

First United Church
Governance and Operations Policy
The Board

Mandate

Within the legislative and policy framework provided by the United Church of Canada, the Board of First United Church is generally responsible for exercising leadership in the care and oversight of the spiritual life and interests of the Congregation.

It provides oversight for matters arising within the boundaries set for it, and The Board is guided by the Mission and Vision of First United Church as determined from time to time by the Congregation.

Expectations and Terms of Reference for members of The Board

The members of The Board of First United Church act as servant leaders for the Congregation. It is expected that the Board will operate as an undivided unit to foster the vision of First United Church and to work with transparency based on Christian values, always being held accountable to the Congregation of the Church. A specific Code of Conduct and Responsibility is expected for this leadership, and members as follows:

- will demonstrate honesty, integrity and high ethical standards
- will respect the differences in each other, their ideas and opinions
- will accept responsibility for individual actions and speech
- will demonstrate care and concern for one another
- are expected to be co-operative, attend meetings regularly and come prepared
- will work on Board matters in good faith
- will covenant to hold Board issues in strict confidentiality when necessary
- will be willing to act on – and remain accountable for – decisions made by The Board
- have the right to be safe and to feel safe at any Board meeting
- have the right to be treated with dignity and respect
- will hold each other accountable for behavior and actions related to Board issues

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- will address conflict using the tools of “conflict management.”
 - all Board members will be trained in conflict management techniques
- will share gifts and skills toward the fulfillment of the church vision and mission

When Board members succeed in upholding the Code of Conduct and Responsibility, they should celebrate in their successes. Should Board members fail to uphold the Code of Conduct and Responsibility in any respect, the remainder of the Board will be responsible for assigning consequences to the member in question through the disciplinary process, up to and including dismissal from the Board.

Should a Board Member fail to uphold the Code of Conduct and Responsibility the following process will take place:

- 1) The Board Chair and one other member of the Board will meet with the Board member that is not upholding the Code of Conduct and Responsibilities as expected.
 - a) Support will be offered to that member
 - b) The Chair and second member will listen carefully for renewal of commitment by the member not participating in the expected manner.
- 2) A written report of the outcome of this meeting will be forwarded immediately to the rest of the Board members.
- 3) If there is no commitment of change or if the non participating Board member does not change even after stating they will do so, the Board will request a letter or resignation.

The Board is a self-governing body and as such self awareness is vital. The Board shall, at least annually, review this policy and make recommendations that may be necessary to ensure the continued effectiveness of this policy in attaining the mission of the Board and of the Congregation.

Governance

The Board governs the operation of the Church through and within the policies, practices and guidelines of the United Church of Canada as set forth The Manuel 2013, (B.7.4) policies as outlined and approved by Yellowhead Presbytery and policies as agreed to by the First United Church Congregation. The Board has oversight of, but not limited, to the following: *(Basis 5.10.1)*

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- responsibility for the admission of persons into full membership, granting transfers and membership *(Basis 5.10.1 (1))*
- conduct of members/adherents/visitors of First United Church, with power to exercise discipline *(Basis 5.10.1 (2))*
- administration of the sacraments *(Basis 5.10.1 (3))*
- the order of public worship, including the service of praise and the use of the church edifice *(Basis 5.10.1 (5))*
- receives and judges proposals and appeals from members *(Basis 5.10.2 (1))*
- liaises with Yellowhead Presbytery *(207 e)*
- the transmission of appeals and proposals to Yellowhead Presbytery *(Basis 5.10.2 (2))*
- recommends to Yellowhead Presbytery suitable lay members to be licensed as Lay Worship Leaders *(Basis 5.10.2 (3)344, 2010)*
- recommends suitable Lay members as Inquirers *(Basis 5.10.2 (4))*
- recommends suitable Inquirers to be Candidates for Ministry *(Basis 5.10.2 (5)346, 2010)*
- recommends suitable Lay members to be recognized as Designated Lay Minister *(343, 2010)*
- recommends suitable Lay members to be recognized as Congregational Designated Ministers *(345, 2010)*
- administration of the roll of the Congregation, and records of children and adherents *(153 x)*
- the registers of baptisms, marriages and burials *(153 xi)*
- ensures support of children, youth, young adults, adults and seniors *(153xii)*
- manages the temporal and financial affairs of First United Church. *(165)*
- submits to the Congregation reports on life and work of First United Church, including a full statement of receipts and expenditures, indebtedness, and estimates for the ensuing year. *(Basis 5.12.3)*
- manages the agenda, prioritizing emerging issues and questions
- creates written policies to guide staff, church membership and volunteers
- monitors and evaluates Ministry Personnel leadership, paid accountable staff, volunteer staff and The Board
- gives directives to the Board of Trustees when appropriate *(207 g)*
- manage matters of pastoral relations when directed by the Congregation *(207 h)*

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Duties

The Board discerns and articulates the Mission of First United Church and the vision of the ministries within its bounds.

