and make disciples or all nations, declined unto them that God was in Christ reconciling the world unto Himself, and that He will have all men to be saved and come to the knowledge of the truth. We confidently believe that by His power and grace all His enemies shall finally be overcome, and the kingdoms of this world be made the Kingdom of our God and of His Christ.

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Instructions to Secretaries (extract from Section 92, THE MANUAL 2007)

- a. the minutes shall be written in ink in a legible hand, or typewritten, or printed;
- b. if the minutes be written by hand, they shall be written in a bound book provided for that purpose. If the minutes be produced by other means, one (1) signed original set of minutes shall be bound at suitable intervals in accordance with the methods specified by the General Council Committee on Archives and History. This information may be found in Guidelines for Record Keeping in The United Church of Canada, which is available from the Conference Archives Committee or the Central Archives;
- c. the time and place of each meeting shall be fully stated in words, and the date of the meeting shall be indicated on the margin at the top of each page;
- d. the minutes shall state by whose or what authority the meeting is held, "at the call of the Chairperson," "according to adjournment," or as the case may be; and that a quorum was present;
- e. the opening of the meeting with prayer and closing of the meeting with prayer and/or a benediction, shall be recorded in the minutes;
- f. the name of the Presiding Officer shall be recorded, and, in the minutes of Church Councils the names of the members and visitors present.
- g. the items of business shall be briefly indicated by paragraph headings or marginal notes, for ready reference;
- h. Committee reports and other documents necessary for the understanding of the records shall be embodied in the minutes or added in an appendix. If the latter, the number of the page on which they will be found shall be given in the minutes;
- i. the minutes shall record all the proceedings of the Court and shall state clearly what disposal is made of all motions, Proposals, reports, etc.;
- j. extraneous and irrelevant matter shall be rigidly excluded from the minutes;