The Board determines the work of the Church based on the mission and vision of the Congregation.

The Board sets annual and long term goals and objectives while exercising accountability through a routine process of evaluation

The Board oversees and is responsible for making training available for Board Members and Ministry team leaders in order to utilize members talents and abilities.

The Board will prepare and plan for leadership sustainability of The Board, in order to fulfill and promote the vision of First United Church, based on talents and skills of an individual.

Evaluation of the Board's performance is an integral part of the job of the Board and as such monitoring and evaluative information must speak directly to whether Board expectations are being fulfilled. The evaluation will be based on expectations and goals achieved not simply on work done.

Documents will be reviewed annually for Board effectiveness and to evaluate the guiding policies.

The Board is responsible to give special attention to those members joining the Board, as to their gifts and talents, not just the role being filled.

Membership

The Board shall consist of the following positions and all must be in full membership at First United Church: *(The Manual 2013, B.7.3.1)*

Chair

Chair Elect

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Secretary
Treasurer
Chair of Ministry and Personnel
Two Yellowhead Presbytery Representatives
Two Representatives as determined by The Manual 2013 (B.4.2) with
only one of the two sitting on the Board of First United at any time.
Four members at large
Ministry Personnel

Standing Committees of the Board shall consist of the following: (203-2007)

Board of Trustees
Property

Standing Committee members of the Board are not required to attend regular Board meetings, however they are required to furnish written reports as set out in policy and they will be invited to attend a Board meeting quarterly. They will receive minutes of Board meetings. Members of Standing Committees may attend a Board meeting as non-voting members and may contribute to the agenda by giving notice to the Chair of the Board at least twelve (12) days prior to the regularly scheduled Board meeting.

Corresponding Membership of the Board shall be, but not limited to:
United Church Women – U.C.W.
Catering Group

Membership on these groups is determined by the members and are autonomous organizations within First United Church.

Corresponding members of the Board are not required to attend regular Board meetings, however they are required to furnish written reports as set out in policy and they will be invited to attend a Board meeting quarterly. They will receive minutes of Board meetings.

Corresponding members may attend a Board meeting as non-voting members and may contribute to the agenda by giving notice to the Chair of the Board at least twelve (12) days prior to the regularly scheduled Board meeting.

Any member/adherent of the Congregation may contribute to the agenda of a Board meeting and attend a regularly scheduled Board meeting as a Non-voting member, by providing notice

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to the Chair of the Board at least twelve (12) days prior to the regularly scheduled Board meeting in order for the concern/issue to be placed on the agenda.

Any member/adherent of the Congregation may attend a Board meeting as an observer to the meeting by providing notice to the Chair of the Board at least seven (7) days prior to the regularly scheduled board meeting. As an observer a member/adherent will not partake in any Board discussions and will not have voting privileges.

Any member/adherent attending a Board meeting with a concern/issue will only discuss their particular issue, state their concern/issue and answer questions the Board may have. The member/adherent will not partake in any decision making discussion that the Board may have. Where a response from the Board is warranted, it will be given to the member/adherent regarding their concern/issue as soon as possible, in writing, after the Board has had time to discuss, evaluate and if necessary research the concern/issue.

When the agenda is such that confidentiality and "in camera" discussions must be observed, the observer will be asked to leave at that part of the agenda.

Terms of Office

All Board positions are elected by the Congregation at a Congregational meeting, with the exception of the Chair of Ministry and Personnel.

All members of the Ministry and Personnel team are elected by the Congregation at a Congregational meeting and a Chair is chosen from amongst their membership.

Chair

The position of Chair of the Board is a three year cycle as follows:

year 1 serves as Chair Elect, learning the role of Chair

year 2 serves as Chair

year 3 serves as Chair, trains and mentors the Chair Elect

Chair Elect

Chair Elect of the Board serves for one year with full voting privileges prior to assuming the role of Board Chair.

Secretary

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Secretary of the Board serves three years. The position may be extended for an additional maximum of three years by Congregational election.

Treasurer

The position of Treasurer is appointed annually by the Congregation as per the Terms of Office

An incumbent to the position of Treasurer of the Board may allow his/her name to stand indefinitely. The position must however, be appointed annually by the Congregation.

Chair of Ministry and Personnel

This position is determined within the Ministry and Personnel committee and is appointed by that committee to serve on the Board.

The Board requires the same individual to serve three years to maintain consistency.

The position may be extended for an additional maximum of three years by Congregational election and appointment from within the Ministry and Personnel Committee.

Delegates to Yellowhead Presbytery

The position of Yellowhead Presbytery Representatives is a three year term. The position may be extended for an additional maximum of three years but must be re-elected by the Congregation.

The elected representative is in full membership at First United Church.

There shall be two (2) representatives elected to serve as Presbytery Representatives by the Congregation as per the terms of office. One will sit on the Board. (310 (2))

Member (s) at Large

Three positions of Member at Large are a three year term elected by the Congregation.

An additional position of Member at Large shall be at the discretion of the Board.

Job Descriptions

Chair of the Board (*The Manual 2013 B.7.6.1*)

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The Congregation, at its annual meeting elects a Chair of The Board, who holds office as set out in the Terms of Office. The settled member of the Order of Ministry, the Pastoral Charge Supervisor if one is appointed, or any person in full membership and in good standing in the Congregation is eligible for election.

The duty of the Chair is:

- to set the agenda for meetings
- to preside at meetings
- to preserve order
- to take the vote
- to announce the decision of The Board

The Chair has a vote only in the event of a tie. If a vacancy is declared by Presbytery or The Board is considering same, the Presbytery Pastoral Relations Committee or their appointee shall preside at each meeting.

Secretary of the Board (186)

The Congregation at its annual meeting elects a Secretary of The Board as set out in the Terms of Office.

It is the duty of the Secretary:

- to keep the record of proceedings
- to conduct the correspondence
- to preserve all documents
- to prepare and distribute the completed minutes to all relevant parties
- to transmit the records annually to Yellowhead Presbytery for review as directed

Congregational Meetings Chair and Secretary

It is the responsibility of the congregation to elect a chair and secretary of the Pastoral Charge at the annual meeting.

In order to provide continuity in the preparation and presentation of the meeting, the Board will recommend to the congregation at the annual meeting, that the current serving Board Chair and current serving Board Secretary be nominated to serve in these positions for a congregational meeting.

Treasurer

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The Treasurer is responsible for the management of the financial affairs of First United Church as follows: (167, 2010. 187, 2010)

- solicitation and management of offerings and PAR system
- payment of salaries of persons serving as Ministry Personnel at First United Church
- payment of salaries of all other staff working for First United Church
- assessments payable to the pension fund and the group insurance plan of The United Church of Canada
- the assessment to meet Yellowhead Presbytery and Alberta Northwest Conference
- the current expenses of First United Church and disbursement of funds for these purposes.
- In the planning and making of the disbursement of monies, the Treasurer is guided by the order of following priorities:
 - 1) the salary of the Ministry Personnel serving First United church
 - 2) the assessments payable to the pension fund and group insurance plan
 - 3) the salary of other staff of First United Church
 - 4) the assessment to meet Yellowhead and Alberta Northwest Conference expense
 - 5) Money owing to any member of First United Church
 - 6) other capital and current expenses of First United Church

The Treasurer presents to the annual meeting of the Congregation the following:

- a detailed statement of First United Church receipts and expenditures for which a review has been performed.
- a detailed statement of the Board of Trustees receipts and expenditures, for which a review has been performed
- a budget proposal for the next year, with suggestions for securing the required monies
- present reports in a timely manner for inclusion in the Annual Report

The Treasurer is responsible for the Mission and Service fund:

- receives all monies contributed for the Fund and keeps a record of the individual givings in an account separate from the other funds of the Congregation.

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- remits monies received for General Council, quarterly as per a motion of the Board
- reports the contribution amount to the Congregation and Board

The Treasurer completes and files, annually, form T8010A, in order for the Congregation to maintain its status as a charitable organization.

The Treasurer is guided by the Financial Handbook for Congregations (*UCC revised annually*)

Chair of Ministry and Personnel

The chair of Ministry and Personnel is chosen from within the group membership. This team serves as a confidential, consultative body that supports the pastoral relationship. This group is accountable to the Board, and is governed by section 244 of the Manual the Handbook for Ministry and Personnel Committees.

The M & P Team does not take action itself, but has the responsibility to ensure recommendations are presented to the Board for determination.

The following individuals are excluded from participation as members of the Ministry and Personnel Team:

- Staff and ministry personnel of the pastoral charge, or their family members
- Board Chair
- persons of committees and/or teams of the Congregation
- “other persons in positions of authority...since they are likely to be parties with Personnel, to many of the conflicts about which an M & P Team consults and mediates.” (*pg. 7 Handbook for M & P*)

Yellowhead Presbytery Representatives

The Delegates attend all Yellowhead Presbytery meetings, as is reasonable.

Delegates are entitled to re-imbusement of financial costs related to attending Yellowhead Presbytery meetings.

Expense forms are submitted to the treasurer of First United Church.

The Delegates to Presbytery are a liaison between Presbytery and the Church.

The primary location for the ministry of this position is in the court of Yellowhead Presbytery.

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The Delegates may, at the invitation and under the direction of Yellowhead Presbytery, serve in special capacities that assist in the work and vision of Yellowhead Presbytery. The Delegate is responsible for transmitting information to Yellowhead Presbytery any matters concerning the pastoral relationship when asked to do so by First United Church. *(Basis 5.12.4)*

The Delegate will inform the Board by written report on matters learned at Presbytery

Members at Large

Three members at large are part of the succession model that is a mandate of the Board. As such it is an entry level position, meaning that anyone unsure if they wish to serve on the Board, can enter in this position. The incumbents will in part support the Board in meeting the “now” vision of the Church and should have the gifts and talent to be visionaries for the longer term.

This position is elected by the Congregation as per the terms of office.

The Board may appoint, from time to time, a fourth at large position. This would be a member of the Congregation who may not wish to serve in any other capacity on the Board but has demonstrated wisdom and vision for First United Church.

This person has knowledge and longevity in the Church and is an asset and mentor for the Board. This person has demonstrated high ethical standards and integrity in their personal and professional dealings and can provide wise, thoughtful counsel.

This person is a positive influence in the life of the Church and is an Elder respected by the congregation.

This appointment has no end date, but is at the discretion of the Board and the member.

A member of the Board may:

- resign the office, either on personal motion or when requested to do so
- may be removed by the order of Yellowhead Presbytery when the interests of the congregation of First United Church are deemed by Yellowhead Presbytery to require it
- may be deposed by process of discipline and/or absenteeism
(204, 2010)

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Standing Committees of The Board

Board of Trustees Property

Standing Committee members of the Board are not required to attend regular Board meetings, however they are required to furnish written reports as set out in policy and they will be invited to attend a Board meeting quarterly. They will receive minutes of Board meetings. Members of Standing Committees may attend a Board meeting as non-voting members and may contribute to the agenda by giving notice to the Chair of the Board at least twelve (12) days prior to the regularly scheduled Board meeting.

Job Descriptions

Board of Trustees

Members are elected to the Board of Trustees by the Congregation, and the majority of members must be members of First United Church.

The Board of Trustees will consist of not fewer than three (3) or more than fifteen (15) members, including one of the members of the Order of Ministry. The number of members on the Board of Trustees shall be determined from time to time by the Congregation.

The Board of Trustees will take direction respectively from the Board, Yellowhead Presbytery or Alberta Northwest Conference.

The Chair of the Board of Trustees is appointed from within the committee.

The Board of Trustees duties and obligations are outlined in the Congregational Board of Trustees Handbook 2010.

The Board of Trustees will supply minutes of their meetings to the Board.

Property

The members of the Property Committee are elected at a Congregational meeting. The chair of the committee is chosen within the members of the committee.

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The purpose of the Property Committee is to ensure that the building and grounds of First United Church are maintained to a safe and pleasing standard.

The Chair of the Property Committee works in a close relationship with the Board and has the responsibility of informing the Board of any required repairs in a timely manner. The Board in turn will advise the Chair of the Property Committee of any issues that requires attention. The Board may request the Administration Office to be liaison with the Property Committee.

The Chair of the Property Committee will submit a written report of activities at least one week prior to scheduled Board meetings.

Terms of Office

Board of Trustees

A member of the Board of Trustees may allow his/her name to stand indefinitely. Any change in membership must be brought before the Congregation for approval and appointment by vote.

Property

Membership on the Property Committee is determined by Congregational vote at the Annual Congregational Meeting. The position is a three year term and may be extended for an additional maximum of three years by re-election by the Congregation.

Corresponding Committees of the Board

United Church Women (U.C.W.)
Catering

Membership on these groups is determined by the members and are autonomous organizations within the United Church of Canada and First United Church. Corresponding members of the Board are not required to attend regular Board meetings, however they are required to furnish written reports as set out in policy and they will be invited to attend a Board meeting quarterly. They will receive minutes of Board meetings. Corresponding members may attend a Board meeting as non-voting members and may

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contribute to the agenda by giving notice to the Chair of the Board at least twelve (12) days prior to the regularly scheduled Board meeting.

Both men and women of the Congregation are free to come together into organized groups, and are strongly encouraged to do so. These groups are free to determine their own size, structure and manner of leadership. All men and/or women's groups within the Congregation are free to determine their own purposes, which may include personal support, friendship, spiritual nurture and growth, mission education, prayers, healing and the like.

They may develop their own organizational structures as deemed appropriate by the Board, and/or Yellowhead Presbytery and the United Church of Canada. Any group must have the approval of the Board and will submit written reports after each of their meetings.

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